

UPLANDS OF MACTAGGART HOMEOWNERS ASSOCIATION

ANNUAL GENERAL MEETING (AGM)

Monday, October 30, 2023 at 7:00pm

Website: uplandsofmactaggart.com

Email: uplandsofmactaggart@gmail.com

TERWILLEGAR COMMUNITY CHURCH - UPSTAIRS

1751 Towne Centre Boulevard NW

Edmonton, AB T6R 3N9

MEETING MINUTES

1. **Check owners list for the meeting** – Ken Jocksch
HOA Members present: Allen and Simone King, Bikram Daulay, Art Bundschuh, Brad Lothamer, Bob Montgomery, Ken and Ingrid Lang, Dawei Zhang, Young Lee
2. **Call to Order by the chair** – Allen King
3. **Confirmation of Quorum** – Allen King
Confirmed with 27 members (in-person and proxies) total.
4. **Introduction of the HOA Directors:** Allen King, Bikram Daulay, Art Bundschuh
Introduction of Accountant: Ken Jocksch
Allen: Thank you: Bikram and Art for allowing their names to stand as Directors, Bikram as Treasurer, Ken as Accountant, Bob Montgomery as Past President and Simone King as Recorder of meeting minutes and help behind the scenes.
5. **Purpose of the HOA Overview** – Allen King
 - Uplands of MacTaggart neighbourhood has 204 units.
 - \$200.00 per year fees
 - registered encumbrances on each unit with Alberta Land Titles.
 - if unit (resident) owes \$500.00 or more then a caveat is filed against that property.

- addresses landscape maintenance and projects throughout the neighbourhood that is outside the scope of what The City of Edmonton looks after.
 - do not cut grass (this is the responsibility of The City of Edmonton - call 311 or use the 311 app for grass issues).
 - do not administer Architectural and Landscape Guidelines (this is the responsibility of the neighbourhood developer, Maclab Developments).
 - Board of Directors are all volunteer positions
 - Accountant is paid position
6. **Approval of 2022 Annual General Meeting Minutes** – Allen King
- a. Motion to approve the minutes - Bob Montgomery
 - b. Seconder for the motion - any questions? - Brad Lothamer
 - c. All in favor - carried
7. **Audited Financial Reports for the 2022 year and other are available on the website** – Allen King
8. **Fees in Default/Outstanding** – Allen King
- a. Article 7 (b): Fees in default shall be charged at the Prime Rate of the Royal Bank Edmonton Main Branch plus 6%.
9. **Fees for 2024** – the Directors propose fees to remain at \$200.00 – Allen King
10. **Present the 2024 budget** – Ken Jocksch
- First column is 2024
 - Due to inflation, a few items are adjusted and projected to increase: Auditor fees, Accountant fees (hours) due to collection activities, software (QuickBooks), insurance.
 - Won't have entry lighting cost (incurred this expense of \$8,500.00 this year)
 - Deficit of \$19,000.00 goes against reserve of \$65,000.00

Questions/Discussion:

Q: (Art Bundschuh) Does the budget represent full collection of fees?

A: (Ken Jocksch) Fee invoices, but not everyone pays their fees.

Q: (Young Lee) What does insurance cover?

A: (Allen King) Stone wall at front entrance and indemnity for Board of Directors.

Q: (Young Lee) Landscape lighting?

A: (Allen King) No.

A: (Ken Jocksch) To get indemnity policy, it's standard to have property attached to it.

A: (Bob Montgomery) We received other quotes, but this was the best price.

Q: (Art Bundschuh) Is accounting required to be audited?

A: (Ken Jocksch): Yes, audit is required. Auditors don't come on site, they access all files online.

A: (Allen King) We are registered with the Alberta Government and have had no issues with our Auditor.

- a. Motion to approve the 2024 budget - Bikram Daulay
- b. Secorder for the motion - any questions? - Dawei Zhang
- c. All in favor - carried

11. **Report on Activities** – Ken Jocksch and Allen King

a. **Overview of the Financials to September 30, 2023** – Ken Jocksch

2023 Budget covers to end of September

- Insurance
- Fee collection
- Landscaping – general landscaping, landscape contingency, main entrance lighting budgeted \$49,500.00, but everything cost \$44,000.00, therefore, is \$5,500.00 under budget.
- Auditor expense for this year is accrued to next year.

Questions/Discussion:

Q: (Bikram Daulay) What is the interest on investments?

A: (Ken Jocksch) This year, we changed banks to Servus Credit Union. There are no bank fees and they pay interest on our savings.

b. **Administration Report** – Allen King

Banking

- We've had many issues with TD Bank over the years with very poor customer service (having to call 1-800 number or deal with a different branch) and customer fees.
- Allen King researched different banks and determined that Servus Credit Union could best serve our needs.
- Transferred everything over to Servus on 23 Avenue and Rabbit Hill Road.
 - Business chequing and savings accounts
 - No need for a credit card
 - No service fees
 - 1.7% interest paid on business savings account

Accounts Receivable

- To be fair to those residents (most homeowners) who pay their fees, we started sending Registered Mail via Canada Post to those who are in arrears \$500.00 or more.
- Last resort is sending Registered Mail from our lawyer (only to those who do not pay - after all other efforts have been exhausted).
- Annual Accounts Receivable Outstanding highlights 2023 compared to 2022: Accounts Receivable have dropped by \$6,000.00 (from \$24,000.00 to \$18,000.00) and the number of members owing have dropped by 11 (from 26 members to 15 members). This is due primarily to the Registered Mail process being implemented this year.

Questions/Discussion:

Q: (Art Bundschuh) In 2021, there was \$24,000.00 outstanding?

