

**ANNUAL GENERAL MEETING MINUTES
COUGAR RIDGE RESIDENTS ASSOCIATION
OCTOBER 24, 2017, 7:00 PM**

CALL TO ORDER:

The meeting was called to order at 7:05 by Kelly Smith. Upon motion duly made by 39 Cougarstone Court SW and seconded by 27 Cougar Ridge Place SW, it was unanimously resolved to allow Una Fraser, ACMS representative, to chair the meeting. **Motion carried**

CALLING OF THE ROLL:

Una Fraser, Condominium Consultant with ACMS indicated that 17 Units are represented by personal appearance and 12 Units are represented by proxy. A total of 29 Units were represented. Quorum is 10 % representing 152 units.

The Chairperson advised that the meeting did not meet the quorum requirements set forth in the Articles of the Association.

As quorum was not established, a motion was requested from the floor to proceed with the meeting and ACMS to send/post online the AGM draft minutes; if within thirty (30) days there are no objections received from the Owners, the meeting of October 24, 2017 will be considered dully convened.

Motion made by 152 Cougarstone Common SW, seconded by 448 Cougar Ridge Drive SW. All in favour. **Carried.**

INTRODUCTIONS:

Board of Directors:

Kelly Smith
Natacha Welsh
Chris Yeremiy
Brian Bull
Gala Pimienta
Penny Wannamaker
Ndumiso Mangena - regrets

Una Fraser, ACMS representative.

The minutes of the meeting will be taken by Simona Popovici at the request of the Board of Directors.

NOTICE OF MEETING:

6 Cougar Ridge Rise SW confirmed that the following Notice of the Annual Meeting dated October 10, 2017 had been mailed/emailed to each Unit Owner, in compliance with the requirement of time specified in the Articles of the Association:

TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF THE COUGAR RIDGE RESIDENTS ASSOCIATION WILL BE HELD AT THE WALDORF SCHOOL, 515 COUGAR RIDGE DRIVE SW, CALGARY, AB ON OCTOBER 24, 2017 COMMENCING AT 7:00 PM.

DISPOSAL OF MINUTES OF LAST AGM HELD ON OCTOBER 18, 2016:

The minutes of the 2016 AGM were posted on the website www.mycougarridge.com. The Board apologized that, due to technical issues, the minutes were not available on the day of the AGM. Therefore, Natacha Welsh read the minutes of the 2016 AGM.

Upon motion duly made by 169 Cougarstone Place SW and seconded by 41 Cougarstone Manor SW, it was unanimously resolved to approve the minutes as presented. **Motion carried.**

Q: 6 Cougar Ridge Rise: Do you usually mail the minutes with the AGM package?

A: Board: We try to minimize the copying and mailing costs. If you require a copy of the minutes, please send us an email to feedback@mycougarridge.com or contact ACMS.

REPORT OF OFFICERS:

Kelly Smith presented an overview of the major projects undertaken by the Board:

- 2017 was a very busy year for the CRRA and its board members.
 - Brief overview of the accomplishments of the board for 2017:
 - We started by approving the overall administrative and operational budget including the landscaping budget for 2017
 - We kept the major initiatives the same as prior years with slight variation to the plants that were used.
 - For the 2017 new initiatives, the board looked at a few different things including
 - Different options for providing lighting in the main boulevard entrances - both a traditional wired method as well as different options for solar powered solutions.
 - We looked into having a third-party company redo our website, including looking at inexpensive alternatives to being able to pay the fees online.
 - We also talked about different kinds of new landscaping initiatives around Cougar Ridge
 - The board ultimately decided to hold off on pursuing the lighting and website options for 2017 due mostly to estimated costs but also because a different initiative came up that we chose to pursue
 - In 2017, we responded to some feedback from the residents in the Paskapoo area of Cougar Ridge and have improved the weeding of the flower beds in several areas of Paskapoo.
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 - In reviewing our financials, we noticed that our accounts receivable were pretty high despite our efforts in 2016 to provide a written collection policy to help clarify the process for our members
 - This led us to provide an improved and much more detailed collection policy for 2017.
 - This change in policy raised some concerns amongst some of our members and created a bit more administrative work for ACMS,
 - but we have already seen the improvements as our outstanding receivables are lower than they were at the end of last year.
 - ACMS has been able to contact some of the worst delinquent accounts to arrange agreeable payment options.
 - Other things we accomplished in 2017:
 - Every year the board ends up discussing whether or not to do anything with the middle section of Cougar Ridge where the residents are not paying members of the CRRA.
 - The Board choice to continue to do nothing in that section of Cougar Ridge.

