

**Skyview Ranch Home Owners Association**  
**AGM Minutes**  
**Wednesday, September 25, 2024 – 7:00 pm**  
**Location: Generations Calgary Skyview**

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Annette Cameron from Astoria welcomed homeowners to the AGM and explained the purpose of the meeting. Annette introduced present current board members: Yogesh Singla, Fred Griffiths, Daria Stooke, Leslie Whitehead, Valentina Dimitrova, and Laura Daigle. Annette noted that Don Monroe is another important member of the Board but sent his regrets for the meeting.

1. Election of Chairperson of the Meeting

**Annette Cameron from Astoria to be the chair for the 2024 AGM. Laura Daigle from the HOA board to act as recording secretary. Motion: Leslie Whitehead, 2<sup>nd</sup> 1616 – 4641 128<sup>th</sup> Ave. No objection – motion carried.**

2. Calling of the Roll and Certifying the Proxies

56 owners in person and 7 by proxy. Quorum is considered 30 members present either by proxy or in person. Chairperson declares that the meeting can move forward as we have met quorum.

**Chair called the meeting to order at 7:08**

3. Proof of Notice of Meeting or Waiver of Notice Motion

**Motion to waive notice of meeting: 1<sup>st</sup> 1616 – 4641 129<sup>th</sup> Ave, 2<sup>nd</sup> 12 Skyview Springs Circle. None opposed – motion carried.**

4. Reading and Disposal of Any Unapproved Minutes.

**Motion to approve the minutes from the 2023 AGM: 1<sup>st</sup> 2313 Skyview Ranch Way, 2<sup>nd</sup> 1312 – 240 Skyview Ranch Road. No objections – motion carried.**

5. President's Report

a. Leslie Whitehead delivered the President's Report

6. Financials

a. Review of 2023 audited financial statements

**Yogesh Singla (HOA Treasurer) reviewed the audited financial statements.**

**Motion to accept the audit: 1<sup>st</sup> 7308 – 302 Skyview Ranch Drive, 2<sup>nd</sup> 428 Skyview Shores Manor. No objection – motion carried.**

i. Question (#3213 – 302 Skyview Ranch Drive): What is the expense shown as non-insurables?

Annette explained that this was an expense put towards the fence. There was some hail damage on the fence from an earlier storm; instead of making a costly insurance claim the Board decided to put that money into the Reserve Fund for a time when there is more expensive and extensive damage to make a claim worthwhile.

**Clarification:** There was a sizable payout from the insurance company for hail damage. The Board determined that it made more sense to put that money into the Reserve Fund for a time when there is more extensive damage and a more worthwhile claim. There was a separate expense for the fence where some damaged panels (unrelated to the hail storm) were repaired out of the HOA budget rather than through insurance.

- ii. Question (33 Skyview Springs Road): What is the process for mailouts to homes and fees being sent to collections?

Annette explained how the HOA fees are collected and homeowners are given multiple notices via the mail, Condo Café, and signs around the neighbourhood. If fees are still unpaid then those are sent to the lawyer for collection. Annette also explained how it is the duty of the Realtor and Lawyer upon the sale of a property to notify the owner of any encumbrances on the land such as fees owed, and that the owner needs to notify Astoria of any move so that homeowner information can remain up to date.

- iii. Question (428 Skyview Shores Manor): What is the Reserve contribution? Annette explained that this is money put aside as a capital investment for times such as replacing major sections of the fence that may not qualify as an insurance claim, or to pay for the deductible of an insurance claim. It also goes towards enhanced landscaping for the community such as large flower urns and installing new benches and tables. The goal is to grow the capital fund for larger projects that would then come out of the capital reserve for items brought to the Board such as a new amenity in the community.

- iv. Question (480 Skyview Shores Manor): What is the Management Fee and what are the Office and Bank Charges?

The management fee is paid to Astoria per unit to manage all of the collections for the HOA, manage contracts, help manage the Board, participate in meetings, and for document retention. Astoria has to pay to maintain and keep copies of all of the bank statements for the HOA. Other fees include printing and mailing fees for the invoices and arrears notices that get sent out to the homeowners of Skyview. Daria Stooke added that the Board has been mindful and worked hard to reduce the number of pages being mailed out to reduce printing and mailing costs.

- v. Question (#2210 – 155 Skyview Ranch Way): With the new construction and addition of 300-400 units, how is that going to affect the financial statements moving forward?

