

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

- Call to Order: Amber Brown, the President of the Homeowners Association, thanked everyone for attending the 2020 AGM. The Meeting was called to order on Monday, October 19, 2020 at 7:01 p.m. by Amber Brown.
- Election of Chairperson: Amber Brown acted as Chairperson. Amber asked the board to introduce themselves.
- Board Attendance: Amber Brown, President; Caroline Pulford, Lake Club Manager; Haley Rutherford, Executive Director of the Manor; Rod Corbett, Secretary; Donna MacKenzie, Treasurer; Rajamanickam Velu, Vice President (not in attendance).
- Management: Alexandra Bilinski, Community Manager, Diversified Management Southern.

Establishment of Quorum:

According to the bylaws of the society, a quorum is met by having 10 owners and proxies in attendance. There were 20 owners present, 23 proxies, and at the time of start 9 people by Zoom; total 52. **QUORUM HAS BEEN MET.**

Notice of Meeting:

The Chairperson advised that the time of the Annual General Meeting (AGM) is outside of the bylaws. This delay was due to the COVID-19 pandemic and restrictions set by the province.

The Chairperson read the following notice of the Annual General Meeting (AGM) which she advised had been sent to each unit owner at least two weeks prior to the 2020 AGM. Notice of the AGM had been mailed out to each unit owner September 17, 2020, in compliance with the society bylaws.

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

Take notice that the Annual General Meeting of the Lakes at Rocky Ridge Homeowners Association will be held at:

Place: Royal Oak Victory Church
450 Royal Oak Drive NW, Calgary, Alberta T3G 5J7
Date: Monday, October 19, 2020
Time: 7:00 p.m.

Adoption of Last Annual General Meeting Minutes:

By a motion duly made by unit RVT 019-T (Ruth Skinner) and seconded by unit 102-369 (Sylvia Coppicus), it was resolved that the May 13, 2019 Annual General Meeting Minutes be adopted, as presented. **MOTION CARRIED.**

Audited Financials:

Anabel Shang of Shahid Naqi Professional Corporation was not in attendance. Ms. Shang prepared a review of the audited financial statements year ending December 31, 2019. Amber Brown read the report and then asked for comments or questions.

Q: Zoom (Ivan) Is it possible to get a digital copy of the minutes earlier?

A: (Alex/Diversified) Draft minutes will be available to all owners one month after the AGM.

Q: 019-T (Ruth Skinner) With respect to the insurance, what did that cover?

A: (Amber/board) We insure the fence, the physical equipment that we own, the water fall and also the look-out area. We switched insurance companies a couple years ago for a better rate.

Q: Zoom (Ivan) The cost of the gym equipment, what does that cover?

A: (Amber/board) It covers both maintenance and new equipment. The two Northern Lights treadmills were deemed a safety hazard. They were replaced by a more robust machine. The old machines were sold to recover some of the cost. SOS Fitness comes out quarterly to look at the equipment and inform if repairs are needed. Seats were replaced on bikes as well.

Amber/board: We have over \$200,000 in savings. The intent of that money is to reinvest in this community and to upgrade and maintain the communal assets. Fees

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

were not increased. The board decided to use the money to update things that were broken or outdated. This is why we are over budget.

There were no further questions about the auditor's report.

By a motion duly made by unit 020-T (Shellby Deveau) and seconded by unit 069-T (Sue Corbett), it was resolved to accept the auditor's financial statement, as presented.
MOTION CARRIED.

Appointment of Auditor:

A motion duly made by Victoria Sharp unit 227-369 and seconded by unit 130-T (Wojnarski), resolved that Shahid Naqi Professional Corporation was appointed as auditor for 2020. **MOTION CARRIED.**

Reports of Officers and Committee's

President's Report:

Amber Brown spoke to the following in her report:

The board has had a successful year. We completed a number of maintenance projects in our community:

- Refurbishing and repairs to the fence;
- Repairs to the signage up front and some new posts to protect the rock garden;
- New life to the activity party room that everyone can rent. Fresh coat of paint and a beautiful mural;
- We said goodbye and thank you to Meagan and welcomed the new Lake Club Manager, Caroline Pulford;
- We continue to hold successful events such as the Stampede barbecue and ice cream socials, but introduce new events such as our Halloween mystery party and our water club classes.

