

Minutes
2013 Annual General Meeting
Kincora Residents Association
Monday May 13, 2013
Symons Valley United Church, Calgary, Alberta

1. Call to Order

The Owners in attendance have approved that Jack Sides of Parterre Property Services Inc. chair this Annual General Meeting.

The Annual General Meeting was called to order at 7:45pm by Parterre. Parterre explained that the purpose of the AGM was to review the audited financial statements of the Corporation and the election of the new Board of Directors.

2. Roll Call and Certification of Proxies

Including the present owners and the proxies there was a total of 37 owners represented, which was achieved after a delay of 30 minutes, thus the quorum required was 2.5%. Quorum was met.

3. Proof of Notice of Meeting

By a show of hands, the Owners present confirmed that the Notice of Meeting had been mailed out and received.

4. Approval of the 2012 AGM Minutes

On a **motion** by 127 Kincora Hill, **seconded** by 538 Kincora Drive, the Meeting Minutes of the 2012 Annual General Meeting of Monday July 23, 2012 as prepared by Parterre was accepted. **Carried**

5. Property Managers Report

As presented by Jack Sides:

- Landscaping project / working with the city for the standard program and working on the enhanced program
- Close to finalizing the contract for this year and the foundation for next year
- Gail Wiens from Landcrafter Technologies presented landscaping program. She will be helping with the specs and helping to devise a more comprehensive map for the private contractors
- Landscapers would have to be pre-qualified by the city
- Inspection committee is being created by the Board of Directors to ensure that the City is doing what they have been contracted to do and to determine if there are any adjustments that need to be made to their mandate or other work that needs to be done as an addition to their contract .

“Question” – What about the landscaping for the homes that face the reveal? The grasses are out of control and look terrible; I also worry about fire hazard of this wild growth.

A: Parterre’s response: This property is part of the Environmental Reserve and has to be left as is. The City is responsible garbage pick-up and noxious weed spraying within these areas.

A: Board Response: If you are concerned about a fire hazard the best thing to do is call into 311 along with your neighbors and report your concerns.

“Question” – Why do we spend so much on Landscaping? What can’t we look into spending less on Landscaping and get some amenities – like basketball or tennis courts, or a hockey rink?

A: Board response: We have been working on the hockey rink option, but there is a lot of red tape with regards to the City, the land use and costs involved.

A: Parterre response: We believe that in hiring a 3rd party consultant to prepare the landscaping specifications, a tender package and go out for tenders that we will at a minimum get better quality services and ultimately reduce the costs.

A formal survey has not been done with the community to see what kind of amenities people would like to see. The Kincora Residents Association (KRA) has a tough time getting people involved as you can see from the turn out of this AGM. We need more input from the community for these types of projects to go forward. The board would like to spend money on amenities, but needs support from the community at large and works with the Kincora Community Association (KCA) in this regard.

“Question” – Can anyone attend the Board Meetings?

A: Parterre’s response: If someone who is not on the board wants an issue discussed, they can send an email to Parterre and it will be added to the agenda for the next meeting. If they would like a more formal discussion and would like to attend a meeting in person arrangements can be made with the board through Parterre to have a set time for that person to come and share their questions/concerns during the meeting.

“Question” – What does the Property Management Company do exactly? How long is the contract –and how is it renewed?

A: Parterre’s response: Parterre’s contract is a 1 year contract and we have been managing the KRA for 3 years now. We negotiate service contracts, oversee their work, attend to maintenance works, organize this AGM, convene periodic Board of Director’s meetings, prepare meeting Agenda & take the meeting minutes, issue invoices & collect fees from almost 1400 homes, prepare monthly financial statements, correspond to resident enquiries, prepare the Draft Budget for the Board’s consideration and input.

6. Approval of 2012 Audited Financial Statements.

On a **motion** by 35 Kincora View, **seconded** by 67 Kincora Park, the 2012 Audited Financial Statements as prepared by H. Donald Hyde was approved. **Carried.**

7 Kincora Park motioned to appoint H. Donald Hyde CA to prepare the 2013 audited financial statements for Kincora Residents Association, **seconded** by 368 Kincora Bay, **Carried**.

“Question” – What does Snow removal cover?

A: Parterre’s response: There is a typo in the Audited Financial Statements; we do not have snow removal service. All of the roadways, sidewalks and pathways are City property and as such they look after them. We will have the auditor make the change to his future statements.

“Question” – Can we add any type of snow removal to the landscaping?

A: Parterre’s response: Unfortunately not, as noted above these areas are City property and we cannot touch them.

“Question” – Does Parterre handle the investments, who decide where the money is put?

A: Parterre’s response: On behalf of the Board we arrange for these investments. Given that we are receiving monies on behalf of the community and they have to be held in trust accounts, the Board decided to use the Condominium Property Act as the guideline to determine the type and nature of these investment vehicles.

7. New Business

“Question” – Can we put up some benches close to the villas, along the pathway?

A: Parterre’s response: This is a Board decision and will be included on an upcoming meeting Agenda.

There is currently no late fee in place for Owners who do not pay their KRA fees on time. The board has discussed this at length and would like something put into place.

112 Kincora Grove motioned to initiate a late fee for those Owners who so not pay their KRA fees by May 1 of each year, **seconded** by 35 Kincora View. **Carried**.

- The amount of the late fee will be determined by the board and will be communicated to all owners when arrears letter are issued in early June of each year. In the event that an Owner has not paid by Sept 30, then an additional late fee will be charged when arrears letters are issued in early Oct.
- Interest will be charged on all unpaid accounts at a May 31 retroactively to January 1 of each year, in accordance with the Articles of Incorporation of the Kincora Residents Association,. Interest will be calculated semi annually.
- Any accounts that have accumulated arrears in excess of 1 calendar year will be forwarded to the Lawyers representing the Kincora Residents Association for collection.

7. Election of the 2013 Board Members

The Board of Directors is made up of anyone wishing to join the Board however you do need to be an Owner. The Board can consist of 5 to 9 members. You can nominate yourself or have your neighbor nominate you, advising your name and civic number.

The existing Board resigns each year at the AGM however can put their name forward to serve for another year.

The Property Manager provides information and guidance through the year to assist the Board in its decision making process when dealing with the affairs of the KRA.

The existing board members have tendered their resignation.

Nominations were called.

The retiring members of the Board of Directors were asked if they wished to volunteer for the next year and 7 out of the 9 members wish to continue on.

A call for new Nominations went out – and 1 additional member was nominated.

Nominations and seconders are as follows:

Nominated Member:	Seconded By:
Al Baeker	538 Kincora Drive
Mike Rogers	35 Kincora View
Bruce Simpson	57 Kincora Park
Travis Merrick	638 Kincora Bay
Ben Ramos	127 Kincora Hill
Stephen McDonald	112 Kincora Grove
Johnathan Liu	233 Kincora Point
Rene Thibodeau	127 Kincora Hill

The 2013 Kincora Residents Association Board of Directors are:

**Travis Merrick
Mike Rogers
Al Baeker
Bruce Simpson
Ben Ramos
Stephen McDonald
Johnathan Liu
Rene Thibodeau**

Parterre thanked all of the Owners who allowed their names to stand for election to the 2013 Kincora Residents Association Board of Directors. A special thanks to outgoing board members Erin Wilson and Neil Chapman for the many contributions they made during their tenure on the Board.

10. Adjournment of Meeting

With no further new business or questions from the Owners present, a motion was called for to adjourn the meeting at 9:38pm.

61 Kincora Landing **motioned** to adjourn the meeting. **Carried.**