

Grange Homeowners Association

Annual General Meeting Minutes

Monday, November 4, 2013

1. Call to Order

Michael Grove, the current President and Chairman of the meeting, called the meeting to order at 7:07 p.m.

2. Establish Quorum

Michael Grove asked that everyone with a voting card raise their card. There were 16 member residences in good standing represented at the meeting. Michael Grove confirmed that we had met our quorum requirement.

3. Introduction of Board Members and Guests

Michael Grove introduced the current Board Members, the Association's auditor for 2012 (Scott Tywoniuk) and the President of the Glastonbury Community League (Jason Rumer).

4. Proof of Notice of Meeting

Michael Grove indicated that Pennylane Communications Ltd. printed and mailed out the AGM packages to the membership at least 21 days prior to November 4. He also mentioned that we had a portable sign advertising the AGM since the week of October 21 and emails were also sent to those members whose email addresses are on file with the Association. Michael declared that having met our legal obligations for notice and the turnout at the meeting, proper notice had been given for the meeting.

5. Approval of Agenda

Sean Brooks motioned to accept the Agenda as presented. Sandor Takats seconded the motion. All in favor. **Carried.**

6. Approval of the Minutes of the Annual General Meeting of October 22, 2012

Sandor Takats moved to accept the Minutes of the Annual General Meeting of October 22, 2012 as distributed. Maureen Ungarian seconded the motion. All in favor. **Carried.**

7. Reports

Auditor

Scott Tywoniuk presented the 2012 Audited Financial Statements to the members in attendance.

- Sandor Takats clarified that the Revenues in the Statement of Operations were *invoiced* amounts and not amounts actually collected.
- Sandor Takats clarified that the Net Assets were not "profit" as this Association is not for profit. Since a number of major projects (fence painting, for example) require the Association to collect money over a number of years before spending it, the Net Assets reflected the accumulation of those funds.
- Sandor Takats indicated that the \$6028 Restricted Funds on the Statement of Changes in Net Assets was part of \$10,000 donated by the original land developer to be used for future capital enhancements and not for "emergency purposes". He did say, however, that Boards prior to 2012 had used a portion of the \$10,000 to make up shortfalls in operational funds with the intent of re-allocating the monies back once enough arrears had been collected. Sandor noted that the new Board should probably do that.
- No questions were subsequently posed by the members in attendance.
- Michael Grove indicated that the 2012 Audited Financial Statements were accepted for information.

President

Michael Grove recapped the accomplishments of the Board over the course of the year. He also indicated that the Board was in the process of trying to reduce administrative costs and to streamline internal processes.

- Q.** Jessica Monk asked what else, other than fence painting and mulch replacement, could be done to beautify the community?
- A.** Sandor Takats indicated that based on a survey that Sean Brooks conducted of the membership, a surprising number of respondents were interested in having the grass in public spaces mowed more often than what the City currently does (once every 2 - 3 weeks). He also indicated that the Board had considered putting up flower planters similar to the ones seen along 62 Avenue which were put up by the Parland Neighborhood Residents Association.
Michael Grove also indicated that the Board is always interested in hearing from the membership in regard to their suggestions for beautification projects.

- Q.** Bernice Stangenberg asked about what admin costs was the Board trying to reduce?
- A.** Michael Grove explained that the Board was trying to assume more of the administrative duties that have historically been contracted out to Caskey & Company LLP. The Board also found a way to reduce its costs on Land Title pulls which are necessary to keep the Association's membership information current.
- Q.** Bernice Stangenberg asked how much money was collected by the collection agency used in 2012?
- A.** The agency itself didn't collect any monies on behalf of the Association. All fees were directly given to the Association. However, as a result of using the agency, the Association was able to collect a significant amount of the arrears owed to it along with the 2012 assessed fees. This was blatantly obvious when you compare how much of the fees were actually collected in prior years.
- Q.** Bernice Stangenberg asked if the Board had investigated using other payment options aside from cheques and cash?
- A.** Sean Brooks indicated that he had investigated a number of options: e-Interac payments, Paypal, credit card. He was advised by the Association's banking institution that the first option is not legally allowed for companies. The other options were cost prohibitive based on the percentage the transaction fees were in relation to the amount of the annual assessments.

Treasurer

Michael Grove explained that the Association's Treasurer resigned just before the AGM and that he would present the 2012 Budget vs Actual report.

