

ST. ANDREWS HEIGHTS COMMUNITY ASSOCIATION



2504 13 Ave. N.W., Calgary, AB. T2N 1L8

Board Meeting Minutes May 25 2015 including Reports

Meeting held at the SAHCA Community Centre

Present: Liz Murray, Kevin Noakes, Ken Zdunich, Julia Stadnyk, Jacques Gendron, Lea Meadows, Gwen Schaeffer, Sylvia Siemens

Absent: Michael Fuchs, Jeff Schaeffer

Regrets: Brenda Annala

Julia attended briefly but was not able to stay.

Meeting called to order 1905. Quorum achieved.

NOTE: Quorum consists of four elected members of the Board.

April 2015 Minutes were approved.

ACTION: Lea will forward minutes to Gwen Schaeffer for upload to the website.

Membership

Gwen Schaeffer

Had Board confirm that membership fees remain unchanged . Discussed welcome package for new residents. Gwen is happy to hear from anyone regarding new neighbours. Gwen confirmed her willingness to continue as a community volunteer responsible for: coordinating membership, the SAHCA website, the tennis courts and checking the community's mail box.

ACTION:

Liz will provide Gwen with the last version of the welcome package.

Gwen will develop a current one for use in September and initiate welcome campaign.

Gwen will prepare an update on membership lists and forward it to Lea.

Ken will check the mailbox in Gwen's absence June 18-July 18.

Lea will email Michael and request a new contact phone number.

Sports

Kevin Noakes

Further to Kevin's report (attached):

Tennis Courts

The Board discussed a request to rent the tennis courts along with an upcoming hall rental. Pros included: additional revenue, assurance of availability for a particular user. Cons included: feasibility of enforcement; reduced general community access; precedent for requesting other facilities be available for rental. The Board's consensus at this time was that other than for tennis lessons, the tennis courts will not be available for reservation. The invoice for the cleaning of the tennis courts is with Ken for payment.

The Board tabled discussion of tennis courts' windscreens and increasing the height of the backstop to the September 2015 meeting which will include a review of proposed expenditures against anticipated income.

ACTION:

Sylvia to include sport facilities 'reservation in the Policy statement review.

Kevin will get a quote for a ball server for the tennis courts.

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Newsletter

Sylvia Siemens

Sylvia will be away during the next newsletter delivery and Gwen will oversee it. Sylvia is exploring alternatives for clipart and photos given Microsoft has deleted its repository.

Treasurer's Report

Ken Zdunich

Further to Ken's report (attached), the Board discussed the action items arising from the insurance review and the current financial status of the community.

MOTION:

That \$7,000.00 be transferred from RBC to the First Calgary account

Moved by Ken. Seconded by Liz.

Passed unanimously.

MOTION:

That an appraisal be done of the community association building and an evaluation of mold be done.

Moved by Ken, Seconded by Liz.

Passed unanimously.

ACTION:

Ken will arrange the funds' transfer.

Michael to arrange for the appraisal and mould evaluation.

VP Planning Residential

Julia Stadnyk

No updates.

VP Non- Residential

Liz Murray

In addition to the attached report:

Foothills Medical Centre Area Communities Working Group (ACWG)

Liz will represent all the relevant communities at the June 5th engagement session on master planning.

Western Securities - Stadium Shopping Centre

Liz and Jacques will be attending the open house on May 27th.

ACTION:

Liz will forward to Lea as official correspondence the architect's response to SAH's comments regarding the latest phase of the Brentwood Care Centre.

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Facilities

Michael Fuchs

In Michael's absence, Liz reported she shared another locksmith's contact information with Michael.

ACTION:

Liz will discuss with Michael whether he has spoken with the locksmith about installing a keyless entry system of our choosing.

President's Report

Jacques Gendron

Report is attached.

Miscellaneous

Records

Lea Meadows

The need for physical SAHCA file storage in the community hall as opposed to community residents' homes was discussed. Further research is necessary on what size of storage cabinet is required and how it is to be secured/accessed. Lea proposed that the Board also look at a central electronic file storage location which would be accessible to the relevant Board officers. Storage would be available for: official correspondence, Board, community annual and special meetings' minutes, financial records, development related (residential and non-residential) documents, etc.

