

**THE GRANGE HOMEOWNERS ASSOCIATION  
ANNUAL GENERAL MEETING MINUTES  
Monday, November 7, 2016**

1. Call to Order

Chairperson Sean Brooks called the meeting to order at 7:02 p.m.

2. Establish Quorum

Established. 20 Households present.

3. Introduction of Board Members and Special Guests

Sean Brooks, Don Jones, Mike Robin, Sean Fraser, Jim Walker. Anna Kayat is a continuing board member, but is absent tonight.

4. Proof of Notice of Meeting

Notice was sent via mail out to all households, and then an email was sent to homeowners whose email was provided.

5. Approval of Agenda

**Motion:** Cameron Treloar . **Seconded:** Mike Robin. **Carried.**

6. Approval of Minutes of the Annual General Meeting of November 23, 2015.

**Motion:** Don Jones. **Seconded:** Maureen Ungarian. **Carried.**

7. Reports

7.1 President- Background of the HOA over the last few years, collections engaged for this year and last year, landscaping contract, mulching areas, banners, investigation into garbage cans, access to information (website).

- **Comment:** I am impressed that the mulching was done by the community, as I thought it was done by the City. It looks very nice.
- **Comment:** The City did plant more trees along Grant Way, and Guardian Road.
- **Question:** If we spend money on items that the City should do, does that mean that they should then spend that money on other items for us?  
**Answer:** In theory yes.
- **Comment:** I feel that the community as a whole has gotten much better looking over the years and has been bringing people in.

7.2 Treasurer-

*2015 Audited Financials:*

Net assets were up 25% from 2014, mostly from credit recovery. Accounts receivable decreased by 23%, also from credit recovery.

Statement of Operations- Homeowner fees increased because of the new condos. Admin fees were reduced as more homeowners paid on time. Landscaping was done more frequently. Repairs and Maintenance decreased since fence painting is finished (\$3000 is from a few half fence posts).

Statement of Cash Flows- The large difference in cash is due to collecting on past debts. Last year 107 properties had debts greater than 3 years. 63 caveats were filed to protect our interest. Of the 107, 17 properties remain uncleared.

- **Question:** Do you predict that homeowner fees will increase, based on inflation?  
**Answer:** I don't believe that there were be a fee increase, and that there could be a small reduction, but that will be left to the new board to decide.

*2016 Budget:*

There is a difference between the Budget today and the one that was mailed out. The reason is that there were several maintenance contracts that had not yet finished.

In the bank, we currently have around \$108,000. Of that we have about \$4000 of restricted funds, which remains from the developer setting up a fund for large capital projects (such as the spray park). In 2013-2014 a donation was made to the spray park, leaving the \$4000 unused. Next year, this fund will likely be brought back to \$10,000. Within the budget, there is a planned savings of \$9,500 per year, leaving about \$40,000 in the bank for future projects. Collection Recovery and Expense is listed at \$30,000 with \$0 for the year, as PCR has not yet been engaged for this year. Mulching has been added from the original budget to include certain coniferous trees.

- **Question:** Of the 63 caveats that were filed, have we collected on them?  
**Answer:** Yes. Only 17 of the original 107 properties remain. We currently only have about 100 properties that owe two or more years.
- **Question:** Please explain the collection of \$0 this year.  
**Answer:** There will be a net of \$0 for the Association. This means that we collect back what we are owed when we engage PCR. They add on their own administrative fees to cover their own costs. The item becomes more of an in-out, because we will recover the costs. In the past, by only sending out letters, we needed to account for money that was spent and not recuperated.
- **Comment (Brooks):** The money in the bank (\$108,000) seems like a lot, but the large projects that we take on require large funds, and allow us to be fiscally responsible. As a non-profit, our intention is not to make money, but to collect enough money to pay for the projects we want. Now that we have been able to collect from properties in serious arrears, we have more money to use. We are actively seeking ways to spend money in meaningful ways for the community.
- **Question:** Are the maintenance contracts tendered out or contracted?  
**Answer:** We always get at least three quotes before a contract. We have had four maintenance companies over four years. We signed a two-year contract with Solaris contracting, but left ourselves a caveat to be released after a year if we were unhappy.

