

THE GRANGE HOMEOWNERS ASSOCIATION
ANNUAL GENERAL MEETING MINUTES
Monday, October 7, 2019

1. Call to Order
Chairperson Sean Brooks called the meeting to order at 7:01 p.m.
2. Establish Quorum
Established. 15 Households present.
3. Introduction of Board Members and Special Guests
Sean Brooks, Don Jones, Sean Fraser, Jennifer Brownridge, Sally Brown, Kim Johnson- Grange Community League, Brian Geislinger- Neighbourhood Watch, and Leanne Robinson- Auditor.
4. Proof of Notice of Meeting
Notice was sent via mail out to all households, as well as a roadside sign was installed for two weeks along Guardian Road prior to the meeting.
5. Approval of Agenda
Motion: Sally Brown. **Seconded:** Wendy Miller. **Carried.**
6. Approval of Minutes the Annual General Meeting of October 10, 2018.
Tabled until next year's AGM, as they were not sent out prior to the AGM.

7. Reports

7.3 President's Report- Sean Brooks for Denise Forwick-Whalley

Projects this year:

- *New Website*- user-friendly and information full, maps showing what has been done and when
- *Development of landscaping tender sheet*- for accurate bids
- *Fence report* - includes current state of fence repairs, painting requirements and costs
- *Bookkeeper*- hired to take on some of the day to day work that hinders the board from maintaining a consistent board due to workload. This allows the board to spend more time leading than working.
- *Collections* - PCM was again engaged to pursue overdue accounts over \$299.99
- *Community League Partnership/CommuniBee*- streamlining of payments through an app. It allows members to pay utilizing their visas with a small fee. It also has an auto renew option which will help streamline the collection process.
- *Planters*- planters planned boulevards and ETS bus stops within The Grange Community (16 of them), about \$10,000 cost.

Motion: Sean Brooks. **Seconded:** Cameron Treloar. Majority in favour to move forward with planters.

Q: In cost, was vandalism or replacement factored in?

A: Not exactly. We sought out planters that couldn't easily be stolen. We do have money available for maintenance, and it will be added into our insurance policy.

- *Logo Redesign* - Four logos were developed by a graphic designer because there was never a high quality api for the community app. This was to be voted on by the membership but the PowerPoint for the AGM was not functioning properly. Logo design will have to be decided by the board.
- *Front Entry Redesign* - There are eight entry signs entering The Grange Community. Four with white and green stripes that are in poor shape and eight bronze The Grange signs that are peeling and fading. The Grange bronze signs are very expensive and require a total removal and refinishing to restore. The cost will be around \$20,000. The green and white strips have been removed from the entry signs for now until a color can be decided. We have two options one is stay with the green and bronze and the other will be to move towards a more modern look of black and bronze.

Q: Is this for signs and website?

A: Both. The signs require some refurbishing. Many companies have been contacted. Only the original installers would touch them. The white stripes were removed. Future boards can look into repairing the signs, which requires removal and repair in a shop.

Q: The original colour of green matches our fences. Shouldn't we maintain it?

A: Good feedback.

Q: I had the impression that the signs were already fixed. Black might be more modern, but getting them redone might not allow them to last as long as they have so far.

Comment: Properties of Donsdale have black and gold, but might not have green fences.

- *Gate Fence #14*- Community feedback has asked for gates along "fence 14" to allow access to Guardian Road without walking all the way around.. So far, we have collected over a dozen signatures from those whose houses back onto the fence. The request was for two pedestrian entrances but the City has already communicated we will be lucky to get one and suggested it be put right in the middle.

Q: What was the City Feedback?

A: They require signatures from at least 30 residence that live around Grant Way. They also require a motion that is passed at the AGM for this to be approved by the City. The City did say they have never had a request to put in an entrance because it has been known to increase crime in the area.

Q: Will this bring in strays from the main roads where there are no City lights?

A: This is a possibility which is why we are also looking for signatures with Neighbourhood Watch.

Comment: Large spruce trees would also provide more hiding spots. This area is also very sloped.

Q: Does the condo area north of Guardian road that has the gate have any issues?

A: We are unsure as we have not heard any concerns.

Comment: Although we back onto this area and our kids use the bus stops, I am still unsure about this as there is already a large buildup of garbage in the alley. Traffic might also increase.

Comment: Concerns about access to garages which will provide for possible crimes of opportunity.

Motion: Cameron Treloar moved to vote on the gates. Second: Sally Brown seconded. Motion was defeated.

