



# Homeowners Association AGM

The Grange Homeowners Association would like to invite you to our upcoming AGM!!

**who - The Grange Homeowners Association**

**what - Annual General Meeting**

**when - Monday October 22, 2012**

**where - West Edmonton Christian Assembly (WECA)  
6315 199 Street**

**time - Registration: 6:30pm  
Meeting starts: 7:00pm**

*You can:*

- *Learn more about the Association*
- *Volunteer with us*
- *Get your questions answered*
- *Support your community*

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# **THE GRANGE HOMEOWNERS ASSOCIATION ANNUAL GENERAL MEETING**

Location: **West Edmonton Christian Assembly  
6315 - 199 Street  
Edmonton, AB**

Date: **October 22, 2012**

Registration: **6:30 p.m.**

Meeting: **7:00 p.m.**

## **AGENDA**

1. Call to Order
2. Establish Quorum
3. Introduction of Board Members and Guests
4. Proof of Notice of Meeting
5. Approval of Agenda
6. Approval of Minutes of the Annual General Meeting of Nov. 23, 2011
7. Reports
  - Auditor
  - President
  - Treasurer
8. New Business
  - Election of Board Members
9. Open Floor Discussion
10. Adjournment

# Grange Home Owners Association

## Annual General Meeting November 23, 2011

### 1. Call to Order

The meeting was called to order at 7:12 p.m.

### 2. Establish Quorum

It was confirmed that there were 10 eligible voting members in attendance at the AGM.

### 3. Introduction of Members and Guests

Outgoing President Michael Culleton introduced the following attendees:

- i) Kevin Bissoon – Outgoing Vice President
- ii) Paul Andrews – Outgoing Board Member
- iii) Steve Dockum – CASKEY & COMPANY LLP Chartered Accountants
- iv) Sandor Takats – Volunteer
- v) Mike Grove – Volunteer

### 4. Proof of Notice of Meeting

It was confirmed that the meeting notification was mailed out both by CASKEY & COMPANY LLP and those members in attendance.

### 5. Approval of the Agenda

The agenda was reviewed with the members in attendance. At that time it was noted that the Minutes from the meeting in 2006 were unavailable. The approval of the agenda was motioned and passed.

### 6. Approval of the 2006 Minutes

The 2006 Minutes were deemed no longer relevant as well as unavailable. The approval of the Minutes was also noted not to be a requirement in the bylaws for General Meetings so this section was motioned to be removed from the agenda.

### 7. Reports

The outgoing President reviewed the document that was issued in the Notice of Meeting. It was noted that this document was also available on the web site. The history of the Home Owners Association was reviewed, questions were asked and answered. The report was accepted as presented.

Jody Caskey of CASKEY & COMPANY LLP reviewed the 2010 Audited Financial Statements. Mr. Caskey also answered questions regarding the completion and details of the previous financial audits of the GHOA. After the review was complete, the Audited Financial Statements were accepted for information purposes.

## **8. Open Floor Discussions**

The floor was opened to discussion and questions. The following points were covered:

- i) The history of the GHOA Board activities and budget development was reviewed
- ii) Recommendations were made by attendees regarding low cost volunteer activities that would help improve the appearance of the community (i.e. painting work bee and BBQ)
- iii) Discussions regarding the relevance of the established budget were held and there is a recommendation for the new Board to review.
- iv) Lack of communication with the community was a concern that was raised. Different forms of media communication were discussed for the new Board to implement.
- v) A recommendation to restart the GHOA fees in 2012 was proposed. The new Board would have to review how that would be implemented and how that would affect members in good standing.
- vi) Combining resources with other associations was discussed. Items included use of common newsprint groups, invoicing groups, collections groups and common events were discussed.

Discussions were closed at approximately 8:20pm to conduct voting of a new Board of Directors.

## **9. New Business – Election of Board Members**

It was agreed that the new Board Members would determine who the officers would be at the next meeting of the new Board. Nominations and approvals were made for the following members:

- i) Paul Andrews
- ii) Sandor Takats
- iii) Michael Grove
- iv) Erin Forwick-Whalley
- v) Denise Forwick-Whalley
- vi) Kris Schroder
- vii) Anita de Groot

After elections were complete, the floor was again opened for discussion but no new business was tabled.

The Meeting was adjourned at approximately 8:50 p.m.



# The Grange Homeowners Association

## 2012 President's Report

Dear Members,

On November 23, 2011 at the 2011 Annual General Meeting, your new Board of Directors was elected. The members present had made it clear that they wanted the new Board to improve communication between the Board and the membership and they wanted to see some tangible benefit provided to the community for the fees paid to the Association.

Due to the state of affairs of the Association, it took the Board a bit of time to get a handle on things before we could begin addressing the mandate we were given. We had to pull hundreds of Land Titles to ensure that our member registry was current and complete as is required by our Bylaws. We had to prepare our 2012 Budget in order to determine what the 2012 fees were going to be. Since the prior Boards hadn't done any maintenance of The Grange infrastructure and hadn't properly kept the member registry current and hadn't aggressively pursued overdue fees, we had to guess at some of our expenses due to a lack of historical values and first-hand experience. Our 2012 Budget indicated that we should be more than doubling prior annual fee assessments in order to have a balanced budget. However, the Board felt that if we doubled the fees and were able to demonstrate that we would be able to provide some tangible benefit to the community, we would be in a better position to do a balanced budget for 2013.

