

Royal Oak Estates Homeowners' Association
Minutes Of Annual General Meeting
January 17, 2012 at 7:00 PM
Royal Oak Victory Church
Royal Oak Drive NW, Calgary AB

Present:

Laura Parsons (Treasurer)
Guy Parsons (President)
Andrew Barker (Secretary)
Shelley Cervi (Director)
Lee Burton (Director)
Alan Hildebrandt (Director)

8 Voting Members

After a 5 minute delay to allow for late arrivals, the total number of voting Members present fell short of the 64 required for a quorum. The President advised the attendees that, in accordance with the Association bylaws, following an additional 15 minute delay the voting Members in attendance (13) would constitute a quorum for official business. The President then proposed that in view of the extreme weather conditions the additional delay be waived. There being no objections from the members present, the President called the AGM to order and summarized the Agenda for the meeting:

- President's Report
- Treasurer's Report
- 2012 Plans and Budget
- Forum
- Elections
- Motions
- Adjournment

1. President's Report (Guy Parsons)

Achievements during 2011 include:

- Landscape maintenance standard has been raised to Class 'A' since April
- All tree wells and beds have been renewed
- Flowers, perennials and bushes have been added to beds
- New beds have been created at the base of the hill along Royal Oak Drive
- New planters have been added
- The boulevard has been treated for weeds
- Twelve dead trees have been replaced

A proposal for a commercial/retail development at the corner of Royal Oak Drive and Rocky Ridge Road has recently been brought to the attention of the Board. The Developer is Vericon Real Estate Ventures (Joeseph Fras). The proposed layout includes

two separate buildings (approximately 1866m² and 811m²) plus approximately 95 parking stalls. Access would be bi-directional from Royal Oak Drive, but right-in, right-out only from Rocky Ridge Road. In order to achieve adequate prominence of the new buildings, the Developer wants to remove the existing Royal Oak Estates entrance structure at the corner of Royal Oak Drive and Rocky Ridge Road, and create a new, smaller configuration that remains architecturally in keeping with the rest of the decorative fencing in Royal Oak Estates.

In view of the small number of Members present, the President agreed to allow questions to be raised following each Agenda item, rather than deferring them to the Forum. Responding to a question from the audience, the President then confirmed that the proposal is currently at an early stage, with no firm commitment. However, the Board is of the opinion that the proposed changes to the entrance feature would be generally advantageous to ROEHA, since all removal and construction costs, as well as subsequent maintenance and operating costs would be borne by the Developer. ROEHA is currently responsible for maintaining the existing entrance structure in a safe condition, and for maintaining and operating the associated architectural lighting. The President also emphasized that the Board will not formally endorse any such development proposal without first polling the community to ensure that a majority of residents are in favour.

2. Treasurer's Report (Laura Parsons)

Historical overview:

- Most of the \$7,000 seed funding received from Citiland in 2009 was used for the Petition Campaign, the 2009 AGM and various mailings to the community
- An additional \$45,000 development grant was received from Citiland in November 2010

Review of 2011:

- Additional special tax revenue of \$129,190.11 from the City of Calgary
- \$174,190.11 total revenue including the \$45,000 from Citiland
- Total expenses \$135,930.15
- Excess of revenue over expenses \$38,259.96

Challenges:

- Excessive water bills have greatly exceeded the historical utility costs estimated by Citiland (monthly average \$270 estimated, \$1,278 actual). The Board has challenged the bills with Enmax and is working to resolve this issue
- Maintenance and repair work on the fountains and associated electrical equipment proved costly
- Snow removal is expensive

In response to a question from the audience regarding remittance of the special tax income to ROEHA, it was explained that the City releases special tax funds only against contractor invoices to ROEHA that have been submitted to the City for approval and reimbursement. The City does not currently allow the special tax revenue stream to be

used to build any kind of reserve fund to cover major expenses associated with life-cycle repairs or major accidental damage to any of the amenities. Consequently, in any year when a major unbudgeted expense became necessary, the available funds for scheduled landscape maintenance would be depleted and cuts or reductions would be required in some areas. The Board has initiated discussions with the City to secure additional flexibility for creation of a reserve fund. Following a question regarding snow removal, it was confirmed that ROEHA is not allowed to remove snow from any of the streets in Royal Oak Estates. Permission has recently been received from the City to allow clearing of snow from pathways running through the parks, as well as the boulevard sidewalks and park entrances; however, once snow clearing is initiated in any area it must be maintained, and the annual cost of clearing all the above areas could be in the region of \$35,000. Due to budget constraints, the Board plans to limit snow clearance to the boulevard sidewalks and park entrances at this time.

