



Springside Residents' Association
Box 142, 406-917 85 Street SW, Calgary, AB T3H 5Z9

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Minutes from the March 1, 2018 Board of Directors Meeting

All Board Members Present: Tom Dickey, Brenda Merz, Michella Pritchard, Michael Schlueter & John Park

Agenda

1. Board roles and responsibilities
 2. Collection policy
 3. Set a standing meeting date
 4. New business
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Meeting was called to order at 6:30pm by Tom Dickey.

1. Board roles and responsibilities –

It was decided that the following board members would fill the following roles:

- Brenda Merz, Treasurer
- Michael Schlueter, Secretary
- Michella Pritchard, Vice-President
- John Park, Director

Note: The vice-president is not a required position as per the Association's bylaws, but this informal role will act as president should the elected president be unavailable for meetings.

As treasurer, Brenda will need to be added as a signing authority. Tom and Michael already have signing authority and this will remain in place as it will be convenient to have three people listed.

2. Collection policy –

To date, 37% of homeowners have paid their 2018 fees.

Currently, there are 24 accounts in arrears. Thirteen owe for two years, 10 owe for three years and one owes for more than three years. Six of these have already paid their outstanding fees to Bridgeland Law, but the funds have not yet been distributed to the Association.

Michael asked if he could contact the remaining 18 homeowners over the next month and ask each homeowner to pay their fees and bring their account back into good standing with the Association.

Five of these accounts were with the Association's legal counsel, but the lawyer has been told to stop pursuing these accounts as the majority of the board feel the current legal collection process is too harsh. It was noted by Tom that the encumbrance describes the legal means to collect outstanding fees. How best to handle the legal fees associated with this work will be decided once/should an invoice has been received from Bridgeland Law.



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As per the encumbrance, the Board has a legal obligation to collect annual fees from the Association. After much discussion around the existing collection policy, it was determined that the following will be tried. The status of the accounts receivables and the current collection rate will then be discussed at each meeting. The effectiveness of collecting the outstanding funds via these steps will guide the course of action moving forward for collecting fees from homeowners in arrears.

1. Invoices were issued in January with a due date of March 31st.
2. In March, a friendly email reminder will be issued to all homes that haven't yet paid and that there's an email address on file for the account.
3. In April, a second email reminder will be issued again to all homes that haven't yet paid and that there's an email address on file for the account. A mailed version will be issued to homes that don't have an email addresses tied to their account.
4. In May, a phone call will be made to each homeowner that hasn't yet paid. Or, a knock on the door should there be no email address or phone number for the account.
5. In June, a final notice and firm phone call will be mailed to all homes that haven't yet paid.
6. Next steps, possibly legal action, will be determined based on the collection rate.

3. Set a standing meeting date –

It was agreed that board meetings will be scheduled for the first Thursday of each month at 6:30pm at Amica. As long as three board members can attend the meeting... the meeting will be held. Meeting invites will be issued once the meeting space has been confirmed.

4. New business –

A. Insurance. Toole Peet offers insurance at varying levels versus the The Co-operators and Procom that would only provide quotes for \$2 million and \$5 million, respectively. See quotes below.

Coverage Providers	\$2 million general liability and \$1 million director & officers	\$2 million general liability and \$2 million director & officers	\$5 million general liability and \$5 million director & officers
Toole Peet	\$1050	\$1275	\$2428
The Co-operators		\$1175	
Procom			\$1670

A decision was made to purchase the least expensive option from Toole Peet for \$1050/year.

B. Special meeting minutes and website update. An update to the website will be made as soon as possible about the outcome of the special meeting. The minutes will be reviewed and approved at the beginning of the next meeting.

C. Michael has offered to store some components of the stucco fence (i.e. fence cap, paint, tiles, etc.) for the Association. Arrangements will be made to get these materials to him.

Meeting was adjourned at 8:45pm. The next meeting will be Thursday, April 5, 2018 at 6:30pm.