



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 your email address for business purposes.

If you plan to participate in the AGM, please email 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 11th 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

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. 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 22nd 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: 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"> ● 14 Voting Members were represented (6 non-Directors, 5 Directors, and 3 proxies). ● 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. ● QUORUM was achieved.
1.	<p>PRELIMINARY MATTERS</p> <ul style="list-style-type: none"> ● The meeting was called to order at 7:01 p.m. ● Chair and President Colleen B stated the Land Acknowledgement. ● 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. ● Our mandate and boundaries were explained. There are 543 properties (houses and condos) within our HOA.
2.	<p>REVIEW of 2021 AGM MINUTES</p> <ul style="list-style-type: none"> ● 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>
3.	<p>BOARD UPDATES</p> <p>a. President Colleen B:</p> <ul style="list-style-type: none"> ● 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. ● For 2022, we had 2 formal Board meetings. Many routine decisions are decided via email. ● Annual HOA fee is determined by the Board in January. ● 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.

ITEM #	ITEM
	<ul style="list-style-type: none"> • 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. • 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. • 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. • 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”. <p>b. City Liaison Doug L:</p> <ul style="list-style-type: none"> • It was an uneventful year in our dealings with The City. • 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. • 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. <p>c. Contractor Liaison Craig M:</p> <ul style="list-style-type: none"> • We have used ULS since Day 1 and are pretty happy with them. There are hiccups in the spring, but ULS quickly remedies those. • 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. • In summer, ULS takes care of spring cleanup, lawn aeration, tree bed maintenance, litter pickup and garbage bin emptying, mowing and edging. • 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. • 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.

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	<ul style="list-style-type: none"> • Member Rob M asked if it was possible for ULS to clear the snow at the corners to make it easier to cross from one side of the Boulevard to the other. Craig replied that the difficulty is we do not pay ULS to snow clear parts of the Boulevard, but he will see what can be done. • Mark R asked if our fees are keeping up with inflation and price increases. Treasurer June explained that ULS keeps their maintenance rates steady for a few years at a time, but it's the fuel environment surcharges that are not controllable. They range from a low of 8% at the beginning of 2022 to a high of 18% in the summer. They are currently at 14%. • Craig closed his report by stating that our HOA area looks better than a lot of others. Members agreed. <p>d. Treasurer June L:</p> <ul style="list-style-type: none"> • June L is stepping down from the Board, after 6 years. She will stay on to train and transition to the next Treasurer. <p>2021 Financial Statements:</p> <ul style="list-style-type: none"> • The 2021 audited financial statements show a small net loss of \$3,449 and an equity of \$94,529. • 2021 had the second year of a temporary small decrease in the annual HOA fee charged: -\$10 for houses and -\$5 for condos. The lowered annual fee accounts for around \$5,000 decrease in revenue. • Historically, we have been charging \$220 HOA fee for houses, \$110 for condos since 2015. The annual fee has been consistent for 8 years, with 2 of those years having a small temporary discount. • The highest expenses for the 2021 fiscal year were legal fees for creation of new bylaws to replace the original 1999 bylaws from the area developer, and for the much-needed compost installation around the park trees. <p>Moved by Craig M to approve the 2021 audited financial statements. Motion was seconded by Rob M and the <u>motion was carried</u>.</p> <p>2022 Financial Year:</p> <ul style="list-style-type: none"> • The 2022 financial position is anticipated to be in good shape at yearend. However, snow removal costs are always variable. • Key expenses for 2022 are the legal costs for a legal agreement between our HOA and our Community Association on the Licence of Occupation (LOC), and the ULS environmental fee surcharge increases. <p>Account Collections:</p> <ul style="list-style-type: none"> • Every year since 2019, we have placed heavier emphasis on collections for overdue fee accounts. • There are no outstanding HOA owner accounts prior to 2021. • For 2022 HOA fees, there are 5 outstanding accounts (99.1% successful payment rate).



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	<ul style="list-style-type: none"> The 5 outstanding accounts have been sent to legal counsel for collection. It is costly for owners to ignore payment. Example: \$288 of legal fees are tacked on to the amount owing for the first step of legal collections. The final step is property foreclosure. <p>Appointment of Auditors:</p> <ul style="list-style-type: none"> 2022 Auditors are Ron B (2020 & 2021 Auditor) and Stuart M, both Members. <p>Moved by Ezenwa E to accept the 2022 Auditors. Motion was seconded by Craig M and the <u>motion was carried.</u></p>
4.	<p>NOMINATIONS FOR BOARD DIRECTORS</p> <ul style="list-style-type: none"> 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. It was noted that other than the Treasurer position, the work required is not high. Craig M, Ezenwa E, Colleen B, and Doug L stood for re-election. Officer positions (President, Vice President, Secretary, Treasurer) are determined by the new Board. Member Audra R indicated interest in helping out. We have a new Facebook page: https://www.facebook.com/SBHAYYC/ that needs to be maintained. The proposed new Board Members are: Craig M, Ezenwa E, Colleen B, Doug L, and Audra R. <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"> 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. 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. It looks likely that we will have to hire a bookkeeper to help with our financial work, as no Treasurer has come forward. Mark R thanked the Board for all their efforts and appreciates the ability to walk in 3 parks. Rob M seconded the thoughts.
6.	<p>AGM ADJOURNMENT</p> <ul style="list-style-type: none"> 8:00 pm