(Secretary's note: the accounts of the Association have been audited by an independent accountant and audited financial statements for 2011 are available at <http://www.roeha.ca>)

3. 2012 Plans (Guy Parsons)

- Continue with Class 'A' maintenance
- Replace missing trees in parks, and add perennials to renewed beds as funds become available
- Repair fencing at colonnades as funds become available
- Consult again with homeowners that have fencing in bad repair on their properties
- Continue having fountains on the main pond
- Begin adding small trees to the Royal Elm side of the large hill. Tree size must be limited to accommodate planting without machinery, which cannot be operated safely on such a steep slope
- Fill the current Board vacancy
- Complete the development permit for a new entrance sign at the east entrance to Royal Oak Estates
- Continue talks with the City to allow ROEHA to hold reserve funds for amenities maintenance
- Negotiate with the property developer regarding a new sign to replace the current west entrance feature

4. Proposed 2012 Budget (Guy Parsons)

Maintenance - \$110,000

Landscape maintenance to City of Calgary Class 'A' standard, plus flowers and shrubs; snow removal on boulevard sidewalks and colonnade area

Insurance - \$4,970.00

Insurance on community amenities (gazebo, colonnade, lion, sign etc) and on liability

Contingency - \$4,730.00

Unexpected expenses

Professional fees - \$2,500.00

Accounting, bookkeeping, legal/professional, bank and interest, administration, AGM mailings, sign rentals, advertising

Electricity and water (utilities) - \$16,300.00

For sign, pathways and parks

Total - \$138,500

Revenue - \$138,500

\$127,000.00 (based on 635 homes @ \$200.00) + \$11,500 City rebate

5. Forum

There was brief general discussion of items of concern to the community, in particular:

- A member with expertise in risk-assessment of oil and gas operations pointed out that the exploratory drilling for oil just north of Royal Oak Plaza is not risk free, despite meeting all regulatory requirements imposed by the City and the Province. In the event of a blow out, residents should be prepared for serious disruption in the vicinity of the rig, which would unfortunately include the main traffic access point for Royal Oak.
- The bus stop location on Country Hills Boulevard just east of Royal Birch Boulevard creates a potential hazard for traffic turning right out of Royal Oak. The location is apparently dictated by City criteria for residential access to transit, but it was agreed that this and various other issues related to traffic flow are consequences of poor overall planning of the Royal Oak subdivision.

6. Elections (Guy Parsons)

Nominations were invited from the floor to fill 1 current Director vacancy on the ROEHA Board. Michael Oladosu volunteered his services and was the sole nominee. Following unanimous acclamation, Michael was welcomed as the new Board member. Accordingly, the Board of Directors for 2012 will comprise:

Andrew Barker, Secretary (in third year)
Lee Burton, Director (in third year)
Shelley Cervi, Director (in second year of two-year term)
Alan Hildebrandt, Director (in second year of two-year term)
Michael Oladosu, Director (in first year of two-year term)
Guy Parsons, President (in third year)
Laura Parsons, Treasurer (in third year)

7. Motions (Guy Parsons)

Separate motions to accept the year 2010 AGM Minutes and the year 2011 Financial Statements (as archived at roeha.ca) were both carried by unanimous vote.

8. Adjournment (Guy Parsons)

The President concluded the meeting by thanking all the volunteers in Royal Oak Estates whose efforts have improved the community and contributed to the success of ROEHA by:

- Cleaning up dog feces, garbage and weeds
- Helping with the Petition process
- Shoveling for neighbors and/or in parks
- Negotiating with the City for repairs and maintenance
- Developing the ROEHA web site (Dane Blackwell)

Volunteer effort is always welcome. For more information, go to the web site at <http://www.roeha.ca> or e-mail info@roeha.ca.

There being no other business, the meeting was adjourned by the President at approximately 8:10 PM.