Every rental unit is considered to be a member of the HOA. Truman Homes is responsible for those buildings and renting them out, so Truman Homes is responsible for the HOA fees on those units. How, or if, they collect that from their tenants is up to them. This becomes revenue for the HOA.

- vi. Question (12 Skyview Springs Circle): Does the HOA cover costs of those who didn't pay the fees?

Annette explained the history of the HOA fees and how they began at approximately \$30 or \$35 annually with no collection of unpaid fees at that

time. So many homeowners didn't pay their fees that there was close to \$400,000 in arrears. At that point, the Board decided that it needed to collect unpaid fees and had to take legal action to do those collections. The HOA used one firm for one year and another firm the following year. The process is that the HOA statement was sent out in April at which point homeowners had until June 1<sup>st</sup> to pay fees. As of June 2<sup>nd</sup>, as per the bylaws, interest began to accrue on the unpaid fees. On July 1<sup>st</sup> the first arrears notice was sent out and interest was added as well as an admin fee to recoup mailing cost for envelope, paper, and mailing fees. As of August 1<sup>st</sup> any unpaid fees had another letter sent to the unit and consequently, another mailing fee was added. On September 1<sup>st</sup> the Board decides on what amount of money is within the cutoff to send to legal for collections. Last year it was determined that anything \$75 and over would be sent to DBH law for collection. At that time, DBH law holds the file and follows through with getting payment voluntarily or through a court process. DBH law will arrange payment plans if needed. Once payment has been collected they send a cheque to the HOA.

- vii. Question (#3213 – 302 Skyview Ranch Drive): How do you decide on the amount that goes into the reserve fund, and is there an upper limit to the Board to decide? Annette explained that the Board has a budget meeting every year where they decide together how to allocate funds including how much goes into the reserve fund.
- viii. Question (23 Skyview Springs Rise): Homeowner explained that they received a letter from DBH law but hadn't received any letters or documents from the HOA. Annette again explained the order of events during the home buying process and how the HOA would have been sending mail to whoever was registered as the homeowner. Annette reiterated that homeowners need to follow up with Astoria to change information if it wasn't done during the sale process to ensure that they receive documents from the HOA.
- ix. Question (111 Skyview Ranch Gardens): Homeowner explained that they are new owners and haven't received a letter from the HOA. Annette explained that the real estate lawyer and agent are supposed to contact the HOA, and recommended that the homeowner follow up with Astoria via email after the meeting.
- x. Question (154 Skyview Ranch Street): Who does the landscaping for the community? The City turns over the care and maintenance of the community to the HOA so that communities can do enhanced programs as desired in their areas. The HOA decides on a landscaping company to manage the work to be done. The HOA has chosen MBD Landscaping Inc. to do this work; they are responsible for clearing snow in allowed areas, garbage clean-up, mowing the grass and weed management, planting flowers, and watering flowers. MBD Landscaping Inc. has shown great care for the community and frequently goes above and beyond expectations according to the contract.

- xi. Question (24 Skyview Ranch Gardens): Question regarding paying out versus making an insurance claim for the damaged panels – what did the Board take into consideration when they made that decision? Annette explained that most insurance companies won't take on HOAs as clients and that the HOA was in jeopardy of not being insured had they made a claim for so few panels – this was part of the reason for paying out rather than making a claim. Further, the insurance deductible is high and the premiums would have increased so it didn't make sense to make a claim based on 4 damaged panels. The Board decided to save a claim and the consequent deductible for a potential larger event when the cost of repair would exceed the cost of the claim and increase in premiums. Homeowner then asked "At this point what is insurable by the HOA?" Annette listed: whole perimeter fence, the flagpole at the school basketball area, the green spaces, and other amenities such as the dog waste bag stands, extra garbage cans, shaped tables and seats, benches, and the large planters.
- xii. Question (#2309 – 4641 128<sup>th</sup> Ave): How many members of the Homeowners Association? Annette explained that there are over 5000 units paying the \$78.75 including tax to the HOA.

