

MINUTES
SANDYCOVE ACRES HOME OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING

April 3, 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 MARCH 6, 2018
AND SPECIAL MEMBER MEETING MARCH 25, 2018**

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

TREASURER'S REPORT

SCA Home Owners' Association Financial Statement

March 31st, 2018

	<u>Expenses</u>	<u>Income</u>	
Opening Balance			\$ 13,890.07
Bicknell – Stamps & printing	807.95		
Raycraft – EPT supplies	38.04		
Martel - stationery	77.79		
Porth – BMS Insurance & gift card	447.44		
Bank fee	4.00		
Membership deposit		790.00	
Total	\$ 1,375.22	\$790.00	-585.22
Bank Balance 2018/03/31			\$ 13,304.85
RBC 18 month non-redeemable GIC @1.7% invested Oct. 10/17			\$ 20,000.00
RBC 18 month non-redeemable GIC @2.0% Invested Feb. 7, 2018			\$ 10,000.00
<u>Total Funds as of 2018/03/31</u>			<u>\$ 43,304.85</u>

Note: 2017-2018 Fiscal year to date (May – Mar)

Income	\$4960.00
Expenses	<u>6249.00</u>
	\$ -1289.00

Approved by motion of **Gemmell/Elliot**.

BILLS TO PAY

\$15 to Computer Club for printing; \$121.01 to Emergency Preparedness Team for police academy and printing. Approved by motion of **Elliot/Porth**.

AUDITOR

Realizing that a motion to forego annual auditing would require an 80% vote in favour, it was decided to continue as we have. Approved by motion of **Porth/Morris**.

Action: **Gemmell** to confirm Whittaker as auditor for 2018/19.

CORRESPONDENCE

Bicknell read a thank-you note from Gemmell re directors' donation to Doctors Without Borders in memory of Lillian Gemmell.

BUSINESS ARISING

Special member meeting: It was agreed it had gone well. The many expressions of support were heart-warming and the large numbers in attendance were amazing but encouraging.

Home Fair:

HOME FAIR APRIL 21

There are currently 34 registrations confirmed, with three hanging fire, which makes putting the "map" together a rather dicy procedure, but we hope to be all clear by early this week. The template is set up and ready for fill-in. In chores allocation, Dennis has agreed to fill in for Linda (who was filling in for Diane) as eastern door greeter, leaving Linda free to help Paul. Setup will as usual be 4 p.m. April 20, and we'll need a couple more brawny souls to help. John and Paul are working on the cartoons. Sadly, we have no computer services; I guess the ones who came last year didn't feel it was worth their while. I was hoping to identify some useful auxiliaries to take the load off the Computer Club's Home Help.

Update: There are now 39 registrations, one not confirmed with return of form. The "map" is done (changes, inevitably, to come).

All Candidates' Meeting:

We have a full slate coming for this event May 16 at 7 p.m. (setup at 6 p.m.) – as far as we know, we'll have to keep an eye on Elections Ontario after the writ is dropped.

Those who are confirmed: Ann Hoggarth, Liberal (MPP); Andrea Khanjin, Progressive Conservative; Bonnie North, Green Party; Pekka Reinio, NDP. The Libertarian candidate, Brett Dorion, has not responded to our invitation, although we have confirmation his office received it. I've asked Paul to go ahead with the poster with just the four, and if anyone else shows up, they will be a happy surprise to attendees. They have all been informed of our planned format, as

communicated by John, and there have been no objections. We'll have to set up tables for each for their minions to distribute information and propaganda.

Update: There is also a municipal election this year. The all-candidates' meeting for that event should be an early concern for the new board.

AGM update: There have been no responses to the call for nominations. All directors should review their acquaintances and seek eligible and attractive new candidates. Deadline is April 20.

Action: **Bicknell** to revise AGM announcement to remove reference to auditor change.

