



Notice of 2020 Annual General Meeting of Springbank Hill Homeowners Association (SBHHA) Members

TAKE NOTICE that the Annual General Meeting of the members of the Springbank Hill Homeowners Association will be held **ONLINE**:



Tuesday, November 3, 2020
7:00 PM

Due to ongoing restrictions on public gatherings, the Board decided to hold the AGM online. If you plan to participate, please email info@sbhha.com and provide your name and address in advance of November 3 to make it easier for us to verify attendance. We will send you a calendar invite that will include the *Google Meet* link.

Agenda for formal part of the meeting:

1. Review the financial statements for the 2019 fiscal year
2. Elect Directors of the Association
3. Transact other such business as may properly come before the meeting:
 - a. President's report
 - b. Treasurer's report
 - c. City Liaison Director's report
 - d. Contractor Liaison Director's report
 - e. Questions and concerns from the Membership

DATED this 5th day of October, 2020

On behalf of the Board of Directors:

Colleen B
President

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**2020 Annual General Meeting
Virtual Meeting Via Google Meet
Meeting Date and Time: Tuesday, November 3, 2020 (7 pm)**

PROCEDURES:

1. Registration
2. Assess quorum

AGENDA:

1. Call to order
2. Adopt agenda
3. Introduction of Board of Directors
4. Review of mandate and [boundaries](#)
5. Review of 2019 AGM Notes
6. Reports
 - a. President's report
 - b. Treasurer's report
 - Approval of Audited 2018 and 2019 Financial Statements
 - Appointment of 2020 Auditors
 - c. Contractor Liaison Director's report
 - d. City Liaison Director's report
7. Nominations for Board Directors
8. Questions and concerns from the Membership
9. AGM adjournment



Meeting Date: Tuesday, November 3, 2020
 Meeting Time: 7:00 p.m.
 Meeting Place: Virtual meeting via Google Meet
 5 Directors Present: Colleen B, Ezenwa E, Craig M, Doug L, June L
 1 Director Absent: Gloria B

ITEM #	ITEM
	REGISTRATION AND QUORUM: <ul style="list-style-type: none"> - 10 Members signed in (including 5 Directors). - As 10 Members are required for quorum, QUORUM was achieved.
1 – 4	Preliminary matters <ul style="list-style-type: none"> - The meeting was called to order at 7:05 p.m. Moved by Doug L to adopt the agenda. Motion was seconded by Craig M and the <u>motion was carried</u>. - The current Board was introduced. Our mandate and <u>boundaries</u> were explained. - Member Linda A commented that it's disappointing that all users of our common area do not help pay for the amenities.
5	Review of 2019 AGM Notes <ul style="list-style-type: none"> - The AGM Notes were circulated to the attendees before the AGM. - As there was no quorum for the 2019 AGM, the AGM Notes are in place of official minutes. They are for informational purposes only and do not need to be approved.
6a	President's Report – Colleen B. <ul style="list-style-type: none"> - We have had quite an interesting year: <ul style="list-style-type: none"> o We have worked extensively with our lawyer to get legal interpretations, especially on the long-standing Architectural Controls. o We sent Welcome Neighbour Packages to all new owners for upfront communication. o We have partnered with The Homes of Springbank Hill townhouses (SE corner of Springbank Boulevard) to beautify the entrance to our neighbourhood with flowers, shrubs, and mulch. o We have a new volunteer to help with improving and watering our flowers in our traffic roundabouts. o We worked with our lawyer to update our 20-year old bylaws. The target is to bring those to the Membership in 2021. o Colleen sat in on Community Association meetings to ensure any concerns we have are heard and to look for an opportunity to see if they will help pay for a pathway (if The City won't). o Other achievements will be reported by June L and Doug L later in the meeting. - Member Raj spoke on his experience repairing his shake roof. Contractors are saying wood shake roofs are no longer being used to replace the whole roof, but the Architectural Controls (A/C) name pine or cedar shake roofing materials. President Colleen explained that the wording includes "or equivalent". It will be up to the owner and the contractor to ensure that



