Springbank Hill Homeowners Association - Annual General Meeting

Thursday, Nov 27, 2025 7pm

Via Google Meet

Board Members Present: Colleen B., Doug L., Craig M., Audra R., Ezenwa E.
Association Members Present: Carl S., Fateme B., Maryam A., Minoush R., Stuart M., Ramon A., Cara (ZhiMin)
Members who assigned proxy voters: Ian M. - Colleen B., Ellen C. - Audra R.
Independent Contractor: Joanna S.

Minutes

Preliminary matters:

- Quorum met; meeting called to order at 7:03pm
- Land Acknowledgement
- Review of houses/boundaries in the HOA and our mandate
- Approval of November 2024 AGM Agenda

  Moved by Doug L. to approve the agenda. Motion was seconded by Craig M. Motion carried.
- Approval of November 2024 AGM Minutes

  Moved by Doug L to approve last year's AGM minutes. Motion was seconded by Audra R. Motion carried.

1. Transact such business as may properly come before the meeting:
   a. President's report - Colleen B.
      - Colleen attends most Community Association meetings and brings up HOA concerns. The rink area looked unkempt again this year again during the summer; the Community Association is thinking through options for what to do with it on a go-forward basis.
      - This summer trees in our purview were mulched. A small company who lives in the neighborhood (A Little Greener Lawn Maintenance) was contracted.
      - The Board had its 4 annual meetings this year and will do a short one after this meeting to review and conduct business.

b. City Liaison Director's report - Doug L.

- Obtained 2026 grant from the City and it will be in line with the 2025 grant ($300 difference) which helps us plan for next year's budget.
- Lots of water issues this year with water leaching out of the ground for quite some time. The City was able to verify that it was just natural drainage and not related to the sprinkler system.
- Working with the City to look at refurbishment and new gravel for the pathway behind Springbank Way.
- Positive City feedback regarding the mulch program and restoring the treebeds in the parks; using us as a model to encourage other HOA's to maintain their trees in their parks.

c. Contractor Liaison Director's report - Craig M.

- Fees and fuel surcharge and mulch has mostly been discussed.
- ULS was a bit overzealous in pruning the trees; apparently it was based off of a City standard; we were able to intervene and get them to take less off of the trees they hadn't gotten to yet.
- ULS accidentally damaged a homeowner's fence. It did take a few weeks to fix as they were at the mercy of the fence company but is resolved now.
- ULS does use student labour and they sometimes miss things so please let us know if there's issues so we can follow up. We do have a map to mark areas that have been missed.

d. Treasurer's report - Joanna

- Review of budget vs actuals; on track to stay on budget this year.
- Last year's report was audited by Stuart and sent to CRA for tax filing.
- Going forward biggest expense will be snow removal but only ½ way through the budgeted amount so far.
- 2024 had 3 outstanding accounts; 2 have since been paid and 1 is in court. 2025 we are missing 3 payments out of 543 properties.

2. Review the financial statements for the 2024 fiscal year and appointment of auditor for 2025 fiscal year

- Stuart M. reviewed the financial statements:
  - Not a lot of big changes and fairly straightforward. Fees are mostly the same from the year before.
  - Interest was a little bit higher this year and slight increase from ULS fees (mostly due to fuel surcharges).
  - Summer fees are basically a flat rate and winter fees are on a per visit basis and overall has been a more cost effective option. Additional fees related to hiring Joanna to fulfill the Treasurer duties but offset by lower legal fees.
  - The audit was straightforward, operating revenue is the same.

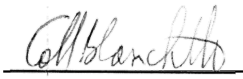
    - There is a GIC of $50,000 because original documents said we had to have a certain reserve so we came up with this figure which was about half of a year's worth of revenue. These funds are if something happens (like all the fencing needs to be replaced at once).
- Thank you to Stuart who volunteers his time to do the audit for us.
- Moved by Doug L. to nominate Stuart M. to do the audit for us again next year. Motion was seconded by Carl S. Motion carried. Stuart M. accepted this appointment.
- Audra R. noted that we also purchased a program to help us send emails more efficiently and to help with engagement. This will be reflected in the 2025 financial reports.

3. Elect Directors of the Association
    - Colleen B. explained that all positions are supposed to be one year terms but all current position-holders have been here for longer. While the Treasurer and Vice President positions are not filled, and there are more Director at Large positions not filled, technically all positions are available. Each position's duties were described.
    - **President**: No volunteers came forward. Moved by Carl S. to nominate Colleen B. as President. Motion was seconded by Ezenwa E. Motion carried. Colleen B. accepted the nomination.
    - **Vice President**; no volunteers, position remains <u>vacant</u>
    - **Contractor Liaison**: No volunteers came forward. Moved by Audra R. to nominate Craig M. Motion was seconded by Doug L. Motion carried. Craig M. accepted the nomination.
    - **City Liaison**: No volunteers came forward. Moved by Ezenwa E. to nominate Doug L. Motion was seconded by Carl S. Motion carried. Doug L. accepted the nomination.
    - **Secretary**: No volunteers came forward. Motioned by Craig M. to nominate Audra R. Motion was seconded by Carl S. Motion carried. Audra R. accepted the nomination.
    - **Treasurer**: no volunteers
        - A member of the HOA is preferred to be the Treasurer but, since we have had challenges filling this position in years past, we had our lawyers add into the bylaws that we could hire a contractor as a paid position if necessary.
        - Board members will discuss the appointment after the meeting to confirm Joanna S. continuing to maintain this position for us.
    - **Director(s) at Large**: No additional volunteers. Ezenwa E. will stay on as one of the Directors at Large.

4. Questions and concerns from the Membership
    - No member questions

Meeting adjourned at 7:45pm

Minutes to be approved at 2026 Annual General Meeting



President

November 19, 2026

Date approved