PRESIDENT'S REPORT

PRESIDENT'S REPORT - April 3rd 2018-

WATER & SEWER BILLING: I had a discussion with Debbie Wall-Armstrong with respect to Parkbridge's latest position on the validity of invoicing before connection to municipal water. Her conclusion is that this position is without merit, ignores the substance of the issue and was written by someone with little or no understanding of contract law. I would note that a suggestion by myself that Parkbridge's lawyers be involved for this very reason - rather than the in-house paralegal - has, apparently, been ignored. Debbie has sent a response to Nicole Watters - at Nicole's request - outlining in depth the case as we see it and requesting a further response. Our next steps will, of course depend on what happens as a result.

On the same topic, during my second meeting [see below] with Mirka Rollason, it was confirmed that - Nicole Watters's previous statement to the contrary notwithstanding, i.e. no billing until the issue is finalized - that billing will now recommence. My understanding is that the first invoice will be issued early April for the month of March - January and February usage will be waived. Payment to be due May 1st. Parkbridge will, supposedly, be communicating this to the residents involved. However, given their record on timely communication, I suggest that we need to get the message out ourselves on both this and the legal status.

MEETING WITH MIRKA ROLLASON: In addition to the above we discussed the following:

LEASE RENEWALS: It was immediately confirmed that the relevant "old" clauses will be honoured. What has occurred is that Sue Edwards had not been advised of the situation by Nicole Watters or advised on how to handle calls on the matter. It appears that Parkbridge plan to handles this as follows:

Affected residents will be contacted and asked to "void" the "renewed" lease and to sign a new one with the same expiry date. This version will have a specific clause laying out the various charges applicable to a given resident and will, in other clauses, have wording to be struck out and initialled by both parties.

A word of caution! This is to be the new version of the standard lease [initial and renewals] and seemingly will contain some other "minor" changes. We will need to be sure that these are

pointed out, and are acceptable, to residents renewing. Again, we need to communicate the current status to residents.

COMMUNITY STANDARDS: Mirka has started on our list and some residents have already been contacted with respect to the issues noted. This will continue through the spring and summer where weather conditions may be a part of resolution. She will be addressing this during her April Coffee Chat. She asks for our continued input on these issues; especially with respect to “occupancy” breaches as these cannot easily be discovered by observation.

COMPOUND: There will be a crackdown on Compound usage. This because [a] it is being used as a dump site [b] it appears to still be being used by persons who are no longer residents and [c] its hours of use are being abused resulting in staff call-outs in response to the alarm system. The charges for Compound use are being reviewed and will very likely increase.

ABOVE GUIDELINE INCREASE: I have started a more in-depth review of the documentation and the following points have arisen. I should state up front that these are personal observations and would need legal input before they could be considered grounds for a challenge. This is not, at this time, an exhaustive list nor does it list specifics in every area.

FORMAL APPLICATION DOCUMENTS:

1. Form L5 page 1 – Required information about previous orders omitted.
2. States application applies to all units [see under Trees below].
3. Declares all items are “part of the residential complex” [see Maintenance Shop below].

LAUNDRY ROOMS:

1. Does/should the revenue from machines be an offset to this or, indeed, does this invalidate the items? I see no mention of this revenue.

MAINTENANCE SHOP ROOF:

1. Is this part of the residential complex in this context?

ROADS:

1. Documentation refers to at least 10 different streets for various work.
2. What I take to be the principal contractor charged Parkbridge for planning, tendering, sub-contractor bidding and “Contract Administration” – the latter being quite substantial. Is this a valid capital expenditure?
3. Under “Contract Administration” there is reference to “2015 deficiencies” in at least 4 locations. Prima facie this refers to previous work done that needed to be remedied. Is this a valid capital expenditure or maintenance? If it refers to work that was an approved increase under the previous AGI is it effectively “double dipping”?

4. Some documentation refers to Pothole Patching, Asphalt Patching and renewal of the surface portions of the road drains – presumably due to subsidence. Is this a valid capital expenditure or maintenance?

