

**THE GRANGE HOMEOWNERS ASSOCIATION  
ANNUAL GENERAL MEETING MINUTES  
Monday, October 26, 2020**

1. Call to Order

-Meeting called to order by Denise Forwick-Walley at 7:03 p.m.

2. Establish Quorum

-Established. 17 Households present (verified by sign in sheets).

3. Introduction of Board Members and Special Guests

-Mike Robin, Don Jones, Annette Fayant, Denise Forwick-Walley, Sally Brown, Mary Zhou- Auditor-Cass & Fraser. Absent-Troy Aardema

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 & 199 street electric sign prior to the meeting.

5. Approval of Agenda

-**MOTION** by Larry Woloshin to approve the agenda, seconded by Cameron Treloar, carried.

6. Financials

-Mary Zhou went through the audited financials that were distributed via mail to all households and are on our website at [ww.thegrangecommunity.ca](http://ww.thegrangecommunity.ca).

6. Approval of Minutes the Annual General Meeting of October 10, 2018 and October 7th, 2019

-**MOTION** by Charles Ingles to approve the meeting minutes from the 2018 AGM on October 10th, 2018, seconded by Larry Woloshin, carried.

-**MOTION** by Cameron Treloar to approve the meeting minutes from the 2019 AGM on October 7th, 2019, seconded by Mike Robin, carried.

7. Reports

7.1 President's Report-*Denise Forwick-Whalley*

Many challenges this year:

- Entrance sign stolen-about \$15 000 value
- No grass cutting by the City of Edmonton
- Trying to have meeting during Covid
- Finding out about the need to pay GST

This year we really tried to educate homeowners on the role of the GHOA.

The first educational piece was to inform homeowners that fence repair is their responsibility. We had a contractor examine exterior fences originally built by the developer for the repairs required prior to commencement of the painting project beginning next year. Those residents whose fences required some repairs received a letter in the mail and some have already started to repair their fences for painting.

The second educational piece was a door hanger campaign to inform residents of the restrictive covenant on shingles and fence style/color. The main message is to keep the colors and style consistent for both fences and shingles so our community aesthetic is maintained as consistently as possible.

Our mandate is to improve the aesthetics of the community and we have completed many projects this year. Here are the highlights:

- Decorative garbage can covers supplied by the City were installed by board members to discourage littering and beautify the neighbourhood.
- Development of a new logo that is available in all formats for advertising and mail outs. • Entry sign refurbishing, masonry repair and cleaning was completed. The colors changed from Grange Green/Bronze to Black/Bronze to provide an updated look to the community.
- A detailed landscaping maintenance tender was completed and we have a 4 year contract with Solaris Services. Tender highlights include:
  - 16 planters delivered throughout the community each June and removed and stored each September
  - Regular garbage pickup throughout community spaces
  - Spring clean-up starting in April and fall clean up ending in October
  - Removal of deteriorated plastic edging around 7 shrub beds around the pond
  - Mulch top up completed in 5 shrub beds
  - 25 shrub beds maintained weekly and another 20 are maintained bi-weekly
  - Ornamental shrub pruning is done in spring with touch ups being completed in June

We also continue to make changes administratively to align with the skillset of the board, and reduce the workload of these volunteers. Highlights include:

- Using ATS Accounting to generate invoices, and input data into QuickBooks
- Transitioning to online QuickBooks so more than one person can have access
- Rental of a cheque scanner from Servus Credit Union to reduce bank visits
- Implementation of the CommuniBee app so that GHOA fees can be paid using MasterCard or Visa and members can stay connected via their cell phones with an auto renew function so snowbirds don't forget to pay their fees
- Investing in GIC's and opening a high yield savings account to help offset inflation
- Filing for a GST number so the GHOA can collect and remit GST, since our organization makes revenues over \$50,000

## 7.2 Treasurer-Mike Robin

Current bank balance of approximately \$127 000, \$70 000 is in a 1year GIC.

Accounts Receivable: Approximately 223 that haven't paid their fees for approximately \$40 000. There are approximately 20 properties in collection. About 4 are held over from previous years, but the majority are from 2019. Due to Covid, the board decided to delay late fees (until Sept 1st) and delay collections (until Nov 15th). There were 213 late fees of \$30 issues. As of Nov 15th, there will probably be about 30-40 properties owing over \$200 and going to collections.

Additional unexpected costs this year:

-Buying a new sign to replace the one that was stolen.

-GST-It was flagged by our auditor that we need to pay GST on revenue over \$50 000

## 8. Election of Board Members:

Positions will be labeled at the next board meeting. We have vacancies. If a vote is needed, there is 1 vote per household. If there is a tie, the chairperson will break the tie. Board positions are a 2 year term.

- Annette Fayant-secretary-is 1 year into a 2 year term, she is returning to the board.
- Denise Forwick-Walley-President-has completed a 2 year term as president and is planning on returning.
- Mike Robin-Treasurer-is 1 year into his term, he will be stepping down as treasurer and remaining on as a Director-at-Large.
- Don Jones-Director of Communications-has served 7 years and is stepping down.
- Sally Brown-Director-at-Large-has served 2 years and is returning.
- Larry Woloshin has put his name forward-acclaimed.
- Cam Treloar has put his name forward-acclaimed.
- Charles Ingles has put his name forward-acclaimed.

9. Open Floor discussion/questions:

*Q-Can you set up automatic yearly withdrawal for the fees?*

A-Not at this time, but we will look into it.

*Q-How much do we get to pay from collections?*

A-This is variable.

*Q-How much does it cost the association to use a collections agency?*

A-It doesn't cost the association anything, the cost gets passed on to the homeowner.

*Q-What happens if a property sells, who has to pay the outstanding amount.*

A-The caveat on the property should be caught by the realtor/lawyer during the buying process. If it doesn't get caught, we may waive the late fees for the new homeowner, but they would still be responsible for the fees.

*Q-Re: GST-Aren't you a non-profit?*

A-It used to be a grey area but with taking in over \$50 000 a year, it is required to pay GST, as we are not in the same category as Condominiums.

*Q-Re: paying ATS for bookkeeping-How much time is spent on the bookkeeping duties?*

A-During busy times of the year, approximately 24hrs a week, and during non-busy times, at least 8hrs a week.

*Q-The HOA is painting, but there are a lot of rotten boards that need replacing, shouldn't this be done before painting and who is responsible for it.*

A-The homeowner is responsible for replacing any boards/posts. It would be best for this to be done before painting is done, as we won't be painting for another 10 years. We are encouraging homeowners to do the board replacement prior to painting.

*Q-Is there any repairing that will be done by the HOA?*

A-Other than the areas owned by ATCO or other people, we would only replace the odd stringer or board that is quite obviously in need of repair and facing the street.

*Q-Did you receive other quotes for fence painting/repairing?*

A-Yes, but it was very hard to get a company out to walk the fencing and do a quote. A few just said they will do it for 5% less than whoever walks it and the others were very high.

*Q-How much time do you have to pay your HOA fees?*

A-The invoices go out in February and are due in March. Late fees are usually applied by April/May.

10. Adjournment:

**-MOTION** by Mike Robin to adjourn the meeting, seconded by Cam Treloar. Meeting adjourned at 8:25pm.