



## Notice of 2022 Annual General Meeting of Springbank Hill Homeowners Association (SBHHA) Members

TAKE NOTICE that the Annual General Meeting of the members of the SBHHA will be held **ONLINE**:



**Tuesday, November 15, 2022**  
**7:00 PM**

If you plan to participate, please email [info@sbhha.com](mailto:info@sbhha.com) and provide your name and address in advance of the AGM to make it easier for us to verify attendance. We will send you a calendar invite that will include the *Google Meet* link, as well as the documents to be discussed.

Agenda for formal part of the meeting:

1. Transact such business as may properly come before the meeting:
  - a. President's report
  - b. City Liaison Director's report
  - c. Contractor Liaison Director's report
  - d. Treasurer's report
2. Review the financial statements for the 2021 fiscal year and appointment of auditors for 2022 fiscal year
3. Elect Directors of the Association - openings for Secretary and Treasurer
4. Questions and concerns from the Membership

DATED this 30th day of September, 2022

On behalf of the Board of Directors:

Colleen B, President

SPRINGBANK HILL HOMEOWNERS ASSOCIATION  
Box 75011 Westhills R.P.O., Calgary, Alberta T3H 3M1  
[www.sbhha.com](http://www.sbhha.com)

Follow us on our new Facebook Community Page: <https://www.facebook.com/SBHHAYYC>

If you are unable to attend the meeting, but wish to have another person act on your behalf, please complete this proxy form and email the completed form to [info@sbhha.com](mailto:info@sbhha.com). You may appoint a Board Director or another Member to be your proxy, but that person must be at the meeting to exercise your proxy.

PROXY FORM

I, \_\_\_\_\_ (name of property owner) of  
\_\_\_\_\_ (property address), confirm that I am a  
Member eligible to vote in a Meeting of The Springbank Hill Homeowners Association (the  
"Association"). I hereby appoint \_\_\_\_\_  
(proxyholder Member) of Calgary, Alberta to vote and act for me and on my behalf at the  
Annual General Meeting to be held at 7:00 pm on Tuesday, the 15th day of November,  
2022 and at any adjournments thereof for the purposes of electing the new Board of  
Directors and any business that arises at that meeting.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2022 at Calgary, Alberta.

\_\_\_\_\_ Signature of Member

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Meeting Date: Tuesday, November 15, 2022  
 Meeting Time: 7:00 p.m.  
 Meeting Place: Virtual Meeting via Google Meet  
 5 Current Directors Present: Colleen B, June L, Craig M, Doug L, Ezenwa E  
 1 Current Director Absent: Gloria B

ITEM #	ITEM
	<p>REGISTRATION AND QUORUM</p> <ul style="list-style-type: none"> <li>● 14 Voting Members were represented (6 non-Directors, 5 Directors, and 3 proxies).</li> <li>● A quorum of Members present at an AGM shall consist of three (3) voting Members in addition to any Directors who may be in attendance.</li> <li>● QUORUM was achieved.</li> </ul>
1.	<p>PRELIMINARY MATTERS</p> <ul style="list-style-type: none"> <li>● The meeting was called to order at 7:01 p.m.</li> <li>● Chair and President Colleen B stated the Land Acknowledgement.</li> <li>● The current Board Members in attendance were introduced: two Officers (“Perennial” President Colleen B and exiting “Secretary-Treasurer” June L; Contractor Liaison Director Craig M; City Liaison Director Doug L; and Director at Large Ezenwa E.</li> <li>● Our mandate and <a href="#">boundaries</a> were explained. There are 543 properties (houses and condos) within our HOA.</li> </ul>
2.	<p>REVIEW of 2021 AGM MINUTES</p> <ul style="list-style-type: none"> <li>● The 2021 minutes had been circulated to the attendees before the AGM. Moved by Mark R to approve the 2021 AGM minutes. Motion was seconded by Ezenwa E and the <u>motion was carried.</u></li> </ul>
3.	<p>BOARD UPDATES</p> <p>a. President Colleen B:</p> <ul style="list-style-type: none"> <li>● Continuity of board membership: our new bylaws (passed at the 2021 AGM) call for 3 to 7 directors. The Officer positions (e.g., President, Vice-President, Secretary, Treasurer) are determined by the Board.</li> <li>● For 2022, we had 2 formal Board meetings. Many routine decisions are decided via email.</li> <li>● Annual HOA fee is determined by the Board in January.</li> <li>● There is increased focus on communicating virtually with our members versus sending hard copies through Canada Post. Our bylaws speak to emailing HOA fee invoices as well as AGM notification. We are collecting email addresses of owners to reduce administrative costs.</li> </ul>



