



## Annual General Meeting Minutes November 6, 2012

### Board Members in Attendance:

Darryl Varey, Barry Reville, Annette Brown, Nathan Slichter, Laura Zinn, Adrienne O'Neill, Ian Brown, Alex Murray

1. **Welcome** - Alex Murray opens meeting
2. **Acceptance of Agenda**
  - a. No discussion on Agenda; in favour of Agenda as stands
  - b. Don Nightingale moves to accept Agenda. Seconded by George Meyers. Motion Passed.
3. **Acceptance of Minutes from last AGM**
  - a. Don Nightingale move to accept the minutes. Seconded by Swain Van Camp. Motion Passed.
  - b. Q & A:
    - i. **Q:** Don Nightingale requests to have Meeting Minutes e-mailed sooner so that people can review them before coming to AGM. **A:** The AGM Meeting Minutes will be sent out to the Executive first for review and then an unofficial version will be sent out the members.
4. **Board Update Q & A**
  - (a) **Partnership with City of Waterloo**
    - a. Alex Murray - Thank you Ian Brown for all your hard work attending various meetings and putting together the slide presentation for this meeting
    - b. Presentation is located here: <http://beechwoodsouth.com/Meetings.php>
    - c. Initial dialog occurred during the 2006 AGM where Tom Juntzi presented Beechwood II application to City Council
    - d. Fall 2007 AGM
      - i. Beechwood Park presented their membership model

- ii. Beechwood II received Special Area Levy (SAL) status with the City
- e. 2008 AGM, Beechwood II presented their experience
- f. Informal discussions began with Jan D'Ally – City Councillor
- g. 2009 AGM, presented past covenant options to membership
  - i. Membership supported SAL partnership with the City
- h. Early 2010 created SAL brochure and conducted membership survey. Survey results were:
  - i. Agree: 70%
  - ii. Maybe /Uncommitted: 17%
  - iii. Undecided /Not Home: 10%
  - iv. No: 3%
- i. Historical Background and Timelines:
  - i. Special Area Levy (SAL) has been renamed to Special Service Levy (SSL)
  - ii. There are 209 homes
  - iii. Covenant expires 2013
  - iv. It has taken 6 years to get this far with the SSL – we have 14 months left before the covenant expires.
  - v. BSHA will lease the property to the city for \$1.00 per year
  - vi. See Slide 8 "City of Waterloo SSL Timeline" for specific details
  - vii. **Voting begins:** January 21, 2013
  - viii. **Voting ends:** February 26, 2013
  - ix. March 13, 2013: City Council will review vote. Votes are non-binding when submitted to Council
  - x. April 2013: City budget reviews
- j. Q & A:
  - i. **Q:** What is the timeline for the levy? **A:** The suggestion is a 5 year time line. This can be cancelled at any time by either party. Ideally, it would be nice to have the levy for 25 years.
  - ii. **Q:** Can the presentation be sent out to everyone? **A:** The presentation will be posted on the Beechwood South website.
  - iii. **Q:** How is the budget and cash flow handled? **A:** The SAL/SSL is added to the property tax bill when generated by the City of Waterloo for each household. The property tax bill will have a separate line item detailing the SSL charge and is added to the total property tax charge. Depending on how the homeowner currently pays the City of Waterloo taxes - individually, through the mortgage company, quarterly or monthly the SSL fee will be included in the payment

schedule. Outstanding question at the moment is how the GST will be handled. The City wants to know about capital expenditures. However, for the past several years, we just expense as we go. The City will pay us 4 times a year.

- iv. **Q:** Can we summarize this presentation to take to the neighbours? **A:** A brochure will be put together highlighting the proposal. Key dates will also be provided. Advantages and disadvantages of the SSL will be spelled out.
- v. **Q:** Who owns the facilities? **A:** BSHA owns the facilities. The facilities will be leased to the City. The City will pay us to run the facilities. How we have been running the facilities will remain the same – business as usual. The only change is you will be paying your dues to the City instead of us collecting the dues.
- vi. **Q:** What about the townhouses and other properties in the neighbourhood? **A:** We cannot include other properties until the covenant expires. If we include them, they would be considered Associate Members (non-voting). By including these other properties raises concerns of increase vehicle traffic. We would also have to have a vote to include these additional properties.
- vii. **Q:** What are the consequences of not having an SSL? **A:** We do not have a Plan B. We cannot sell the property. The City will take over the property and can do whatever it pleases with the property.  
**Recommendation:** Go door to door to present the "new" SSL brochure to all the homes in BSHA.
- viii. **Q:** How are we going to get people involved on the board or volunteer to help out with events? **A:** We have always had trouble getting people on the board and volunteers for events. We need support. Suggestions:
  - 1. Recruit members when knocking on door to discuss SSL
  - 2. Beechwood II assigns tasks to people who come out for swimming. For non-helping members, an additional fee is applied. We could implement these options.
- ix. **Q:** Who are the shareholders? **A:** We are a non-profit organization. The directors are the board members for Beechwood South Inc. Board members are volunteers.
- k. George Meyer motion to accept what has been presented and the Board is to keep moving ahead with SSL. There is no option to opt out. City will collect the fees. Seconded by Fred Kallin. Motion Passed.