ACTION:

Sylvia will find out what kind of storage capacity is needed for our archives from the community member who is currently holding them.

August 2015 Lea to present to the Board a proposal on electronic and physical file storage for SAH.

SAHCA Bylaw Review

Sylvia Siemens

The Board reviewed the community association 2014 bylaws and the comments submitted in recent months to Sylvia for amendments. A consensus was reached on the amendments the Board wishes to propose to the AGM on June 22. The purpose of the amendments is to ensure clarity, address gaps, and align the bylaws with the ways in which the Board has been operating for some years. Note: although Kevin had to leave shortly before 9:00 pm., quorum was maintained for completing this bylaw review.

ACTION:

Sylvia will publish the draft bylaws arising from this discussion by June 3rd. Final comments are due to her within 72 hours thereafter. Sylvia will then distribute to the Board members the final draft of the bylaws that will be shared with the community association at the AGM. Any board member may share that final draft with any community member who requests it.

Meeting adjourned at 2150

NEXT MEETING: NOT SPECIFIED

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Monday's meeting- VP Sports May Update

1 message

KEVIN NOAKES <KNOAKES1@telus.net>

23 May 2015 at 00:34

To: al.bearpaw@shaw.ca, allansimon@hotmail.com, Brenda.Annala@calgary.ca, gmclaughlin@shaw.ca, jacques.gendron@shaw.ca, julia.stadnyk@shell.com, ken@yycmail.com, lizmurray@shaw.ca, mfuchs2000@hotmail.com, newsletter@standrewsheights.ca, "Lea Meadows (via Google Drive)" <lea@tansay.ca>

VP Sports Report

Soccer:

- Soccer season continues for 30 registered children in Starters and U6 Green Teams.
- A late Starters` registration soccer fee and SAHCA membership was made.
- The team photo session is scheduled for Wednesday, June 3rd.
- The end of soccer season, Soccer-fest and BBQ will be held on Sunday, June 21st.
- Team participation medallions, skills trophies and BBQ resources need to be purchased for June 21st.

Tennis:

- Tomko Sports Systems provided tennis court and basketball pad surface maintenance power washing. The cost for this is approximately \$800. I have not yet seen or received the invoice for this.
- Leaves and other debris outside of the tennis court fence was cleared by a resident tennis player.
- Tomko Sports Systems provided an estimate for the material and installation for windscreen options. See the attached summary of windscreen pieces / costs for screening the lower portion of the courts. We can choose to cover the 4 sides (all-around cover) or any combination of sides. We decide which pieces are necessary; maybe the piece behind the practice pad backboard is not needed or at the gates. We need to go and take a look at what is required and I need to make the measurements. A budget for this is needed.
- Tomko is proposing either a 6`ft. or 9 ft. wide custom Vinyl Covered Polyester windscreen, more durable and will last longer than other material types, for the tennis court. Total installed cost (all-around cover including gates) is estimated at between \$3,000 and \$5,000 depending on the selection of 6 ft. or 9 ft. wide material cover. Other options are available if the budget is an issue (refer to SportsCat-Pg8-Windscreen, attached). "Econo" windscreen (Polyknit) sells for \$351 per 120 ft. long roll – 6 ft. and \$489 – 9 ft. high, I think this is about half the price of the VCP material cover. Additional information: a. the pricing I provided is for supply options only; b. they are custom made so not returnable; c. Delivery / Installation time is 3-4 weeks from order date; d. Usually communities install and remove the windscreens themselves; e. Usually the windscreen is taken down in the winter; f. Some communities leave the windscreen attached and take the ties off the top or bottom and roll up the material and ty onto the fence for the winter; g. Windscreen attachment ties are not reusable so they need to be purchased on annual basis; h.

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the ties are designed to break in the case of a strong wind (so the wind does not blow the fence down), many communities keep extra ties on hand to put the screen back up right away; i. a volunteer or team of volunteers will be need to be organized and coordinated to maintain and remove and replace this annually.