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	<ul style="list-style-type: none"> <li>• An outside bookkeeping service was hired to help convert our QuickBooks software to current software, train our Treasurer on enhanced functions, and start streamlining our systems to allow electronic invoices, online payments, and tracking of payments. More work is needed on this, but the preliminary work is complete.</li> <li>• The Board reviewed the option of adding up to 8 self-watering flower planters in the two roundabouts and on Springbank Way. Due to anticipated high fuel costs which are passed to us via ULS invoices, the Board decided to put this project in abeyance.</li> <li>• We engaged our lawyer to create a legal agreement with the Springbank Hill Community Association concerning the skating rink in the park along Springbank Boulevard to mitigate potential liability issues. The Community Association has a Licence of Occupation (LOC) with The City of Calgary for the area in the park currently used for the skating rink.</li> <li>• We gave formal notice to the townhouse condo board (The Homes @ Springbank Hill) that the entrance sign was determined by The City of Calgary to be on their property and not on the land that we steward. That is, the sign is not in the “common area”.</li> </ul> <p>b. City Liaison Doug L:</p> <ul style="list-style-type: none"> <li>• It was an uneventful year in our dealings with The City.</li> <li>• We have not yet signed the formal Landscape Maintenance Agreement with The City as Doug tried to work with them on some minor legal wording suggested by our lawyer. The City was not interested in making any changes to their “standard” agreement. Their view was that we have “signed” the Agreement and it’s legally binding. The Board will decide next steps on this development.</li> <li>• Doug was making good strides with The City of Calgary Urban Forestry team on replacement of trees in our parks and the Boulevard, but staffing changes slowed it down. Doug counted 19 trees on the Boulevard needing replacement. This is a big project and he hopes that there will be progress in 2023.</li> </ul> <p>c. Contractor Liaison Craig M:</p> <ul style="list-style-type: none"> <li>• We have used ULS since Day 1 and are pretty happy with them. There are hiccups in the spring, but ULS quickly remedies those.</li> <li>• We strive to keep the common areas in good condition and hold ULS accountable, but we also rely on homeowners to let us know if they see something amiss.</li> <li>• In summer, ULS takes care of spring cleanup, lawn aeration, tree bed maintenance, litter pickup and garbage bin emptying, mowing and edging.</li> <li>• In winter, they clear snow from the park pathways, the sidewalks in front of the parks, and parts of the Boulevard as a bonus. Regarding snow clearance, we are not a Priority 1 snow removal area, so sometimes snow clearing is slower to reach us.</li> <li>• ULS prices have held steady for the past few years. Craig negotiated a cost sharing reduction for winter snow clearing a few years ago since The City is responsible for some of the snow clearance.</li> </ul>

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4.	<p>NOMINATIONS FOR BOARD DIRECTORS</p> <ul style="list-style-type: none"> <li>Our bylaws stipulate that the number of Directors shall be not less than 3 and not more than 7 and shall be determined by the Members at an AGM. Term of office is 1 year.</li> <li>It was noted that other than the Treasurer position, the work required is not high.</li> <li>Craig M, Ezenwa E, Colleen B, and Doug L stood for re-election.</li> <li>Officer positions (President, Vice President, Secretary, Treasurer) are determined by the new Board.</li> <li>Member Audra R indicated interest in helping out.</li> <li>We have a new Facebook page: <a href="https://www.facebook.com/SBHAYYC/">https://www.facebook.com/SBHAYYC/</a> that needs to be maintained.</li> <li>The proposed new Board Members are: Craig M, Ezenwa E, Colleen B, Doug L, and Audra R.</li> </ul> <p>Moved by June L to elect the above-noted proposed Board. Motion was seconded by Doug L and the <u>motion was carried.</u></p>
5.	<p>QUESTIONS AND CONCERNS FROM THE MEMBERSHIP</p> <ul style="list-style-type: none"> <li>A question was raised about setting future HOA fees. Colleen B explained that the budget is set in January. ULS costs are by far our highest expenditures; therefore, we ask ULS for a forecast of any price increase for the annual summer landscaping contract. We anticipate lower legal costs as all past legal issues have been resolved. If there is an increase to HOA fees, it will not be a massive increase. The aim is to not have swings up and down in our fees, but fairly constant.</li> <li>We have a \$50,000 reserve to take care of our only optional amenity, the decorative fencing. In the unlikely event of the entire decorative fence destroyed, a new fence would range from \$90,000 to \$100,000.</li> <li>It looks likely that we will have to hire a bookkeeper to help with our financial work, as no Treasurer has come forward.</li> <li>Mark R thanked the Board for all their efforts and appreciates the ability to walk in 3 parks. Rob M seconded the thoughts.</li> </ul>
6.	<p>AGM ADJOURNMENT</p> <ul style="list-style-type: none"> <li>8:00 pm</li> </ul>



Minutes to be approved at 2023 Annual General Meeting:

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Colleen B, President

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Date approved