



## SRA Board of Directors Meeting Minutes – January 5, 2021

**Board Members in Attendance:** Shelley Nordin, Dave Mallabon, Brenda Merz, Tom Dickey, Andrew Berry

**Regrets:** ---

**Volunteers in Attendance:** ---

**Guests in Attendance:** Esme Stewart

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### **Call to Order and Quorum:**

This meeting was held by conference call on Zoom. Tom Dickey called the meeting to order at 6:32 pm.

Directors in attendance constituted quorum (5/5 Directors). Tom Dickey chaired the meeting and Dave Mallabon acted as minute-taker.

### **Approval of December 10, 2020 Board Meeting Minutes** (D. Mallabon)

The meeting minutes from the December 10 Board meeting were distributed to members via e-mail following the meeting. For the January 5 meeting, all comments were incorporated into the minutes and agreed to.

**MOTION:** Approval of December 10, 2020 Meeting Minutes.

*Moved by: Tom Dickey*

*Seconded by: Andrew Berry*

*Carried (Unanimous)*

### **Treasurer's Report** (B. Merz)

December 31 2020 Financial Statements were presented, with a comparison to December 2019 figures. These will be presented for approval along with the 2019 Financial Statements at the AGM in March, 2021.

The 2020 Financial Statements as presented require review / approval by the appointed "auditor" prior to the AGM.

**MOTION:** Accept the December 2020 Financial Statements as presented before the AGM.

*Moved by: Tom Dickey*

*Seconded by: Dave Mallabon*

*Carried (Unanimous)*

### **Accounts Receivable & Fee Collection Update** (B. Merz)

SRA fees owing at December 31, 2020   2019/2020 Fees – 1 homeowner  
  Legal Fees – 1 homeowner



**Fence Maintenance** (T. Dickey)

Tom is still working with the City on the Greenspace Agreement (landscaping agreement) and fence maintenance. The City has not provided any update on the Agreement or the insurance requirements. When the fence issues are sorted out with the City, Tom will develop a maintenance plan budget so that the fences the SRA are responsible for can be consistently maintained year over year. Until then, no money will be spent on the fences.

A vehicle accident occurred which resulted in damage to the fence at the entrance to the Villas on Wentworth Drive. The police were contacted by the Villas Condo Board. Tom will be contacting our insurance company, and working with the condo board at the Villas to resolve this, including getting quotes for repairs.

**Archiving** (S. Nordin)

The Board approved the purchase of an email cloud backup program at a cost of \$165 per annum (which includes 5 users) which Shelley will set up for the SRA emails. Brenda currently backs up the SRA accounting software, Quickbooks, monthly to an external hard drive. Shelley will upgrade the SRA Dropbox account at a cost of \$279 annually to archive historical documents and the Quickbooks backups.

**AGM** (All)

Esme Stewart attended the meeting from 6:30 to 7:25. She will act as the Board's facilitator for the AGM Zoom meeting. She reviewed the procedures she will use at the AGM for voting purposes: acceptance of minutes, financial statements, as well as voting for the President and Directors.

Discussions continued regarding 2021 AGM planning via the Zoom platform. The agenda, meeting notices, nomination form, proxies and financials were reviewed and discussed. These discussions and reviews will continue at the next Board meeting.

**Meeting Adjournment**

**MOTION:** Adjourn meeting at 8:22pm

*Moved by:* Brenda Merz

*Seconded by:* Dave Mallabon

*Carried* (Unanimous)

**Next Meeting**

Monday, January 25, 2021 at 6:30pm via Zoom.