- Tomko will provide a quote for the windscreen installation when we figure out what pieces / sides we need.
- I asked Tomko about installing a higher backstop net to catch errant balls that seem still to be going over the height of the net currently installed for this and dropping into the court. Tomko told me that going up higher involves installing stronger posts, renting a tall lift, and getting new netting made up at a total installed cost of about \$2,000.
- Tennis lessons for beginners are now underway for 6 children once per week on Saturday mornings using one of the courts. The June lessons schedule has not yet been determined. Lesson details, registration instructions and the downloadable registration form are available on the St. Andrews Heights web page http://standrewsheights.ca/sports_tennis.html
- The Briar Hill Elementary School Grade 6 graduation class, whom are renting the Communal Hall on the afternoon of June 24th, would like the use of the tennis courts as well. Our response to them is pending discussion of this at this board meeting. I believe they could reserve the time and the court for 1 hr. each which would be 2 courts for 3 hrs. ... for an additional fee of \$X/hr/court? The Tennis Coordinator does not agree and is ``leaning towards only reserving the courts for lessons as we have done in the past and the remainder of the times is on a first come first serve basis... opening up a can of worms if we start reserving court time...``
- I am proposing that SAHCA should promote the use of the tennis courts with the rental of the Communal Hall... for an additional fee of \$X/hr/court?

Regards,

Kevin

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Executive Meeting – St Andrews Heights Community Association

Treasury Action Items
May-25-15

Three Items – Next Steps

RBC Long Term Investments:

Overview:

On June 2, 2015 a \$47,000.00 GIC held by RBC matures.

Next Steps:

Pending a more comprehensive review of the Community's financial picture to be presented at the September 2015, the President and Treasurer initiate the following steps with the proceeds of the \$47,000.00 GIC held by RBC which matures in June of 2015:

- Transfer \$7,000.00 from RBC to the First Calgary account
- Reinvest the balance of the proceeds of the maturing GIC in short term instruments or, hold the balance in an interest bearing account either with RBC or First Calgary, in that order of preference
- Treasurer to report back to the August 2015 Executive Meeting

Insurance:

Overview:

The Community's insurance broker has provided information, advice, and contact information as part of a review of its coverages. At this point the Community has information on the costs of increasing General Liability coverage and Directors' and Officers' coverage.

The appraised value of the building/out building/tennis courts is not current and the building has not been evaluated for mould.

As part of determining the full cost of increasing insurance coverage the Community requires a quote with details for an appraisal of the physical assets and a quote with details for a mould inspection and report.

Next Steps:

Finalize with the Executive the amount of General Liability and D&O coverage the community is seeking.

Review the two quotes at the August 2015 Executive Meeting and approve/reject implementation

Treasurer to use new appraisal and mould report to finalize a new quote from Toole-Peet and incorporate the information into the Community Finances Review for the September 2015 Executive Meeting.

Community Finances:

Overview:

During Fiscal Year 2014-15 the community had substantial expenses related to the building.

The Community's revenue from hall rental is generally on track from previous years.

The impact has been to reduce the month end balance in the Community's First Calgary bank account below the \$10,000.00 mark on an ongoing basis.

A GIC with RBC in the initial amount of \$47,000.00 matures in June.

Replenish the FC account with \$7,000 from the matured GIC.

Evaluate the Community's Finances

Next Steps:

The Treasurer and the prior Treasurer will present a review of the Community's Finances at the September 2015 Executive Meeting

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Treasurer's Report
St Andrews Heights Community Association
Executive Meeting
May 25, 2015

RBC Long Term Investments – Latest Information

Quarterly Statement - March 31, 2014 \$268,265.32
(Last Prior Statement: Dec 31: \$266,536.07)

First Calgary

April 30, 2015 Balance \$4,082.60
(Mar 31/15: \$3,025.69)
April Deposits: \$3,832.50
Memberships (2)
April Withdrawals: \$2,775.59
Large (or unplanned) withdrawals:
Apr Cleaning & windows... \$551.25 (pd)
Tennis & Soccer ... \$538.46 (pd)
May Newsletter & Delivery ... \$311.00 (pd)
Next large withdrawals (will be on May First Calgary stmt):
Waste Management ... \$292.38 (pd)
Apr Newsletter & Delivery ... \$311.00 (pd)

