

**MINUTES OF THE ANNUAL GENERAL MEETING
Held on November 4, 2020
At the Polish Veterans Hall**

Total Unit Factors = 10,000

Required for Quorum = 3333

Unit Factors in Attendance = 4278

• ***QUORUM PRESENT***

Opening of the Meeting

Meeting was called to order by Charlene Sturtevant at 7:01 p.m.

Condominium Board Members Present

Charlene
Guy
Meredith
Minas

Charlene called for a motion to adopt the Minutes from last years Annual General Meeting. Unit #342 made a motion to accept, unit 347 seconded, the motion was passed and the minutes were approved.

Report of the Officers

Treasurers Report – Charlene Sturtevant

Operating Account:	\$ 18,000
Reserve Operating Account:	\$ 4212
Reserve Savings Account:	\$ 48,000
GIC:	\$ 9000
NEW GIC:	<u>\$ 22,500.00</u>
TOTAL	\$ 95,000

ARREARS

• **Condo Arrears & Legal: \$0.00**

Charlene called for a motion to approve the Treasurer's Report. Unit 347 made the motion, unit 335 seconded, the motion passed.

BUILDING/GROUNDS REPORT – Guy Bilkoski

Guy reported the following:

- A lot of work on the east side to repair fences.
- Couldn't do the roofs we wanted because of Covid-19 and then the water main break. Roofs will continue in 2021. Our contractor assesses the roofs each time a replacement is done and lets us know which unit should be next.
- Several areas of siding repair were done and several eavestroughs were cleaned. Please let the board know if you have trouble with your eavestrough.
- Fences continue to be adjusted/repaired on an as-needed basis.
- We had to wait for our insurance company to confirm repairs on the sidewalk and parking lot with respect to the water main break. Approval came too late in the year to start the project so it will be done in spring 2021.
- After parking lot repairs are done the lines will be repainted.

NEW BUSINESS - All

Charlene reported that The Beautiful Yard Contest winners were 347 302, 329 (front yard) and 323, 327, 336 (back yard). Each winner received \$150.

Big bins will continue to be rented twice per year and everyone was pleased with this.

Fibre optic upgrades – Charlene advised that she contacted Telus after one of the units reported they couldn't upgrade their internet until the board approved. Telus told Charlene board approval was not needed and they didn't require anything from Northgate Terrace. For anyone who wants to upgrade, contact your service provider and if they say board approval is needed, please provide us with name and number to call (and any applicable reference or order number) so we can follow up.

Flowers – Charlene complimented Karen on the flowerbeds on both sides of the complex and everyone agreed she did a beautiful job this year.

Unit number unavailable - Will there be a special assessment in 2021? The board confirmed no plans for special assessment or condominium fee increases for 2021.

328 – When doing parking lot repairs, there is a sink hole in the east parking lot near the drain in the drive way. Guy confirmed we will fill it with gravel for now and repair in 2021.

Walkway Lighting– at the 2019 AGM there was a request for motion sensor lighting along the back corridor of units 346,347,348, 349. We were unable to bring contractors in due to covid-19 lock downs and will continue to work on this.

The board met with Edmonton Police Services to review crime in the complex. They have a program called CPTED (Crime Prevention Through Environmental Design) and Meredith read the recommendations to everyone at the meeting.

- Biggest issue with crime was lack of lighting – proper lighting was very important so residents could see who was around the units. Thieves did not like well-lit areas. LED lights were recommended because the pinkish lights on our grounds were not very good lighting. No point in installing security cameras if we wanted to be able to identify anyone on surveillance, as the pink lights created granular pictures. Sunlight or Daylight bulbs were the best lighting options. (Meredith checked into this with Epcor and cost of replacing current lighting was over \$10,000 because new lamp poles and lights were required. The old lamp poles were owned by Epcor and they would not allow upgrades).
- Vegetation should be under 2 feet tall so no one could hide behind it and lighting was not blocked. Spruce trees should be trimmed up 6 feet from the ground so light filtered around them and no one could hide under or behind the tree.
- Recommend consultation with a lighting expert. Light should be uniform across the complex with no dark hiding spots or shadowy areas. Lighting installation companies specialize in this type of work.
- Every unit should have a front and back porch light with a light sensor (like city street lights) instead of a motion sensor. This allowed lights to turn on / off at dusk and dawn. LED lights used very little energy. Light sensor was preferred over motion sensors because motion sensors go on with the wind or animals while light sensor stays on. A thief looking for a place to commit a crime will stay away from well-lit areas and find an easier target.
- Constable Beatson gave an example of a NY City building in a high crime neighborhood. They followed CPTED recommendations and reduced their crime by 66% despite still being located in a high crime neighborhood.

335 – For outside lighting, there are lightbulbs available on Amazon that have a light sensor on them and seem to last a long time (he tried one at his house).

347 – There are lights with cameras available on Amazon as well. Cost is about \$90.

337 – Will do an exterior walkway light on their unit.

327 – Asked about painting lines in the parking lot and the board confirmed the water main break stymied our plans for 2020. Lines would be painted in 2021.

327 – Asked what the long term plans were for the sidewalks. Charlene advised the board would concentrate on roofs first then sidewalk replacement as needed. Would likely start a sidewalk project within 3 years.

Charlene confirmed a Reserve Fund Study would be arranged in 2021 to review and plan repairs throughout the complex.

327 – Down spouts currently run into the basement drain and they wanted their downspout out of the basement. Guy said this could be done in the spring.

328 – Contractor came in to look at their basement when their downspout was being routed to the outside. The outside downspouts should have been removed and were not. They still need to be removed and properly capped because otherwise there is the potential for black mold. Guy confirmed that in future all exterior downspouts would be removed and capped.

328 – Their back screen door needs to be adjusted so it doesn't slam shut. Guy talked about how to adjust the tension with a screw driver. He would go over and look at 328 if this didn't work.

338 – would like a locking mailbox. The board confirmed that would be the unit owner responsibility and it was okay to install one. We talked about block mailboxes and confirmed those were arranged / installed by Canada Post.

335 – Commented that he has a block mailbox near his house and it gets broken into often.

347 – Commented on crime in the area and said they used to tend to rental housing and changing door locks was needed often due to break ins.

Meredith explained that the telephone line was rarely used and was monitored periodically, but we hadn't had any messages for many months and were paying monthly fees on the line. We all discussed cancelling the telephone line now that we had a website, facebook page, and secure mailbox at 337. The board asked if there were concerns with cancelling the line and there were none. The board confirmed the phone line would be cancelled and new signs would be ordered parking lots so everyone was aware of how to contact the Board.

Minas thanked everyone for using the facebook page and confirmed private messages would be sent to him and he would take care of them.

Charlene asked for a motion to pay the board the yearly honorarium. 347 made the motion, 342 and 335 both seconded. All were in favour and the motion passed.

Charlene asked if anyone else would like to join the board. There was no response during the meeting and the current board members confirmed they would remain on the board.

Meeting adjourned.

The next regular board meeting was scheduled for November 25, 2020 at 7pm