



Skyview Ranch Home Owners' Association

**HOA Monthly Meeting Minutes
Wednesday, September 3rd, 2025
7:30 pm at Generations**

1 Welcome

2 Call to Order

Meeting was called to order at 7:33 pm

- Attendees: Annette, Sarah, Yogesh, Leslie, Fred, Kulvir, Laura

- Regrets: Don

3 Adoption of the August 2025 Meeting Minutes

Motion to adopt the August 2025 Meeting Minutes: Laura 1st, Fred 2nd. All in favour. Motion carried.

4 Approval of the Agenda

Motion to approve the Agenda: Leslie 1st, Laura 2nd. All in favour. Motion carried.

5 Financial Review

a) Review of Monthly Report and Balance Sheet for July 2025 (Yogesh)

- June Report – Explanations for “Condominium Fees” and the NSF Fees

6 Old Business

a) HOA Fee Deadline Change

- i. The current fee deadline is in conflict with the encumbrance. The annuity should be paid by April 1st annually but this timeline somehow got stretched to June 1st and then out to September for sending to the lawyers office. We need to change the collection date to April 1st as the due date.

Question: If we don't want to change the date then what is the process? Annette explained that we would need 100% agreement from all of the owners in Skyview, would have to physically go into each title at Land Titles and physically change the encumbrance on every single one. Every title has to show the amended encumbrance. The HOA would have to pay to have each one changed.

Annette explained that the lawyer recommended moving the financial year end to March 31st so that the fees would cover the year from April 1st to March 31st, and then the fees and budget would line up to April 1st. We would move the current fiscal year from October 31st to March 31st – at this point the budget and fees would line up properly and we would be in accordance with the encumbrance on title.

Annette spoke to Kramers and Elliot (lawyer office) who said that we would need to apply to the CRA to put a case forward as to why we want to move the year end forward – Annette added that we have a very good case.

To summarize: Year end would move to March 31st, HOA fees due April 1st, send out notice end of January or in February, and include explanation in the letter that we are trying to line up dates with the encumbrance.

- ii. **Motion that to be in compliance with the encumbrance the fiscal year will move to March 31st and the HOA annuity will be due April 1st, annually. Fred 1st, Leslie 2nd. All in favour. Motion carried.**
- iii. **Motion to authorize Astoria to petition the CRA to change the fiscal year end from October 31st to March 31st. Leslie 1st, Laura 2nd. All in favour. Motion carried.**
- iv. **Motion to approve an expenditure between \$500-\$1000 for the drafting of the letter to owners regarding the change of the fiscal year end and HOA annuity collection date. Yogesh 1st, Kulvir 2nd. All in favour. Motion carried.**
- b) Reserve Fund Study
 - i. Annette has been contacted regarding a potential “walk through” with the person doing the study to confirm our assets in order to proceed with the reserve fund study.
- c) Bike Safety Event
 - i. **Motion to spend \$1500 on the bike event. Laura 1st, Kulvir 2nd. All in favour. Motion carried.**
- d) Bench Painting
 - i. Benches by SV Springs Crescent playground are finished.

7 New Business

- a) 2025/26 Budget
 - i. Annette to provide rough template based on previous years.
 - ii. The Board, with Annette, worked through the new budget for 2025-2026.
 - iii. **Motion to approve the budget as presented. Leslie 1st, Kulvir 2nd. All in favour. Motion carried.**
 - iv. **Motion to transfer the \$60,000 from the current fiscal year into the capital reserve. Yogesh 1st, Kulvir 2nd. All in favour. Motion carried.**
 - v. **Motion to approve all arrears of \$80 or greater to be sent to DBH Law for legal collection as of Monday, September 8th, 2025 at 12 pm. Leslie 1st, Fred 2nd. All in favour. Motion carried.**

8 Community Concerns

Concerns from residents regarding payment issues are still ongoing, and many have said that they were unable to get a response back when they contacted Astoria.

- Astoria is handling the issue of timely responses internally with staff. The office manager at Astoria is looking at YARDI as to why the notices went out when fees had been paid. Annette said that homeowners should contact Jody at Astoria for any IT concerns.

9 Next Regular Meeting: Wednesday, October 1st at 8:00 pm via Teams

10 Adjournment: Meeting adjourned at 8:54 pm.