Deposits

Apr-07-15 – regular deposit	\$2,022.50	
Apr-10-15 – soccer deposit	\$1,310.00	
Two new memberships		
Apr-24-15 – regular deposit	\$500.00	
		\$3,832.50

Receipts – on hand for deposit (as at May 24/15)

(For deposit by month end) \$1,332.00

Notables

Action Items:

- GIC maturing June 02, 2015
- Insurance
- Community Financial Review

Ken Zdunich

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**Liz Murray, VP Planning Non-residential Report
May 2015**

Foothills Medical Centre Area Communities Working Group (ACWG)

The May 7th was postponed because of the change in government. Rachel Notley promised to leave the cancer centre at the Foothills site but all plans are up in the air awaiting the new government.

Calgary Cancer Project

See above.

Western Securities - Stadium Shopping Centre

Western Securities will be hosting an open house on Wednesday May 27, 2015: 6:30pm – 8:30pm at the University of Calgary, Dining Centre, Blue Room. The format is open house showcasing updated drawings and project materials.

West Campus Development

The street naming application went to the City of Calgary Planning Commission on May 7, and will go to City Council on July 20, 2015. The street names pay tribute to the former chancellors of the U of C.

Crowchild Trail Corridor Study

Nothing to update.

Brentwood Care Centre – Phase 3 Expansion

Victor Kallos, architect for the BCC expansion, provided comments addressing all the points raised by the community in its letter to the City regarding the DP application. They would like to address the shielding of the rooftop mechanical units by installing 4 smaller units in place of the 1 large one and a 2 m wall on the top of the building to hide them. Liz asked for comments from the immediate neighbours and did not receive any; therefore, the community response was the support the change requested by BCC.

Secondary Suite Information Sessions

This went to council on May 11th. The by-law passed the first reading. It goes back to council in June for 2nd and 3rd readings.

Community Clean-up

The community clean-up was held on Sunday May 10th. A very small but enthusiastic group tackled the areas around the hall, rink, and toboggan hill. We were aided by great weather and by a good deed done by employees of CGG, a large geophysical company, who were in the hillside park the week prior cleaning it up.

Community Flag

This was replaced by Jeff Schaefer following last month's meeting and looks great.

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SAH President's Report – May 2015

Greetings neighbours,

Well it sure feels like spring has finally arrived – as well as the associated chores!! This is also the time of year for our community's annual general meeting. The SAH AGM will take place on Monday, June 22nd. The meeting will start at 7 pm and should wrap up before 8:30pm and will be followed by a wine and cheese offering. Hopefully many of you will be able to attend. There has been quite a bit going on in and around our community and the AGM is a great way to get caught up on some of the issues that might be of interest to individual residents. As well, the Executive will be proposing some bylaw amendments to bring our bylaws and policies up to date.

Western Securities has an open house on their proposed Stadium Shopping Centre re-development scheduled for the evening of May 27th in the Blue Room at the U of C Dining Centre. The open house is from 6:30-8:30 pm. Western Securities are presenting the parameters of their Development Permit Application. Not sure how "final" their plans are given the uncertainty surrounding the new Calgary Cancer Centre.

On May 11th, City Council once again reviewed the proposal to allow secondary suites in 4 inner city wards including our ward 7. Apparently the meeting was quite divisive at times and it is not clear from the press reports just what was accomplished. The Herald report suggests some councillors agreed to endorse the re-zoning of the 4 wards if neighbours have the opportunity to review plans and possibly appeal. The details of how this might work have not been flushed out. The matter returns to Council at the end of June. On behalf of our community, we reminded Councillor Farrell before the May 11th meeting that the resident survey we conducted last spring showed overwhelming opposition to secondary suites in SAH.

We are in need of volunteers to manage our hall rentals. Allan and Meredith Simon have put in several years of dedicated service to the community in this vital role. Perhaps interested individuals might want to find out more at this June's AGM? Look forward to seeing as many of our residents as possible on June 22nd. And please allow some time after the AGM to enjoy a glass of wine and some conversation with other SAH residents.

Jacques Gendron