Although we wanted to send out a newsletter separate from our 2012 invoice, time and costs prevented us from doing this and we mailed out the 2012 information / invoice packages in early April. We then set out to get quotes for repairing and painting the fences along Guardian Road as we felt getting this done in 2012 would not only demonstrate that we were committed to providing value to our members but the fences were in dire need of repair and paint. Thanks to a number of members paying their invoices on time, we were able to secure contracts for the work. There were some challenges but the majority of the fences were repaired and all were painted.

In an effort to further improve communication between the Board and the membership and to help us reduce our mailing costs, we had asked members to provide their email addresses to us. Approximately 250 out of 980 members provided this information to us. We also received quite a few emails from our members regarding the 2012 invoices and between myself and your Treasurer, I believe we were able to respond to the majority of them within 3 to 5 business days. For those members who had questions but didn't have access to email, we provided the phone number for Steve Dockum at Caskey & Company LLP as a point of contact. If members left their contact information with Steve and requested that a board member call them back, we tried our best to return all such calls.

In order to ensure the future viability of the Association, we had to aggressively pursue all arrears owed to the Association. Since all of the Directors have full-time jobs and families, we did not have the time or resources to actively pursue all members in arrears. We found a collection agency that was able to assist us with this task while not adversely affecting our members' credit ratings. The collection agency was engaged in mid-June, 2 ½ months after the information / invoice packages were sent out. Thanks to their help, approximately 78% of the membership are either fully paid up or have made a partial payment.

In addition to the Board making significant progress in meeting our mandate of improving communication and providing tangible benefit to the community, we have also been engaged in establishing a rapport with City representatives and other community organizations. We met with the Community Services Representative from the City and the Park Operations Coordinator for our area. We are now on a mailing list for community announcements from the City which are posted on our website. We will be working to set up a maintenance agreement with the City to allow us to augment the work they do in our community. In the interest of fostering a healthy community spirit, we have provided our support to the Glastonbury Community League in the form of a letter of support in regard to a New Year's skating party they want to hold on the Guinevere Park pond. Board members have also attended the Open House hosted by the City in regard to the widening of Guardian Road and Whitemud Drive and provided our input. We have also met with the developer of Granville to get information on their plans and how it might affect our community.

Overall, I believe that this Board has accomplished much of what it was asked to do by our membership. We have improved the level of communication between the Board and the membership and we have provided tangible benefit to the community. Although we have made great headway, we also realize that we can still improve in respect to communications and some administrative processes. However, a huge key to the success of this Association is the support of our members. Primarily, we need our members to pay their invoices on time so that we can have the funds available for carrying out maintenance items and reducing operating costs relative to fee collections. Additionally, we need members to provide us with email addresses to ensure that they are kept informed and mail delivery costs are minimized. Finally, we need members who believe in the good that this Association can provide to our community to volunteer to be members of the Board of Directors.

Sincerely,

Sandor Takats  
President, Grange Homeowners Association

# The Grange Homeowners Association

## Budget vs Actual

January 1, 2012 to August 31, 2012

	2012 Budget	2012 Actual
		to 31-Aug
<b><u>REVENUE</u></b>		
2012 Annual Assessment Fees	\$52,848	\$41,040
Administration Fees	0	5,250
<b>TOTAL REVENUE:</b>	<b><u>\$52,848</u></b>	<b><u>\$46,290</u></b>
<b><u>OPERATING EXPENSES</u></b>		
General Maintenance	\$5,000	\$87
Exterior Repairs	33,250	9,930
<b>Total Operating Expenses:</b>	<b><u>\$38,250</u></b>	<b><u>\$10,017</u></b>
<b><u>ADMINISTRATION EXPENSE</u></b>		
Insurance	\$1,000	\$500
Bank Charges	120	311
Management Fees	6,000	11,037
AGM/SGM/Board	2,323	133
Office	7,612	998
Professional Fees		
- Legal Fees		1,754
- Property Search		7,251
- Collections Agency		6,342
- Late Fees		6
Professional Fees Subtotal:	15,285	15,353
Rental (Signs, P.O. Box)	725	529
Website Maintenance	30	0
<b>Total Administration:</b>	<b><u>\$33,095</u></b>	<b><u>\$28,861</u></b>
<b><u>OTHER EXPENSES</u></b>		
Contingency	5,000	0
<b>TOTAL EXPENSES:</b>	<b><u>\$76,345</u></b>	<b><u>\$38,878</u></b>
<b><u>RESERVES</u></b>		
Reserve Fund	\$4,930	\$0
<b>NET SURPLUS/(DEFICIT):</b>	<b><u>(\$28,427)</u></b>	<b><u>\$7,412</u></b>