

MINUTES
SANDYCOVE ACRES HOME OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING

October 2, 2018

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

Regrets: Dennis Rodgers

BEST WISHES

Directors expressed their best wishes to Dennis Rodgers for a rapid return to health.

MINUTES OF MEETING OF SEPTEMBER 4

Minutes were accepted as circulated with the exception of an amendment by Bicknell to the paragraph on water billing, under Business Arising. It should read: 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 qualified residents, including 20 who had not 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.

Approved, by motion of **Elliott/Morris**.

TREASURER'S REPORT

SCA Home Owners' Association Financial Statement

September 30th, 2018

	<u>Expenses</u>	<u>Income</u>	
Opening Balance			\$ 13,701.22
Membership Fees		\$190.00	
Bank fee	4.00		
Raycraft -Community Relations & E.P.T.	112.28		
Martel – Stationery & Supplies	122.59		
Martel – Stationery (July 3/18)	38.82		
Total	<u>\$277.69</u>	<u>\$190.00</u>	<u>- \$87.69</u>
Bank Balance 2018/09/30			<u>\$13,613.53</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

Total Funds as of 2018/09/30 **\$ 43,613.53**

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

Income 1850.00

Expenses 2477.34

\$ - 627.34

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

BILLS FOR PAYMENT

Linda Morris, \$78.78 for cartridges and photographic paper. Approved by motion of **Elliott/Martel**.

CORRESPONDENCE

Bicknell heard from a resident/real estate agent looking for advice on assigning a lease, which Bicknell provided.

BUSINESS ARISING

Mailer: It was agreed by consensus to go ahead with the membership recruitment mailing, at a cost of \$250 to \$300.

Upcoming events: Innpower October 4 at 9:30 a.m., setup at 8:30, directors will be “uniformed”, we’ll count attendance to check for capacity; All Candidates October 11 at 7 p.m., setup at 6; Member Forum October 28 at 2 p.m., setup at 1; Health and Wellness November 3, setup 4 p.m. November 2. Also, at the Umbrella Group meeting October 16 in Wasaga Beach, SCA will be on the agenda to review some of the issues we’ve recently dealt with and Parkbridge’s actions.

PRESIDENT’S REPORT

Winter Maintenance: A further meeting with Mirka Rollason, plus representatives of Babcock, will be held by Bicknell and Raycraft October 12 to discuss plans for winter maintenance.

Use of OneDrive: It will be quite simple to upload the membership list to OneDrive and give the password to all directors, who will be able to access it but not alter it. However, they can download it to their own computers and check it for errors or omissions with people they may know. Once the membership records are uploaded (after October’s heavy schedule of events), other applications such as finance may be uploaded. Martel reminded directors that if they do download the lists and print them out, it’s necessary to shred them rather than just throwing them out, due to privacy issues.

DIRECTORS' REPORTS

Raycraft:

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

I was able to meet with Mirka Rollason on September 25th to discuss some outstanding items/requests from February of this year.

Briefly – the timing of the installation of new ‘map signs’ at the Wheel, Main & Cherrywood, 25th and Main and Primrose & Flora Drive. It is essential that we are contacted to attend to monitor the ‘fire safety plan boxes’ mounted on these signs at the Wheel and at Main & Cherrywood due to their confidential contents. I was given no time line; in fact, I did not receive any confirmation that the maps were being replaced. I am attempting to obtain a definitive answer on this.

Mirka agreed to hand off the CPR/AED training provided through Parkbridge’s PAD contract as soon as she has reviewed their new contract. (She also committed Parkbridge to supplying lunch.)

Mirka stated that she would like the EPT and its Fire & Safety Committee to sit in with meetings with the Fire Department and Police in the future.

Mirka agreed that Parkbridge would continue to publish and distribute the “Emergency Preparedness Guide” to new residents – with amendments as needed and perhaps in a less costly format.

Mirka agreed to place our Medical/Mobility Questionnaire and EPT Brochure in new residents’ packages. Note: the Questionnaire is already available from a stand in front of the reception window.

Mirka requested that I submit some suggestions of things that Parkbridge could fund for the EPT – knowing that we are under the umbrella of the HOA but with limited funding. The Team is currently working ideas and will submit these to her shortly – due to budget timing for 2019.

The EPT will have a booth at the Health & Wellness Fair and will focus on Files of Life and the Medical/Mobility Questionnaire.

Elliott:

SANDYCOVE HOME OWNERS' ASSOCIATION COMMUNITY EVENTS COMMITTEE REPORT OCTOBER 2, 2018

All Candidates Meeting - Thursday 11th, 2018

Nothing further to report from last month. I plan on sending out a quick email this coming week to “welcome them and look forward to their attendance” and to provide them with an overview of the format for the evening.

Health & Wellness Fair - Saturday November 3rd, 2018

We have confirmed that Telehealth and Rizzardo Health Hub will be present. We also have two new companies who deal with ‘lifeline’ products; one of these is unable to attend however will be sending brochures; the other one will be attending and is looking forward to it. Currently I have a request out for Medic-Alert bracelets however to date I have not heard back.

