HOA Board Meeting Minutes

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Date: June 22, 2026

Time: 7:00 PM - 8:00 PM

Attendees: Rob, Christie, Heather, Annah, Milosz

- **KEY_TAKEAWAYS_OVERVIEW**

- Fence Maintenance: $900 wrought iron fence repair approved; Board considering replacement with wood for a uniform look, coordinating with homeowners.
- Community Events: Food trucks booked for Eat Like a King; approximately 600 attendees expected at Movie in the Park with porta potties and activities planned.
- Landscape Projects: Revised retaining wall design needed; City approval pending; contractor delays caused planting quality concerns and a credit was issued.
- Financial Updates: Final audit ready; AGM planned for late September; collections improved with a softer communication approach and notices due July 31.
- Meeting Process: Minutes adjusted to protect confidentiality; note-taking assigned; event logistics for tents and tables arranged.

Notes

- **Fence and Property Maintenance**

- ***Fence Repairs and Replacement Planning***

The Board discussed multiple fence repairs and replacements to maintain property aesthetics and safety.

- A wrought iron fence repair quote of approximately $900 was received for damage caused by a driver. The cost was lower than expected and will be handled without insurance.
- The Board discussed using the same ironworker to inspect adjacent wrought iron fencing that is in poor condition.
- Replacement of old wrought iron fencing with wood fencing was discussed to better match neighbouring fences and improve appearance.
- The Board supports coordinating with adjacent homeowners before any replacement work proceeds.
- One homeowner on the south side has indicated support for replacing the wrought iron section with wood fencing while maintaining a consistent fence style.

- ***Fence Painting and Inspection Work***

The Board reviewed active fence painting and inspection activities.

- 403 Painter has been contracted for fence painting along the north-south pathway, pending receipt of insurance paperwork.

- Bylaw enforcement has closed a file on an incomplete fence section; the Board will pursue completion before painting proceeds.
- Milosz is assessing the fence backing Yankee Valley, which may require replacement due to rot.
- Rob will ask whether 403 Painter can provide a quote or a carpenter contact for fence replacement work to simplify vendor management.

- ***Wall and Masonry Repair Status***

The Board discussed the status of wall and masonry repair work.

- Rob and Heather were uncertain which wall the contractor was addressing and are awaiting clarification following Milosz's contractor meeting.
- Progress on masonry repair at the secondary entrance remains pending the outcome of the contractor visit.

- **Community Events Planning**

- ***Eat Like a King Event***

Planning for the Eat Like a King event is progressing with multiple food vendors booked.

- Confirmed food trucks include Avatar, Daytona, Kona Ice, pizza, fish tacos, Barbecue Bob, Family Fry Guy, and Donut Guy.
- Heather will begin social media promotion using food photos and requested that Board members share the posts broadly.
- Heather submitted event applications to the City. Eat Like a King is awaiting final approval.

- ***Movie in the Park Event***

Planning continues for Movie in the Park, including amenities, activities, and attendance support.

- Attendance is estimated at approximately 600 people.
- Heather requested six porta potties and two hand-washing stations.
- A face painter has been booked for July 9, and glitter tattoos may be added pending Alberta Health Services approval.
- Heather will coordinate volunteers or paid workers for glitter tattoos to manage time and sanitation requirements.
- Heather is exploring local llama or petting zoo providers as possible additional attractions.
- Rob will confirm the status of the bouncy castle rental and coordinate with vendors from last year.

- ***Event Infrastructure and Communication***

The Board discussed infrastructure and communication requirements for upcoming events.

- Heather is following up with City contacts regarding no-parking signs, garbage bins, and waste management.
- Garbage bin requests may increase to 20 for Movie in the Park due to overflow issues experienced last year.
- Heather plans to reduce volunteer numbers compared with the previous year to better match the event scale.
- Heather will provide a tent and tables for Eat Like a King and advised the Board that her availability may be limited during event week.

- **Landscape and Beautification Projects**

- ***Entrance Design and City Approval***

The Board reviewed the landscape design concept for entrance and median improvements.

