



**Annual General Meeting Minutes**  
**Wednesday, May 4, 2022 @ 7:00 – 8:00 pm hours**  
**Blackfoot Inn,**  
**Calgary, AB**

**1. Call to Order**

Terry Chelich called the meeting to order at 7:00 pm.

**2. Attendance & Quorum**

Terry Chelich, Ruth Holland-Richardson (recorder), Hugh Powell, Patty Robertson, Clint & Beverly Hudjik, Reesa Girvitz, Doug Park, Joanna Thompson and James Neale, Cathy Burger, plus Terry as in possession of 7 proxy's, Terry declared a quorum.

**3. Proof of Notice of Meeting**

Terry noted that in fact two notices had gone out, the first one being incorrect and the second correct one being sent out March 26, 2022. Hugh Powell moved and Reesa Girvitz seconded that the two notices of meeting were sent out in accordance with requirements.

**4. Reding and Disposal of any Unapproved Minutes of General Meetings**

It was moved by Cathy Burger and seconded by Patti Robertson that the minutes previously circulated be approved. Carried.

**5. Reports of Officers:**

I'd like to welcome everyone to the Annual General Meeting of Signal Hill Villas. Special thanks to Doug Park, 9 Signal Hill Lane, for allowing us the rent-free use of this room and supplying tea and coffee. It was unfortunate that we couldn't rent our usual room closer to home, but COVID restrictions prevented that option. And owners expressed a preference to meet indoors rather than wait until summer and have our meeting outside. It certainly was a challenging year, with COVID presenting a number of challenges with our vendors but the Board managed. The biggest project was the renewal of Signal Hill Lane and B Unit driveways. The previous flood in December 2020 managed to do quite a bit of damage to the lane which then needed repair. As it turned out, the lane was never sloped properly and caused quite a bit of underground damage, hence the necessity of a total "gut and repair". Additionally, further inspections of all interior garage pads revealed a number of "sink holes" beneath the concrete so all units were inspected and repaired. I did go into great detail of the process in previous email messages to owners, so I'd refer you to that communication. This and previous Boards have managed to maintain small increased in yearly increases to condo fees but unfortunately that ends. Inflation is hovering around 6 – 9% with larger increases in the price of gas and oil. How does that impact us? Most of our vendors need to drive to SHV and have begun to pass on those oil and gas price increases, which are around 15%, as well as supply chain increases in materials. And as I mentioned in a couple of previous email messages, our sprinkler system costs have gone up from around \$300/month to approximately \$1,000/month. Those price increases came AFTER the budget was set and communicated to owners. As I'm writing this, I still don't have information on what the cost of yearly renewal to our insurance will be, which is also anticipated to increase. All of the above is mentioned because I want everyone to



understand that the budget will be tight until our year-end (October 31, 2022) so please don't anticipate much activity in terms of repairs or requests being granted. In closing, I'd like to thank Linda Storm, Ruth Holland-Richardson and Deb Watson for their assistance in the past 14 months. None of those owners want to remain on the Board. If anyone is interested, please notify me. I'll continue if nominated but we need a minimum of 3 owners on the Board. Our by-laws are quite clear – no one who doesn't live here can be on the Board. And if we can't get 3 owners, then SHV needs to go to the provincial government who, for a charge, take over.

Respectfully submitted, Terry Chelich, President and Secretary, SHV BO

Moved by Doug Park, and seconded by Hugh Powell that the President's report be approved. Carried.

#### **6. Financial Report and Reserve Fund**

Terry reminded everyone that the Reserve Fund monies have not been transferred due to unanticipated water and insurance increases. Typically, the surplus in the Operating Budget can be moved to the Reserve Fund but it cannot be moved from the Reserve Fund to the Operating Budget. This was not done due to the rate of inflation and continual increases in expenses as a result. Insurance fees were higher than anticipated and unfortunately it is not possible to get a quote six months in advance making it hard to set a budget for this item. Terry reported that the Operating Budget is sitting okay so far this year. Thanks to Linda, we got an extra \$25,000 this year. \$5 k was from FSR billing us for things on another property they manage. Linda also got us registered as a non-profit, which allowed us to get a \$60,000 CIBA loan. \$40,000 of that has been paid back, leaving us with \$20,000 to keep.

This past year, new contracts were signed for garbage and recycling and for landscaping.

#### **7. Appointment of Auditors**

Hugh Powell moved that the Board be authorized to appointment an appropriate auditor. Seconded by Clint Hujidk. Carried.

#### **8. Resignation of the Board**

Robin Sutton resigned last year due to ill health. Deb Watson also stepped down due to other commitments. Ruth Holland-Richardson stepped in in the interim as a Director to allow the business of the association to continue, with Terry remaining as President. Ruth and Terry resigned, and Terry called for nominations for the Board

#### **9. Election of Board of Directors**

Ken DeWyn was nominated by Terry Chelich and seconded by Ruth Holland-Richardson to be appointed to the new board as a Director. Hugh Powell moved and Deb Watson seconded that Terry Chelich be nominated as President. Cathy Burger moved and John Watson seconded that Ruth Holland-Richardson be nominated as a Director. These nominations were accepted by the nominees and it was moved by Patty Robertson and seconded by Hugh Powell that the new board be accepted. Carried.