7.1 Landscaping-

Contract is up this year and we have been in the process of getting three quotes. After starting the quote process it became clear a tender sheet was required to get consistent pricing and service bids. Of the three quotes previously received, two landscaping companies are competitive and the other one is three times the cost. Only one landscaping company has returned a quote utilizing the newly developed tender sheet. The new board will sign a contract with the chosen contractor. The planter project has been added to the tender sheet bid and quotes are being requested.

Q: Did the current company put in a bid?

A: Yes, and they offered a 10% discount.

7.2 Auditor- Leanne Robinson from Cass & Fraser Chartered Accountants

2018 Audited Financials:

Page 1- Current Assets- \$164,603. Current Liabilities- \$1,907. Net Assets- \$162,696.

Q: Does this include fees not yet received?

A: Yes, at \$22,675

Page 2- Revenues (actual)- \$63,271 vs (budgeted) - \$62, 916

Budgeted expenses- \$54,125 and actuals at \$51,673

Beginning balance- \$151,098, end balance- \$162,696

Page 3- cash beginning- \$134,983, cash ending- \$38,489

No questions asked.

7.5 Neighbourhood Watch- Brian Geislinger

- serve on GCL
- growing community, 9000 households, almost the most kids, low crime rate
- most crimes are crimes of opportunity (theft from vehicle and break and enter)
- communication is key- email list with over 100 residents, large Facebook following, neighbourhood newsletter
- sign program- gcl wants more signs in the grange, as it is a visible deterrent that is proven to work- signatures are required to get more signs in the neighbourhood, no cost involved
- signs are also on digital and community signs
- high level of engagement from the community, many successes
- good collaboration with EPS, they feed info that doesn't go to the media
- want to engage more residents, get more ambassadors, provide more door stickers

7.6 Treasurer Report

- treasurer resigned, but most info was given by the auditor
- some of the landscaping will be scaled back to give priorities to other areas- 84 areas that are currently maintained per week
- fees were raised to ensure that we have enough income to fund future projects, including fence maintenance (built with spruce, rather than treated lumber), current state has been figured out, so the next board can move forward with this

Q: Have you thought about raising them higher, as an \$8 increase is not very much.

A: We still need homeowners to see value from the fees, and didn't want to increase too much at once. They might still increase.

Comment: As we are a non-profit, we need to balance between money in the bank and not being profitable.

Comment: Given that many large projects require multiple years of work, this seems reasonable.

Comment: Work done on the fences alone would deplete all these funds.

Comment: There have been visible differences in the neighbourhood.

7.4 Kim Johnson- President, Glastonbury Community League

- represents The grange, Parkland, and Granville.
- represent and advocate to the City, Province, or Country
- programs or events to bring people together
- receive a small operating grant from the City based on homes, and membership fees (\$40 per family)
- 15th year as a league, new parks and spray parks already developed
- optional membership, as opposed to mandatory with HOA
- infrastructure is something that both GCL and HOA can work on together (spray park, digital sign)
- looking to host a big bin event
- outdoor rink with ice path and lights developed last year
- Communibee app- helps to collect and send information and make payments

Comment: Moved in across from spray park 14 years ago, and am really impressed by all that is done by the community league. Appreciate the work done by the GCL.

8. Election of New Board Members

We are looking for new people to join the Board to help take on new projects throughout the year.

Denise Forwick-Whalley, Don Jones and Sally Brown are continuing on, as they were elected last year. Sean Brooks, and Sean Fraser have all fulfilled their terms.

Nominations: Annette Fayant and Mike Robin and Troy Aardema have been nominated. All accepted. As we are under our threshold of nine board members, all are elected by acclamation.

9. Open Floor Discussion

- **Question:** Who takes care of the pond area?

Answer: It is owned by EPCOR who installed the paths around the pond. As far as we know, it has not been given to the City, and so it is still EPCOR who is responsible. It does fall outside of the Grange

area, but due to member feedback, we have added some areas to our landscaping.

Comment- This area collects a lot of garbage, and isn't the responsibility of the HOA or the City. It has been improved over the last couple of years, but still needs improvement.

Comment: Maybe we could plant some flowers near this pond area to make it look better.

Question: How many homeowners in the HOA?

Answer: About 1100.

10. Adjournment

Motion: Mike Robin moved to adjourn the meeting at 8:20 pm. **Seconded** by Sally Brown. **Carried.**

Date: Approved October 26, 2020

D.F. Whalley

Denise Forwick-Whalley
President The Grange Homeowners Association