## 8. Election of New Board Members

Currently six members of the Board have chosen to stay on for the remainders of their terms, after having been elected last year: Sean Brooks- President, Anna Kayat- Vice President, Don Jones- Director of Communications, Mike Robin- Treasurer, Sean Fraser- Secretary, Jim Walker- Director at Large. Keith Barwell was nominated by Cam Treloar - accepted..

## 9. Open Floor Discussion

### 9.1 Possibility of Hiring Administration Support

- **Question:** Is there an office space?  
**Answer:** No, we meet in Don's living room.
- **Question:** Do you have the software to do the accounting?  
**Answer:** Yes, we use Quickbooks for the accounting. It takes a lot of time to process all the information for 1100 homes. Pursuing accounts also occupies much of our time.
- **Question:** How much of the year is taken up by taking calls?  
**Answer:** Once the statements are mailed out, there is a lot of work for the following three to six months. However, it changes from year to year, depending on how many accounts are sent to collections. As the statements are mailed out over certain periods of time, the work tends to come in ebbs and flows.
- **Comment:** I like the idea of finding someone to take on some of the work for portions of the year.
- **Comment:** I am very in support of bringing on administrative help. I was on the Board in the past, and it requires a lot of work.
- **Comment:** I would also be in support of trying it out.
- **Comment:** I agree.
- **Comment:** It seems like something that should be tried out.
- **Question:** About how much do you think it might cost?  
**Answer:** A rough idea might be about \$6500 per year based on wages, but there is much to find out. It shouldn't cost more than \$10,000 per year. Perhaps between \$8,000 and \$10,000.
- **Question:** Can the HOA write a letter to the City about the noise study about the Anthony Henday?  
**Answer:** If you have concerns about this study and having the Government address the noise, we need to get engaged. The study needs to be emailed.

- **Question:** How much would it cost to hire someone to build a new website? Would that be a part of the person hired?  
**Answer:** There are costs associated with managing a site, but we are looking to either have someone design a new site for us, or spend the time to build a drag and drop style site.
- **Question:** There is a pond behind our house that isn't very pretty, and has apparently gone into disrepair. The grass maintenance is poor.  
**Answer:** This is a site from a bankrupt developer, and the City is trying to deal with it. It is not part of the Grange. The brown condos are also not a part of the Grange. We have complained to the City in the past. When people call to complain, we call the City and complain on their behalf, but homeowners also need to call 311, as these calls are logged.
- **Question:** As President, do you not have the authority to go somewhere to represent us?  
**Answer:** We are a small HOA, but we connect with the Community League to get things done. We contact the City when we can, but we don't have any special contacts with the City.
- **Question:** Could we also do something about the ponds and the mildew?  
**Answer:** This is something that we will look into. When we have issues that are pressing, the City tends to respond quickly.
- **Question:** Are we thinking about getting any planters?  
**Answer:** Yes. We have looked into getting them in the past, but maintenance is an issue, as they need to be watered daily. The City will not do this. We have not yet found a reasonable, cost-effective solution for this.
- **Question:** Has ATCO contacted you about the work that is being done? They have removed trees.  
**Answer:** No. We don't have any more information.
- **Question:** Can you issue receipts for payments received?  
**Answer:** With 1100 homeowners, it would cost us more than \$1100 to send receipts to all. If requested, we can send invoices. It currently costs about \$2600 to send a mailout. Email is cheaper and faster for us, and we hope to gather even more. With the volume that appears in a small time, it would be an extra step, but it is something that we can look into.
- **Question:** What is being built West of the spray park?  
**Answer:** I believe it is a condo development.
- **Question:** Will the roads be connected?  
**Answer:** I don't believe so, as there is an open space with an old well site.
- **Question:** What is the plan for the gas well site? A community garden could be built there.  
**Answer:** We can look into it.
- **Question:** Have you heard anything about the zoning for the new school being built?  
**Answer:** Glastonbury and Granville have priority, but the Edmonton Public Schools website has updated information.

#### 10. Adjournment

**Motion:** Cameron Treloar moved to adjourn the meeting at 8:17 pm. **Seconded:** Keith Barwell. **Moved.**