TREES: This is an important issue given the significant [money-wise] on-going issue of Emerald Ash Borer damage and increasing frequency of storm damage.

1. As before – is this not maintenance – as with other natural features such as grass areas - regardless of health and safety considerations? This is especially so with respect to storm damage.
2. As before – the application states all homes but itemized [hand written] lists specify individual addresses and common areas.
3. Status of trees: Whose Property? Parkbridge quotes [documented] trees as part of selling pitch – eligibility?
4. The formal application states Emerald Ash Borer. Assumption that this is where specifics refer to Ash trees – not many so far. Parkbridge have stated that a grant has been obtained in this respect. Is this grant [a] applicable retroactively to work already done and [b] if so, has it been offset?
5. The tree work in its entirety is stated as having a “20 year benefit”. Is this valid in this context?

WHEEL:

1. Blinds: Is the reason for installation – residents scared of being seen if alone in the building – truly a safety issue?
2. Improvements to basement lighting- Might these be considered “Work that is considered substantially cosmetic in nature” or “Work that is designed to enhance the level of prestige or luxury offered by the complex”?

HUB:

1. Application states “electrical upgrades”. Are new ceiling fans an upgrade? They are not specifically stated in the application.

GENERAL COMMENTS: There are a number of items that might be questioned as to whether they qualify as “extraordinary or “significant renovations, repairs, replacements or new additions”.

SUMMARY: Although an increase of 0.8% might perhaps not be considered significant, the above do, in my opinion, potentially call for challenge as a matter of principle. This is especially true with respect to tree work which must, by its very nature, be an on-going expenditure. My recommendation is that we should move to an “advice” stage with whichever legal representative we decide upon.

Update: It was agreed we should inform residents through our own communication vehicles rather than the newsletter about the water billing situation, with a recommendation they not pay until the last possible minute; we should also advise those renewing leases not to sign the new

version until we've perused it, and not to sign when it's handed to them, but to take it home and read it carefully, possibly with legal advice.

Action: **Bicknell** to put together pieces on these matters, **Raycraft** to disseminate them.

Update: As noted, Rollason is working on our community standards report and has added to it. The one element she can't control because it's "invisible" is the question of multiple residents; all directors to be alert to these situations and report the addresses when possible.

On the question of turning the AGI material over for legal advice, it was agreed by motion of **Morris/Porth** to do so, and by motion of **Raycraft/Morris** to hire Christina De Palma, who has worked with other Parkbridge communities and impressed Morris and Raycraft with her presentation to the Umbrella Group.

Action: **Raycraft** to contact De Palma.

DIRECTORS' REPORTS

Raycraft:

EMERGENCY PREPAREDNESS TEAM REPORT TO THE HOME OWNERS' ASSOCIATION April 2, 2018

The Team has updated the EPT Brochure and it will be given to Parkbridge for the new residents' packages and will be available at the Home Fair.

The Citizens' Police Academy is proceeding – our session on April 5th is up against the "Coffee Chat" but we hope that our attendees will get a chance to meet "Nitro", the new police dog. I was advised that the decision makers at SSPS have changed some of the planned speakers (who had great experience in their subjects). As one of their police officers is on 'pregnancy' duty, they have assigned her to the speaking engagements. We hope she will be a good presenter and impart the same knowledge and information.

Both SSPS and Innisfil Fire may be interested in doing a short series of informative meetings – which would replace the cancelled 2019 Citizens' Police Academy. More details will be provided when available.

Linda Moyles (member of the EPT and current president of the Spoke) has agreed to assume the role of Chair of the Fire Safety Committee. Apparently there is a rumour that the Fire Safety Committee is defunct; we will advise other members of the FST that it is indeed alive and well.

