



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

Website: www.springsideresidents.com
Email: info@springsideresidents.com

SRA Board of Directors Meeting Minutes – January 10, 2019

Present / Quorum met: Tom Dickey, Brenda Merz, Shelley Nordin and Myrna Moline

Regrets: Barbara Eliuk

Absent: John Park

Residents in Attendance: Sharon Ellis

Meeting called to order at 6:34pm.

- Welcome New Board Members.** Let the minutes reflect that Shelley Nordin and Myrna Moline have been appointed to the SRA Board of Directors. Shelley will be filling the role of Director of Communications. Myrna will be filling the role of Secretary. The SRA Board now consists of six members which is sufficient to carry forward with all Association business as per Bylaw 4.17. A copy of the SRA Code of Conduct was distributed to all board members. Each member will agree to and sign the document, which will be held on file for the duration of their term.
Note: minutes from each meeting are sent out via email within a week following the meeting and approvals are done via email so that time is not spent at meetings approving the minutes.
- Bylaw Update.** Sharon Ellis, in a volunteer capacity, is working on updating the SRA Bylaws as an update is much needed. Tom asked that she aim to complete this project by March 31 so that proposed changes can be approved by the membership at the AGM. Sharon is to create a list of all items that should be changed (including why). The Board will decide which changes to incorporate for voting at the AGM. Sharon will present a timeline for this project at the next meeting.
- Financial Update.** The 2019 Financial Statements are already completed. Brenda is to include an additional note around Legal Fee Recoveries. Brenda made a motion to assign Cara Griffiths as the Auditor. Tom seconded the motion. A vote was held. The motion was passed unanimously. Brenda will ask Cara to have them ready to present at the AGM.
There are still eight homes that owe their 2018 fees of \$125 as well as one homeowner who owes \$6900 in legal fees to the Association.
- Communication Update.** Shelley is working with three other volunteers (Norbert Cypionka, Sharon Ellis and Kathleen Boyd) to create a survey to send out to the membership with the results being collected, compiled and shared at the AGM. Tom requested that Shelley bring a list



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of proposed questions to the next meeting for review as well as a timeline/schedule. Shelley will also be taking on the management of the Association's email and website.

5. **Legal Update.** Tom spoke with Bridgeland Law and asked them to revise the most recent invoice to include some clarity around the various line items. Richard is also going to let Tom know what the next steps are for the Association to collect the amount owing by one homeowner.
6. **Landscaping Update.** Tom is working alongside two volunteers (Edward McMartin and Andrew Ellis) to tender out the landscaping contact for the 2019 growing season. The goal is to have the contract awarded by March 31st so that an update can be shared at the AGM. To date they have compiled a straw dog list of all the tasks that could be completed by a landscaping company. Board members are encouraged to email Tom with any thoughts on the list or timeline.
7. **AGM Update.** The AGM has tentatively been scheduled for Tuesday, April 9, 2019 (with April 8 as a secondary option). Brenda will look into booking a local school gymnasium. The date will be confirmed upon having an appropriate space booked. AGM notices will need to be in homes by March 19th for an April 9th meeting. Next meeting will focus on the AGM materials.
8. **New Business.**

2019 Invoices will be issued via email this year towards the end of January (except for those without email addresses, which will be mailed). This change will save the SRA printing costs, paper and envelope costs and postage costs (estimated at \$1.50 per invoice). Approximately 90% of invoices will be issued by email. The payment deadline will be March 31, 2019. Friendly email reminders will be issued a week before the payment deadline on March 25th to all unpaid accounts. Second invoice/reminders will be issued to all unpaid accounts with email addresses and mailed to those without on April 15th. Final notices will be issued in early June.

After some discussion about the current late payment interest amount of 7%, Brenda made a motion to revise the late payment penalty to a flat \$50 late payment administration fee that would be applied to all unpaid accounts as of June 30, 2019. Tom seconded the motion. A vote was held and the motion unanimously passed. This revision will be noted on all the 2019 invoices and will only impact 2019 invoices forward with the 2018 invoices in arrears remaining under the prior collection policy. The annual fee portion of the website will need to be updated before invoices are issued (FAQs too perhaps).

The 2019 Insurance Policy has been forwarded to the Association for renewal. Tom is reviewing the current policy and will make a recommendation on how to proceed at the next meeting.

Meeting was adjourned at 8pm and was followed by an in-camera session with directors only.
Next meeting is scheduled for Thursday, February 7, 2019 at 6:30pm in Amica's Private Dining Room.