



**King's Heights Homeowners Association
Board of Directors Meeting
Tuesday May 19th 2020 @ 12:00pm
Location: Zoom Meeting (Meeting Restrictions due to Covid-19)
Meeting Minutes**

Attendees: Milosz Karpinski, Vice President
Jack Lee, Vice President (via Lync)
Triona Cosgrave, Manager

Regrets: Shayna Nackoney-Skauge, Vice President

- 1. Call to order** – Triona Cosgrave – 2:04 pm
- 2. Approval of Meeting Minutes**
 - February 28th 2020
 - Motioned by Jack Lee, Seconded by Milosz Karpinski, Approved
- 3. HOA Update**– Triona Cosgrave
 - Triona Cosgrave reported Prairie West started the spring maintenance.
 - Triona Cosgrave will provide the maintenance report to the Board.
 - Triona Cosgrave reported Lighting Repairs have also began, and The outdoor lighting company is awaiting parts for the bollard repairs.
- 4. Financial Update (provided in package)** – Triona Cosgrave
 - Triona Cosgrave reviewed and answered questions on the 2020 Profit and Loss YTD & Budget comparison.
 - Triona Cosgrave reported there are currently 15 Homes in collections for the 2019 Fees.
 - Triona Cosgrave reported the 2020 Fee collection has been going well with approx. 250 homes outstanding to date. This is lower than the 2019 collections whereas 430 homes were sent to Field law for collections.
 - Reminder email was sent 21.2.20 & 30.4.2020. Reminder notices sent in the mail 26.2.20 & 30.4.2020. The email reminder has been very effective.
 - Triona Cosgrave advised 2020 collections will be postponed until August due to Covid-19. Reminders will continue to be sent out. Communication has been adjusted to a more sensitive content and payment plans are being offered and options to waive interest.
 - Triona Cosgrave reported the GST for Q1 of 2020 has been filed. Melcor will continue to file the GST Quarterly.
 - Triona Cosgrave has received the rates and options from ATB for the GIC.
 - The board will review and decide on which options are sufficient. Smaller increments are advised.
 - Triona Cosgrave reported the 2019 Audit is underway by BDO and should be completed early June.
 - Triona Cosgrave to provide access for read and review of the Kings Heights QuickBooks account to Jack Lee.
- 5. Other Business**
 - Due to gathering restrictions imposed due to the Covid-19 pandemic the 2020 Kings Heights HOA AGM set for September 10th 2020 has been postponed until further notice.



**King's Heights Homeowners Association
Board of Directors Meeting
Tuesday May 19th 2020 @ 12:00pm
Location: Zoom Meeting (Meeting Restrictions due to Covid-19)
Meeting Minutes**

- Alberta Corporate Registries has confirmed that Non-Profit Organizations, of which homeowners associations fall under, will be able to postpone AGMs until the ban on public gatherings has been lifted.
- The package will be ready for the July 2020 Meeting
- Triona Cosgrave will monitor government guidelines closely and communicate with the Directors for potential dates and restrictions that may need to be applied.
- Triona Cosgrave advised that due to gathering restrictions imposed due to the Covid-19 pandemic the community event will also be postponed.
- Milosz Karpinski requested additional clarity on the website for HOA Responsibilities.
- **Covid-19** - There has been no impacts on the operations of the HOA due to the covid-19 Pandemic for example:
 - Melcor has continued to address issues and contracted our maintenance crew for the seasonal work. Residents and the Directors are in regular contact via email and phone therefor operations have not been affected.
 - 2020 Collections to the lawyers have been delayed due to this unprecedented time. Melcor has increased the reminder process with a sensitive message offering payment plans. This has been done via email, and mail where email isn't available. This seems to be effective, 2019 May minutes we reported 430 homes were sent to collections to field law. As of today's date 250 homes remain unpaid. Unpaid accounts will be sent to collections in August but Melcor will endeavor to continue to remind residents in the interim.

6. Next Meeting Date

- Tuesday July 28th, 2020 at 2:00 pm
- Suite 210, 101 - 6 Street SW Calgary (Main Boardroom)
- Light Supper to be provided.

7. Adjournment- 2:34 pm

8. Development Update

Triona Cosgrave obtained a report from Alan Boucher and provided an update on current Construction.

- No construction program in 2020
- Ongoing maintenance in our most recent phases (16B, 21 and 22).