

MINUTES
SANDYCOVE ACRES HOME OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING

June 5, 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

Regrets: Anne White

MINUTES OF MAY 1 MEETING

Accepted as circulated, by motion of **Elliott/Martel**.

FINANCIAL REPORT

SCA Home Owners' Association Financial Statement

May 31st, 2018

| | <u>Expenses</u> | <u>Income</u> |
|---|-----------------|----------------------------|
| Opening Balance | | \$ 14,284.84 |
| Emergency Prep. Team | 99.68 | |
| Bank fee | 4.00 | |
| Canada Day Committee | 50.00 | |
| DePalma & Associates (legal fees) | 480.25 | |
| Total | \$633.93 | \$ - 633.93 |
| Bank Balance 2018/05/31 | | \$ 13,650.91 |
| 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 2018/05/31</u> | | <u>\$ 43,650.91</u> |

Note: 2018-2019 Fiscal year (May – Apr)

| | |
|----------|--------------------|
| Income | ----- |
| Expenses | <u>633.93</u> |
| | \$ - 633.93 |

Gemmell noted there had been no income in May, but he had deposited \$370 June 1.

Report accepted by motion of **Porth/Morris**.

BILLS FOR PAYMENT

\$480.25 for DePalma and Associates (already paid); \$57.40 for Martel for office supplies; \$855.74 for Bicknell for costs associated with AGM mailing. Approved by motion of **Elliott/Rodgers**.

AUDITOR

Wayne Whittaker has done the books for 2017/18 but is not available for 2018/19. Gemmell recommended Debbie Siezen Professional Corporation, who would do the job for \$750 to a maximum of \$1,000 for this year and less the following year. Approved by motion of **Gemmell/Raycraft**.

HYDRO CHARGES

An e-mail to some directors brought to our attention that Innpower is apparently moving toward fixed charges rather than a mixture of fixed charge and consumption, a move which would hurt those who use less electricity, e.g. most Sandycove residents. A story in the *Innisfil Journal* reported the change in system as a done deal, but Carolyn Payne told Bicknell the town of Innisfil (which owns Innpower) was taken aback at the move and is investigating how and whether it can be fought. Directors agreed we would not take any steps until we know what council plans, and we would piggyback on the town's actions. We were under the impression the increase would not take effect for two years, but the *Journal* article says it is in effect now, retroactive to January 1.

BUSINESS ARISING

Annual General Meeting: Setup is called for 12:30 p.m. Those making reports on their portfolios will be **Raycraft, Morris, Rodgers, and Porth**. Deadline for receipt of proxies by directors is 2 p.m. Thursday. They should be passed to Bicknell as quickly as possible. Martel will have four membership lists available for registrants at two tables at each door. We'll need clickers to confirm numbers present. Ballots have been printed in case an election ensues. We need one floor mike and two at the directors' table on stage.

Paralegal meeting:

SUMMARY OF MEETING WITH NICOLE FAZZARI OF DEPALMA & ASSOCIATES PARALEGALS MAY 23, 2018

Attendees on behalf of the Home Owners' Association Legal/AGI Committee were Linda Morris, Dennis Rodgers and Sharon Raycraft.

Christina DePalma was not available for this meeting due to sustaining a leg injury yesterday. We were greeted by Ms DePalma's associate, Nicole Fazzari. Nicole Fazzari is a Licensed

Paralegal and is currently also working with Parkbridge's Martin Grove Village in St. Jacobs/Waterloo (Ms. Fazzari confirmed to us that Parkbridge has made an AGI Application there for 25% - even though the ceiling is stated to be 3%. Carolyn Hood of Martin Grove had told S. Raycraft this at a recent Umbrella Group meeting).

The original signed Retainer was handed to Ms Fazzari as well as a cheque in payment of invoice issued for 'opinion'.

The first part of the meeting dealt with the **AGI Application** made by Parkbridge dated September 30, 2017.

