



## Notice of 2021 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 9, 2021**

**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](mailto:info@sbhha.com) and provide your name and address in advance of November 2 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. Special Resolution - Proposed New Bylaws
2. Review the financial statements for the 2020 fiscal year
3. Elect Directors of the Association
4. 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 30th day of September, 2021

On behalf of the Board of Directors:

Colleen B  
President

SPRINGBANK HILL HOMEOWNERS ASSOCIATION  
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**2021 Annual General**

**Meeting**

**Virtual Meeting Via Google Meet**

**Meeting Date and Time: Tuesday, November 9, 2021 (7 pm)**

**PROCEDURES:**

1. Registration
2. Assess quorum

**AGENDA:**

1. Preliminary Matters
  - a. Call to order
  - b. Adopt agenda
  - c. Introduction of Board of Directors
  - d. Review of mandate and [boundaries](#)
2. Review of 2020 AGM Minutes
3. Special Resolution – Proposed New Bylaws
4. Reports
  - a. President's report
  - b. Treasurer's report
    - Approval of Audited 2020 Financial Statements
    - Appointment of 2021 Auditors
  - c. Contractor Liaison Director's report
  - d. City Liaison Director's report
5. Nominations for Board Directors
6. Questions and concerns from the Membership
7. AGM adjournment



Meeting Date: Tuesday, November 9, 2021

Meeting Time: 7:00 p.m.

Meeting Place: Virtual Meeting via Google Meet

5 Directors Present: Colleen B, June L, Craig M, Doug L, Ezenwa E

1 Director Absent: Gloria B

ITEM #	ITEM
	<p>REGISTRATION AND QUORUM</p> <ul style="list-style-type: none"> <li>● 11 Members signed in (including 5 Directors).</li> <li>● As 10 Members were required for a quorum, QUORUM was achieved.</li> </ul>
1.	<p>PRELIMINARY MATTERS</p> <ul style="list-style-type: none"> <li>● The meeting was called to order at 7:03 p.m. Moved by Mark R to adopt the agenda. Motion was seconded by Doug L and the <u>motion was carried</u>.</li> <li>● The current Board was introduced.</li> <li>● Our mandate and <u>boundaries</u> were explained.</li> </ul>
2.	<p>REVIEW of 2020 AGM MINUTES</p> <ul style="list-style-type: none"> <li>● The 2020 minutes had been circulated to the attendees before the AGM. Moved by Doug L to approve the 2020 AGM minutes. Motion was seconded by Ezenwa E and the <u>motion was carried</u>.</li> </ul>
3.	<p>SPECIAL RESOLUTION – PROPOSED NEW BYLAWS</p> <ul style="list-style-type: none"> <li>● The current and proposed bylaws had been circulated to the attendees before the AGM. ● Colleen B reviewed the more salient changes to the bylaws and asked for questions / comments from the attendees.</li> <li>● It was noted that, in accordance with the current bylaw provision regarding Special Resolutions, notice had been sent 21 days in advance of the AGM, and 75% of voting Members in attendance must vote in favour of the proposed bylaws to pass the Special Resolution.</li> </ul> <p>Moved by Craig M to approve the proposed bylaws. Motion was seconded by Doug L and the <u>motion was carried</u>, with 8 of 9 voting Members in attendance in favour of the motion.</p>

4.	<p><b>BOARD UPDATES</b></p> <p>a. President Colleen B:</p> <ul style="list-style-type: none"> <li>• <i>This year's theme was "taking care of business". The Board signed documents required by The City of Calgary, policy statements were created, and the proposed bylaws were crafted. Colleen and June relied heavily on legal counsel for these documents.</i></li> <li>• <i>An outside contractor was used to spread compost around the tree beds in all three parks.</i></li> </ul> <p>b. Treasurer June L:</p> <ul style="list-style-type: none"> <li>• <i>The <a href="#">2020 audited financial statements</a> show a net loss, which was budgeted because of the strong equity position and the temporary decrease in fees. There was an overall loss of \$19k but \$98k in equity.</i></li> <li>• <i>The 2021 financial position is also showing a net loss, which was budgeted because of anticipated legal expenses and the continued temporary decrease in fees. It is anticipated that the financial position will be in good shape at yearend, with about \$83k in equity.</i></li> <li>• <i>For 2021 HOA fees, there are only 2 outstanding accounts, which have been sent to legal counsel for collection. There are no outstanding accounts prior to 2021. This is a 99.6% collection rate on our 543 properties.</i></li> <li>• <i>It is costly for owners to ignore payment. Example: \$250 of legal fees are tacked on to the amount owing for the first step of legal collections. The final step is property foreclosure.</i></li> <li>• <i>2021 Auditors are the same as 2020: Bonnie L and Ron B, both Members Moved by Doug L to approve the 2020 audited financial statements. Motion was seconded by Ezenwa E and the <u>motion was carried</u>.</i></li> </ul> <p>c. Contractor Liaison Craig M:</p> <ul style="list-style-type: none"> <li>• <i>We have used ULS since Day 1 and have a really good relationship with them. There are hiccups in the spring, but ULS quickly remedies those.</i></li> <li>• <i>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.</i></li> <li>• <i>ULS prices have held steady for the past few years.</i></li> </ul> <p>d. City Liaison Doug L:</p> <ul style="list-style-type: none"> <li>• <i>We have a good rapport with the new City rep, and we've negotiated the ability to use a smaller contractor for smaller work, as ULS is geared towards larger projects and can be pricey. We used a smaller contractor for fence repair and compost installation.</i></li> <li>• <i>We signed The City's Optional Amenities Agreement, Snow Removal &amp; Ice Control Pathway Maintenance Agreement and the new Enhanced Landscape Maintenance Agreement will be finalized soon.</i></li> <li>• <i>It was noted that the HOA is a steward of City assets. The City only grants us about \$14k for a basic level of landscape maintenance.</i></li> <li>• <i>The pathway bollards were all reviewed and either replaced or removed or had new locks installed.</i></li> </ul>
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5.	<p>NOMINATIONS FOR BOARD DIRECTORS</p> <ul style="list-style-type: none"><li>• As there were no new Directors nominated, the current Board of Directors will continue by acclamation.</li><li>• Attendees were encouraged to reach out to the Board at any time should they wish to be on the Board of Directors or have new ideas.</li></ul>
6.	<p>QUESTIONS AND CONCERNS FROM THE MEMBERSHIP</p> <ul style="list-style-type: none"><li>• A question was raised about the decision to drop fees and the plan to bring them back up. ○ The decision was made on the basis of no increase in ULS fees (by far our largest expense) and that the pandemic continues to affect people financially. This will be reviewed at the end of 2021, with updated expectations about ULS fees.</li><li>• A question was raised about the long-term (10-20 year plan for the reserve). ○ The \$50k reserve needs to be reviewed, as it was set without a full understanding of how much it would cost to replace the optional amenities (worst-case scenario), and our understanding of what the SBHHA is responsible for has changed over time. This analysis is to be undertaken in 2022.</li></ul>
7.	<p>AGM ADJOURNMENT</p> <ul style="list-style-type: none"><li>• 8:01 pm</li></ul>

*Minutes to be approved at 2022 Annual General Meeting:*

Colleen B, President

November 15, 2022

Date approved