Last week I sent out reminders to those we have not heard back from, resulting in an additional 7 vendors. As such to date we now have 38 confirmed vendors. For those who have confirmed I sent them a quick email welcoming them to the Fair, outlining set-up times, location, timing of the Fair as well as a reminder re a gift for a door prizes and that this is a “no sales/solicitation” event. My suggestion is that we should cap the number of vendors to the current 38.

We also have a few organizations that are unable to attend but wanted their publications displayed (ie Heart and Stroke, etc.) As such was wondering about putting an extra table near the registration table with these pamphlets and as a way to perhaps draw people towards the registration table. The director manning this table could also assist with registration as needed.

The next steps are to review the set-up of the tables, keeping in mind requests for electrical as well as to spread out like agencies/vendors.

I have taken the liberty of drafting an assigned task list for each of us -- hope this is okay with all:

John – Float	Sharon - Gifts/Door Prizes	Ted - Greeter/Counter
Pat - Registration	Paul - Registration	Linda - Gifts/Door Prizes
Anne - Coffee/Registration	Dennis - Pamphlets /Registration	Diane - Float

January Social:

Have started to make tentative plans for this event. An SOP will be required at a cost of approx. \$40; SOPs require the attendance of a Smart Server at these functions. Is there a board member who has this certification? Know anyone? If we must hire, the usual rate is \$50 per person; only one Smart Server is needed. Sharon has provided me with a list of the purchases and a cost break-down from last year as a guide for purchasing for the Social.

COMMUNITY EVENTS COMMITTEE

The Committee will meet mid-October to discuss layout, etc.

Several directors believed no Smart Server is required for this type of function. It was agreed by motion of **Bicknell/Porth** to have Elliott purchase the SOP and, if necessary, engage a Smart Server.

At the meeting, directors agreed to invite to the Open House the new mayor, deputy mayor, and Ward 6 councillor, but not the community manager since she's getting a lot of exposure through other venues.

Morris:

MEMBER EVENTS COMMITTEE
REPORT TO HOA BOARD – OCTOBER 2, 2018
2018-2019 TERM

SEMINARS:

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. Luckily the 10th was available. The date change was forwarded to all of our advertising venues including Channel 20. Luckily the Safe Driving Seminar presented by Allan Lawrence of Ray's Driving School was well attended bearing in mind the late date change and the inclement weather. There were 31 residents and 7 Board members in attendance for 38. Residents had the opportunity to ask their individual question on topics that were of concern to them. Following the presentation, a video was shown on the correct way to "steer" when initiating a turn. This was specifically requested to avoid the misunderstanding surrounding a resident's recent driving test failure do to improper steering.

The following chart is the status of our current lineup. The March seminar was swapped out as the Committee did not feel a seminar on "medical assistance in dying" Dr. Mossman wanted to give was not a fit for Sandycove so Dennis is working on substituting Rain Barrel Workshop by Lake Simcoe Regional Conservation Authority. This was felt a worthy topic bearing in mind new residents and water meters. Ann is working on the February Hearing Loss seminar.

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	Rain Barrel Workshop	-- TBA -	Rodgers/Morris
Apr. /19	NO SEMINAR		
May 20 13/19*	IIOF Lakeside Retirement/Support Services	--	Pending
* <u>Note:</u> Two seminars falling on holidays; i.e., Feb. 18 th & May 20 th were moved to the Monday before. Seminars will not be held Dec/18 or Apr/19			

Unfortunately, the October newsletter on the Spoke calendar page listed the seminar as "Pet Safety" which was left over from last year's printing. Corrections were placed on Channel 20 and other advertising avenues. Accurate posters were displayed in the Recreation Hall boards.

November 19th Seminar is on the “Processes of Downsizing– a Comical Presentation on Realities of Downsizing”, with Connie Campbell, the Move Planners

March 18/19 Seminar has been changed to a “Rain Barrel Workshop” in light of subject matter we felt was inappropriate for our demographics.

MEMBERS FORUM:

The posters for the Members Forum, Sun. Oct. 28/18 2:00 p.m. at the Wheel have been put on all the Recreation Hall boards, Sharon for the “Bulletins”, Kathy for the monthly Newsletter and Dave Cooper for the website. It was also noted on the “Events Page” in the HOA Section of the monthly Newsletter.

Since the Forum commences at 2:00 p.m., I am assuming we will start setting up at 1:00 p.m.

Martel:

Member numbers have risen from 488 March 31 to 596 September 30.

NEW BUSINESS

Sandy Cove directory: Consensus was that all directors would be sad to see the directory discontinued, as all use it personally and think it is an important reference vehicle for residents. Most, however, felt it would be too much work for us to take it on, granted all the privacy issues and the difficulty confirming personal data. On the other hand, perhaps the printer knows ways around these issues and has a better handle on the financial implications than we do.

Action: **Bicknell** will seek a meeting with the printer to try to establish how much work would be involved and what financial implications, if any, would be involved in our taking on this project. **Martel** and **Porth** would like to be involved in the investigation, perhaps attend the meeting.

Hub bulletin board: **Elliott** sought, and won, the go-ahead to set up a bulletin board dedicated to HOA events and news in the Hub, payment to be authorized later.

NEWSLETTER

Update events, repeat assignment rules, query Christmas lights contest/rules/personnel, Candy Cane Express

Action: **Bicknell** to query Rotary re Candy Cane, query Parkbridge on its willingness to fund the contest prizes.