- The CRRA Board continues to advocate to the different levels of government on behalf of our residents especially with the parks department at the City and also with the province regarding the TUC in West Cougar Ridge.
- Our primary new landscaping initiative this year was to plant a shelterbelt of small trees and shrubs along the berm that separates us from the gravel pit and future ring road.
- There has been much discussion by the board and at last few AGMs regarding what the CRRA can do about the noise and dust that is blowing into Cougar Ridge from the West Cougar Ridge gravel pit. There has been a lot of back and forth about whose responsibility it is to provide mitigation against these nuisances and what is an acceptable level of mitigation
 - This a highly political topic. And several of our community members and board members have been very actively lobbying the City and The Province to do more about this.
 - In the end the province has provided no money to Cougar Ridge for this, even though they spent \$500,000 for the berm and shelter belt in West Springs.
 - In Cougar Ridge we are told by the City that it is a provincial problem since they own the land and the Province has allowed the CRRA to plant a shelter belt at our own expense as a community driven initiative.
- We held a very successful community planting day in May with over 100 volunteers attending, including over a dozen from Burnco including their CEO.
- We have also been advocating for the City to put a proper Pathway along the top of the berm. So far we have only been successful in putting that section on the list of unfunded “missing links”.
- We are always looking to get new volunteers on our board to help make Cougar Ridge a better and more beautiful neighbourhood.

Natacha Welsh also added that the flowers and planters in the community are a result of our fees we contribute every year. The City is responsible only for the mowing of the green spaces. This is why having a Board is very important; this way we can ensure the enhancements are constant. Pixie Gardens did a great job during the summer and also did a great job with the fall cleaning.

Q: 66 Cougarstone Circle SW: How many houses are under this contract? Do you post the cost of the landscaping? How much is there in the reserve?

A: Board: We had around \$200,000.00 at the end of December 2016.

FINANCIAL REPORT:

The audited financial statement for the fiscal year ended December 31, 2016 was presented in detail by Brian Bull, the treasurer of the Board of Directors. The treasurer mentioned that out of the \$130,000.00 spent in 2016, approximately 95% relates to Pixie Gardens.

Q: 66 Cougarstone Circle SW: Do we have a budget?

A: Board: Yes, there is a budget in place. The new Board will be soon working on the 2018 budget. We also try to keep around \$20 - \$30,000.00 in a cash reserve account for unexpected costs. Pixie Gardens does our usual standard maintenance and also provides advice on what we can do in terms of improvements.

Q: 66 Cougarstone Circle SW: When was the fee instituted?

A: Board: We had the turn over meeting in 2008. We started to collect fees in 2009.

Q: 174 Cougarstone Close SW: It looks like we got stuck with a contractor. Can we look into other options? Can we get a comparison?

A: Board: When the contract with Pixie Gardens was up, we went to tender, got quotes. At that time the Board decided to choose Pixie Gardens as our landscape contractor. The decision was based on the fact that they had the experience and knew the neighbourhood. We were in a three year contract, with the possibility of renewing for 2 more years. We still have two more years with them.

The Board also mentioned that, in the beginning, there was a different contractor hired to manage the flower beds. The Board usually goes with the lower bid, through a transparent process of choosing the contractor. When the two years are up, the Board will go to tender again.

The treasurer advised the Owners in attendance to email the Board if there are any questions relating to the audited financials.

It also mentioned that the Board is concerned with the increase in aged receivables. The Board understands the current economic situation in Calgary; hence why the aged receivables were reviewed with ACMS and the Board made the collection policy as clean and as simple as possible. The collection policy was mailed out with the invoice and also posted online.

Q: 27 Cougar Ridge Place SW: Why is there not a reserve fund? There is just cash.

A: Board: We are a non for profit organization. We need to get some projects going on to ensure we do not sit on so much cash.

Q: 27 Cougar Ridge Place SW: We should have the auditor add a note to the financials.