## **10. Unfinished Business**

### **A. Cost of C decks**

As noted, C Decks were upgraded in 2013-14. At that time, no option to extend was brought forward and so this was not investigated. At the request of some of the C unit owners, Terry investigated if extension was possible and has been informed that since they overlook the City of Calgary utility right of way, the maximum would be a cantilever out about 2 feet, meaning the posts would be left where they are. This would only be done at the owner's request and expense, about \$8,000 and this would need to be approved by the Board. In additions, drawings of the property would have to be done as this is required for any external work done. Mountainview, who did the decks in 2013-14 came out and looked and said that the decks are fine as is, with some possibly needing sealing where the posts meet the concrete pads down below.

### **B. Sprinkler system**

Our sprinkler systems was installed approximately 22 years ago. Recently a new electronic monitoring device and rain gauge were installed. Currently there are 15 zones and there appears to have been some personal preference in how those zones were set up. An investigation has revealed that it would cost around \$40 to \$50,000 to replace this system. Unfortunately this means that the zones have to remain as is, including the continual watering between units. Low flow heads have been installed. Terry is able to control the system via an app, and always turns it off before the landscape team come to mow the lawns. Options were discussed and Terry was asked to do a business case for a cost benefit analysis for hardscape to be installed between the units, and she will also try to reduce water usage.

### **C. Exterior window washing**

It has been suggested that window washing be removed from the budget, but it was the will at this meeting that this continue to be done once a year. This year is will likely be later than usual due to the weather.

### **D. Downspout repair and gutter inspection**

This item was not in this year's budget, but a number of owners have come forward with some major issues around gutters overflowing due to probable blockages and also issues with broken downspouts. This will be completed as soon as possible weather permitting.

### **E. Tree maintenance and trimming**

Tree maintenance has been an ongoing contention for a couple of years and some owners feel "their" trees either do or do not need maintenance and trimming. Linda and Walter often trimmed trees and removed fallen branches and dead trees and so on. Since they have moved, no one has taken this task on and also a volunteer to do so would pose liability risks, especially with the taller trees. Terry has investigated and it will cost around \$15,000 for an arborist to come out. After discussion and clarification that the trees on the property did not "belong" to any one owner and so form a part of the whole property, it was agreed by the group that an arborist be engaged to come out and perform appropriate maintenance and trimming of trees that need attention. Owners were asked to let Terry know if they have any particular tree concerns.

### **F. Cost increases**



Terry advised that insurance on the property went from \$20 k to \$30 k this year and that after extensive research, there are a limited number of companies that provide this type of insurance. Since insurance is a legal requirement, there is not much more that can be done, other than paying these high prices. In addition, city water fees have increased, and landscaping fees are up 2 to 4%.

**G. Recycling**

Terry reminded everyone that the recyclers will not pick up large items, so please do not leave them in the shed, put them in the garbage or take them to the dump.

**H. Reserve Planning**

Linda and Terry found a number of errors in the last reserve plan, and so they redrafted this. This means that roof replacement is slated for 2023. In addition the extra cost for the Elastomeric paint which was used when the units were repainted was chosen because it provides better insulation, and there should be no mold issues. If you notice any areas that need touch ups done, please let Terry know as she has some paint and you can bring a container to her to get some to do the touch up.

**11. New Business**

It was noted that Telus and Shaw have been putting in new fiberoptics cables and that is what the little flags are all about. ATCO has also been coming and replacing meters for some people and this will eventually roll out all over.

One of the C unit owners will be having a garage sale May 14 and 15.

**12. Terry and Ruth were thanked for arranging the meeting and Doug for supplying Tea/Coffee and the room for free.**

**13. Adjournment.**

The meeting was adjourned at 8.21 pm.



8.4 It was decided to charge back to Units 9, 15, 17 and 19 for the extra concrete used to fix their driveways near the edge of their garage pad, according to a legal ruling obtained several years ago and on record at an AGM. Costs to be determined and to be paid no later than mid-October 2021.

8.5. Linda outlined a proposal for Concierge Service which, basically, means that owners are responsible to pay for their requests not covered in the budget or Reserve Fund. A detailed proposal will be developed by the Board, passed by the Board and fully outlined at the next AGM. Linda to take the lead.

8.6. The garage frame seems to require yearly painting. It was decided to arrange iron covers for all the garage frames and will be costed and budgeted in the next financial cycle.

8.7. It was moved by Terry and seconded by Deb that Linda be reimbursed \$115.78 for a new hose for the shed. Carried.

8.8. Linda will compose the July newsletter and Terry will send out.

8.9. It was moved by Terry and seconded by Deb that GeoGrout carry out the foam installation in all garages and it was further moved by Linda and seconded by Deb that Hugh Powell pay the legal fee associated with obtaining the ruling that costs will be taken from the Reserve Fund. Carried.

#### **I. Adjournment**

The meeting was adjourned at 8:00 pm. Next meeting will be called at the discretion of the President.

Respectfully submitted,  
Terry Chelich, Secretary/President, SHV BOD