

MINUTES
SANDYCOVE ACRES HOME OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING

September 4, 2018

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

MINUTES OF AUGUST 7 MEETING

Approved as circulated by motion of **Elliott/Morris**.

FINANCIAL REPORT

SCA Home Owners' Association Financial Statement

August 31st, 2018

| | <u>Expenses</u> | <u>Income</u> |
|---|-----------------|----------------------------|
| Opening Balance | | \$ 13,705.22 |
| Bank fee | <u>4.00</u> | |
| Total | \$4.00 | \$ - 4.00 |
| | | |
| Bank Balance 2018/08/31 | | \$ <u>13,701.22</u> |
| Less Outstanding cheque – P Martel | | 38.82 |
| | | \$ <u>13,662.40</u> |
| 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 2018/08/31</u> | | <u>\$ 43,662.40</u> |

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

| | |
|----------|--------------------|
| Income | 1,660.00 |
| Expenses | <u>2,243.62</u> |
| | \$ - 583.62 |

Approved by motion of **Martel/Rodgers**.

BILLS FOR PAYMENT

Raycraft, \$112.28 (\$68.31 promotional material for Welcome Wagon, \$43.97 for EPT); Martel \$22.59 for membership cards and receipts. Approved by motion of **Morris/Elliott**.

BUSINESS ARISING

Water billing: There were five people on our list who didn't qualify because they are on the new lease; Bicknell has written all, explaining the situation. On the other hand, Parkbridge found about 60 who did qualify including about 20 who hadn't signed with us, indicating that no matter how hard we try to communicate issues to residents, some people still don't pay attention, even when their interests are involved.

Old AGI property taxes: There has been no response from Parkbridge to our queries.

Board vacancy: Both Raycraft and Rodgers have talked to potential candidates, unsuccessfully, at least immediately. The community events committee is endeavouring to bring new people in through asking them to volunteer for activities. It is thought that a downside of our increased visibility and residents' understanding of just how much we do, could be that people are more conscious than in the past of how much work is entailed in being a Home Owners' Association director.

Management meeting: The minutes of the most recent meeting having been circulated and not questioned by anyone present,

PRESIDENT'S REPORT

Community relations: Bicknell circulated the proposed recruiting letter, which was approved with some tweaks; it will be released mid-October and the contents will be publicized at the fairs, seminars, member forum, etc. It was noted, as in the circulated revised report from the committee, that input on the web site is being currently sought from committee members, with a view to submitting an integrated report for comment by directors as a whole

Winter maintenance: Bicknell and Raycraft met with Mirka Rollason and Harmony Wilcox about our priorities in this respect (submission circulated to directors earlier). In a lengthy meeting, they agreed in principle with the issues. Based on their reaction to this meeting, they will set up a meeting with Babcock management and Babcock operators and some representatives of the HOA mid-October. We have also asked that Mirka make available before the October member forum information on the proposed program of maintenance.

Innpower: The company wants to set up a session to explain their various programs and services. Several directors felt this was a Parkbridge responsibility, but the eventual consensus was that HOA would take it on, depending on exactly what they had in mind.

Action: **Bicknell** to get back to Innpower caller, get further details.

DIRECTORS' REPORTS

White: Rollason finally called a meeting which Bicknell attended on White's behalf, where Rollason said nothing would be changed in terms of accessibility concerns until experts had been consulted.

Raycraft:

Special Report to Home Owners' Association Board
Tuesday, September 4, 2018

This 'report' falls, in actuality, under the heading of "Community Relations". Approximately a week and a half ago I was contacted by the new Welcome Wagon representative for Sandycove Acres who asked if I could/would provide some information about the HOA to put in her 'basket of goodies' for new residents. She is a supporter of the HOA and, in her own words, 'can't understand why people don't understand how important the HOA is – and for only 10 bucks a year". We also spoke about the Emergency Preparedness programs we run in Sandycove Acres, the HOABulletin, etc.

So, long story short, I told her I would put together some 'packages' for her Welcome Wagon basket. After getting approval from John who revamped our 'new resident' letter slightly, last Wednesday I dropped off 30 packages to her and I have everything needed to make up at least 50 more.

The 'packages' are 6" x 9" off-white envelopes with the following on the front:

Enclosed is information about the



Including how to join and how to subscribe to the HOABulletin

And from its Emergency Preparedness Team

- A Brochure about what the "EPT" does in Sandycove Acres
 - Medical/Mobility Questionnaire
 - File of Life

Plus information about 211Ontario and

The SCAeBulletin

Paul provided the “Membership” slip which is, as far as I know, included with the information that we give to Parkbridge to put in their new resident packages and I have put it on cardstock and paperclipped it to the ‘welcome’ letter – less chance it will get caught in with the other papers. I have used coloured paper to distinguish the various items. There is a half-page notice about the HOABulletin, the same for the SCAeBulletin, and a small description of what the File of Life is for inserted in the front of the plastic sleeve it comes in. The 211 handout and the File of Life have been provided to us free of charge. While I haven’t done a complete assessment of the cost, I believe that each ‘welcome’ package costs approximately 25 cents.

Rodgers: Is dealing with a variety of complaints, some in co-operation with Bicknell.

