**THE GRANGE HOMEOWNERS ASSOCIATION**

**ANNUAL GENERAL MEETING MINUTES**

**Wednesday, November 23, 2022**

1. **Call to Order**

Chairperson Denise Forwick-Whalley called the meeting to order at 7:01 PM.

2. **Establish Quorum**

Established. (10 that have their fees paid in full are required. Sign up sheet has been uploaded as proof of a quorum being achieved.)

3. **Introduction of Board Members and Special Guests**

Denise Forwick-Whalley, Bernice Stangenberg, Don Jones, Sally Brown, Adam Coleman, Charles Ingles, Angelica Sanchez, Mary Zhou (Auditor)

4. **Proof of Notice of Meeting**

Notice was sent via mail out to all households on October 13, 2022 via Ion printing. Two weeks prior to November 23, 2022 two roadside signs were installed along Guardian Road. The website was updated with the date, location and time as soon as the AGM date was set in August.

5. **Approval of Agenda** -

**Motion** by Sandor Takats to approve the agenda as amended. **Seconded** by Alain Bessette. **Carried.**

6A. **Auditor**- Mary Zhou from Cass & Fraser Chartered Accountants

*2021 Audited Financials:* Mary Zhou went through the audited financials that were posted to our website at [www.thegrangecommunity.ca](http://www.thegrangecommunity.ca). The following questions were addressed by the membership:

* Many of the membership commented this year that they did not understand the way the audited financials were explained. The terminology used was above their understanding. The usefulness of the auditor presenting the audited financial statements at the AGM was questioned.

6B. **Approval of the Minutes Annual General Meeting of Monday, October 25, 2021**

**Motion** by Mike Robin to approve the meeting minutes from the 2021 AGM on October 25, 2021. **Seconded** by Sandor Takats. **Carried.**

7. **Reports**

7.1 President’s Report- Denise Forwick-Whalley (Vice-President/Acting President)- This year I sent out the president's message with the AGM notice. Here are the highlights: Please wait until the end of my report to ask questions.

* With volunteers changing every few years this HOA being self-managed is not possible. In order for administrative consistency to occur there needs to be a management company. During my time on this board we have tried bookkeepers, accounting firms and each time something got missed. This year as I stepped down to Vice President I also stepped back from the administration duties of the board. We had some challenges and I don’t think anyone realized the amount of time that is spent to make sure the website is working properly and updated, the Google Drive remains organized and updated, troubleshooting voicemail issues, email issues, Google Drive issues, land title pulls to update new owners, picking up the mail, service tenders, landscaping map updating, insurance, society annual returns, GHOA bylaw enforcement, minute taking and communications with residence and realtors. On top of this the treasurer has there duties which we have tried to reduce but it has created duplication of work and is costing the GHOA approximately $7000.00 per year currently.
* The board did due diligence and interviewed three management companies and one small business accounting firm. We chose Blueprint Condominium Management Inc. because they had the best references and would accommodate all of our administrative needs. The transition to this management company will begin in December so please watch your mail and keep informed as there will be many changes.
* The GHOA has signed a contract with Blueprint Condominium Management that will come into effect December 1, 2022. You will be or already have received a welcome letter/package from them. Please take the time to read this package and provide your banking information so that automatic withdrawal payments can come out of your account on March 1 of each year. The total cost of the contract is approximately 17,000 per year plus a monthly fee for Condo Genie ($200 per month approx). Cost saving measures are being looked at so fees do not increase and we are able to keep the same level of service. Some examples of this are:
  + Automatic withdrawals for payments to avoid invoices being printed and mailed out. We understand that the new technology may be hard for some but we hope to get as many using the automatic withdrawal process to reduce administrative costs so support will be provided. (Savings approximately $3000.00 - some mailing will still need to be done)
  + No longer requiring a mailbox at UPS (Savings of 345.00 annually)
  + No longer requiring a phone plan from Primus (Savings of $654.00 annually)
  + No longer requiring a paid plan from Google to use their workspace as Condo Genie will be the responsibility of documents during year one and then in year two Blueprint will transition to an inhouse software specifically made for HOA’s. (No savings here as we still have to pay for Condo Genie which ends up being a little more expensive but embraces technology to each inquiry is linked to the property and all communications and documents are a permanent record)
  + No longer requiring ATS Accounting. (Savings approximately $7000.00)
  + No longer requiring a computer that is owned and maintained by the GHOA. (Approximately 500.00 per year)
  + Reduction in lawyer fees as Blueprint can be a resource instead of paying $600.00 to a lawyer when we have a question. (Approximately $2000.00)

