



**King's Heights Homeowners Association**  
**Board of Directors Meeting**  
**Tuesday December 15<sup>th</sup> 2020 @ 3:00pm**  
**Location: Zoom Meeting (Meeting Restrictions due to Covid-19)**  
**Meeting Minutes**

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**Attendees:** Milosz Karpinski, President  
Chad Thompson, Vice President  
Chris Washburn, Vice President  
Jack Lee, Secretary/Treasurer  
Triona Cosgrave, Manager

**Regrets:** Robert Hemminger, Vice President

**1. Call to order – Triona Cosgrave – 3:011 pm**

**2. Approval of Meeting Minutes**

- November 10<sup>th</sup> 2020
- Motioned by Chad Thompson, Seconded by Jack Lee, Approved

**3. HOA Update– Triona Cosgrave**

- Triona Cosgrave has reached out to contractors for quotes for the 2021 season.
  - City of Airdrie – Waiting On quote
  - Canadian Landscape Services - \$37,050
  - MDL Landscaping - Waiting On quote
  - Go Landscapes - Waiting On quote
- Triona Cosgrave provided the maintenance report to the Board.
  - Triona Cosgrave reported The Outdoor Lighting Company has not provided Lighting Repairs quotes due to staffing shortages associated with covid.
- Triona Cosgrave has also contacted Foothills Landscaping for quotes on additional planters in the community.
- Triona Cosgrave reported that Melcor nor the HOA have any liability with the storm ponds in the community. Communication was sent to the community on safety as a community concern, not liability following the death of two children on Storm water facilities. They are unsafe.
- Triona Cosgrave will reach out to The City of Airdrie for outdoor rinks and add the information to the website.

**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 reviewed and answered questions on the 2020 Balance Sheet
- Triona Cosgrave reported there are currently 12 Homes in collections for the 2019 Fees.
- Triona Cosgrave reported there are currently 68 Homes in collections for the 2020 Fees.
- Triona Cosgrave will provide the rates and options from ATB for the GIC to the board will review
- The 2021 operating budget and Annual Fees were unanimously approved by the directors. budget options were reviewed and the Board agree on an Increase but needs to be adjusted to confirm amount.
  - 2021 Fee notices will be sent in January 2021.
  - Convenience Fee will be waived for the 2021 collections.

**5. Turnover Process/Management retention**

- Resident Directors have unanimously agreed to retain Melcor as manager of the Operations for the HOA for the 2021 year.
- Management agreement to be signed by two directors. Triona Cosgrave will confirm if DocuSign can be used for this.



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**6. Other Business**

- Insurance Renewal-The December 1, 2020 – December 1, 2021 was renewed at a total premium of \$5,539, which, on an annual basis, is only 1.8% higher than last year.
- Milosz Karpinski requested on clarification on the wood used in the replacement fencing. Triona Cosgrave will confirm if it is treated wood.
- The Directors would like to have a small lighting competition in the community, and provide gift cards from local restaurants to the winners. Triona Cosgrave will provide material and communicate with the community.

**7. Next Meeting Date**

- Tuesday March 16<sup>th</sup>, 2021 at 3:00 pm
- ZOOM Meeting

**8. Adjournment- 4:27 pm**