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	<p>the alternative material is at least equivalent to pine or cedar shakes. June L will send Raj the wording on A/C that was drafted by our lawyer.</p>
6b	<p>Treasurer's Report – June L</p> <ul style="list-style-type: none"> - The 2018 and 2019 Financial Statements were circulated to the attendees before the AGM. - Moved by Ezenwa E to approve the Audited 2018 and 2019 Financial Statements. Motion was seconded by Doug L and the <u>motion was carried</u>. - Moved by Craig M to appoint Bonnie L and Ron B, both of Springbank Way, to be our 2020 Fiscal Year Auditors. Motion was seconded by Linda A and the <u>motion was carried</u>. - Regarding the 2020 annual budget, June explained that the Board decided to grant a temporary decrease to 2020 annual fees by \$10 per house and \$5 per condo. In addition to needed capital repairs and legal work, the Board approved a budget projecting a greater net loss. The 2020 budgeted net loss will reduce our built-up equity, but we are still in good financial shape with a \$50,000 GIC held for reserve funding. At the same time, we proceeded with our needed expenditures. - We placed a large emphasis on outstanding fee collections in 2020. We have a new <i>Billing & Collections Policy</i> that our lawyer helped draft such that the language is correct and the policy is enforceable. It is posted on our website and will be sent with the 2021 Annual Fee Invoice, so it will be very clear on our procedures and when late charges will be added. - The 2020 switchover from using a credit collections agency to a legal firm has been very successful. - With the credit collections agency, we estimated their commission for each collection account and added that to the debt. Upon successful collection, the credit agency charged us 30% to 40% commission. In contrast, the legal firm charged the collection fee directly to the debtor as per the Encumbrance on each property title. - So far, we have not had to pay for legal collection fees with this legal firm with 25 accounts sent to the lawyer for overdue 2018-2019 annual fees. At the beginning of November 2020, there were only 4 overdue accounts sent to the lawyer for overdue 2020 annual fees. - Members Raj S and Zeinab E stated it would be helpful to have a receipt for fee payment. June L explained that when owners request a receipt, she generates one, but it's too onerous to do for everyone automatically.
6c	<p>Contractor Liaison Director's Report – Craig M</p> <ul style="list-style-type: none"> - We have contracted ULS for 20 years. As we are happy with their services and any hiccups are dealt with quickly, we are not looking at soliciting new contractors. We rely on owners to be our eyes and ears for problem areas. ULS has in the past repaired damages (e.g. fencing) arising from their machinery and is good at taking accountability. - Although in the past, we have used ULS for our own repairs on fencing, we are now gravitating towards smaller contractors based on better availability and cost.



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6d	<p>City Liaison Director's Report – Doug L</p> <ul style="list-style-type: none"> - The new City Parks Enhanced Maintenance Coordinator is very responsive. - Doug L negotiated with City Parks to be able to use smaller contractors that may not be on The City's preferred contractors listing, based on better availability and cost. This has been more cost effective and faster. - The wooden rail and post fence repairs were completed this summer. - The old metal gate that belonged to ATCO was finally removed after lobbying ATCO. Our new contractor installed matching rails and posts to fill in the gap and provided an opening for walkers. - We requested that The City again look at the height of our vegetation in the traffic roundabouts for any safety concerns and provide a formal conclusion in writing. - Doug discussed with City Parks the deteriorating gravel pathway that runs parallel to Springbank Way. The City has put that pathway on their radar for possible future upgrade. It cannot be paved with asphalt as there are underground utilities there. - 2021 goals to formalize the following written agreements between The City & SBHHA: <ul style="list-style-type: none"> o Enhanced Landscape Maintenance Agreement o Optional Amenities Agreement o A new document as required by The City - Snow & Ice Control Agreement (SNIC)
7	<p>Nominations for Board Directors</p> <ul style="list-style-type: none"> - As there were no new Board Directors nominated, the current Board of Directors will continue. Moved by Linda A to nominate the current Board for the new year. Motion was seconded by Raj S and the <u>motion was carried</u>.
8	<p>Questions and concerns from the Membership</p> <ul style="list-style-type: none"> - Linda A raised the long-standing problem with the overgrown weeds and vegetation at the east end of Springbank Way and the lack of action from calling 311. - June L explained there are two parts to this issue: <ul style="list-style-type: none"> o The vacant lot that is currently for sale was owned by the past developer. It was sold to private owners in May 2020 and they are reselling the lot to build a large house. As that lot is privately owned, it is subject to The City of Calgary's Weed Control Regulation for private owners, so a 311 complaint is the way to go. <i>Note: 7710 Springbank Way is the vacant lot's address.</i> o The green space owned by The City is a "natural vegetation area" which is not subject to the same Weed Control Regulation. The natural vegetation area is not within our boundaries, so there is little that SBHHA can do on that. However, Councillor Jeff Davison's Office may be contacted since multiple 311 requests have not been resolved for private owners. - Linda A suggested that there be a basketball playing area to give young people an additional recreational area. Zeinab E concurred. Colleen B noted that the Springbank Hill Community Association has been discussing what to do with the rink space in the summer. It is within their mandate, not ours. - Linda A and Zeinab E expressed appreciation to the Board for their ongoing SBHHA work.



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9	AGM adjournment - Moved by Linda A to adjourn the AGM at 7:52 p.m. Motion was seconded by Zeinab E and the <u>motion was carried.</u>

Minutes to be approved at 2021 Annual General Meeting:

A handwritten signature in cursive script, appearing to read "Colleen B.", is written above a horizontal line.

Colleen B, President

November 9, 2021

Date approved