

**THE GRANGE HOMEOWNERS ASSOCIATION**  
**ANNUAL GENERAL MEETING MINUTES**  
**Monday, October 25, 2021**

**1. Call to Order**

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

**2. Establish Quorum**

Established. 27 (24: paid in full, 2: needs title verification, and 1: has an outstanding balance) Households present (verified by virtual sign-in via treasurer). See Google Drive AGM folder, VirtualSignIn.xlsx for a complete listing of owners and properties.

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

Cameron Treloar, Don Jones, Sally Brown, Sean Fraser, Michael Robin, Mary Zhou (Auditor) Charles Ingles

**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. A new AGM notice was sent out via mail (and adjusted roadside sign), and the website was updated, when it was determined that the meeting would need to be held online (due to COVID).

**5. Approval of Agenda** - One change to the agenda is that there are two 6's. Let's make them 6A Presentation Audited Financials and 6B Approval of 2020 AGM Minutes.

**Motion** by Lorie Diaz to approve the agenda as amended. **Seconded** by Fae Rube. **Carried.**

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

*2020 Audited Financials:* Mary Zhou went through the audited financials that were distributed via mail to all households and will be posted to our website at [www.thegrangecommunity.ca](http://www.thegrangecommunity.ca). The following questions were addressed by the membership:

- Misc admin fees explained by the Auditor and accounted for.
- The cost of mailing out the AGM package is very expensive and the membership wanted to know the breakdown of costs. Mary was able to bring this up and address any concerns.
- Materiality at \$1400 was questioned but the purpose of this audit is standard.

**6B. Approval of the Minutes Annual General Meeting of October 26, 2020**

**Motion** by Fu Wing Yu to approve the meeting minutes from the 2020 AGM on October 26, 2020.

**Seconded** by Bernice Stangenberg. **Carried.**

**7. Reports**

7.1 President's Report- Denise Forwick-Whalley

Projects this year:

- Completed painting half the fences this year. The project scope changed due to the pipeline construction but most homeowners still managed to replace their rotten boards. We recognize that some homeowners didn't get to replace some of their rotten boards so if they do that within the next year the GHOA will make sure they get painted. For more detail on which fences go to the GHOA website: <https://thegrangecommunity.ca/events/project-updates/>. The remainder of the fences will get painted in the spring of 2022 by Pro Co Painting.
- The Grange had to pay \$14,824.78 in GST to the CRA this year. While this was a hit we are now set up properly in regard to collection and remittance of GST as a homeowner's association.
- Landscaping maintenance highlights included:

- o 16 planters were delivered throughout the community each June and removed and stored each September. The flowers this year were stunning, and we will definitely be going with the SuperTunia Vista Petunia next year.
- o Regular garbage pickup throughout community spaces.
- o Spring clean-up starts in April and fall clean-up ends in October.
- o Removal of deteriorated plastic edging around 7 shrub beds around the pond.
- o Mulch top up completed in 4 shrub beds
  - The cost of mulch increased by 25% so we were not able to top up as many beds as planned. We recognize there are many beds that require mulch top up so are planning on adding more to future budgets to ensure this gets done.
- o 25 shrub beds are maintained weekly and another 20 are maintained bi-weekly.
- o 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 skill set of the board and reduce the workload of these volunteers. Highlights include:
- Investing in GICs and opening high yield savings accounts to help offset inflation.
- We continued with the 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

## 7.2 Treasurer's Report

### 7.2.1 Bank Balance:

7.2.1.1: Checking Account: \$25,730.95

7.2.1.2: GIC (1 year - 0.250%): \$70,000.00 in total over 2 GICs

7.2.2 Accounts Receivable: \$42,555.33 (169 properties of 1078 left outstanding)

7.2.3 Collections: \$35, 221.51 (70 Properties)

62 sent in this year, 8 are long-standing collections issues

7.2.4 2021 Budget Review / 2022 Budget discussion (ATS+)

7.2.5 The GHOA is now registered for GST

7.2.6 Increased involvement from ATS, as a bookkeeper

~\$15,000 from ATS to take on bookkeeping for next year

## 8. Election of the Board:

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

Michael Robin's 2-year term has now lapsed and has asked not to be nominated. Annette has resigned.

**Nominations:** Bernice Stangenberg, Adam Coleman, Angelica Sanche`, have been nominated. All accepted. As we are under our threshold of nine board members, all are elected by acclamation.

**Question:** How are the GHOA board members vetted?

**Answer:** As a volunteer board, there is no direct vetting process.

## 9. Open Floor Discussion

**Question:** Can doggy bags be put out in the community?

**Answer:** Yes, the HOA can do it, but it has been turned down by the board in the past.

**Question:** Is there a way to deter dog owners from leaving animal feces?

**Answer:** There is a \$100 bylaw fine for this. People who refuse can be reported. Signs could be put up.

**Question:** Can we put up signs to inform homeowners of the bylaw to clean up after your pet, or will the city?

**Answer:** We can look into this but I believe we have addressed this before and at the time we were not allowed to put up signage.

**Question:** How do we advertise when tenders for jobs go out? How many quotes do we get?

**Answer:** 3 bids at minimum. The board searches out companies to bid on the jobs. This isn't always easy for the size of the jobs.

**Question:** The planters in Parklands seem nicer than ours. Why?

**Answer:** Our planters meet the regulations of the City, while Parklands do not seem to. We chose the best ones we could that were allowable. The ones that were chosen are self-watering and were recommended for longevity as they have a 10-year warranty.

**Question:** Nextdoor.ca?

**Answer:** Not sure about this. This could be something, so long as it reduces the workload of the board members.

**Question:** Who removed the black edging around the pond?

**Answer:** It had deteriorated so it either had to be removed or replaced. To save costs our current landscaper recommended trenching. If this doesn't keep the mulch in the beds the black edging will need to be replaced.

**Question:** What do "Professional Fees" encompass?

**Answer:** Lawyers, Auditors, Accountants.

**Question:** What is the GHOA supposed to do?

**Answer:** The HOA was created by the developer to maintain the aesthetics of the community. Fees go towards keeping up the beauty of the neighbourhood.

**Question:** Can a notice just be sent out for the AGM instead of the entire package to save on printing costs? The membership can then download the package of the website.

**Answer:** Yes, as long as the membership is notified.

## 10. Adjournment

**Motion:** Denise Forwick-Whalley moved to adjourn the meeting at 9:18 pm. **Seconded** by Sean Fraser. **Carried.**

Approved by membership on November 23, 2022 AGM



President  
The Grange Homeowners Association