

**CAMERON HEIGHTS HOMEOWNERS ASSOCIATION (CHHOA)
ANNUAL GENERAL MEETING (AGM) MINUTES**

DATE: Thursday April 9, 2015

LOCATION: Michael A Kostek School (5303 190 Street)

AGENDA

ITEM	ATTACHMENTS
1. Call to Order and establishment of quorum	
2. Approval of Agenda	2.1 Agenda
3. Approval of Minutes	3.1 CHHOA AGM Minutes 12 March 2014
4. Introductions 4.1 Members of the Board 4.2 Guests	
5. Reports 5.1 President 5.2 Treasurer	
6. Presentations 6.1 Landscaping and Greenspace Committee – Front Entrance Feature Project	
7. Action Items, Elections, Appointments, & Special Business 7.1 Appointment of Auditors (MOTION) 7.2 Elections	
8. New Business	
9. Member Announcements & Question Period	
10. Adjournment	

1. Call to Order and Establishment of Quorum

Cameron Bardas (current president) called for a motion to begin the meeting. Lisa Darling MOVED that the meeting be called to order; Jody Spencer SECONDED. MOTION CARRIED UNANIMOUSLY. Meeting called to order at 7:03pm. Quorum was established – attendance records on file with Premier Management.

2. Approval of Agenda

Louise Croome MOVED that the previously distributed Agenda be approved. Natasha Palmer SECONDED. MOTION UNANIMOUSLY CARRIED.

3. Approval of Minutes

Copy of the 2014 AGM minutes were distributed via mail along with the AGM notice in March 2015. Leslie Suesoff MOVED to approve the minutes. Nancy Mitchell SECONDED. MOTION UNANIMOUSLY CARRIED.

4. Introductions

Cameron Bardas introduced the current members of the Board – Katie Biittner (Secretary) and Wayne McKendrick (Treasurer). He also drew the memberships' attention to the elections at this time, noting that the current Board is small and that positions on the Board will be up for elections shortly. Cameron also introduced Debbie McIntosh as the Property Manager from Premier Management for the HOA.

5. Reports

5.1. President's Report

Cameron Bardas wanted to provide a rundown of what happened over the last year. The following points were made during the President's report:

- Brief history of the HOA: 2014 was the first year the community was in control of the HOA; the HOA has been in existence since 2003 but no fees were levied; it was in December 2013 when five volunteers from the Cameron Heights Community League (CHCL) came forward to assume control of the Board (transition meeting was held that month with Allard); noted that the HOA is a separate organization from the CHCL; been interesting perspective from the Board having only have had a few members
- Noted that communications has been a focus, specifically in regards to fee collection; noted that many do not know what the HOA is so the question has been how to communicate about what we were doing; indicated that the Board started with no budget because fees had not been collected; bunch of work related to just fee collection alone
- Also wanted to acknowledge the number of people in community that have been around to help – our Greenspace and Landscaping community; community leaders in the CHCL like Guy Croome (in attendance); also people who shovel and support their neighbours in a general way. Noted again that HOA and CHCL are two separate entities.
- Other major items: fee collection dominated the Board's activities (Wayne will present financials shortly); was challenging but happy with how we ended up; gave a lot of grace because wanted people to understand the role of the HOA; currently have 80% compliance; not quite at Wedgewood HOA levels (90+ %) but getting there; unfortunately this means that membership fees collected have been spent collecting them; from this point forward were be putting leans on the properties because do not want to waste good membership money to collect it; will not be giving grace periods; late fees will apply as per bylaws as indicated in notice.

Note: at this point in Cameron's presentation the projector bulb burnt out so our prepared presentation was not able to be viewed by Members in attendance. It was AGREED that a copy of the presentation and other materials distributed would be posted on the HOA website promptly.

- Some major goals include: dealing with the landscaping and lot maintenance issues in the community; Landscaping and Greenspace Committee will present some shortly; also major masonry fence repairs are required which are of the upmost importance; two major fence repairs: one along utility corridor closest to the walkway that extends out from Chahley Way; the other one is directly across from the island on Chahley Way; along other fences some of the concrete caps are starting to crumble and will be cleaning up some of the white weathering-related patination that is appearing on the fence; noted that we do not want individual homeowners intentionally damaging masonry fences.
- Also mentioned that the Board has submitted an agreement with the City of Edmonton that will allow us to undertake maintenance on public property – see seasonal items, maintain above the City standards. These include the islands throughout the community, the main boulevards, the smaller boulevards, the corner cuts where the fences are, etc. All of the trees are the City's; they do not allow people to do anything with their trees. However, we are looking at replacing three trees at our cost with permission from the City to beautify the area. There are City guidelines that we must meet. There are some trees along the Henday that fall under the Province – they are decommissioning that pipeline from a high pressure line but would be great to be able to begin to take over that space.
 - o Cameron received a number of questions regarding the trees and responded that Members should first go through 311 but definitely let the HOA know because we can follow up with the City; we have a great relationship with the inspectors and they will follow up with us directly when they receive complaints. If the City will not replace trees then the HOA can seek out permission to replace trees as beautification for the community.
 - o In response to other questions from the floor Cameron also noted that some areas are still under the developer's control that means that they are still responsible for; eventually they will have to turn over to the City. This process goes through stages. What the HOA applies to is the private spaces not the City spaces but this Board has chosen to do greenspace maintenance as a beautification project for the benefit of the entire community. Cameron noted that it is therefore very important to look at responsibilities – if the City is in charge of the trees then need to make them be responsible for it rather than using HOA fees to pay for them. The developer has been helpful to the HOA; all the lots still owned by the HOA still are subject to fees. They have been providing all of the information they have regarding specs to us. They are still maintaining overseeing architectural guidelines so we are not having to pay for it.
- Also the other major item is having a reserve fund study being done; we want financial guidance for the 2016 budget. Want to know if we are managing it properly. Want to know where liabilities are at.