Ms Fazzari had requested a copy of the Order coming out of the last AGI Application. The copy was provided with the request for clarification of the following:

“At the Case Management hearing the parties agreed to the following: 1) “The maximum rent increase above the guideline because of an extraordinary increase in the cost for municipal taxes and charges for affected units is 0.40%. **This increase is to be taken in the first year.**” Our question is whether this means that the 0.40% can only be collected for 12 months – i.e. “the first year”. Ms Fazzari will attempt to find an answer. *(Note: Should we contact Allison MacSporran on this as she was our representative in the mediation?)*

Following in order of the “Details of Capital Expenditures” portion of the Application are comments and conclusions reached in the meeting:

- 1. Paving:** (a) **CC Tatham:** Paralegal will fight this one as a substantial amount of money was paid and many costs were not substantiated in the Application with the necessary documentation.
Paralegal agreed with fighting this issue as billing by CC Tatham shows personnel hours and no information on what it was for (such as which streets were being repaired and what the Engineer, etc. actually did). Many of the invoices show charges for ‘clerical’ expenses. As most businesses build that cost into their other charges as a ‘cost of doing business’ it was felt that these were unacceptable charges. (b) **Positano Paving billings:** Most or all are outside the allowable dates of this AGI;
- 2. (a) Wheel Clubhouse Windows/Blinds:** Paralegal will be fight this as not a safety issue and falls outside of capital expenditure. (b) **Restoration of Pool Tables and New Lights for Pool Table Area:** Paralegal believes this is **maintenance** - not a capital expenditure.
- 3. Maintenance Shop Roof:** Paralegal will argue this amount because RTA refers to a reference “...as long as residents are allowed to use that building”, which in this instance is not the case.
- 4. Trees:** Not applicable to AGI. Paralegal agrees that this is maintenance, not capital expenditure. She did request a copy of any clause in our lease(s) with respect to tree damage, etc. S. Raycraft will send hers.
- 5. Spoke Clubhouse:** Paralegal and Legal/AGI Committee agreed that there was no challenge to be made on this.

- 6. Hub Clubhouse:** Paralegal will fight this as electrical work not eligible for AGI. Also came to light that all the electrical work now on the AGI was deficient and they just currently removed it all and replaced it. This is an issue for follow up as well as it will likely show up in next AGI. The cost of the ‘cabinet’ for the sound system seems extravagant as for what was needed and requested.
- 7. South Pool:** The cost of the furniture seemed extravagant. Less expensive alternatives were available.
- 8. North Pool Restoration:** Paralegal will fight this. It recently came to light that further repairs must be made on both pools because the previous contractor did not do the job correctly and has walked from all warranty. Parkbridge is not going after them to correct deficiencies. This issue will have to be followed up for our next AGI because Parkbridge will, in all likelihood, attempt to reclaim the cost of these repairs. **North Pool Furniture**: same argument as South Pool furniture.
- 9. Replacement of Laundry Machines:** Paralegal will deal with this issue as there is no accounting for past, present or future revenue. Issue: replacing at expense of residents by way of AGI and then charging them to use the machines to do their laundry. This appears to be “Double-dipping”.

Ms Fazzari requested a copy of a recent N1 showing the notice of the 0.80% increase. S. Raycraft will send hers.

The Bottom Line: Ms Fazzari feels, as do the members of the Legal/AGI Committee at this meeting, that we should demand that the Application be withdrawn in its entirety. It is a relatively small percentage and based on the many flaws, omissions and errors found in the Application, she believes there is a very strong argument for withdrawal. It is anticipated that an ‘offer’ might be made in response – perhaps removing and/or reducing the cost of some items being claimed. As soon as we have a Hearing date, we are to contact Ms Fazzari at which time she will contact Parkbridge’s paralegal and make the demand for withdrawal.

The second part of the meeting dealt with the **Water and Sewer Issue**. The signed Retainer as well as the notes and other documentation provided by John Bicknell were handed to Ms Fazzari. A discussion was held with respect to the ‘history’ of the matter. As Dennis Rodgers was the only Director affected at this point he responded to many of her questions. She was aghast at the fact that residents are being charged for well water (although John Bicknell has confirmed that this is legal) as well as the fact that many residents affected were not given a ‘draft’ lease prior to the signing date. Ms Fazzari seems quite eager to pursue this matter further and felt she already knew what type of application/action should be made against Parkbridge to have this matter finalized. Dennis Rodgers offered to provide a copy of his water and sewer invoice to be emailed to Ms Fazzari. She will provide her opinion shortly.

In conclusion - During our discussions it became obvious that Ms Fazzari finds Parkbridge’s AGI Applications and business practices unprofessional and incomplete. It is the joint opinion of the 3 members of the Legal/AGI Committee who attended the meeting that Ms Fazzari will be

a definite asset in our fight against Parkbridge. She is well-versed in the Residential Tenancies Act, she is well-spoken and she is personable.