Overall the board worked very well together and enjoyed the time in service.

Q: 019-T (Ruth Skinner) If someone was holding a ladies shower in the party room, the Lake Club, could you bring wine to share?

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

A: (Amber/board) We will have to investigate and check the bylaws. This will be covered in our first board meeting and clarified.

Lake Club Manager Report:

Amber Brown introduced Caroline Pulford, the Lake Club Manager. Caroline spoke to the following:

Caroline was employed in July 2019 to oversee the Lake Club facility, including required maintenance and upgrades, and to oversee the access fob system. Also tasked with running activities and events in the community and with communicating and promoting these events.

Caroline thanked everyone for welcoming her so openly to the community.

*Please see the attached Lake Club Manager Report for 2019.

019-T (Ruth Skinner) You write a lovely newsletter, thank you.

Movie Committee Report:

Amber Brown introduced Rod Corbett, Secretary, to present the report. Rod spoke to the following:

- Volunteers select and screen the movies. We are looking for volunteers to help out with the Saturday evening movies. If you would like to get involved and help out please let Rod or Amber know.
- In 2019 we had Saturday matinees and Wednesday night movies. During COVID the theatre had to be shut down along with the rest of the facilities. In July we were able to reopen for Saturday night movies.
- During the lock down we upgraded the equipment with a new projector and screen. We also added a new audio system and speakers as well as a hearing aid loop.
- The theatre industry has tailored back new releases and this is why you are seeing the old favourites.
- There is no popcorn but it was substituted with ice cream bars. You can bring your own popcorn.

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

Q: Zoom (Ivan) Has the ventilation been improved in the theatre and the gym?

A: (Amber/board) Not to my knowledge. Masks are required coming into the theatre. Masks can be removed when you are sitting down. Chairs have been moved in compliance with AHS rules for social distancing.

With respect to the gym you have to sign up and have a 45 minute period. Maximum of two people in the gym at one time and certain pieces of equipment have been blocked off. There is at least one of everything for use. Before and after use the equipment is sanitized and all people using the equipment are required to clean the equipment when used. There are fans in the gym. These are the policies that have been implemented.

The party room is rented to one group at a time and cleaners will go in before it is rented again.

Discussion followed.

Haley/board: So far there have been zero cases of COVID noted.

Amber/board: We are following all the guidelines that we have been provided by AHS. We are also prescreening for every event and doing temperature checks as well.

Zoom (Venessa Piercy): Venessa would like to volunteer and will send Amber an email.

Other Reports:

Amber Brown introduced Haley Rutherford, Executive Director of the Manors.

- Haley came back to the community in August. Please feel free to give her a call if you have any questions or concerns about the Manor.

Amber Brown introduced Donna MacKenzie, Treasurer, to give a history of the board's efforts with the median.

The median is the stretch of land west of Rocky Vista Road as you turn onto Rocky Vista Drive. The space between the Georgetowns and the Brownstones.

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

Donna spoke to the following in her report:

- May 2019 - Attended AGM where concerns were heard of the dead pines along the median. Advised to ask removal of these pines from the city's 311 service.
- June 2019 - Median was assessed by the city's urban forestry department. They recommended to clear cut, as most of the vegetation was unhealthy. They stated that the HOA could apply for replanting through the city's replanting department. The board decided to have the dead pines removed at this time.
- June 2019 - The replanting department was called and stated that the earliest for replanting was the summer of 2021. This was scheduled.
- July 2019 - Replanting is a long way off, could the HOA do this themselves? The supervisor of the parks northwest division was contacted. It may be possible if the HOA signs an agreement with the city to provide the care on an ongoing basis. The board decided to have a vote with the members before taking this step. The vote was scheduled to take place at the AGM in May 2020.
- July 2019 - The board wondered whether the HOA could afford to assume the responsibility of the median. A landscaper was met with to get a quote and an idea of the cost. It was stressed that the median had no watering capabilities and needed drought resistant rocks and shrubs. The quote was for \$25,000 and included excavating the median, several limestone boulders of varying sizes, a variety of hardy shrubs and service of a water truck for two weeks daily until roots take.
- January 2020 - A \$50,000 GIC matured. The board wanted to be prepared financially in the event the members voted to proceed with the care of the median. \$25,000 was put in a high interest savings account and the remainder was reinvested in a GIC. If members do not want to assume the care of the median the \$25,000 will be reinvested in a GIC.
- May 2020 - AGM cancelled due to pandemic. Unable to have a vote.
- August 2020 - Phoned the city replanting department to ask if the replanting could be moved ahead. More trees are dying and the median became a thistle patch. It was discovered that the median was assessed and classified as a utilities corridor. Trees cannot be planted and the median has been removed from the replanting list.

