

**MINUTES**  
**SANDYCOVE ACRES HOME OWNERS' ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**

**May 7, 2019**

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

Regrets: Barbara Cripps

Guest: Michael James

**WELCOME**

Directors welcomed Michael James, a candidate for election to the 2019/20 board, to the meeting.

**MINUTES OF MEETING OF APRIL 2, 2019**

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

**TREASURER'S REPORT**

**SCA Home Owners' Association Financial Statement**  
**April 30, 2019**

	<u>Expenses</u>	<u>Income</u>	
<b>Opening Balance</b>			<b>\$15,001.66</b>
Membership fees		\$ 310.00	
Bank fee	4.00		
Linda Morris	24.85		
Sharon Raycraft	8.99		
Diane Elliott	59.87		
Pat Porth	429.42		
DePalma & Assoc.	271.20		
P Martel	360.48		
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<b>Total</b>	<b>\$1158.81</b>	<b>\$ 310.00</b>	<b>-\$848.81</b>

<b>Bank Balance 2019/04/30</b>	<b><u>\$14,152.85</u></b>
RBC 12 month non-redeemable GIC @2.4% re-invested Apr. 12/19	\$ 20,514.31
RBC 18 month non-redeemable GIC @2.0% Invested Feb. 7/18	\$ 10,000.00
<b><u>Total Funds as of 2019/04/30</u></b>	<b><u>\$ 44,667.16</u></b>

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

Income	5761.95
Expenses	<u>5893.94</u>
	<b>\$ -131.99</b>

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

### **BILLS FOR PAYMENT**

Martel, \$181.93, stationery and signs; Bicknell, \$887.05, mailing materials and stamps; Raycraft, \$82.45, supplies for EPDay. Approved by motion of **Rodgers/Raycraft**.

Supplementary bill, \$30 for Umbrella Group web site, approved by motion of **Morris/Elliott**.

### **CORRESPONDENCE**

Bicknell had letters from two branches of the Canadian Mental Health Association. One asked for an opportunity to set up in Sandycove once a week to be available to counsel residents; our reply will be that unfortunately we can't guarantee a consistent venue at the moment, we'll bear it in mind for the future. The other wanted an opportunity to inform residents of the availability of telemedicine. In this case, we suggest Parkbridge invite a representative to a Chat.

### **BUSINESS ARISING**

**Home Fair/EPDay:** It was agreed that the combined Home Fair/EPDay was a success in everyone's view, and recommended to future boards that the collaboration be continued, with more and bigger signing to direct residents from one event to the other.

**Blair/Gow letter:** Gow had indicated a willingness to meet, but no date has been set. If nothing has **been vouchsafed by next week, Bicknell will follow up and request a date.**

**AGM:** There are four candidates to replace the four current directors who are withdrawing: Michael James, Rose Ficco, Lynn Patterson, and James Greenwood are standing to take the places of Sharon Raycraft, Pat Porth, Diane Elliott, and Barbara Cripps. Bicknell will circulate the Power Point, asking candidates to check their picture and profile. Directors to present reports: Community Events, Member Events, EPT, Complaints, Accessibility, Finance.

**AGI/Legal Committee report:**

**LEGAL COMMITTEE MEETING  
April 17<sup>th</sup> 2019**

Members Present John Bicknell, Linda Morris, Sharon Raycraft, Dennis Rodgers.

The meeting was held to conduct a joint review of the current AGI application following examination of the documentation by members on an individual basis. A number of points were noted as potential challenges.

The committee's recommendation is that the Board engage DePalma and Associates to advise on a course of action course of action.

By motion of **Bicknell/Elliott** it was agreed to ask De Palma and Associates to review the documents.

**Member Forum:** May 26, 2 p.m., setup 1 p.m. Content will include the AGI, work we've been doing on evictions and what we can and cannot do in that regard and what the individual is responsible for, and a request for feedback on how far we should go on some of these issues for non-members who aren't paying the fare. The point will be made that the two evictions this year are based on failure to meet community standards, which we support. There will also be clarification of some ongoing issues with relation to assigned leases. Since Coyote Watch will be speaking at the next Chat, we'll eschew the issue but have the Coyote Watch brochure at the membership table.