Water billing, next steps: An e-mail from Mirka Rollason stated a formal, concrete proposal was to come from Parkbridge, but it has not, despite Bicknell's pointing out we need to inform members at the AGM Sunday what we plan to do. It was agreed by motion of **Porth/Morris** that if no satisfactory response is received by Parkbridge before Sunday, Monday (June 11) we will make application to the Landlord and Tenant Board for relief.

All candidates' meeting: It was agreed that the attendance, the calibre of the questions and the responses were all disappointing. Some solutions to the ongoing problems were discussed, but all had been tried at some point. However, for future provincial and federal events, we might investigate categorizing questions and have them prepared by us.

Meeting dates: In order to move Health and Wellness earlier, we'd have to go to late September, so we have reserved the Wheel for November 3.

Canada Day: Martel's designs for banners featuring all our logos were approved with thanks. Our donation has been made, and Rodgers will act as a judge, representing the HOA. Elliott offered her car as a supplement, but it was felt the extra expense and work for Martel were not warranted. Martel was granted a budget of up to \$75 by motion of **Elliott/Leslie**.

PRESIDENT'S REPORT

A resident whose lease was up for renewal heard nothing from the landlord until she contacted them, when she was offered a lease which contained all the promised points. When Bicknell asked Rollason why the resident hadn't been contacted, she said it had always been policy to put those whose leases were up for renewal automatically on a month-to-month basis unless they requested a new lease. It was agreed we should recommend to residents at the AGM and through the newsletter that when their lease is coming due, they demand a new one.

On another issue, someone buying a house with an existing lease did not have that lease assigned; she was charged the extra \$50, but not the additional charges which would be levied on a new resident. Bicknell will approach Rollason on the issue, pointing out the law says the landlord **must** assign the lease.

DIRECTORS' REPORTS

Morris:

MEMBER SEMINAR COMMITTEE REPORT TO HOA BOARD – June 5, 2018

Last Meeting of 2017-2018 Term

Pet Safety – May 14, 2018

There were 25 attendees plus 8 Board Members attending on this beautiful sunny day, which probably had some bearing on the numbers due to the late arrival of good weather. Dr. Christy

Ingils gave a very informative presentation on the benefits of chiropractic both for humans and pets as well as general overall health.

Attendees were most appreciative of her presentation and the information that she presented. Many questions were answered from the audience with many seeking a private one-on-one afterward for their individual needs.

She also offered a discount and a free assessment for anyone who felt that they could benefit from her services.

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

Summary of Seminars Presented this Term (2017-2018)

There were seven seminars presented this term: Safe Driving, Elder Abuse, New Estate Rules Leases & Wills & POA's, Library Senior Programs, Managing Medications, Container Gardening and Pet Safety. They commenced September 2017 and ended May 2018. Seminars were not held December 2017 or April 2018 due, of course, to Christmas and holidays in December, and in April because of the high volume of other Sandycove activities.

POPULARITY OF SEMINARS RATED BY NUMBER OF ATTENDEES

| SEMINAR | ATTENDEES |
|---|------------------|
| Container Gardening | 81 |
| New Estate Rules, Leases Wills & POA's | 78 |
| Safe Driving | 61 |
| Library Senior Programs | 25 |
| Pet Safety | 25 |
| Managing Medications | 23 |
| Elder Abuse | 12 |

Note: These numbers do not include Board Members in attendance.

I am going to expand on some of the seminars for various reasons.

i) **Container Gardening – Rona Barrie:** We had 81 residents attending making it the most attended seminar for this term. It started off a bit slowly as Rona was just starting to do these types of seminars offsite. This was our big surprise this year when they gave away all the equipment and supplies they brought with them totaling somewhere in the vicinity of \$600.00 worth of merchandise.

i) **Elder Abuse:** Unfortunately only 12 residents attended. However, in talking with Sergeant Thomas SSPD, who presented the seminar, she was not surprised the attendance was low because of the stigma attached to abuse. She did note that there is benefit as those in attendance would probably spread the word and that could have some positive outcome where abuse is occurring.

iii) **Managing Medications (Sandyrove Drug Store):** Although we only had 23 residents attending, we did hear of the expansion plans that were underway to enhance the services provided to their customers. The facility and services expansion will include, but not limited to, a Wellness Program, expansion on “approved services”, approval to give more injections other than just the current flu shots, home health and wound care. This will benefit residents by the sheer fact that it is located here onsite.

History of/Emphases on the Homeowners’ Association Seminar Program

The seminar series was started in 2009 and has continued on a regular basis from Fall to Spring on the 3rd Monday of each month at the Spoke. Since 2009 until the end of this term in 2018, the Homeowners’ Association has arranged a total of 58 seminars.

