

MINUTES
SANDYCOVE ACRES HOME OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING

March 6, 2018

Present were: John Bicknell, President; Sharon Raycraft, Vice-President; Ted Gemmell, Treasurer; Pat Porth, Secretary; Diane Elliott; Alan Leslie; Paul Martel; Linda Morris; Dennis Rodgers; Anne White

MINUTES OF MEETING OF FEBRUARY 6, 2018

Approved as previously circulated, by motion of **Martel/Morris**.

FINANCIAL REPORT

The financial report, as previously circulated with some small amendments, was approved by motion of **Elliott/Leslie** with the exception of a name change from Wright to White:

SCA Home Owners' Association Financial Statement

February 28th, 2018

| | <u>Expenses</u> | <u>Income</u> |
|--|------------------------|----------------------|
| Opening Balance | | \$ 13,321.16 |
| Memberships deposit | | 1050.00 |
| D. Wall-Armstrong - legal | 282.50 | |
| Raycraft – Open House | 148.59 | |
| Martel – stationery | 241.95 | |
| White – Open House | 96.62 | |
| Cooper – web site | 107.24 | |
| Porth – Open House and flowers (Orsatti) | 210.19 | |
| Matured GIC | | \$ 10,000.00 |
| GIC Interest | | 60.00 |
| GIC Purchase | 10,000.00 | |
| Membership deposit | | 550.00 |
| Bank fee | 4.00 | |

| | | | |
|--|--------------------|--------------------|----------------------------|
| Total | \$11,091.09 | \$11,660.00 | +568.91 |
| Bank Balance 2018/02/28 | | | \$ 13,890.07 |
| RBC 18 month non-redeemable GIC @1.7% invested Oct. 10/17 | | | \$ 20,000.00 |
| RBC 18 month non-redeemable <u>GIC @2.0%</u> Invested Feb. 7, 2018 | | | \$ 10,000.00 |
| <u>Total Funds as of 2018/02/28</u> | | | <u>\$ 43,890.07</u> |

BILLS FOR PAYMENT

Raycraft, \$38.04, EPT expenses; Martel, \$77.79, stationery; Porth, \$397.44, premium for D & O insurance; Porth, \$50, gift card for Rick Moore; Bicknell, \$480.25, stamps; Bicknell, \$327.70, printing. Approved by motion of **Elliott/Rodgers**.

PROPOSAL RE AUDITOR

Engagement of a professional auditor would cost us about \$5,000 a year. Under the provisions of the *Cutting Unnecessary Red Tape Act*, which modifies the *Ontario Corporations Act* under which we operate as well as other legislation, it is no longer necessary to audit financials if the annual revenue is less than \$100,000 and if the members of the corporation pass an extraordinary resolution recording their decision not to do so. Such a resolution must be passed by 80% of the votes cast at a general meeting where notice of intention to introduce the resolution has been given. It is valid for only a year, so would have to be introduced and passed at next June's AGM to cover 2018/19, in 2019 to cover 2019/20, etc. (We are still bound to the appointment of an auditor for 2017/18, agreed at the AGM of 2017.) When the *Ontario Not-For-Profit Corporation Act* is passed, we would be able to pass a permanent resolution that we need never have an auditor. It was agreed to introduce the resolution at the 2018 AGM, by motion of **Porth/Morris**.

BUSINESS ARISING

Member Forum: It was agreed the first attempt was a success, particularly granted the terrible weather, attracting 98 people plus directors. Comments were generally favourable. The next one, April 29, may not have a specific topic, or may, depending on developments in the interim.

Special meeting: Scheduled for March 25 at 2 p.m., will not require much setup beyond chairs theatre style, so if we come at 1 p.m. we'll have time to do it. We need to promote it via signage plus the web site plus the newsletter. Since it's a single-subject meeting, there may be many proxies submitted; it will be necessary to be stringent about the deadline for receipt.

Brassard Town Hall: Although the turnout was smaller than some of us expected, at 23 plus directors, Brassard seemed pleased with the numbers and the degree of involvement shown.