**DIRECTORS' REPORTS**

**Morris:**

**MEMBER EVENTS COMMITTEE  
REPORT TO HOA BOARD – MAY, 7, 2019  
2018-2019 TERM**

**SEMINARS**

There is one seminar left in this series:

May 20 13/19*	IOOF Seniors Homes/Support Services	Confirmed
*Note: May 20 <sup>th</sup> will be held on May 13 <sup>th</sup> as the 20 <sup>th</sup> is a holiday		

As we did not hold a seminar in April, there is really nothing substantial to report for this Board meeting.

The Seminar scheduled for May 13<sup>th</sup> will be the last in the series. Everything is in place with regards to this seminar, which will have three presenters. One of the job titles for one of the

presenters referenced Fundraising. I discussed this with Mary MacDougal, who is the lead for IOOF presentation, and she agreed there would be no lobbying concerning fundraising to Sandycove Residents.

Hopefully, the equipment will be fixed by this seminar as I, Linda Moyles, and John have discussed this and Linda Moyles has passed the information on to Parkbridge.

The usual pamphlets will be available for residents; HOA Bulletin, Directory Waiver Forms as well as a HOA Year in Review 2018-2019, which I have put together to add to the History (see following). This form was available at the Home Fair and I am attaching to my report.

The usual in-house announcements will be covered at the end of the seminar. As well as thanking the residents for supporting the seminars this term I will ask them if they have any subjects they would like us to include to pass it along to the 2019/20 Chair of the Member Events Committee.

## **FORUMS**

Our next Forum is scheduled for Sun, May 26/19 and posters have been up and distributed to Sharon, Kathy (as she is working with the new editor for this issue) and Dave Cooper.

## **AGM**

Posters have been requested for the AGM and are forthcoming. When I get them, I will put them up & email to Sharon, Kathy & Dave.

The HOA Bulletin, Directory Waiver Forms and HOA Year in Review 2018- 2019 (see following) will be available.



## **HOME OWNERS' ASSOCIATION YEAR IN REVIEW 2018/2019:**

### **HOA REPRESENTED RESIDENTS AT LANDLORD TENANT BOARD HEARING IN 2018 FOR AN ABOVE GUIDELINE INCREASE SUBMITTED BY PARKBRIDGE:**

Successful in obtaining reduction (from 0.8% to 0.5%) on behalf of residents resulting in a reduction of 37.5%. Legal & HOA calculations showed this effectively removed ALL of the questionable items leaving only eligible items under the Act. HOA's legal representative raised the question regarding newer residents who signed leases after some of the application work had been completed with the outcome Parkbridge confirmed, in accordance with the Act, the increase for these residents will be adjusted according to which work had been completed on the various signing dates. This was read into the official record, with notices detailing amounts to be sent to Parkbridge.

## **HOA REPRESENTED RESIDENTS REGARDING PARKBRIDGE WATER &**

**SEWAGE CHARGES:** Backdated invoices were issued without warning to SCA residents: HOA was instrumental in getting these invoices withdrawn after many negotiations and, with HOA's stated intention of making application to the Landlord & Tenant Board representing the members involved, resulted in Parkbridge ending billing for members involved until Sandycove is connected to town water, which may never happen. It is important to note this decision applies only to those members who have the lease version with Clause (#10) that permitted the HOA to challenge. Basically these are leases signed in 2017. Newer resident leases have a revised Clause (#7) which does NOT contain this legal issue.

**LEASE ASSIGNMENTS:** HOA was instrumental in advising residents of the ability to assign their lease with a firm offer of purchase to new purchasers with certain provisions. These provisions were outlined in the Sept. 2018 Newsletter HOA Section. If you cannot get a copy of this Newsletter, contact HOA Director responsible for the HOA Section of the Newsletter and one can be provided.

HOA continues to address changes to Parkbridge rules for homeowners regarding water, sewage, lease renewals, property taxes, post lights, trees and snow.

HOA liaises with other Parkbridge communities' HOAs in preparing presentations to the provincial government concerning raising hydro rates/rent control with a view to sharing experiences within Parkbridge communities.

Established the principle with the landlord that consultation with the HOA on matters such as maintenance is beneficial to everyone; meets regularly with the winter contractor's officials in addition to meeting quarterly with management.