- The current design requires revision because the designer misunderstood the requested scope and proposed retaining walls that were taller than intended.
- The preferred design is a subtle two-tier capped retaining wall only a few inches high for entrance medians.
- Board members will review current renderings and provide feedback before Heather requests a final revised drawing.
- City approval is required before quotes are sourced or work begins, particularly for water drainage and retaining wall requirements.

- ***Flower Bed and Contractor Performance***

The Board discussed concerns with current seasonal landscaping performance.

- Annah raised concerns about weed growth and lack of flowers at entrance signage areas.
- Rob and Heather acknowledged late planting due to weather delays and poor contractor communication.
- The contractor provided an approximately $2,000 credit for delayed planting, but quality and communication remain recurring concerns.
- The Board may explore alternative contractors for next year, though other bids were approximately $2,000 per month higher.

- ***Future Planning Considerations***

The Board discussed future improvement considerations for community entrances.

- The landscape design discussion will be tabled to the next meeting to allow Board members to gather ideas and avoid unnecessary delay.
- Heather noted the need to manage community expectations regarding potential lane disruptions and project costs.
- Heather suggested considering electrical infrastructure at entrances to support future events and signage lighting.

- **Financial and Collections Updates**

- ***Audit and AGM Planning***

The Board reviewed audit and AGM planning updates.

- The final audit package has been received and is under review.
- Rob will review the audit with Christie before it is presented for approval.
- Sierra is coordinating AGM scheduling with the local school for the week of September 20, 2026.

- ***Collections Process***

The Board reviewed the updated collections process for outstanding homeowner accounts.

- Sierra is pulling title information for delinquent homeowners so arrears notices can include clear statements and ledgers.
- SVR Legal will send initial letters with a modest fee before fees escalate if accounts remain unpaid.
- The Board aims to avoid aggressive tactics while still ensuring dues are collected.
- Notices are expected to be sent before the end of the month with a July 31 due date.

- ***Financial Position***

The Board noted the current financial position and opportunity for future community improvements.

- Rob noted approximately $90,000 in additional available funds and emphasized the importance of spending wisely.
- Heather expressed interest in allocating some funds toward community improvements.

- **Meeting Process and Documentation**

- ***Minutes Approval Process***

The Board discussed revisions required to the previous meeting minutes.

- Heather and Annah agreed that Milosz should remove the section before final approval.
- A motion to approve the minutes will be made after the revised version is circulated.

- ***Meeting Documentation and Attendance***

The Board clarified meeting attendance and documentation responsibilities.

- Annah joined late due to technical issues but confirmed her participation.
- Milosz was noted as the meeting note taker to support accurate record keeping.

- ***Adjournment***

The meeting concluded after all agenda items were reviewed.

- A motion to adjourn was made and seconded with all Board members present.

- ***Action Items***

- Follow up with 403 Painter regarding carpenter contacts and obtain quotes for fence repair and replacement projects — Rob
- Confirm porta potty and garbage bin bookings for Eat Like a King and Movie in the Park — Rob
- Contact last year's bouncy castle vendor to confirm booking status — Rob
- Inspect flower beds and send remediation requests to the landscaping contractor — Rob
- Confirm bylaw requirements for completion of the missing fence section before painting proceeds — Rob
- Review final audit documents and forward them to Christie for review — Rob
- Confirm final AGM date with the school — Rob
- Collect Board feedback on the landscape design proposal for designer revision — Rob
- Follow up on Milosz's contractor report regarding masonry and fence repair status — Rob
- Coordinate revised minutes for approval after confidential Section 6 is removed — Heather / Milosz
- Create and share Eat Like a King social media graphics — Heather
- Coordinate with Kendall and City contacts regarding event applications, garbage bins, and porta potties — Heather
- Coordinate face painter logistics, glitter tattoo planning, and Alberta Health Services approval — Heather
- Research local llama or petting zoo providers and obtain quotes — Heather
- Contact adjacent homeowners regarding wrought iron fence replacement with wood fencing — Heather
- Coordinate Movie in the Park volunteers — Heather
- Arrange tent and equipment for Eat Like a King — Heather
- Review final audit documents forwarded by Rob — Christie
- Provide timing and scheduling support for the Movie in the Park face painter — Christie
- Monitor meeting emails for updates or follow-ups — Annah
- Report on contractor meeting regarding fence and masonry repairs — Milosz