



## Notice of 2023 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



**Wednesday, November 22, 2023**  
**7:00 PM**

Most AGM notices were emailed to Members. However, this is postal mailed to you as we do not have a valid email address for you. Ideally, to save admin costs, please email to [info@sbhha.com](mailto:info@sbhha.com) your email address for business purposes.

If you plan to participate in the AGM, 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 2022 fiscal year and appointment of auditor for 2023 fiscal year
3. Elect Directors of the Association - openings for Treasurer, Secretary and Vice President
4. Questions and concerns from the Membership

DATED this 11<sup>th</sup> day of October, 2023

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 Wednesday, the 22<sup>nd</sup> day of November,  
2023 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 \_\_\_\_\_, 2023 at Calgary, Alberta.

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

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Meeting Date: November 22, 2023  
 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, Audra R  
 Director Regrets: Ezenwa E

Agenda Item #	Item
1.	<p>PRELIMINARY MATTERS</p> <ul style="list-style-type: none"> <li>• The meeting was called to order at 7:00 p.m.</li> <li>• Quorum Met</li> <li>• Colleen B read the Land Acknowledgement</li> <li>• The current Board Members in attendance were introduced: two Officers (President Colleen B and exiting "Secretary-Treasurer" June L; Contractor Liaison Director Craig M; City Liaison Director Doug L; and Director at Large Audra R.</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 2022 AGM MINUTES</p> <ul style="list-style-type: none"> <li>• The 2022 minutes had been circulated to the attendees prior to the AGM.</li> </ul> <p>Moved by Doug L. to approve the 2022 AGM minutes. Motion was seconded by Audra and the <u>motion was carried</u>.</p>
3.	<p>BOARD UPDATES</p> <ol style="list-style-type: none"> <li>a. President's Report – Colleen           <ul style="list-style-type: none"> <li>• With inflation going up, not a year to do more than our mandate (pathway clearing, mowing).</li> <li>• She has been attending the Springbank Hill Community Association (SBHCA) meetings as well. November 30th there will be a Board Meeting with the SBHCA which she will attend and carry forward any concerns.</li> </ul> </li> <li>b. City Liaison Director's Report – Doug           <ul style="list-style-type: none"> <li>• The Landscape Maintenance Agreement continues to be outstanding, he is seeing nothing back from The City aside from draft.</li> <li>• He did see some tree replacement along the boulevard in the fall, and was able to drive through the area to check tree health with our City representative, which is good overall. The City was able to send a tree planting plan to us for next year. We are in zone 8 however this zone includes more than just our area. The City does not plant trees in all zones every year; but on rotation.</li> <li>• Late in the fall, The City did receive a concern for the traffic circle so The City dispatched a truck to eliminate the plantings in the traffic circle. We are going to see if we can get the city to replace them with something but not sure if that will happen as they are city plants.</li> </ul> </li> </ol>

	<p>c. Contractor Liaison Director's Report - Craig</p> <ul style="list-style-type: none"> <li>• ULS has had landscaping contract for almost the entire existence of the SBHHA. They've been doing a good job of maintenance and snow removal. They do employ students and seasonal workers so to start there may be some spots that aren't up to par so please let us know and we can reach out and have them address it.</li> <li>• They also have only had 3-4 price increases over the years. There is a fuel levy that fluctuates with the current price of fuel.</li> <li>• The winter contract has moved from fixed to variable fee so we pay when they come out to clear snow. In the long run; it's been more economical for us. Summer is a fixed fee.</li> </ul> <p>d. Treasurer's Report - June</p> <ul style="list-style-type: none"> <li>• Account collection: every year since 2019 we've put a heavier emphasis on late fees. Every year it gets better and better. Currently only 3 accounts are with the lawyers for fee collection. Late fee payments that go to the lawyers are also responsible for the cost associated with that.</li> <li>• Last year saw the first fee increase in 5 years by \$10 houses/\$5 for condos.</li> <li>• Annual Maintenance Costs: Landscaping, \$85k, snow removal \$30k.</li> <li>• Joanna was hired in February to do bookkeeping after an unsuccessful attempt to find a volunteer for the position.</li> <li>• This year moved from manual systems to quickbooks.</li> <li>• 95% of homeowners have email addresses and are able to conduct business via email versus regular mail which is a cost savings.</li> </ul>
4.	<p>2022 FINANCIAL STATEMENT REVIEW AND APPOINTMENT OF AUDITOR</p> <ul style="list-style-type: none"> <li>• The 2022 financial statements were circulated to attendees before the AGM, and a duly qualified accountant was used for this audit. Stuart volunteered and we appreciate his services!</li> <li>• June did not review the financial statements in detail as Stuart did a nice job of laying things out in the audit.</li> </ul> <p>Moved by Craig to approve the 2022 audited financial statements. Seconded by Doug and the <u>motion was carried.</u></p> <p>Moved by Audra to appoint Stuart to be the auditor for 2023. Seconded by Doug and the motion was carried.</p>
5.	<p>ELECT DIRECTORS OF THE ASSOCIATION</p> <ul style="list-style-type: none"> <li>• Ezenwa, Colleen, Craig, Doug and Audra stood for re-election</li> <li>• There were no other nominations</li> <li>• Officer positions (President, Vice-President, Secretary, Treasurer) are determined by the new Board.</li> </ul> <p>Moved by Arya to elect the proposed Board. Seconded by June and the <u>motion was carried.</u></p> <p>We still are having a hard time finding a Treasurer. Section 5.15 of the Bylaws states that an Officer or Director may be hired by the Board as an independent contractor. Joanna has stated she will take over this role as a paid position.</p> <p>A fond farewell to June; she has been our Treasurer for many years and has been instrumental in helping the SBHHA. She has always gone above and beyond and we are grateful to her!!</p>

6.	<p>QUESTIONS AND CONCERNS FROM THE MEMBERSHIP</p> <ul style="list-style-type: none"> <li>• There were some concerns about the roundabout where they cut the plants in response to a 311 call. There was a discussion regarding how a trim might have been reasonable, even though we have a history of maintaining the plants to City guidelines. The City cut the plants almost to the ground. Some members were in favour of the cut, and some were not. Colleen will be raising the issue at the November 30 SBHCA meeting as the Councillor's office will be there.</li> <li>• There was a question about the hole in the asphalt that seems to appear every spring and pruning of City-owned trees on individual properties. Doug responded that the road is not in our mandate, and the homeowners was asked to call 311. Doug suggested emailing him and he will follow up with The City for clarification about the trees.</li> <li>• There was a question about what services the SBHHA provides that The City does not. Colleen responded that our mandate is to clear snow from pathways and cut the grass in the common areas. We take the funds that The City gives us that they would have spent on those services if they were left to them and then supplement it with fees collected from homeowners. Doug noted that it is more that the SBHHA provides a better level of service than The City instead of different services.</li> </ul>
	Adjourned: 7:56 pm

Minutes to be approved at 2024 Annual General Meeting:

\_\_\_\_\_

President

\_\_\_\_\_

Date approved