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

- August 2020 - The board decided to wait for the AGM to receive guidance on how to proceed with the care of the median. Once the new board is elected there will be discussion on how the HOA should proceed.

Amber Brown thanked everyone for the reports.

Resignation of the Board and Election:

The current board resigned and Community Manager Alex Bilinski, Diversified Management, asked the current board members if they would rerun for the board. Alex called for nominations/volunteers to the board. There was one nomination for Winnie Silvester which was accepted.

No further names were put forward and nominations ceased.

The incoming Board of Directors:

Returning members Amber Brown (P 226-345); Rod Corbett (RVT 069-T); Donna MacKenzie (P 127-369); Haley Rutherford (Statesman representative); and new member Winifred Silvester (RVT 139-T).

All board members accepted.

Unfinished Business:

There is no unfinished business.

New Business:

Amber Brown spoke to the following:

Discussion about a motion for the Lakes at Rocky Ridge HOA to assume responsibility of the median located on Rocky Vista Drive directly west of the intersection of Rocky Ridge Road.

As mentioned by Donna, \$25,000 has been set aside to excavate and do something with the median. The intention is something similar to a rock garden, something that will not require too much in the way of maintenance and does not require water.

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

In discussion with the city it has been proposed that we set up something similar to the five-year optional amenities agreement. A contract with the city to maintain certain

items on city land that we take care of and are responsible for. At the end of the five years either side can terminate the acceptance of this responsibility. Currently there is an optional amenities agreement with the city for the flower beds, waterfall and look-out. The board is proposing to do the same thing for the landscaped area on top of the median and would not be responsible for the curb.

The question for this community is do you want us to proceed along these lines? This was opened up for discussion.

Q: 019-T (Ruth Skinner) What are we intending to plant there?

A: (Amber/board) We are going to get three quotes and three designs. We would like to see what the landscapers offer.

Trees require water and the current trees were not getting enough. Water trucks are very expensive so we are looking for alternatives. The cost would include clean-up of the median.

Q: 141-T (Lorraine Ulmer) Why would the HOA be responsible for cleaning this up?

A: (Alex/Diversified) It is low on the city priority list and it would be years before the city would look at any steps.

Donna/board: Emails were sent to the alderman and there was no reply to this inquiry.

Q: (No unit number) In the winter that median area tends to have people smacking into it and what will protect our plants from getting wiped out?

A: (Amber/board) We will investigate options to help prevent this.

The board is limited with what we can do and has worked very hard on the median. Conclusion, if we want this to look presentable we will have to do it ourselves. Financially the money is there, it won't cause a raise in fees and it will benefit the community.

019-T (Ruth Skinner): Suggestion to post updates on the median in the newsletter.

By a motion duly made by RVT 019-T (Ruth Skinner) and seconded by P 102-369 (Sylvia Coppicus), it was resolved for the Lakes at Rocky Ridge HOA to pursue a five-year agreement with the city, to assume responsibility of the median, located on Rocky

ANNUAL GENERAL MEETING MINUTES

Date: Monday, October 19, 2020
The Lakes at Rocky Ridge Homeowners Association

Meeting Location: Royal Oak Victory Church, Calgary, Alberta

Vista Drive directly west of the intersection of Rocky Ridge Road. With a show of hands members were in favour. **MOTION CARRIED.**

019-T (Ruth Skinner) Thank you to the board I am very happy with the job they are doing.

Q: (Zoom) Where is the fountain?

A: (Amber/board) The understanding is that a previous board got rid of the fountain because of the cost.

There were no other questions and Amber Brown thanked everyone for coming to the meeting and for attending by Zoom.

Adjournment:

A motion duly made by unit P 226-369 (Faye Stead) and seconded by unit 402-345 (Regina Bell), carried and adjourned the meeting at 8:17 p.m. **MEETING ADJOURNED.**

Meeting Minutes: Jodie Johnston