Minutes to be approved at 2023 Annual General Meeting:

Colleen B, President

Date approved



**SPRINGBANK HILL HOMEOWNERS
ASSOCIATION**

Financial Statements

December 31, 2022

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NOTICE TO READERS

The Board has compiled the Statement of Financial Position as at December 31, 2022 and the Statement of Operations for the Springbank Hill Homeowners Association for the year then ended. These statements have been reviewed by an active Chartered Professional Accountant (CPA) in accordance with our Bylaws. They have been found to be consistent with accepted accounting practices.

Calgary, Alberta

Approved on behalf of the Board



Stuart Maze

14-Nov-2023

Date

**SPRINGBANK HILL HOMEOWNERS ASSOCIATION
STATEMENT OF FINANCIAL POSITION**

	Note	December 31, 2022	December 31, 2021
Assets			
Current assets			
Cash	2	97,425	101,737
Accounts Receivable	3	525	40
Accrued Interest		664	108
Prepaid Insurance		1,521	1,521
Total Current Assets		100,135	103,406
Long-term assets			
Property plant & equipment	4	3,842	3,842
Accumulated Amortization	4	(3,842)	(3,842)
Total assets		100,135	103,406
Liabilities and Equity			
Current Liabilities			
Accounts Payable		7,611	8,878
Total current liabilities		7,611	8,878
Long-term Liabilities			
Total Liabilities		0	0
Equity			
Restricted net assets		50,000	50,000
Unrestricted Net Assets (Retained Earnings)		44,529	47,977
Net Income		(2,005)	(3,449)
Total Liabilities and equity		100,135	103,406

**SPRINGBANK HILL HOMEOWNERS ASSOCIATION
STATEMENT OF OPERATIONS**

	Note	Twelve Months Ended December 31 2022	Twelve Months Ended December 31 2021
Revenue and other income			
Operating Revenue	5	123,930	118,970
Late Fees		1,100	1,840
Interest Income	6	1,213	466
		126,243	121,276
Expenses			
Summer Related (Landscaping, etc.)		89,113	86,418
Winter Related (Snow Removal, etc.)		29,785	22,509
Administrative & Other	7	9,350	15,798
		128,248	124,725
Net earnings and total comprehensive Income		(2,005)	(3,449)

**SPRINGBANK HILL HOMEOWNERS ASSOCIATION
NOTES TO FINANCIAL STATEMENTS**

1 Organization

The Springbank Hill Homeowners Association (SBHHA) was incorporated as a Society in 1997, with its purpose outlined in the Application to the Registrar of Societies. It is responsible for consistently maintaining a high standard of living within our community for anything related to the common area maintenance: The green Space, plus the stone and the wood fences surrounding them.

2 Cash

	<u>2022</u>	<u>2021</u>
Cash consists of		
RBC - Community-Chequing	570	1,466
RBC - Digital (Mobile)	5	10
RBC - Savings	46,850	50,260
RBC GIC	50,000	50,000
	<u>97,425</u>	<u>101,736</u>

3 Accounts Receivable

	<u>2022</u>	<u>2021</u>
HOA Fees	445	0
Late Charges	80	40
	<u>525</u>	<u>40</u>

4 Fixed Assets

	<u>2022</u>	<u>2021</u>
Original Cost - Fence	2,531	2,531
Original Cost - Signage	1,311	1,311
Amortization - Fence	(2,531)	(2,531)
Amortization - Signage	(1,311)	(1,311)
	<u>0</u>	<u>0</u>

5 Operating Revenue

	<u>2022</u>	<u>2021</u>
Operating Revenue consists of		
Homeowners Fees	109,120	104,160
City of Calgary - City Park Grant	14,810	14,810
	<u>123,930</u>	<u>118,970</u>

6 Interest Income

	<u>2022</u>	<u>2021</u>
Bank Interest	570	150
GIC's	643	316
	<u>1,213</u>	<u>466</u>

7 General Administration Expenses

General Administrative expenses for 2022 include:

Legal	3,984
Insurance	2,365
Invoices	878
Bank Fees	726
Technology	350
AGM	397
Postage & Mailbox	278
Other (supplies& training)	372
	<u>9,350</u>