

**Bridle Estates Homeowners' Association**  
**Board Meeting Minutes**  
**Wednesday August 25, 2021**  
**Wendy Lewin's Place**

**1. Attendance**

- Directors** - Marg Sorge, Sharon Turner, Wendy Lewin, Brent Jespersen, Eric Roberts, Pauline Huff via ZOOM, Barry Manovich.
- SIMCO Property Manager** – via ZOOM.

**2. Agenda Review and Approval**

- 6. Add Annual General Meeting Date.
- 7. Add Gmail / Dropbox Access.

**3. Appointment of Pauline Huff to Board of Directors**

- Motion;** To appointment Pauline Huff to BEHOA Board of Directors effective immediately.
- Seconded; Carried.

**4. Minutes Approval and Discussion Prior to Vote**

- 1. Board Meeting Minutes July 28, 2021 – Draft Minutes Attached
- Motion:** To accept the minutes from the Board Meeting of July 28, 2021;
- Seconded; Carried.
  
- 2. Review Status of Action Items from Board Meeting Minutes
- Draft collection policy completed.
- Committee Structure Report and Recommendation actions completed.
- Architectural Control actions completed.

**5. Financial Report**

- 1. July 2021 (Review Month and Year to Date)
- Eric reviewed the July balance sheet and income statement.
- Year to date information is accurate after the adjustment for landscaping costs in the amount of \$12,600.
- Motion:** To approve the Treasurer's report.
- Seconded; Carried.

**6. Administration Items**

**1. SIMCO Management Report**

- Joanne provided a verbal update on arrears.
- #45 homeowner has approved withdrawal of required funds.
- #135 cheque was sent to SIMCO.
- #115 left voicemail with homeowner today.
- request for sprinkler to be addressed in common grounds section of agenda.

## **2. Committee Structure Review - Terms of Reference**

### **a) Grounds Maintenance (TOR Attached)**

- Need to be cautious so this committee doesn't begin micromanaging our service providers.
- Committee meetings during the winter period will be held as required.
- Suggested that Dwayne Thomas be asked to participate on the committee.
- Homeowners who volunteered to carry on in the meantime, will be asked if they wish to continue with the new committee structure and role.
- Board representatives will have to be determined. Sharon expressed interest in Chairing. Wendy expressed interest in co-chairing.

### **b) Policy Review (TOR Attached)**

### **c) Architectural Controls (TOR Attached)**

### **d) Social (TOR Attached)**

#### **Action;**

- All revisions will be circulated to the Board for further review with the plan to approve at the September meeting.
- Develop process to communicate and invite homeowner involvement.

## **3. Collection Policy (Draft Attached)**

- Policy development included input from legal.
- Timelines should be shortened.
- Revised draft should be circulated back with legal for review prior to next steps.
- Will obtain copy of letter(s) to be sent to homeowners for review.
- Updated draft will be shared with the Board for final review.

## **4. Procedure for Addressing Landscaping Issues Under Restrictive Covenant D (Draft Attached)**

- We are currently at step 4 with some homeowners.
- This may be the extent of the Board's authority at this stage.
- Suggested that we may wish to have legal to review this new policy.
- Homeowners will be advised of the new policy and it will be posted on our website.

## **5. Stoney Trail Sound Attenuation – Homeowner's Meeting with KGL and Alberta**

- Wendy reported on the meeting with KGL.
- Approximately 25 homeowners attended.
- Representatives attended from Premier's office and MPs office.
- We need to let the process happen.

## **6. Annual General Meeting Date**

- To be scheduled on May 30<sup>th</sup>. Venue to be booked through Simco.

## **7. GMail / Dropbox Access**

- All board members have access to GMail and Dropbox. It will be their decision if they wish to access.
- Sharon will not bcc Board members on her reply to homeowners using Gmail.

### **Action;**

- Marg will contact Jonathan to arrange access for Pauline.

## **Other**

Wendy will reach out to the Flannery's regarding further communication to the community on the September 18<sup>th</sup> BBQ.

## **7. Board Planning Session Update / Status of Business Plan**

- Board were provided with an overview of the planning session held on August 11, 2021.
- Committee will meet Wednesday September 15<sup>th</sup> at Wendy's to review updated plan prior to sharing with the Board.

## **8. Grounds and Maintenance**

### **1. Calgary Services Proposal to Revise Services Contract**

- Meeting with CS should be held to determine the rationale for the proposed changes to the contract.
- Not intending to negotiate currently. Information only at this stage.
- Arthur will be returning to Canada September 12<sup>th</sup>.
- The Board is committed to working with CS in evolving our relationship.
- We may have to go to the market to compare pricing.

### **Action:**

Marg will contact SIMCO to schedule meeting with CS, likely won't be until October. Marg, Eric, and Sharon or Barry will attend.

### **2. Pavilion Beds Revamp - Request for Proposal Status**

- see update in SIMCO management report.

### **3. Request from Homeowners to Move Sprinkler Heads**

- Homeowners will be advised in writing by SIMCO, that they will be responsible for the associated costs.
- Irrigation policy will be reviewed to ensure that the Board's position is supported.

### **Action:**

Barry to review policy and update suggested communication to be sent to homeowners.

**4. Addition to Minutes for Reference** - Electronic vote to pay Aqua Essentials Inv. #1905 July 26, 2021 - \$1926.82. Seconded; Carried – July 30, 2021.

**5. Addition to Minutes for Reference** - Electronic vote to pay Garden Essentials Inv. #3608 July 28, 2021 - \$610.31. Seconded; Carried – July 31, 2021.

**6. Addition to Minutes for Reference** – Electronic vote to pay Garden Essentials Inv. #3635 August 08, 2021 - \$509.25. Approved August 11, 2021.

**7. Addition to Minutes for Reference** - Electronic vote to pay Aqua Efficient Inv. #1877 June 24, 2021 - \$1478.75 Seconded; Carried – August 20, 2021.

## **9. 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.

**Next Board Meeting. September 29, 2021.**

### **Action Items to be Addressed by Board**

1. Director Handbook (February 2021)
2. HOA Arrears - Collection Policy (March 2021) (Draft to be reviewed at 08/25<sup>th</sup> 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 08/17<sup>th</sup>)

**Approved by Board of Directors – September 29, 2021**