

Northstar Residents Association Ltd.
Minutes of the Annual General Meeting
Tuesday, June 12, 2018 @ St. Jerome School
11616 Panorama Hills Blvd. NW, Calgary, Alberta

1. Call to Order & Election of the Chair for the Meeting:

Dan Green, President of the Association called the meeting to order at 7:15 PM

Moved by Ray Hineman, seconded by David Campbell, that Dan Green be elected as Chair for the meeting

Motion Carried

2. Determination of a Quorum:

A quorum consists of not less than 75 Members under the Special Resolution approved by Genstar prior to the Take-over meeting held in April 2016 (Article 13 of the “Articles of Association”). David Campbell, Secretary of the Association, declared that, based on the number of registered Members in attendance (78 properties) and proxies received (121), that a quorum was present for the meeting.

3. Proof of Notice of Meeting:

Notice of the AGM was provided to all property owners by regular mail under letter dated May 1, 2018. In addition, the Notice of Meeting was posted to the Association’s website, noted in the Association’s newsletter, and advertised on boulevard signage placed on major thoroughfares throughout the Community.

4. Appointment of Scrutineers for Board Elections:

Diana Hineman
Jeff Lines

Kate Finlay
Diane _____

5. Introductions:

The Chair of the Meeting introduced the current members of the Board of Directors, and the General Manager:

Dan Green, President
Ron Buchan, Director (absent)
Glenn Pipke, Director
Sarina Bubbar, Director (absent)
Scott Chesniak, General Manager

Ray Hineman, Past President
David Campbell, Secretary
Troy David, Director
Toddye Kam, Director

6. Adoption of the Minutes of the prior year AGM, held on April 25, 2017:

Moved by Ray Hineman, seconded by Glenn Pipke, that the minutes of the Annual General meeting, held on April 25, 2018, be approved as presented

Motion Carried

7. Resolutions brought forward for Ratification:

a) Special Resolution: Tenure for Board of Directors and Executive Officers

For consistency and continuity of future board members, we propose lineage and tenure succession of Director and Executive positions be as follows:

Proposed Tenure

- **Directors** – 2 year commitment
- **Executive** – Vice President, President, Past President – progression from position to position over a combined succession tenure of three (3) years

Moved by Dale Savenko, seconded by Marla Gill-Gentile

Motion Carried

b) Ordinary Resolution: Increase the number of Directors to nine (9) from seven (7)

In order to contribute more experience and skills to the Board and compliment the tenure of a Board member and Executive succession, we propose that an additional two (2) directors be elected to the Board.

Moved by Ike Chukwn Otakpor, seconded by Diana Mawji

Motion Carried

NOTE: A proposed amendment to the motion from the floor was proposed to increase the numbers of Directors to thirteen (13). The motion was ruled Out of Order, since it would require a Special Resolution to have been proposed before the date of the meeting.

c) Special Resolution: Determination of a Quorum for Annual General Meetings

Article 13 of the Articles of Association be revised to require a Quorum be fifty (50) members. This Special Resolution was approved by Genstar prior to Turn-over to the Residents Association, in their “Special Resolution of the Northstar Residents Association”, approved on February 29, 2016.

Moved by Siddesh Pawar, seconded by Dale Savenko

Motion Carried

8. Reports:

a) President's Report

Overview of our year as Board members

- Life Cycle Study – a review of all assets and their expected life cycle has been undertaken, with recommendations for establishing reserve accounts to ensure the Association can maintain and replace those assets as required throughout the life of the Association.
- City of Calgary – Association lands were previously assessed and taxed. The Association was able to submit and receive tax exemption status as a not-for-profit association commencing in 2018
- Business Plan – The Board opted for Self Management rather than continuing the Management Agreement with FirstServices Residential (FSR) that was entered into by Genstar Development prior to the Turn-over of the Association to the Residents in April 2016. The Board was very concerned with lack of performance on the part of FSR under that Agreement, the relatively high costs for the management services being provided, and the lack of response and accountability on the part of FSR to the Association. The Board developed a Business Plan to ensure higher standards of performance could be achieved, with better cost-benefit and accountability to the Membership than could be contracted with a third party. The Management Agreement with FSR was terminated on March 31, 2018. As of April 1, 2018, the Association is under Self-Management, and has directly hired employees and entered contracts for all required third party services.
- Governance – a “Policies and Procedures Manual” has been prepared and adopted setting our comprehensive policies and procedures that the Association will observe and employ in its ongoing operations.
- Land appraisal has been completed for all Association owned properties
- Snow Clearing has been ongoing on all Association owned Direct Control or “DC” sites. The Association contracted with the City to have snow cleared from 8.3 kilometers of City owned pathways for Winter 2017/2018. Feedback on the additional snow clearing has been unanimously favourable, and the Association is looking to expand that program for Winter 2018/2019.
- Community enhancement and beautification is a concern to many of our Members. The Association does maintain its DC sites to a good to high standard, but cannot affect the maintenance of public City-owned lands including boulevards, parks and pathways. Those concerns must be addressed directly to the City through the ‘311’ system. The Association has undertaken a program to purchase and place large planters at various hi-visibility sites throughout the Community. The planters are to be placed on site before the end of June. The planters are to provide both summer and winter “seasonal” displays to provide year-round enhancements. Additional locations for enhancements will be examined for 2019.