The possibility of combining the Home Fair and Emergency Preparedness Day in 2019 was discussed by the Team. It is hoped that the EPT could use the North Wheel for the exhibitors that usually come for EP Day with the Home Fair taking place in the Wheel ballroom. The thought was that any 'first responder' vehicles parked outside the Wheel could be a 'draw' and both the Home Fair and EPDay could see increased visitors – those coming to the Home Fair can

be directed to EPDay and vice versa. Since the SSPS and Fire Department normally have tables at the Home Fair, we would move them to the EPDay location with no difficulty. However, since both the Home Fair and EPT and its activities are under the HOA's umbrella, we feel it is necessary to get approval to join the two.

Proposal/Motion: To amalgamate the Home Fair and Emergency Preparedness Day commencing in April, 2019 and reserving both the Wheel proper and the North Wheel to that end.

Update: The proposal to merge the Home Fair and Emergency Preparedness Day was discussed, with some concerns voiced about parking availability and whether the two events would strengthen or undercut each other. The decision was left to the new board.

Rodgers: Had dealt with a longstanding complaint from a Maple Court resident about a tree needing trimming (as agreed by the maintenance supervisor Aug. 23, 2017). The tree poses a danger in that dead branches fall regularly on the deck.

It was agreed that this complaint, along with any other issues respective directors have hanging fire (e.g. accessibility) should be brought up at the scheduled "meet and greet" between Rollason and the board **April 18 at 10 a.m.**

Morris:

MEMBER SEMINAR COMMITTEE REPORT TO HOA BOARD

April 3, 2018

Container Gardening – Rona Barrie – March 19, 2018

There were 81 attendees plus 8 Board Members, which makes the Container Gardening seminar the most attended for this term.

It started out slowly as Rona is just beginning to do these types of seminars offsite. Complicating this, other conflicting business commitments necessitated a change in the presenters. As a consequence, they were a little unprepared. Most of the information came from the questions that were being asked.

Rona brought with them a large amount of display items including everything from seeds, fertilizer, soil, gloves, flowers, dandelion grabber, ergonomic hand tools, hoses, to raised garden containers, greenhouses and a dump garden wagon only to name a few.

As a complete surprise after their presentation, they advised that everything in their display was being raffled off to the pleasure of the residents, many of them going home with great gifts. As an added touch, there were bulbs wrapped in individual bags for everyone to take on their way out so everyone left with something.

Everyone seemed pleased with the information that was shared and more so with the gifts that were kindly raffled off to the attendees.

I thanked Cheryl and Frank from Rona Barrie for their presentation and for the generosity of Rona Barrie in raffling off so many great gifts.

In closing, I took the opportunity again to plug all of our upcoming HOA events.

Martel: There were 78 membership renewals during the month, for a total membership of 497 households, vs 488 last month.

NEW BUSINESS

Umbrella Group: The meeting April 26 in Wasaga Beach will be attended by **Morris** and **Leslie**.

Member Forum April 29: Starts at 2 p.m., setup at 1 p.m. **Morris** and **Porth** will talk about Member Events and Community Events, history and possible future, looking for member input on what they'd like to see at seminars and fairs respectively. In addition, Bicknell will update members on recent activities and chair a Q and A session.

AGI committee: To be renamed the legal committee, to help research issues including AGI and water/sewage billing; to comprise Bicknell as chair, but with Raycraft, Rodgers and Morris as members doing the heavy lifting. Agreed by motion of **Martel/Elliot**.

Co-ordination of information: There have been some instances of communications stating further details are to be found on the web site, but they weren't up yet. Bicknell will now prepare information but ensure it's on the web site before releasing it. In Cooper's absence, the release will say something like "available on the web site soon".

NEWSLETTER

AGM, Member Forum, May seminar, All-Candidates (will also have a full page ad)

OTHER BUSINESS

Morris noted that Barb Cripps, who had attended the special meeting, had subsequently posted on Sandycove Friends and Neighbours a glowing tribute to HOA which amounted to an advertisement and urge to join and support.