PRESIDENT'S REPORT

PRESIDENT'S REPORT March 6th 2018

Community Management: I met yesterday with the new Manager – Mirka Rollason. This was an introductory meeting to establish backgrounds and to set the stage for on-going interaction. I provided an information package on the Association itself – including our history, an outline of our activities, our Constitution and By-laws and Complaints Procedure - plus our major current issues; with supporting documentation where appropriate. Mirka's background is initially in the operations side of the hotel industry but she transitioned some years ago to various operations roles in senior care in both care and retirement facilities. She lives in Barrie.

She seems to place great importance on communication with residents and we discussed this at length with particular reference to our concerns with Parkbridge's failures in this respect; failures that lead to rumours and incorrect information and make both our and Parkbridge's jobs more difficult. I explained our various methods of communicating with residents and she indicated that she would like to use them to get information out in a timely fashion; this either by "official Parkbridge notices" or as HOA information based on our interactions with management.

We also reviewed the issues I listed; in an overall sense rather than in detail. I found it interesting that, with reference to community standards, she stated that she had already noted some lots which need action.

I will have a follow up meeting later this month and she plans a formal meeting with the whole board early in April.

Water and Sewer Billing. Parkbridge's latest response to the question of the validity of billing once again does not, to my mind, address the question but it does provide some detail as to their arguments. I have passed this to Debbie Wall-Armstrong for her comment and input. I have also suggested to Nicole Watters that, given this is an issue of contract law rather than Landlord and Tenant rules, that their in-house paralegal should be by-passed and that their lawyers should be consulted. She made no commitment on this suggestion. Nicole confirmed that they will not be billing residents until this issue is resolved. It is not clear if – assuming a negative result for residents – billing would then be retroactive. I suggest that we need to inform residents of the current status and also suggest that money be put aside accordingly.

Lease Renewals. Nicole confirmed once again that the "old" clauses concerned would be honoured and that affected residents would be contacted. She confirmed also that this would go back earlier than April 2017, the Association having provided an example from 2015.

AGI Documentation. In the light of Parkbridge's continued refusal to supply documentation at this time I sought clarification of this issue with my contact at the Landlord and Tenant Board. She undertook firstly to speak with an adjudicator to get an official position and then to contact Parkbridge directly. As a result of this she advised me that Parkbridge would supply the

documentation in CD form and I received this yesterday. I will print this out in the immediate future and review. We can then decide if we need to reconvene an AGI committee.

DIRECTORS' REPORTS

Leslie: Motion to return Fire Safety Committee to the hands of the Emergency Preparedness Team from whence it arose. Seconded by **Morris** and agreed.

Raycraft: Report as previously circulated:

EMERGENCY PREPAREDNESS TEAM REPORT TO THE HOME OWNERS' ASSOCIATION March 6, 2018

At the EPT meeting on February 23rd, the Team met with Stephanie Kenny, Disaster Management Co-ordinator, Canada Red Cross, who spoke to us about disaster volunteer opportunities locally, provincially and across Canada. She answered all of our questions and at our suggestion will send a written presentation to go in the Newsletter and SCAeBulletin.

The Team is currently updating the EPT Brochure, including changing the HOA logo and stressing the EPT's Medical/Mobility Questionnaire program, Vials/Files of Life and the other work we do in the community. It will be revamped and printed in time for the Home Fair.

The Team will have 2 tables at the Home Fair.

After being advised that the Questionnaire was not being included in 'new resident' packages, I attended at the Office with a new supply of the Questionnaires as well as a letter to Rick Moore confirming a number of outstanding items. I spoke with Sue Edwards as she was on the front desk and asked who was responsible for the 'new resident' packages and she said she was. I asked why the Questionnaire was not being included and she told me she knew nothing about them – hadn't seen them and didn't know what they were all about. I explained the process – she seemed impressed – and promised to make sure it is included in the future.