Seminars are presented by the HOA as an added-value service for members of the Sandyrove Homeowners’ Association.

They generate knowledgeable information for the purposes of educating and informing residents of what services and support groups are available.

The subject matter of these seminars are chosen to deal with issues that are important to residents and they are presented in an effort to assist residents with some issues they face at this time of their life by imparting information from professionals in their fields.

Summary:

It has been our emphasis this year to present different topics in an effort to increase attendance and I believe that has been accomplished. It has been a pleasure and honour to have served as Chair for this past year.

Rodgers: Has been dealing with a longstanding complaint in partnership with Bicknell, and at Rollason’s request re-sent her the complete package outlining the issue, with no response to date. In answer to another query re removing stumps of cut-down ash trees, she said the answer was on Channel 20, but it’s a question whether that’s enough of a communication, in view of the fact many residents don’t have Channel 20.

Elliott: (1) As a member of the Innisfil Health Committee, recently saw a presentation on the new Health Centre and would like to see this information shared with Sandyrove residents, perhaps at the Health and Wellness Fair or as a seminar. Both possibilities will be considered by the Community Events and Member Events committees when they are reconstituted, and in the meantime Bicknell will provisionally book the NW room for the November 3 date.

(2) The Barrie Community Health Centre has partnered with Hospice Simcoe to set up a peer support bereavement course of six weeks. It was agreed that the HOA will sponsor its presentation in the Hub committee room for six weeks, starting in mid-October, Elliott to arrange.

Martel: Memberships stood at 488 households as of March 1, 505 at April 1, and 528 at May 1.

Raycraft:

**EMERGENCY PREPAREDNESS TEAM
REPORT TO HOME OWNERS' ASSOCIATION
June 5, 2018**

A breakfast meeting was held on May 23rd with all 12 members attending. The team members are all happy about the amalgamation of the EPDay with the Home Fair in May of 2019. It was decided not to do any event this fall unless it is something like a "Seminar" presentation on Emergency Preparedness or Safety or possibly a new rendition of the Citizens' Police Academy – involving other first responders in a shorter series.

The response to the Medical/Mobility Questionnaire is still very encouraging.

The undersigned once again offered the 'job' of Team Leader to members and once again no one came forward. It was decided that a list of the various 'branches' of our Team be put out to the members so they can choose their preference and everyone can work forward in that area. As Linda Moyles had requested the opportunity to 'learn the ropes' on the Citizens' Police Academy in 2018 and timing made that difficult, I have agreed to continue to have Linda 'chair' the CPA or a derivative of it in the coming year. Jim Stanton will continue his excellent work with the Medical/Mobility Questionnaire.

Two of our members have resigned since the meeting; however, we are still a very strong team of 10 – with a 'reconstructed' Fire & Safety Committee under the leadership of Linda Moyles – this will include 1 representative from the HOA (S. Raycraft), 1 representative from the EPT (L. Moyles) and 1 representative from each of the recreation halls as well as someone from Parkbridge. As Linda Moyles will be representing both the EPT and the Spoke, that would mean a compact committee of 5 members.

I am attempting follow-up with Mirka Rollason regarding the list of outstanding issues that the EPT has and that was presented to her at our Management Meeting.

Raycraft also noted that the city of Barrie has initiated Project Lifesaver which constitutes issuance of bracelets with GPS locators to potential wanderers, and Innisfil is looking at doing the same. It would be good if we could get them for our residents who need them, but they cost \$500. She hopes Parkbridge would see a marketing advantage in sponsoring their purchase. Other directors suggested there are other suppliers, including Tracker, with less expensive products, and other possible sponsors, for example the lottery or Trillium.

NEW BUSINESS

Micropophones: Rodgers wondered if we should buy our own mikes and keep them under lock and key, but Bicknell pointed out they cost about \$1,000 each, and those in both the Wheel and Spoke need replacing. He will sound out Parkbridge about the possibility of financing their purchase.

Real estate signs: Porth pointed out these are exploding all over the park, severely damaging our community standards and making it look as though the whole place is for sale. Bicknell agreed that Parkbridge is running scared because it was sued by another property for banning such signs, but the law says such signs may be banned if the ban is publicly stated, e.g. at the property bulletin board in the mall. He will remind Rollason.

NEWSLETTER

John on lease renewal; election results; history of HOA accomplishments; a safety note on the importance of keeping exhausts clear; explanation of our complaints procedures.