

**CAMERON HEIGHTS  
HOME OWNERS ASSOCIATION  
ANNUAL GENERAL MEETING**

**Wednesday, April 17, 2019  
River West Christian Church  
8:30PM**

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**Meeting Minutes**

- 1) The election of the Chairman of the meeting;

On behalf of the Board of Directors for the Cameron Heights HOA, Cathy Vanstone, Vice President of the HOA will be acting as Chair of the Meeting. Alanna Bencharsky of FirstService Residential who has done the registration, will be taking the minutes this evening.

Harry Mulder, President called the meeting to order at 9:05pm.

Harry Mulder motioned for Cathy Vanstone to Chair the AGM meeting, Candace Christman seconded. Over 75% in favour. Motion carried.

- 2) Introduction of Board Members;

Harry Mulder, President; Cathy Vanstone, Vice President; Joe Crawford, Treasurer; Secretary, Natasha Palmer; Director, Lisa Darling; Director, Candace Christman.

- 3) Calling of the roll and certifying the proxies;

It was declared that 101 Units were registered. Quorum was met, only 5 voters are required.

Bylaw 3.01 (d) "A quorum for the Annual General Meeting of the Association shall be the attendance of persons collectively entitles to cast five (5) or more votes;"

- 4) Proof of notice of meeting or waiver of notice;

The PowerPoint slide displayed a copy of the Notice of the AGM. The Notice was motioned and seconded by 2 homeowners. Over 75% in favour. Motion carried.

- 5) Adoption of Minutes of the 2018 AGM;

Cathy Vanstone asked for a motion to approve the 2018 draft AGM minutes. Motioned by Judy Townsend and seconded by Harry Mulder.

Over 75% in favour. Motion carried.

- 6) Reports of officers;

Cathy Vanstone presented the President's Report.

Cathy explained that the Board is a volunteer Board and that community members were

welcomed to join and that participation in the Home Owners Association is part of the Land Titles Agreement. The following points were made;

- The Community League and the HOA are separate, however, the HOA does donate to the Community League.

- Membership into the HOA is automatic and mandatory for all Homeowners within the specific areas via restrictive covenants and encumbrances registered on the associated land titles.

- HOA fess for properties in Cameron Heights breakdown as \$20/month or \$240/year.

- Allard and Christenson developed areas in Cameron Heights are part of the HOA. Delta Square (River Pointe) and Holmes Development (Creekside Ravine) are not part of the HOA.

- The HOA is a volunteer board, unpaid, and require a high level of commitment who have every CH residents best wishes at heart. The Board also live on site and are always striving to improve amenities and enhance the community.

- CHHOA participation is listed on the property deed or land title.

- Your Home Builder, Property Developer, Lawyer, Banker, Real Estate Agent were expected to advise you appropriately.

- Cathy Vanstone stated the HOA Responsibilities and members were shown the slide show of responsibilities.

- Property Management information provided;

- FirstService Residential acts as HOA property management

- contract is on a month to month basis since 2018

- There have been concerns with the management aspect of FirstService in which they have been formally notified. Further review of path forward is in progress.

- Community Manager is Alanna Bencharsky, email to [Alanna.bencharsky@fsresidential.com](mailto:Alanna.bencharsky@fsresidential.com), FirstService Residential contact number 1-855-266-3601 (Call Center)

- 40 Condo Properties were added to the HOA in 2018, Rivers Edge Villas in Cameron Heights

- The Commercial Lot, The Royal Centre is currently in full development and will be a part of the HOA.

- Bylaw reviews and Amendments;

- A full review of the bylaws took place with several key items brought up as problem areas for change via special resolution such as:

- Board Term lengths

- Maximum fees allowed vs length of bylaws in effect

- Ambiguous language for notification of meetings

- A Special Meeting took place on February 6, 2019 to vote on amended resolutions;

- One Resolution passed (Board term length)
- Two Resolutions moved to another special meeting just prior to the AGM after careful consideration from member comments and concerns (meeting notification and maximum fee allowance).

Cameron Heights now has a Facebook Page for community exposure and another method to communicate, send notifications and message with members.

-Maintenance and Landscaping;

- Contract with Seasonal Impact for Landscaping, including weeding, watering. Some areas have been noted for higher priority. City maintains City owned portions
- Front Entrance decorations for both Summer and Christmas Seasons
- Looking at renewing the rock in the center boulevards all along Cameron Heights Drive, as it is at its life span as is - cost will be nearly \$50,000, see newsletter regarding Boulevard Maintenance and Who is Responsible.