A: Board: It may not be necessary. We only have cash in a saving account, it is not an investment.

APPROVAL OF FINANCIAL STATEMENT:

Upon motion duly made by 452 Cougar Ridge Drive SW and seconded by 27 Cougar Ridge Place SW, it was unanimously resolved to approve the audited financial statement for the fiscal year ended December 31, 2016 as presented. **Carried.**

APPOINTMENT OF AUDITOR:

Upon motion duly made by 98 Cougarstone Court SW and seconded by 448 Cougar Ridge Drive SW, it was unanimously resolved to leave the appointment of the auditor for the next fiscal year at the discretion of the incoming Board of Directors. **Carried.**

NEW BUSINESS:

Q: 6 Cougar Ridge Rise SW: Is it possible to build a community centre?

A: Board: The mandate of our association is the beautification of the community. Maybe when the new developments happen, we might have a chance to get something there.

Q: 6 Cougar Ridge Rise SW: Is there someone checking on what Pixie Gardens does? Can they check trees?

A: Board: Yes, the Board. We had a meeting with them. However, if there are any issues or concerns, please let us know. We are not in a position to plant trees; even if we have the money, we cannot do it.

Q: 41 Cougarstone Manor SW: Is safety part of your mandate? The owner raised concerns about the safety of the intersection of Old Banff Coach Road at Cougar Ridge Drive: it becomes impossible to turn left as there are no traffic lights in this busy intersection.

A: Board: Unfortunately, safety is not part of our mandate. The safety falls under the Westsprings Community Association and the City of Calgary.

Chris Yeremiy presented a report on the tree planting project along the berm (ring road). There were 2,000 trees planted at no cost to the Association; it was a volunteer project; representatives from Burnco came and helped; the trees will be a buffer between Cougar Ridge and the ring road.

Q: 66 Cougarstone Circle SW: Why is there an additional amount on our invoices?

A: Board: These are bank fees for online transfers.

Q: 266 Cougarstone Gardens SW: Who is responsible for the stucco fences?

A: Board: The Owners are responsible. If we want to do major repairs, we need 75% of the Owners to agree.

Q: 27 Cougar Ridge Place SW: Is the fence an encumbrance on title?

A: Board: Yes, it is.

Q: 6 Cougar Ridge Rise SW: There is damage to the fence – whose responsibility is this? It looks like it was damage caused by a lawn mower.

A: Board: The City is responsible for this type of damage.

Q: 266 Cougarstone Gardens SW: Do we have communication with other communities, for example with communities that did their fence. It may be a good idea to find out how they did it.

A: Board: Yes, it is a good idea.

Q: 266 Cougarstone Gardens SW: Who is responsible to clean the snow off the pathways?

A: Board: The City's.

Q: Unit 174 Cougarstone Close SW: Why did we not issue receipts for fee payment?

A: Board: We can issue you a receipt upon request. It will be a huge cost to issue receipts to all Owners.

RESIGNATION OF BOARD OF DIRECTORS:

The current Board of Directors has now resigned. The Chairperson thanked the outgoing Board for their hard work and efforts to the property over the past year.

ELECTION OF THE BOARD:

In accordance with the Articles of the Association, the number of Directors shall be not less than three (3), or more than ten (10). (Article 28)

The following Board members have agreed to let their name stand for election:

Chris Yeremiy
Kelly Smith
Natacha Welsh
Penny Wannamaker
Gala Pimienta

The floor was opened to Owners to nominate their neighbours or for those willing to stand on the board as volunteers.

The following Owners volunteered:

Alfred Nwoke – 174 Cougarstone Close SW
Rosemary Craig – 27 Cougar Ridge Place SW

448 Cougar Ridge Drive SW nominated all volunteers, seconded by 66 Cougarstone Circle SW.

Upon motion duly made by 98 Cougarstone Court SW and seconded by 152 Cougarstone Common SW it was unanimously resolved to cease nominations.

The Chairperson announced the 2017 – 2018 Board of Directors for the Cougar Ridge Residents Association:

Kelly Smith
Natacha Welsh
Penny Wannamaker
Chris Yeremiy
Gala Pimienta
Alfred Nwoke
Rosemary Craig.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 8:30 pm.