The Citizens' Police Academy had a great start on March 1st – we have 48 registrants – a few missed the first day – and Chief Fletcher welcomed everyone. We had 3 great presentations: Auxiliary Police Services, Crimestoppers and VCRS. There were a lot of great questions and good feedback. One of the highlights of the day was the Chief handcuffing one of the participants – Norm!!!! This year we are providing coffee, tea, juice and snacks – well received by presenters and participants!

Rick Moore was a great supporter of the EPT. He will be missed.

Rodgers: He has picked up on a dormant complaint about trees, where the resident intends to re-start a complaint hanging over from last year.

Morris: Report as circulated:

MEMBER SEMINAR COMMITTEE REPORT TO HOA BOARD

March 6, 2018

Managing Medications – Sandycove Drug Store February 12th

Cristina Privado, new owner of the Sandycove Drug Store gave a lengthy, but informative, seminar on safe medication use/getting the most out of your medications/wellness and understanding the role of pharmacists.

The seminar was attended by 23 residents plus 8 directors.

Many questions were asked and resident comments were favourable.

Christina noted that an expansion of her facility is in the works as well as her expansion and approval for her to be able to give more injections other than the flu. The expansion in services will include a Wellness Program, expansion on approved services, home health and wound care. Other plans are in the works on the services that they can provide.

We had a problem again with computer connection with the system via the VGA adapter. However, Barry Johnson brought an adapter for HDMI to VGA and we were able to proceed. That adapter will now be held by John and available for future seminars.

In closing, I thanked Cristina for her presentation and touched on the Upcoming HOA events such as March 19 Seminar on Container Gardening, no seminar in April due to other HOA & Club events, Home Fair Apr 21 and the Police Academy. I noted that I did not know if there were any spaces left on the Police Academy, but suggested if anyone might be interested to contact Sharon Raycraft.

Martel: Rather than the numbers reported earlier, the actual number of members is 488. In future, he will report the numbers drawn from the Master Record up to the last day of the month preceding the board meeting, rather than a table which doesn't take into account the number of deceased, expired members and those who have moved away. There have been several changes in the list due to many hours of work by Martel, Bicknell, and Jo Martel. Motion seconded by **Morris**, approved.

Porth: Report as previously circulated:

COMMUNITY EVENTS REPORT for March 6, 2018

The Home Fair, April 21, has 23 registrations currently. The second invite will go out March 21. There's only one wine-maker, our new category, and so far no computer services; since they're listed on the poster, we have to hope at least one will sign up soon. All else seems to be in place and as per the timetable.

ALL-CANDIDATES' MEETING

We've scheduled the all-candidates' meeting for May 16 at 7 p.m. in the Wheel, with fingers crossed that we get them all confirmed. We have other dates booked if we need to start shuffling,

but hope very much not to have to. NDP candidate Pekka Reinio and Green candidate Bonnie North have accepted with alacrity. Three attempts to pin down Liberal Ann Hoggarth, who is our sitting candidate since redistribution took us from York-Simcoe to Barrie-Innisfil and therefore you would think would be anxious to get to know us, have not so far been successful, but we live in hope, having been promised word on Monday. The PCs have finally nominated Andrea Khanjin and we have sent her an invitation via a form on her web site; if that bears no result, we'll try the desperation ploy of telephoning. We also left an invitation on the Libertarian web site, haven't pursued it.

We need to discuss format (how much time per speaker, intros plus rebuts, how much time for questions, how much time per person for questions, etc.), but there's time for that.

NEW BUSINESS

Annual General Meeting: Although it is not until June 10 at 2 p.m., due to constraints of newsletter deadline, timing to get out the notice, etc., many things have to be decided/undertaken immediately, including which members of the existing board plan to run again. All said yes except Leslie was no, Elliott undecided. Possible nominating chairmen, name needed for the notice, were Dave Tessier (to be asked by Elliott), Iain Thomson, or Pat Collins. Nominations close April 20. The notice will go April 30 to members who will still be members on June 10; the published notice will make that clear, perhaps hastening some renewals.

NEWSLETTER

Special meeting, water billing, AGM, seminar, HOA bulletin, some changes to the banner, what's happening to the ash trees and why, member forum date.