#### 7. Budget 2023-2024

- a. Annette explained that a new budget will be made in October 2024. Annette reviewed the 2023-2024 budget page-by-page. Annette explained that HOA fees are for January to December, but the HOA financial year ends on October 31<sup>st</sup>.
  - i. Question (480 Skyview Shores Manor): Homeowners asked about the management fee and whether this is just a forecast amount. Yogesh and Annette explained that this is the budget, not the actual. Auditors will work on the audit for the 2023-2024 fiscal year which will be presented at the next AGM. Homeowner asked if there is any way to make the HOA year-end the same as the fiscal year-end? Annette explained that this would require the lawyers to do a bylaw change which means that a major number of owners would need to approve a special resolution to do this, and the Board would need to approve to spend the money for a bylaw change.
  - ii. Question (1101 – 181 Skyview Ranch Manor): Who is the actual management of Skyview Ranch Manor? Annette doesn't know who the manager is and said the homeowner would need to ask their board of directors for the building. Homeowners asked who decides on the contracts for landscaping at the buildings? Daria clarified that the condos have their own landscapers separate from the landscapers contracted by the HOA for the rest of the community. Annette further explained that some condos/multi-family buildings collect the HOA fees for the residents whereas others have it separated out – it is up to the Board of Directors for each building which they do, and it can change from one method of collection to the other.

- iii. Question (1304 – 302 Skyview Ranch Drive): Homeowner asked if the HOA fee covers the hail storm damage at their condo building. Annette explained that each multifamily site has a Board in place that insures the complex and it is that insurance that is responsible for such repairs. The Skyview Ranch Homeowners Association is not responsible for hail damage on residential units. Single family homes have their own homeowners insurance, and apartment owners need to insure inside of their apartment.
- iv. Question (5207 – 155 Skyview Ranch Way): Is all of this data available on the website? Annette responded that, yes, all of this information is available on the HOA website.

## 8. Committee Reports

- a. Fee increase is coming this year: On March 4<sup>th</sup>, 2019 a special meeting was called at the AGM: at that time the annual fees were \$45 which was not enough to cover costs and build a reserve fund for future needs. It was decided at the special meeting based on a membership vote to increase fees to \$70 with a \$5 increase every 3 years.
- b. The contract with Astoria is in place until 2027. Condo Café remains in use for now but they are working on an alternative. Astoria offered a very competitive rate compared to other management companies.
- c. The contract with MBD Landscaping Inc. goes until October 2027. They get a lot of complaints about things because many people don't understand what they are responsible for, and what they are not allowed to do. MBD Landscaping Inc. employees take incredible care and are very on top of the work needed to be done.
- d. RBC Investment: the HOA has money in long term investments. Yogesh did a summary of the RBC investments and showed that money is growing in the long-term fund.
- e. Community Clean-Up: Daria shared about the annual Community Clean-Up hosted by the Community Association. Volunteers from the community and various boards participated in making the day a success. The City of Calgary measured the garbage taken to the landfill from that day at 18,740 kg. There has been no information yet about how much was collected for electronics recycling. The Community Association typically hosts 2 clean-ups in the year.
- f. New Community Sign: Fred highlighted the new sign at the entrance of the neighbourhood. Truman owns the property right to the corner so they removed the old sign in the development of the new condo complex. Truman built a new sign and they will cover the costs and ongoing expenses such as electricity for the lighting.
- g. Interactive Website Gallery: Fred has created an interactive portion of the website which shows different layers of what the HOA is responsible for and what they do in the community. The website also includes documents such as minutes from regular board meetings, audits, past AGMs, and documents pertaining to HOA business. The new budget will be posted on the website once it is complete.

- h. Question (2309 – 4641 128<sup>th</sup> Ave): Homeowner commented on bus stops that are no longer being serviced, and noted that the area needs more services. They also asked about a roadway in the neighbourhood. Annette directed them to contact the City with their questions and concerns regarding transportation and roads.
  - i. New Construction in the HOA: We have almost reached an end of the growth and development in the community in terms of residential units.
9. New Business and Questions from the Floor:
- a. There was no new business. All questions from the floor were discussed during other parts of the meeting.
10. Election of New Board
- a. The following current members of the board announced their willingness to remain for the coming year: Leslie Whitehead, Don Monroe, Fred Griffiths, Laura Daigle, and Yogesh Singla.
  - b. The following members self-nominated to become board members:
    - i. Balraj Nijjar
    - ii. Arif Shahad
  - c. **Motion from the floor to cease nominations: 1<sup>st</sup> 428 Skyview Shorts Manor, 2<sup>nd</sup> 1616 – 4641 128<sup>th</sup> Ave. None opposed, motion carried.**
11. Adjournment
- a. Meeting adjourned at 8:27 pm

Chair thanked all for their attendance.