A: (Allen King) Yes, and it dropped to \$18,000.00 this year (2023).

A: (Bikram Daulay) The balance is carried forward from one year to the next.

Q: (Art Bundschuh) What is the interest rate once caveat is placed on the property?

A: (Ken Jocksch) Prime + 6%.

A: (Allen King) It is compounded – interest on top of interest.

A: (Bikram Daulay) When there is ownership change, this needs to be settled up.

A: (Allen King) We are moving the needle in the right direction.

A: (Ken Jocksch) QuickBooks is very efficient – export of invoices from last year. The best way to send out information to residents is through email. GMass gives back statistics – important to see which ones bounce back. Need to maintain valid emails. Emails could be used for newsletters.

A: (Allen King) Registered Mail is good for the residents who say, “I didn’t get the information.”

A: (Ken Jocksch) Some Registered Mail was not picked up.

A: (Allen King) The trendline is getting better (for Accounts Receivables).

c. **Grounds Maintenance (Landscaping) Report** – Allen King

- This year, Allen King hired different companies to do different jobs, instead of one company doing everything (“jack of all trades and master of none”). This worked out very well this year and is the recommended process for future years.
- Met companies on-site and provided tour of neighbourhood.
- Companies hired based upon several factors: cost, quality of work, reputation and presentation/customer service (in-person, phone and email).
- Paid service providers:
 - Kentucky Blue Grass: litter pick (weekly) and mulch installation (MacTaggart Drive median and both islands on MacTaggart Drive and Rabbit Hill Road).
 - The Wheelbarrow Gardener: weeding almost all planting beds throughout neighbourhood, pruning branches throughout neighbourhood and mulch installation (McLuhan Road Park).
 - All Season Tree Service and Arbor Man Tree Care: removal and stump grinding of dead trees throughout neighbourhood.
 - Soakers Water Hauling: water junipers in MacTaggart Drive median.

- Volunteer service providers:
 - Allen and Simone King: donated 22 bags of soil to level ground at front entrance signage lot, installed perennials (at cost) at front entrance signage lot, water perennials at front entrance signage lot, installed junipers in MacTaggart Drive median (at cost), water junipers in MacTaggart Drive median.
- Total cost of landscaping was on budget for Landscaping (about \$35,000.00 out of \$35,000.00) and under budget for Landscaping contingency (about \$1,700.00 out of \$10,000.00).

12. Election of Directors for 2024: Article 37 and Article 38 – Allen King

- a. Current Directors are Allen King, Bikram Daulay, Art Bundschuh
- b. Request nominations for up to five board members – Allen King, Bikram Daulay, Art Bundschuh will allow their names to stand for re-election.
 - We need an odd number of Directors (three, five or seven) for voting purposes.
 - Dave Burroughs has indicated that he would be willing to let his name stand as a Director
 - Former Director of the HOA.
 - Files caveats for HOA and many other things such as having signs installed on corner posts of MacTaggart Crest when they were vandalized, etc.
 - Allen King would like to nominate Dave Burroughs for Director.
 - Thank you, Dave, for letting your name stand as Director.
 - Brad Lothamer will let his name stand for Director
 - Former Director of the HOA.
 - Thank you, Brad, for letting your name stand as Director.
- c. Motion to approve the Directors for 2024 – Bob Montgomery
- d. Secunder for the motion - any questions? – Art Bundschuh
- e. All in favor – carried

Questions/Discussion:

Bob Montgomery to Allen and Simone King: Thank you! I see you out there (working in the neighbourhood) and it is appreciated.

13. New Business – Allen King

a. Projects planned for 2024 – Allen King

- Continue landscape maintenance of neighbourhood.
- Install rose bushes in areas where they have died out.
- Allen King has been coordinating the landscaping in the neighbourhood for 5 years and is stepping down from this role. We are looking for a volunteer or volunteers (in the form of a committee) for this position. Is there anyone interested in this or know of some who might be? Please email HOA.
- Efforts will continue to inform residents about the HOA and activities in order to develop a stronger sense of community (eg. Terwillegar Towne).
- Redesign website
 - Good website, but can be improved.

Questions/Discussion:

A: (Art Bundschuh) I will work with my daughter to do this.

A: (Allen King) Thank you Art and your daughter for volunteering to do this.

A: (Bob Montgomery) Dave Burroughs knew someone who originally set it up for HOA.

A: (Ken Jocksch) Website is through Square Space – base level, can't change to colour font. Would be good to include a tour of the neighbourhood.

- Quarterly newsletter (one page)

Questions/Discussion:

A: (Bikram Daulay) I will do this.

A: (Allen King) Thank you Bikram for volunteering to do this.

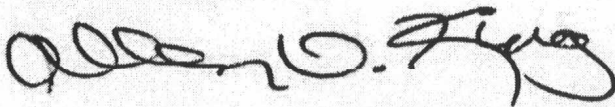
- Community barbecue
 - Corporate sponsors to provide food.
 - HOA to provide signage.
 - We are looking for volunteers for this position. Is there anyone interested in this or know of some who might be? Please email HOA.
 - If there is no interest, we will not pursue this any further.

14. Appointment of Auditor for 2023 – Allen King

- Michael Wilde, CA has been doing this for several years and is excellent - there have been no issues.
- a. Motion to approve appointment of Auditor – Brad Lothamer
- b. Secunder for the motion - any questions? – Simone King
- c. All in favor - carried

15. Adjournment – Allen King

- If there is any further input you would like to make, please email the HOA.
- Thanks for coming to the meeting!



Allen King, President



Bikram Daulay, Treasurer

November 12, 2023

Date

Nov 12, 2023

Date