- Q.** Cameron Treloar asked what percentage of people were paid up?
- A.** Michael Grove indicated that we didn't have that metric available but that he estimated that approximately 80% of the 2012 fees and approximately 60% of the 2013 fees had been collected to date.
- Q.** Jessica Monk asked what other options the Board was looking at for collecting arrears?
- A.** Michael Grove indicated that the Board would be pursuing Small Claims judgments.
- Q.** Michael Robin asked why don't we issue receipts for payments?
- A.** It was explained that people paying by cheque or money order would have their cancelled cheques or carbon copies as receipts of payment. Currently, Caskey & Associates LLP are receiving cash payments and should be issuing receipts for these.
- Q.** Don Jones asked why the 2013 Budget was just now being presented to the membership?
- A.** Sandor Takats indicated that the 2013 Budget was sent out with the 2013 invoices and was posted on the Association's website and had been for quite some time. He also indicated that there was no requirement to present the upcoming year's budget at the AGM and that the membership does not have to approve the budget much like shareholders in a company don't approve the budgets of the corporations they hold shares in. You elect people to the Board who are supposed to be responsible for properly running the organization. Sandor suggested that if anyone wanted a say in the budget process, they should volunteer to be on the Board.

8. Motion to donate \$1000 for a spray park being spearheaded by the Glastonbury Community League.

Prior to making the motion, Michael Grove invited Jason Rumer, the GCL President, to provide some background on the organization and on the project. After Jason's presentation, Sean Brooks made the following motion:

Motion: I move that we approve a \$1000 donation to the Glastonbury Community League on behalf of The Grange Homeowners Association to put towards the construction of the community spray park. Dianne Nykolyshyn seconded the motion.

There was some discussion regarding the motion and Cameron Treloar then made the following motion:

Motion: I move that we amend the original motion such that the amount to be donated be the \$6028 in Restricted Funds mentioned in the 2012 Statement of Changes in Net Assets. Jessica Monk seconded the motion. All in favor.
Carried.

9. Election of Board Members

Michael Grove explained that his and Sean Brook's terms had expired. He also mentioned that Maureen Ungarian still had one more year left in her term and that the rest of the Board were only temporary assignees as a result of member resignations during the past year. As a result, 8 of the 9 possible positions were open. Michael Grove declared the floor open for nominations.

- Sandor Takats nominated Michael Grove and Sean Brooks. Maureen Ungarian seconded the nomination. Both Michael and Sean accepted the nomination.
- Dianne Nykolyshyn nominated Jessica Monk. Sandor Takats seconded the nomination. Jessica accepted the nomination.
- Maureen Ungarian nominated Sandor Takats. Corey Payne seconded the nomination. Sandor accepted the nomination.
- Norman Ursulak nominated Michael Robin. Cameron Treloar seconded the nomination. Michael accepted the nomination.
- Sally Brown nominated Don Jones. Dianne Nykolyshyn seconded the nomination. Don accepted the nomination.

Michael Grove asked if there were any other nominations. No more nominations were made. Michael Grove declared that the nominations were closed. Since there were less existing and nominated positions than the maximum allowed, Michael Grove declared the nominated members Members of the Board by acclamation.

10. Open Floor Discussion

- Q.** Darren Marcischuk asked what discussions occurred with Karen Leibovici in regard to the Graham Gate / Guardian Road intersection?
- A.** Michael Grove indicated that he and Sandor Takats had met with Karen Leibovici and two representatives from the City of Edmonton Transportation Department to discuss what could be done as part of the Guardian Road expansion to make it easier and safer for residents merging onto Guardian Road from Graham Gate. The Transportation Department representatives presented 3 options to address the Association's concerns. Based on the monies currently allocated to the project, some modifications to the intersection were possible but fell short of what the Association hoped could be done. Unless additional monies could be found for the project, it was unlikely that an ideal solution was going to be possible. Karen Leibovici was going to look into whether additional funds could be secured. The Board never did hear back from anyone regarding this possibility.

Michael Grove suggested that members of the community should call 311 and continue to complain about the safety and difficulties encountered trying to merge onto Guardian Road from Graham Gate. He also suggested contacting our Councilor, Michael Oshry.

- Q.** Dianne Nykolyshyn asked if it was possible to get the shrubs trimmed that are currently obscuring the entrance way treatments that identify the various parts of the neighborhood like Garnett Ridge?
- A.** Sandor Takats said that the Board could work on that with the City now that we have a maintenance agreement in place with them.
- Q.** Bernice Stangenberg asked if the Board knew anything about what was happening with the storm sewer lake just north of where 199 Street turns into Guardian Road?
- A.** Michael Grove said that the Board was not aware of the plans for the storm sewer lake.

11. Adjournment

Jessica Monk moved to adjourn the meeting at 8:55 p.m.