Presented Health & Wellness Fair plus a Home Fair/EPDay open to all residents (the 1<sup>st</sup>-ever joint event with outside vendors from home-related companies at the Home Fair and representatives for EPT from outside emergency organizations), 7 seminars on topics of everyday interest and importance to Sandycove residents, 2 all-candidates' meetings, Open House, Annual General Meeting, hosted an Innpower presentation on hydro costs outlining our concerns for our aging population, held the 3rd Police Academy and held a Brassard Town Hall meeting.

Held quarterly Members' Forums to keep HOA members informed on community developments and the Association's activities.

Once again, sponsored and ran the Christmas Lights Contest and invited the Rotary Club to bring its Candy Cane Express back in support of the Innisfil Food Bank Christmas Food Drive.

Encouraged the formation of a temporary on-site bereavement group and a permanent cancer support group.

Transferred the HOA membership list (now including more than half of the park households) to “OneDrive” to keep it safe from computer breakdowns.

Co-hosted HOA/SCA Computer Club Fraud Presentation open to all residents, given by Brock Godfrey a 22-year volunteer with the Canadian Anti-Fraud Centre (formerly Phone Busters), a joint operation of the RCMP/OPP/Competition Bureau of Canada.

Initiated a new Electronic Directory to replace the cancelled Parkbridge Sandycove Phone Book.

**Porth:** There are currently 545 entries in the electronic directory, some of these two entries for one household. Morris saved the ballots from the Home Fair to enable me to check against the directory and Paul to check for the master list. In checking, I found some anomalies to follow up on.

**Elliott:**

**SANDYCOVE HOME OWNERS’ ASSOCIATION  
COMMUNITY EVENT COMMITTEE REPORT  
May 7, 2019**

A success!!

The 2019 Sandycove Home Owners’ Association Home Fair was once again a success. Judging by the number of ballots, we anticipate that over 250 visitors attended the Fair. Numerous very positive comments were received by committee members from vendors and residents alike.

We had 34 vendors committed to attend, however at the last minute we had two cancellations due to personal reasons. We also had one vendor arrive who had not previously registered and we were not aware of their attendance. All was not lost, we were able to accommodate them.

All prizes, save two, have been delivered to the winners.

Having a joint EPDay and Home Fair I believe was successful and should be considered in the future. Some minor tweaking of signage pointing to each other’s events should be considered.

I would suggest that, in future, the Home Fair max out at 35-36 tables. This provided an even spread of tables and allowed for smooth movement by visitors.

I would also suggest that all potential vendors be asked not to have their own individual ballots at their table. This actually caused confusion for some of the residents. If agreeable, this should be part of the initial invitation letter.

We did have one vendor who was selling product. They were informed that this is against legislation and stopped immediately. My suggestion is that the “no direct sales” needs to be better highlighted and perhaps should have a check mark (with initial) on the registration form itself.

I would like to thank Anne White, Dennis Rodgers and Linda Moyles for all of their hard work and commitment in making this come together with their continued phone calls to potential vendors. We look forward to seeing Anne White's photos of the event.

A special thank you to Linda Morris for manning the prize table so efficiently and being an ear for me. I would also like to extend thanks to Jo Martel and Marla Rodgers for assisting throughout the day as well as the numerous volunteers we had thanks to Sharon's plea for help.

I also would very much like to thank all of the Board Members for their support throughout the year.

**Raycraft:**

**EMERGENCY PREPAREDNESS TEAM  
REPORT TO THE HOA BOARD  
May 7, 2019**

On April 8<sup>th</sup> Sharon Raycraft, Linda Moyles and James Stanton met with Kris Hughston, who is the Administrator for "Project Lifesaver" in the County of Simcoe. It was a very informative session – with Kris explaining how the 'bracelet' works using FM-Radio transmissions. While the cost seemed high - \$500.00 for the bracelet and then \$10.00 per month to cover the costs of batteries and service, Kris explained that there is some funding available for people who cannot afford it. The other issue we found a bit problematic is that the battery must be tested daily – which means there should be a 'caregiver' of some sort available. Those concerns being noted, we believe this is a great initiative and one that could apply to some SCA residents. Project Lifesaver is working with South Simcoe Police Services who have officers trained on the 'locating' equipment. The representative from Project Lifesaver who was at the EPDay had lots of people asking questions – a lot of information was passed out as well.