**(b) Outlook for BSHA – Post SSL**

- a. City requires:
  - i. Yearly electrical inspection
  - ii. Structural inspection and report every 5 years
  - iii. Capital maintenance plan – updated every 5 years
  - iv. Maintain continuous safety service program
  - v. Adopt and implement policies regarding operations and maintenance
  - vi. Additional liability insurance, which is already in place
  - vii. Adhere to accessibility for Ontarians with Disabilities Act (AODA), which is in progress
  - viii. Ensure our budget is healthy and with sufficient surplus
  - ix. Healthy volunteer base
    - 1. We need to improve in this area as it is always the same group that actively volunteers
    - 2. Option is to hire outside resources to provide service (accounting and property management). This means membership fee increases to accommodate this option.
  - x. Board Member Turn Over
    - 1. Current Board has not changed since 2007
    - 2. Actively recruit replacement board members
      - a. Create a recruitment task force?

**(c) Maintenance Items - Pool/Tennis:**

- a. Tennis Update – Alex Murray
  - i. Great program this year:
    - 1. New Junior equipment
    - 2. Rebuilt backboard – stronger and better
    - 3. Certified Junior instructor and coach
    - 4. Nets repaired – saved money
    - 5. Flood lights on courts – all repaired
- b. Pool Update – Nathan Slichter
  - i. Alexandra was promoted to Pool Manager – feedback regarding her performance was excellent
  - ii. Only one other guard returned
  - iii. Feedback on lifeguards were positive
  - iv. Purchased automatic vacuum to clean the pool resulting in cleanest pool in years
  - v. New pool service company was used to close the pool – better service and lower cost

- vi. New solar blanket required for next year
- vii. Video camera system resulted in no incidents of vandalism. Thank you Ian for installing the system.
- c. Clair Lake Ravine Clean Up – Adrienne O’Neill
  - i. Upstream maintenance will occur this fall
  - ii. Lake has been dredged and dredged material will be contained in a fenced area to be taken away in Spring
  - iii. Spring melt and rain will replenish lake
  - iv. New plants and landscaping will be completed to prevent bank erosion, invasive trees will be removed
  - v. Around the benches there will be a rock ledge similar to setup in Victoria Park

**5. Finance and Budgets – Adrienne O’Neill**

- a. Auditor's Report:
  - i. Page 4:
    - 1. Membership fee was \$325
    - 2. Surplus was unexpected but was due to lower wages and lower chemical costs for the pool
  - ii. Page 2:
    - 1. Looking to invest cash in bank
    - 2. Uncollected fees pertaining to 2 homes – There is a lien on one of the homes that has not paid for fees for 3 years. The amount listed includes lawyer fees and interest.
  - iii. George Meyer motion to accept the Auditor's Report. Seconded by Paul Blagden. Motion Passed.
- b. Long Sheet:
  - i. 2012 Forecast:
    - 1. Covenant Legal Fees
    - 2. Flat wages due to significant staff change over
  - ii. 2013 Fee Increase
  - iii. Need new pool cover
  - iv. Repair tennis court
  - v. Laura Zinn motion to accept the budget. Seconded by Swain Van camp. Motion Passed.
- c. Q & A:
  - i. **Q:** Explain the low 2013 surplus. **A:** 2013 budget includes the \$10,000 tennis court repair. Audit fee for 2013 needs to be confirmed due to MPO changes.

- ii. **Q:** What was the cost to repair the backboard? **A:** Labour was free. We still have not received the bill for the cost – estimate was around \$5,000.00 but the guess is around \$1,000.00. The repair cost was less than the deductible would have been had we gone through our insurance policy.
- iii. **Q:** What happens with the budget when SSL happens? **A:** BSHA will still own the budget. The City prefers accrual of expenditures.
- iv. **Q:** Where is the 1% administration fee in the budget? **A:** The 1% administration fee will not be in the budget until 2014.
- v. **Q:** Is it possible to get a copy of the Treasurer's Report in advance of the AGM meeting? **A:** In the future, documents that require the membership to review will be provided in advance of the meetings.
- d. George Meyer motion to accept the Budget Expense without fee increase. Seconded by Paul Blagden. Motion Passed.
- e. Fee increase Discussion:
  - i. Q & A:
    - 1. **Q:** Can we not increase the fees this year since we want to win the SSL vote? Can we increase the fees after SSL happens? **A:** After some number crunching, it was determined that we do have to increase the fees this year. We need to demonstrate to the City that we have money in the bank. 2013 Fee will be \$350.00 (includes tax)
  - ii. Paul Blagden move to accept the Membership Fee Increase of \$350.00. Seconded by Seconded by David Barowski. Motion Passed.

## **6. Retirement from Board and New Members**

- a. Elections for positions:
  - i. George Meyer suggests that current board members remain in their positions until all the SSL changes are complete for 2013 & 2014.
  - ii. Adrienne O'Neill requests that another volunteer assist her with the Treasure position
  - iii. Swain Van Camp suggested that a 3 person recruitment committee be formed. Sawin Van Camp and Scott Webb have agreed to be on this committee. Looking for one more volunteer to sit on this committee.

## **7. New Business**

- a. Member Nominations:
  - i. Scott Webb was nominated to be a Board Member by Paul Blagden. Seconded by Nathan Slichter. Scott Webb accepted. Motion Passed.
- b. New Version of BSHA Expiring Covenant Brochure is needed

- i. Volunteers are needed to handout this brochure to every neighbour – use same people as last time?
- ii. Board will setup an Open House closer to the vote date and volunteers are needed for this. Date, time and place of Open House is TBA.

**8. Key Dates** – see City of Waterloo SSL Timeline (slide 8)

**9. Adjournment**

- a. Paul Blagden move to end the meeting. Seconded by Laura Zinn. Motion Passed.