

King's Heights Homeowners Association
Board of Directors Meeting
Wednesday September 15th 2021 @ 1:00pm
Location: Zoom Meeting (Meeting Restrictions due to Covid-19)
Meeting Minutes

Attendees: Milosz Karpinski, President
Chad Thompson, Vice President
Chris Washburn, Vice President
Robert Hemminger, Vice President
Alan Boucher - Melcor
Tanya Eklund – Melcor

1. Call to order – Tanya Eklund – 1:04 pm

2. Approval of Meeting Minutes

- July 13, 2021
- Cannot locate the meeting notes as Triona Cosgrave resigned from Melcor on July 27 and they were not completed.

3. HOA Update– Tanya Eklund & Alan Boucher

- The Board provided an update on the Maintenance in the Community. They communicated that the City Of Airdrie has stepped up this year and has provided better maintenance over last year. Happy with G.O. Landscaping Services on their work as well. No issues with fencing or plantings. Tanya Eklund to obtain a quote from G.O. Landscaping Services for 2022.
- Lighting – The drawbridge lights have required repairs for the last two years. LED lights are not synchronized, the south side of the bridge has lights that are stuck on one color, the in-ground bulbs are missing, and the Contractor was to install steel cage over the ground lights to protect from damage. Tanya Eklund to provide a copy of the invoices from the Outdoor Lighting Company for 2020 and 2021. Alan Boucher to follow-up with the Contractor to resolve these issues and Melcor will cover costs to do so.

4. Financial Update (provided in package) – Tanya Eklund

- Tanya Eklund provided updated 2021 Profit and Loss YTD & Budget comparison.
- Tanya Eklund provided updated 2021 Balance Sheet
- Tanya Eklund reported that all collections for 2019 are complete.
- Tanya Eklund reported that there are currently 11 Homes in collections for the 2020 Fees.
- Tanya Eklund reported that there are currently 219 Homes outstanding to date and that they are being sent to collections.
- Tanya Eklund reported that the fees have been collected from Skyline Multifamily.
- Rob Hemminger asked what the “Uncategorized Asset” is on the Balance Sheet. Tanya Eklund to follow-up.

5. Other Business

Update of HOA Management

- Update on HOA Management – Triona Cosgrave resigned from Melcor effective July 26, 2021. Tanya Eklund communicated that Melcor is currently investigating outsourcing the daily HOA duties to a Management Company which would include, collecting fees, paying invoices, sending fee notices, AGM preparation and Board Meeting preparation. Melcor is also in process of hiring Project Coordinator whom will be the liaison to the HOA Boards. Alan Boucher confirmed that there will be no additional cost to the HOA if we implemented these changes. Any new changes most likely will not take place until early 2022. It was also communicated that Melcor is not sure if they will be going forward with HOA management in the future. Alan Boucher and Tanya Eklund to update the Board with any new developments.
- Community Engagement Survey – Tanya Eklund sent the results of the Engagement Survey to the Board by email. There were a total of 151 responses but the survey only shows 100. We would have to pay \$1.24 per extra response. Board to follow-up with Tanya on a decision.

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- Community Halloween Event & Christmas Lights Event – Tanya Eklund communicated that she could send Event Information to residents by email blast through Ivrrnet. – Board to follow-up with Tanya Eklund.
- Community Calendar – Tanya Eklund communicated that a Community Calendar can be set up and that she would just have to contact Ivrrnet. Board to follow-up with Tanya Eklund
- Website/Ivrrnet Training – Tanya Eklund communicated that she could set up training sessions with Ivrrnet. Board to follow-up with Tanya Eklund
- 2021 AGM and 2022 Budget Preparation – Tanya Eklund communicated that the 2020 AGM was held on October 6, 2020 and that the 2021 AGM can be postponed up to 18 months from that date. Discussions followed and was determined the 2021 AGM will most likely be postponed until Spring 2022. Budget Preparations will still take place this fall. Tanya Eklund to provide the Board with the following for Budget Preparation:
 - Quote from G.O. Landscaping Services for 2022
 - Determine expenses to December 31/21
 - Provide updated GL once all invoices are paid.
- Tanya Eklund to look for and provide the Board the following documents and information:
 - Maintenance Manual with City of Airdrie
 - Replacement Cost Report/Asset Lifecycle Report

6. Next Meeting Date

- TBD
- ZOOM Meeting

7. Adjournment- 2:14 pm