b) Treasurer's Report

- FirstServices Residential (FSR) was the contract manager for the Association, with responsibility for collecting all revenues and paying all invoices up to March 31, 2018
- The Board determined it was in the Association's best interests to terminate the agreement with FSR and move to self-management, effective April 1, 2018.
- Monthly financial statements were prepared by FSR, which the Board then reviewed and advised FSR of any concerns and/or changes required
- The Board appointed BDO as the Association's auditor working in cooperation with the Board's Audit/Finance Committee
- Audited Financial Statements, for the fiscal year ending March 31, 2018, will be available shortly through the Association website, and electronic versions may also be requested directly from Association staff at the Community Centre
- Ivrrnet has been established as the Association's online property management and payment portal, with all property details transferred and verified
- A Budget for the 2018/2019 fiscal year has been developed and approved

c) General Manager's Report

Scott Chesniak, the Association's General Manager, presented a summary of major events that have been and will be hosted annually at the Community Centre;

- Family Day (sleigh ride)
- Easter Egg Hunt
- Mother's Day
- Community Cleanup
- Community Garage Sale
- Father's Day
- Canada Day BBQ
- Corn Fest (Labour Day)
- Haunted House (Halloween)
- Christmas/Santa Event

Scott also informed the meeting of initiatives that have been undertaken up to the date of the meeting, including:

- new HD security cameras have been installed inside and outside of the Community Centre to enhance security
- hired a Program and Communications Coordinator,
- now have a social media presence on Facebook, Twitter and Instagram
- staff are currently reviewing all activities, programs and events to try and better serve the Community
- works completed in the park this past spring include refurbishing the sandbox and volleyball court, replacing all 5 briquette BBQ's, and replacing a member-only use propane BBQ
- Asphalt repairs are now being tendered for repair and upgrading of the parking lot at the Community Centre, painting of lines for parking stalls in the Community Centre lot, and maintenance of Association owned pathways throughout the

Community, with all of the proposed works to commence in fall (after Labour Day in September)

- Landscape maintenance, enhancements and tree replacements have been scheduled for fall (after Labour Day in September)
- 36 large planter pots with all season displays will soon be placed at high visibility and high traffic areas throughout the Community

9. Resignations of Members of the Board:

In accordance with provisions of the “Articles of Association”, all existing Directors that have reached the end of their respective terms are required to resign, but may stand for re-election by the membership. Directors Ray Hineman, the Past President, and David Campbell, the Secretary, have resigned and will not be standing for re-election.

10. Election of Board Members:

There were eight (8) positions open for election to the Board of Directors. Eleven Members volunteered or were nominated for election, as listed following:

Dan Green
Ron Buchan
Troy Davis
Sarina Bubbar
Toddye Kam
Dale Savenko
Siddesh Pawar
Prabhjeet Wander
Randy Harris
Kayla Hattie

A total of 180 ballots were cast and counted by the scrutineers, with 2 of the ballots being spoiled. Upon verification by the Secretary, David Campbell, the following were declared elected for a minimum of a two (2) year term:

Dan Green
Ron Buchan
Troy Davis
Sarina Bubbar
Toddye Kam
Dale Savenko
Siddesh Pawar
Randy Harris

The Board will elect the Executive from among their number at the next Board meeting.

11. Unfinished (Old) Business:


There was no Unfinished Business addressed by the meeting.

12. New Business and Q &A:

There was no New Business addressed by the meeting.

13. Adjournment: moved by Glenn Pipke at 9:35 PM.

Approved by the Chair:



Dan Green, President

Date: Aug 21 18