

# Sage Hill Residents Association (SHRA)

## Notice of Annual General Meeting



### NOTICE OF ANNUAL GENERAL MEETING

#### TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF SAGE HILL RESIDENTS ASSOCIATION WILL BE HELD ON:

- DATE:** Wednesday, December 6, 2023
- LOCATION:** Symons Valley United Church  
38 Kincora Rise NW, Calgary, AB T3R 0A3  
*\*\*Virtual Zoom attendance is also an option*  
Zoom Link: <https://bit.ly/SageHill2023AGM>
- TIME:** 6:00 p.m. – Registration starts in person at Symons Valley United Church  
*Due to number of attendees, please log into Zoom early, starting at 6:00 p.m.*  
7:00 p.m. – Start of Meeting

#### AGENDA:

1. Introduction of Head Table & Appointment of Chairperson
2. Call to Order and Verification of Quorum
3. Establish Zoom Process
4. Proof of Notice of Meeting
5. Approval of last AGM Minutes – December 7, 2022
6. Presentation of Audit – year ending March 31, 2023
7. Report of Officers
8. Resignation of Board of Directors
9. Election of Board of Directors & Profile of Candidates speak from the floor
10. Unfinished Business
11. New Business
12. Adjournment

**Please download the Annual General Meeting Package from TownSquare. To sign up for a TownSquare account, please email [townsqrequests@associa.ca](mailto:townsqrequests@associa.ca) to get your unique ID**

Sage Hill Residents Association is managed by

Suite B, 6010- 12 Street SE, Calgary, AB, T2H 2X2 Telephone 403-266-0240 Fax 403-266-0056 Email [admin@cerapm.com](mailto:admin@cerapm.com) Web [www.cerapm.com](http://www.cerapm.com)

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**ANNUAL GENERAL MEETING**  
**Sage Hill Residents Association**

From: \_\_\_\_\_  
(enter the name of the Homeowner or Homeowners' who will be signing the proxy or the name of the corporate Unit Owner, their representative & representative's title)

Address: \_\_\_\_\_  
(enter the complete address of the Unit, including the unit number, street address & city)

I am (we are):

- The registered owner(s)
  
- Authorized to act on behalf of the registered owner (for example hold a power of attorney for the owner or have the authority of a corporate owner)  
(tick the appropriate box)

I (we) appoint \_\_\_\_\_ to attend and I vote on  
(enter the proxy's name here)  
my (our) behalf at the Annual General Meeting to be held on December 6, 2023.

Dated this \_\_\_\_\_ day of \_\_\_\_\_,  
(day) (month) (year)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**Instructions Regarding Signatures:**

If you are authorized to act on behalf of a corporate owner, affix the corporate seal or attach a statement that the person signing the proxy has authority to bind the corporation.

If you are authorized to act on behalf of the registered owner attach the power of attorney or other documentation that gives you this authority.

**Instructions Regarding Validity:**

Proxies are invalid if:

1. They are given to a minor
2. They are given to a person other than an individual

All proxies must be received in the office of the Community Association Manager no later than **December 5, 2023 by 4:00 p.m.** Proxies may be submitted in person, by mail, or by e-mail but must be signed, dated and received by the deadline identified above in order to be valid.

C-Era Property Management & Realty – An Associa® Company  
Suite B, 6010 – 12 Street SE, Calgary, AB T2H 2X2  
E-mail: [hfennell@cerapm.com](mailto:hfennell@cerapm.com)

**PROFILE FOR CANDIDATE FOR THE BOARD OF DIRECTORS**  
**Sage Hill Residents Association**

Name: \_\_\_\_\_

Property Address #: \_\_\_\_\_

Do you currently reside at the SHRA? \_\_\_\_\_

Occupation: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Have you previously served on a HOA/RA Board of Directors? \_\_\_\_\_

Please check your specific interest (you may check more than one position):

- President       Vice-President       Secretary       Treasurer       Member at Large

Please provide a brief narrative as to why you wish to serve on the Board of Directors and why you believe your contribution would be beneficial to the Association.