- Also mentioned capital projects. For 2015 the big project is a seasonal outdoor skating rink – to work with the community league and the city to have a rink placed on the dedicated school lot (east of the park and playground development). A resident noted that a charter school had applied for that site but they were defeated at City Council. Fundamentally this capital project is a means for winter engagement; the community league has struggled with this because of the capital and the operating expenses. It then becomes a bit of a place-marker; the more interaction we have with that space the stronger the claim we can establish on it. It is something that we would love feedback on.
- Finally Cameron stated “Be active!”; Cannot stress enough how important community involvement is. Wants to thank those who do that. The other side is what the HOA does; it does have standards in terms of rules and guidelines. The HOA so far has been fairly lax – have not been looking for trouble but when there is something you do not like and they do not comply with bylaws then please let the HOA know. That is what the HOA can do – maintain community standards. Do not want to be the “dandelion police” but we can act to ensure that our community standards are met and maintained.
 - o Cameron accepted a question about Mariah and indicated that they are a consultant for the developer but do not enforce compliance. The architectural guidelines are owned by the membership; the Board can make changes; it is not the developer’s responsibility any more. Can use Mariah as a consultant but we do not have to. We can act when we receive a complaint. Fencing is a good example. There are individual situations that can be addressed through the Bylaws but when it comes to the deposit it is the developer/consultant. Any development within requires compliance with the HOA but it is not something that we’ve had to deal with yet.
- Cameron’s last point stresses the importance of volunteers. None are paid positions. Highly appreciated by some and unappreciated by others. Encourages people to consider helping out the community by serving.
 - o There was a question about drainage on sidewalks and roadways. Cameron’s quick answer is it is the City’s responsibility. He also noted there is a bylaw about sump pump drainage.

5.2 Treasurers’ Report

Wayne McKendrick provided an overview of the financials. In his presentation it was noted that:

- Again that the HOA went a number of years without any fees collected. Had a number of objectives in 2014. One was to get a full year of experience under our belts. Second was to build up a solid reserve fund footing. The initial fee levee was set at the maximum allowed by bylaws; have not changed for 2015. We need to figure out if we have enough in the reserves. In 2014 issued billings for 639 properties. \$153K in total. See on page 2 of audited statements. Payments and collections were extremely slow. Still have a number of 2014 fees outstanding. Slow for two reasons: 1) it was our first year and our management company and the Board spent a lot of time figuring out who lives where (land titles were pulled); 2) a lot of homeowners who did not think they had to be a member nor wanted to be a member so spent a lot of time dealing with concerns and issues; still many who do not want to pay. If you cannot pay last year there will be

a lean attached to your property so you will pay when you sell including the associated legal fees. Hoping to do better this year. We collected 119K of 153K. Not an insignificant amount. If look at page one see cash amount of accounts receivables. Reserve fund did get funded. The majority of office expenses were spent in mailouts, pulling titles, and attempting to collect fees. Done what can do. People will pay or not but cannot spend the money chasing money anymore. Did have some uncertainty in going ahead with projects because did not have the certainty the funds were there to spend it. What we did do was spend \$48K+ into reserve fund. Allows us to have certainty into the future regarding major parts of fence etc. Spent 24K on admin and insurance and fee collection.

- 2015 budget will be posted on website; in 2015 we are adding another \$48k to reserve; expect to spend the same amount in insurance and management. Have a number of neighbourhood enhancements; have greenspace and landscaping improvements; ongoing fence around 11k, and package of funds for other maintenance (bridge, garbage collection, snow removal, etc.). At the end of the day were able to establish a solid 2014 position and optimistic will be able to move forward with projects in 2015. But with three of us on the Board it is hard to move forward with projects. Also want to emphasize that fees must be paid promptly. Membership is not optional. It is a requirement.
 - o Question: What is budgeted for the rink? Response: 20K budgeted for rink; intended to cover the boards and surface and minor infrastructure; need to do further research; if a permanent one is wanted then the Board will have direction. Feedback from community is important.
 - o Question: Is the newer side of Cameron Heights HOA members? Response: Not all. Will discuss in question period.
 - o Question: Who determines the fees? Response: The maximum is established in the Bylaws. The Board sets the amount each year. Will be having a study done to see what the right amount needs to be in the capital reserve fund account etc. This will allow for long term planning.