Elliott:

**SANDYCOVE HOME OWNERS’ ASSOCIATION
COMMUNITY EVENT COMMITTEE REPORT
SEPTEMBER 4th, 2018**

All Candidates Meeting - Thursday 11th, 2018

Nine candidates have confirmed their attendance at this event. One candidate is not able to attend but will have an information sheet available for residents’ perusal. *To be further discussed:* potential questions to be asked if little response is received from the audience.

John and Ann both have graciously agreed to help, with John being the moderator and Anne as the time-keeper.

Health & Wellness Fair - Saturday November 3rd, 2018

The Committee has worked on updating the database with new email addresses and contact information. As a result, we have been able to keep the amount of ‘undeliverables’ to a minimal. These will be followed up this coming week. We have received some positive responses already.

New Invites:

- Community Connections (AKA 211) representative will be attending the Fair and bring promotional material.
- Discussions are ongoing with Telehealth who have indicated that they are interested but need time to discuss with Management.
- Diane will be meeting with the Rizzardo Health Hub representative over the next couple of weeks. They have indicated a keen interest in setting up a table at the Fair.
- We also sent an invitation to a new optometrist, new hearing clinic and chiropractor, as suggested.
- It is the intent of the Committee to try to keep a few representatives from the various categories as much as possible.

The Committee discussed refreshments to be made available and felt that coffee only would be served. Anne will be following up with Sharon re supplies, etc.

A registration desk will be set up for potential new members. *Question: Would it be possible to have a pamphlet or a card with information about the HOA. Perhaps with a membership form on the back?*

The Committee has been successful at getting two non-HOA volunteers for this event, one of whom will be part of a team manning the Rizzardo Health Hub table. With the number of Directors, wonder if perhaps two volunteers would suffice.

COMMUNITY EVENTS COMMITTEE

The Committee will meet again within the next few weeks to organize responses/plan for “who does what”.

She noted that all candidates at the debate will be asked to discuss the recent hydro rate increases.

She had been contacted by the town with reference to setting up a mobile voting booth in a parking lot(s) for election day. It was agreed to pass this question to Parkbridge.

Action: Elliott to pass the information to Parkbridge for the landlord’s decision.

Morris:

MEMBER EVENTS COMMITTEE

SEMINAR REPORT TO HOA BOARD – SEPTEMBER 4, 2018

2018-2019 TERM

The Member Events Committee has received confirmation for four of our seminars: September, October, November/18 and January/19.

| | | | |
|--|--|----|-------------|
| Sept. 10/18 | Safe Driving (Allan Lawrence, Ray’s Driving School) | -- | Confirmed |
| Oct. 15/18 | House Maintenance | -- | Confirmed |
| Nov. 19/18 | Processes of Downsizing (The Move Planners) | -- | Confirmed |
| Dec. /18 | NO SEMINAR | | |
| Jan. 21/19 | Fire Prevention (Mike Symes, Innisfil Fire & Rescue) | -- | Confirmed |
| Feb. 18 11/19* | Hearing Loss (Ross Hart, Cdn. Hearing Society) | -- | TBA-White |
| Mar. 18/19 | Dr. Mossman | -- | TBA-Rodgers |
| May 20 13/19* | IOOF Lakeside Retirement/Support Services | -- | TBA-Morris |
| *Note: Two seminars falling on holidays; i.e., Feb. 18 th & May 20 th were moved to the Monday before. | | | |

The September seminar had to be changed due to Parkbridge setting up their coffee chat and ice cream bar on the same day, same time. With an ice cream bar, the seminar didn’t stand a chance, hence the change. The 10th was arranged because the Spoke was available on that date as Barrie

Johnson moved his computer club from the 10th to the 3rd due to his conflict with the 10th. The various avenues of communications have been notified and posted with the revised date including Channel 20 and Facebook Friends & Neighbours event section. I hand-revised the posters already up because I felt the changed date in magic marker would be more noticed of the change.

Upcoming Seminar for Oct. 15th is on House Maintenance which came to us from one of our Forums. Dennis has arranged Shawn Janes, Clarified Home Inspectors. His company performs home inspections, but his seminar will be focused on what residents need to have done for the type of house they have. He is very knowledgeable in his field and we are looking forward his presentation.

The Committee is working on confirming the balance of the term and getting commitments back.

Martel: There were only 19 new/renewed members in August, but this followed 64 in July; current total is 593.

NEW BUSINESS

Membership recording: Bicknell noted some anomalies had been developing at registration desks, adding to the challenges of Martel's need to keep accurate membership records. He asked anyone working on registration to print, rather than write, the name(s) and addresses on the receipt and names(s) on the membership card, and to be sure the information comes through clearly on the yellow copy of the receipt.

Martel now has hourly backup of his files to an external hard drive, reducing the possibility of losing all his files in case of another crash. To be discussed further, after some investigation by Bicknell, is the possibility of storing read-only files on The Cloud or OneDrive.

Gemmell suggested that in the new fiscal year we should consider using numbered receipts, or dual copies to make tracking of revenue easier for the auditor.

NEWSLETTER

Seminars, Health and Wellness Fair, Member Forum, All Candidate' Debate, EPT, cooling centre record, water/sewage billing