Just with these few examples we have almost paid for the property manager ***$13,499.00***

* This year the board completed all major projects so we could concentrate on administration and transferring duties to the management company.
  + Purchased three new flower pots along Grantham Drive as Parkland Neighbourhood Residents Association expanded along Grantham Drive.
  + Finished the fence project which included 6148 linear feet
  + Purchased and installed three dog waste stations to try and reduce dog waste in our neighborhood. We have had some vandalism of these stations by people pulling all the bags out. To keep within a reasonable budget we will replace the three stations monthly which is 1200 bags.
  + Topped up mulch in the neighborhood beds
  + Did supplemental mowing around the ponds and boulevards
  + Our landscaping tender went out and we have three quotes for the new board to decide on. We hope to be able to maintain the same level of service where this is concerned to keep our community attractive and well kept.
  + Repaired an entry sign on Guardian Road that was vandalized. With the added security it did not get stolen but they managed to bend a leaf. Please do you part and keep an eye out for vandalism and theft in our community.
* GST filing done under voluntary disclosure still has not been completed and could take up to 6 more months.
* The board also learned that the GST rebates for 2021 were not received from the CRA. Upon investigation it was discovered it was because a T2 had not been filed for years for 2007, 2008, 2011 to 2017. While NPO (T1044) were filled for those years they would not release the GST rebate until the T2’s were also filed. This was completed by Cass and Fraser. The auditor at the time Scott Tywoniuk did not file a T2 because we are a not-for-profit organization.
* Gateway Developments is in discussions with the City of Edmonton to rezone 1301 Grant Way. The latest draft includes 26 single family homes. I have provided a map for those who have not seen the proposed plan. We are in discussions with Gateway Developments to put an encumbrance on these 26 properties and join the GHOA.

Questions on Presidents Report

* Can we look for another option for the shrub beds besides mulch? It deteriorates within 2 years and appears to be a large expense.

7.2 Treasurer’s Report

7.2.1 Bank Balance:

7.2.1.1: From all deposit accounts $5.374.58

7.2.1.2: GIC ((1) year - 2.6% (1) and 2.25% (3)): $50,000.00 in total over 4 GICs

7.2.2 Accounts Receivable: $40,650.81 (241 properties of 1077 left outstanding)

7.2.3 Collections: $35, 221.51 (58 new, 13 legacy Properties)

7.2.4 2022 Budget Review / 2023 Budget discussion

Questions on Treasurer Report

* What are the terms of the GIC’s? Once year open at CIBC

8. **Election of the Board**:

Currently, we have the following that will let their names stand: Denise Forwick-Whalley, Don Jones, Angelica Sanchez, Adam Coleman, Charles Ingles and Sally Brown.

We really need people who have previously worked on a board and have an accounting background.

Denise asked for nominations from the floor. Sally Brown nominated Sandor Takats and he declined. Sandor did say he would help with the transition to a property management company as required but he did not want to be on the board. Jesse William Ball put his name forward.

**Nominations:** All accepted. As we are under our threshold of nine board members, all are elected by acclamation.

2022/2023 Board: Denise Forwick-Whalley, Don Jones, Angelica Sanchez, Adam Coleman, Charles Ingles, Sally Brown and Jesse William Ball.

9. **Open Floor Discussion**

**Question**: Concerns about Lot 3 Block 21, Plan 0928767 changing from RF5 (Row Housing) to RA8 Medium Rise Apartment were discussed. All members at the AGM did not agree with the proposed change and the board was asked to send a letter to city.clerk@edmonton,ca.

**Answer**: The board said they would write the letter and send it to those that were at the meeting for feedback.

**Question**: How much did the banners that are hanging in our community cost? It was commented they are nice and perhaps it could be another future project.

**Answer**: Year 2016 - $2656.50

10. **Adjournment**

**Motion:** Denise Forwick-Whalleymoved to adjourn the meeting at 9:20 PM. **Seconded** by Alain Bessette **Carried**.

Approved by the Board on December 1, 2022 but must be approved by the membership in 2023 AGM



Denise Forwick-Whalley

President GHOA