6. Presentations

6.1 Landscaping and Greenspace Committee – Front Entrance Feature Project

Cameron mentioned that the Board struck several committees to give the Board direction. We had two members who stepped forward to assist with the Landscaping and Greenspace Committee. Lisa and Natasha were actively involved. They are not full Board members but committee members who met and worked with the Board and then pulled a proposal together. Cameron noted that if Members want something done then they should propose a committee to work with the Board.

Natasha spoke on behalf of the committee. Noted were directed to do something about the front entrance beds. They took pictures of the existing space and then came up with a design that would really speak to our community and what we want it to look like; what we want our initial view to look like. Includes a rockwall, landscape lighting. Other focus was to have trees and shrubs that bloom throughout the year – 12 months of colour and foliage so that it is a year-long design. The proposal was presented to the Board and Premier sent it out for tender. Grindstone Landscaping will be undertaking

the project in May/June. It is a definite upgrade from the City standard. It will be maintained by us; long term maintainability was part of the direction given to the committee. Very low maintenance. Will be followed up on each year and can be updated as needed.

The other thing the committee was tasked to do was looking at the greenspaces and architectural guidelines; recommended a number of actions including reminder mailouts in particular in regards to boulevard maintenance. A number of copies of their presentation is available at the desk and will be put online.

Cameron noted that the lights have been repaired and upgraded. We can begin adding festive lighting now. This is something the committee will be involved in. We can make that space more interactive for us.

7. Action Items, Elections, Appointments, & Special Business

7.1 Appointment of Auditors (MOTION)

Debbie McIntosh noted that if the members are satisfied with the audit as presented in the 2014 statements distributed at the meeting then we need a motion to approve the appointment of the auditor for 2015. Pam Prendergast MOVED that the process of looking for a third party auditor as required by bylaw be undertaken. Wayne McKendrick SECONDED. MOTION UNANIMOUSLY CARRIED.

7.2 Elections

Cameron provided an overview of the elections process and the positions, and mentioned that to date it has been a fluctuating Board and a small Board but the range of duties is small. He also indicated that as per Bylaw specific positions are determined at the first meeting of the Board. He clarified that meetings are required a minimum of 10 times a year or about once a month.

The representatives from the management company oversaw the elections. Debbie noted that anyone who has paid their fees can be on the Board, and that if we do not have more than seven volunteers step forward then we do not need to vote.

Members who stepped forward:

- Wayne McIntosh
- Katie Biittner
- Stephen Seckenski
- Michael Prendergast
- Pat Ziesman

A second call for volunteers was made. No one stepped forward.

A third call was made. No one stepped forward.

The new Board was appointed by acclamation. The positions will occur at our transition meeting to be established after this one. New Board members were asked to stay after the meeting so this date can be established.

8. New Business

None at this time.

9. Member Announcements and Question Period

Thanks were extended from the Members in attendance to Cameron for his service as President.

10. Adjournment

Pam Prendergast MOVED that the AGM be adjourned. Pat Ziesman SECONDED. MOTION UNANIMOUSLY APPROVED. Meeting adjourned at 8:21pm.

Following the formal business meeting Cameron and the Board agreed to take questions. The following is a very brief, point-form summary of the subject of the questions and the response:

- Streetlights: put in a work order through the City website (CHHOA Board to post to our website)
- Adjourning areas: two specific areas that do not belong – Delta Square and the Mike Holmes development; independent home owners can opt to join the HOA – can try to sell the HOA to them regarding the cost of upgrades
- Commercial area: land sold and is zoned for general commercial; they are looking for development opportunities; will be interesting to see what goes in there; as a community we need to engage the builder of that property; restrictions still are in place; are part of the HOA and are levied commercial fees; if there aren't guidelines then the HOA can create them; if the Board and membership were interested in doing this then we must act soon
- Trash collection: is another part we need to look at; we can set out additional bins but then need to also contract someone to pick it up
- Dog bags and signage: are looking at doing this; again will need to purchase stations then find a contractor to restock and clean them
- Developer controlled areas: provided some information regarding the developer and City agreements; the developer does have two years; the Board can follow up to see why areas have not yet been done; the Board can push the developer (who in turn they push their contractors) to get things done
- Houses under construction: constraints are developer imposed; some properties are in litigation; need to follow up with City
- Discussion about fees
- Communications is an ongoing issue; must highlight the benefits of the HOA; signage; newsletter; do have a Communications committee
- Question regarding financial plan for a rec center? Requested to have this sent to the Board to figure out what this is?