Masonry Fencing information;

- Masonry fencing is shared responsibility of the Homeowner and the HOA
- single largest Asset under the responsibility of the HOA
- 3 Estimates for repairs, Scorpio was chosen by Board and HOA will cover costs at this point
- Homeowner must notify HOA Board of any issues; must also NOT alter fence without HOA Board of Approval
- Scorpio will complete masonry fence repairs yearly as identified by the HOA only.

Reserve Fund Study;

- was last completed in 2017, required to be completed every 5 years.
- current asset replacement/repair value at \$1,625,600 and this includes 18,674 linear ft of masonry fence walls
- yearly reserve fund contribution of \$51,000 has been met for 2018, reserves are on target
- \$189,920 of \$268,189 reserves put into GIC investments to grow over time. GIC was renewed in 2018 for one year.

Architectural Guidelines;

- This spring there will be a walk around the entire neighbourhood to go through all properties not in compliance with fencing requirements such as fence type, style and/or color.

-The Architectural guidelines can be found on the HOA website at <http://cameronheightshoa.com/resource-centre/>

Community League Collaboration;

-5K Donation

-CL asked for 30k of funds from HOA in January – was Rejected due to:

-not in 2019 Budget except for 5k donation

-reserve funds for projects that are outlined in study

-shared AGM

-family fun day booth for awareness

On-Going Issues;

-Fee Collection;

-fees are 100% mandatory

-still issues with refusals to pay fees

-outstanding fees are incurring 16% per year compounded monthly

-some members have stated no notifications from FirstService Residential regarding yearly fees

-payment via cheque or visiting office does not attract prompt payment

-fee collection put on hold due to confidence issues with FirstService – this will continue and will be strictly enforced soon.

-Architectural Guideline Adherence;

-Some letters have been sent

-FirstService Management Issues;

-members not receiving notifications

7) Financial report;

-the HOA fiscal year is from January 1<sup>st</sup> to December 31<sup>st</sup> each year

-2018 fees at \$240 over 639 properties for a total of \$153,360

-currently a total of 168 properties in arrears at the end of 2018, totalling \$102,361, interest is being charged for amounts owing at 16% as per Bylaws, accounts outstanding from 2018 and earlier will be notified with legal action for payments.

-additional revenues from interest on operating account and receivables totalled \$5,250

-TOTAL REVENUE BUDGET OF \$158,610

**2018 Financial Overview;**

-Expenses in 2018 totaled \$159, 505

-\$102,000 in AR

-2018 Audit is being completed at this time, was sent out in January 2019, in final stages, final copy has not been completed.

Motioned for Cass & Fraser to complete Audit – Seconded by Harry Mulder - Over 75% in Favour – motion carried.

-less properties paid HOA fees in 2018 than in 2017

Motion made for the Board of Directors to undertake formal study to indicate what the budget, based on the fees, should be. - Seconded – Owner- Over 75% in Favour- Motion carried

-\$189,920 of \$268,189 Reserve Fund invested into low risk GIC's to grow value. The remaining is cash on hand for any reserve fund expenditures that unexpectedly come up.

-no planned deficit in 2019

\$465,585 in total assets at the end of 2018 as per the HOA Balance Sheet

-2017 Financial Audit Results by Cass & Fraser were noted

-2019 Budget Overview was stated in slide

-Plans to look at cost efficiency in 2019 with respect to landscaping, management, fee collection costs and admin cost such as mailouts.

-Cameron Heights in solid financial health, reserve fund is on par with finalized study.

8) Election of the Board;

Eight individuals were nominated for the 7 board positions. A vote was held via show of hands. The 7 individuals elected were: Joe Crawford, Michelle Formstone, Kerri Clifford, Melanie Wilson, Shelley Postill, Marcela Salamanca, Christine Symonds

9) Unfinished business;

No unfinished business was discussed.

10) New business;

Appoint Auditor for HOA;

-Motion made to appoint Cass & Fraser Chartered Accountants as Auditor, Harry Mulder Seconded, Over 75% in Favour. Motion carried.

Future Spending Strategy;

-if there is a surplus, spend towards upgraded landscaping, or towards Community League projects such as Spray Park, skating rink, etc.

11) Adjournment;

Meeting adjourned at 10:31pm