On April 16<sup>th</sup> members of the EPT met with representatives from the County of Simcoe, Town of Innisfil Fire Department and South Simcoe Police Services to discuss and review our 'evacuation list' which is derived from our Medical/Mobility Questionnaire. There was good feedback and it was a great opportunity for some of the new/newer Team Members to learn about this project. James Stanton and Linda Moyles gave great presentations about the "Questionnaire" program and the Files of Life. Team members had the opportunity to question the various guests about what their entities can and will do for Sandycove Acres in an emergency.

The Citizens' Police Academy already has enough registrations to run this year's event – and more coming in daily. It will run from Friday, July 12<sup>th</sup> for 6 weeks. These segments will run for 3 hours – 9:00 a.m. to 12:00 noon – at the Spoke.

Emergency Preparedness Day went well – we handed out approximately 75 bags filled with various items – whistles, reference material and more. Parkbridge had provided 250 cloth bags for the event – and we gave away every one! We were unable to get paramedics this year as no volunteers stepped forward. Also, with the huge flooding issues in Ontario and Quebec, Red Cross were unable to attend – we certainly understand why not. Prizes were provided by Parkbridge, Sandycove Pharmacy, Stroud Foodland and a few private donors.

I spoke with representatives of the Town of Innisfil Fire Department, South Simcoe Police Services, County of Simcoe and A.R.E.S. (ham radio operators) and all felt that the day was extremely positive and all felt that ‘teaming’ the Home Fair and Emergency Preparedness Day was a ‘great’, ‘super’ and ‘brilliant’ idea – it got Emergency Preparedness a lot of attention this year. If the Board continues this concept in the future years, the suggestions of better signage pointing the way from the Home Fair to Emergency Preparedness would be helpful.

I am happy to report that Linda Moyles has stepped forward and agreed to be the new ‘Team Leader’ commencing immediately. I will continue to work with her until the end of the current term. It is hoped that she will be able to work with a ‘liaison’ from the 2019-2020 Board. I would like to add that Linda has expressed that she doesn’t want the Emergency Preparedness initiatives to ‘die’ and has great belief in what the EPT does and has done.

I would like to suggest that the present or ‘new’ Board might entertain the idea of providing an annual allotment of funds to the EPT to cover the costs of printing their material, providing coffee, etc. at the Citizens’ Police Academy, etc. A bank account could be set up for these funds with a yearly (or half-yearly) report being made to the Board as to the use of the funds.

We have 2 new members on the Team – Larry and Anne Wallbridge – who are eager and industrious. There will be 3 persons resigning from the Team shortly – myself, Norm Raycraft and Brenda Wright.

Supplemental (1): Many thanks to Paul Martel for providing, at his own cost and labour, 12 badges for the members of the Emergency Preparedness Team as a contribution to its work. (2) Of the invited guests, John Brassard and Lynn Dollin attended EPDay; Andrea Khanjin, Carolyn Payne, and Dan Davidson did not. (3) It is likely the SCA bulletin will “die” when Raycraft leaves; the HOA bulletin should be maintained by a director.

**Martel:**

There were 617 members as of April 30.

**Rodgers:** Working on a couple of complaints, one involving sand in water.

**Gemmell:** Currently submitting all documents for the audit, expect it back by the end of the month.

**NEW BUSINESS**

**Management meeting:** May 29, time changed to 9:30 a.m. at our request to accommodate Bicknell’s need to be at Umbrella Group meeting in the afternoon. Attending will be Bicknell, Porth, and White. Agenda is difficult to plan in advance because much will depend on whether or not the meeting has been held with Gow. It should include at least the replacement of the Spoke’s AV equipment, sand cleanup, and potholes.

**Umbrella Group:** Meeting at 1:30 p.m. May 29, to be attended by Bicknell and Morris. Will discuss the possibility of national communal actions, in response to queries being received by Bicknell from across the country.

**Canada Day:** Martel will again decorate his vehicle, directors are encouraged to participate.

## **NEWSLETTER**

AGM, AGI, change EPT e-mail, add web site for directory, thanks for support of seminars, something from Rollason about coyotes, Police Academy, Moyles taking over EPT, the Year in Review, a word of thanks to Kathy Richmond. The membership form and directory waiver will be condensed into one page.