

BEHOA Board Meeting Minutes (FINAL)
Wednesday September 29, 2021 – 1:00 PM`
(Via ZOOM – Wendy Hosted Meeting)

1. Attendance

-Directors - Sharon Turner, Wendy Lewin, Pauline Huff, Brent Jespersen, Eric Roberts, Barry Manovich. Marg Sorge was absent due to vacation.

-SIMCO Property Manager – Did not attend.

2. Agenda Review and Approval

-Add Payment for 24th Street Fence Repairs (Admin Items #05)

-Add Payment for Little Monkey Metal for Entrance Feature Signs (Admin Items #06)

-Add Board Collection Policy (Admin Items #07)

-Add Next Board Meeting Date (New Item #09)

3. Meeting Minutes - Approval and Discussion Prior to Vote

1. Board Meeting Minutes August 25, 2021 – Draft Minutes Attached

Motion: To accept the minutes from the Board Meeting of August 25, 2021.

Seconded; Carried.

2. Status of Action Items from Board Meeting Minutes were reviewed.

4. Financial Report

August 2021 (Review Month and Year to Date)

-Eric reviewed the August balance sheet and income statement.

-A breakdown of the landscaping maintenance - other costs \$2200.00 was provided as follows;

- \$440.00 - Calgary Services for 24th Street Fence sod trimming, \$1275.00 – Calgary Services for swale trimming, \$485.00 - Garden Essentials for linear park maintenance.

Motion: To approve the Treasurer's report.

Seconded; Carried.

5. Administration Items

1. SIMCO Management Report

-Property manager's report was reviewed by Eric.

2. Committee Structure Review - Terms of Reference

a) Grounds Maintenance (TOR Attached)

-Sharon updated the Board on the meeting held with the current committee members.

-Committee was pleased with the linear park and pavilion maintenance work this year and recommended that the service provider be retained. Visits should continue bi-weekly.

-Committee feels that tree removal and rock work at the pavilion should be completed this year.

-Committee felt that the proposed structure needs less representation than originally thought.

-Further work required on the terms of reference for this committee, including Board representation.

- All Board members will receive a copy of the two quotes and the scope of work for the pavilion revamping project.
- Board agreed to hold off on approving the TOR and any work on the pavilion until our October meeting.

b) Policy Review (TOR Attached)

Motion: To approve the TOR as revised for the Policy Review Committee.

Seconded; Carried.

c) Architectural Controls (TOR Attached)

Motion: To approve the TOR as revised for the Architectural Controls Committee.

Seconded; Carried.

d) Social (TOR Attached)

-A revised TOR will be circulated to Board members for an electronic vote.

Action;

-The Board needs to develop process to communicate and invite homeowner involvement.

3. Board Voting Procedure

-Procedure for electronic voting was reviewed.

-Members should be using the latest email in the string and replying to all to ensure all participating in the vote is visible to the Board.

4. Annual Insurance Review / Life Cycle Study

-Our insurance provider will be asked for direction on frequency of updating our life cycle study.

Action;

Barry will follow up through Joanne at SIMCO.

5. Stoney Trail Sound Attenuation Update

-The Board were updated on the meeting held with the Premier.

-No further information was available at this time.

6. Central Alberta Fencing – 24th Street Fence Repairs

Motion: Motion; To approve payment to Central Alberta Fencing - Invoice #2051 – September 29, 2021 - \$363.95.

Seconded; Carried.

7. Little Monkey Metal – North Entrance Feature Signs

Motion: To approve payment to Little Monkey Metal - Invoice # 92121CM – September 21, 2021 - \$1701.00. Carried.

Seconded; Carried.

Action;

-Barry will request LMM to raise the signs within the fence structure.

8. Board Collection Policy

-suggested that the timelines be revised to 4 months for final warning and 5 months for file submitted to BEHOA legal representative.

Motion: To approve Board Collection Policy as revised.

Seconded; Carried.

Action;

Barry to revise and circulate revised policy to all Board members.

6. Business Plan and Next Steps (Draft Business Plan Attached)

-Board members were asked to review the business plan in detail and provide feedback to all from now to the next meeting.

-Plan will be to approve the business plan at the October meeting.

7. Grounds and Maintenance

1. Calgary Services Contract Update

-Meeting still needs to be arranged with CS

2 Pavilion Beds Revamp - Request for Proposal Status

-see comments in 5 – 2 a) above for status.

3. Mews Fence Gap Status

-Letter has been received from the CITY.

-Follow up has been initiated with the CITY regarding the letter of indemnification. This would have to be signed by the Board of Directors

4. Addition to Minutes for Reference - Electronic vote to pay Aqua Essentials Inv. #1913 September 01, 2021 - \$1037.68 Carried – September 03, 2021.

5. Addition to Minutes for Reference - Electronic vote to pay Garden Essentials Inv. #3711 September 07, 2021 - \$916.13 - Carried – September 11, 2021.

6. Addition to Minutes for Reference - Electronic vote to pay Calgary Services Ltd. Inv #5411 September 08, 2021 - \$299.25 – Carried September 11, 2021.

8. Architectural Controls

Addition to Minutes for Reference – Electronic Vote - 07/30 Request from 45 Bridle Estates Manor to change the colour of rear entrance doors from white to match the body (siding/shingle) colour. Carried August 02, 2021.

9. Next Board Meeting Date – Tuesday October 26th

-Members agreed to changing our regular meetings to Tuesdays to accommodate a members change in schedule.

Action Items to be Addressed by Board

1. Director Handbook (February 2021)
2. HOA Arrears - Collection Policy (March 2021) (Draft to be reviewed at 08/25th Board Meeting)
3. CSL Review (March 2021) (Meeting Date to be Scheduled)
4. Linear Pathway Drainage Issues (May 2021) (Carried Over to 2022 Business Plan)
5. Develop an IT plan for BE (June 2021) (Carried Over to 2022 Business Plan)
6. Chain Link Fence Condition. Fence Committee will be asked to review this fall. To also include the west and south portion of our perimeter fencing. Byron will be returning in late September. (June 2021) (Initial Communication Sent to Committee Members on 08/17th)

Approved by Board of Directors – October 26, 2021