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We welcome all owners in good standing to volunteer. If you are interested in putting your name forth for election to the Board, please complete the enclosed Profile for Candidate Form and return to [hfennell@cerapm.com](mailto:hfennell@cerapm.com) no later than **December 5, 2023 at 4:00 p.m.**

## 2023 AGM MEETING – ZOOM INFORMATION

**Topic:** Sage Hill Residents Association

**When:** December 6, 2023  
Sign-In at 6:00 PM  
AGM at 7:00 PM

**Pre-Register in advance for this meeting by December 6<sup>th</sup>, 2023, by noon.**

**IMPORTANT:** Please use your **legal name** and **add your unit number to your last name** as shown in the **example below**. If you do not do this, Sign-In will take longer and you will be asked to wait in the Zoom Waiting Room until your information can be found.

|  |  |
|--|--|
| First Name*                                      | Last Name*                                       |
| <input type="text" value="Heather"/>             | <input type="text" value="Fennell 120"/>         |
| Email Address*                                   | Confirm Email Address*                           |
| <input type="text" value="hfennell@cerapm.com"/> | <input type="text" value="hfennell@cerapm.com"/> |
| Unit*  |  |
| <input type="text" value="120"/>                 |  |
| Required information                             |  |
| <input type="button" value="Register"/>          |  |

**Pre-Register Here:**

<https://bit.ly/SageHill2023AGM>

After pre-registering, you will receive a confirmation email containing information about joining the meeting.

If you need any assistance with registering, or do not have an email, please contact Heather Fennell at [hfennell@cerapm.com](mailto:hfennell@cerapm.com) or by phone at 587-393-2225.

# Sage Hill HOA

## 2022 ANNUAL GENERAL MEETING

### December 7, 2022

PLACE: Online / Virtual – Zoom & In person at Symons Valley United Church

DATE: December 7, 2022

TIME: 6:30pm

MEETING CALL TO ORDER: 7:31pm

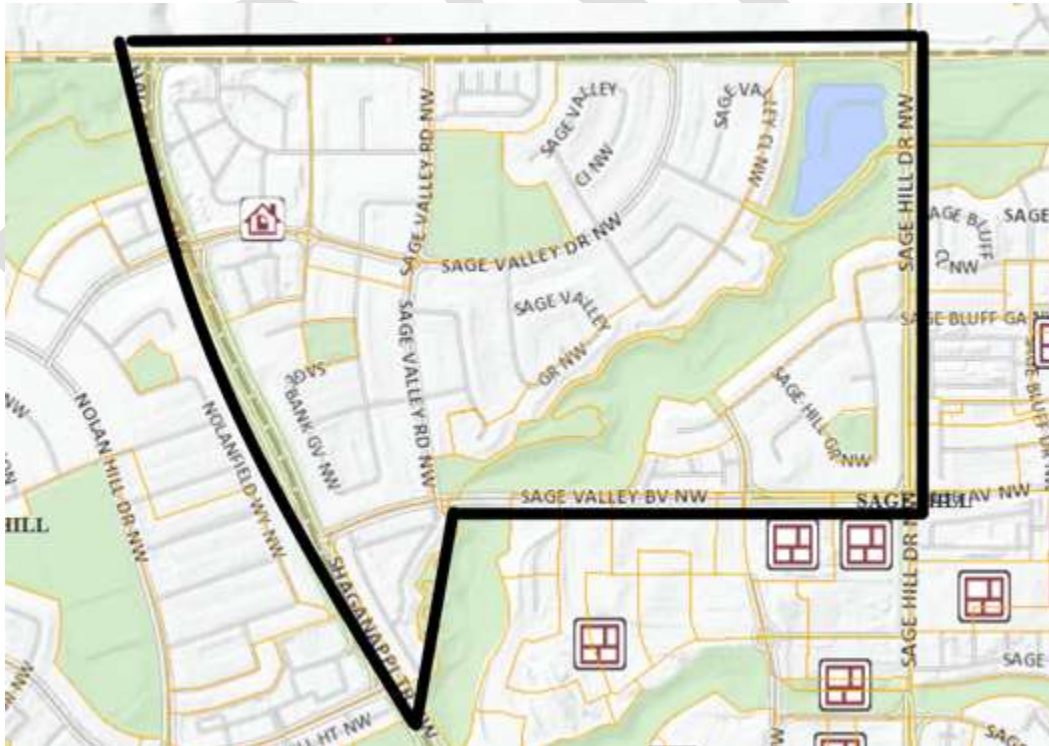
Informal Q&A before the official start of the AGM

Q: Sage Hill Crescent - are there any other communities that you are charging this fee for? What services are we getting for paying the fees?

A: President – Sage Hill Residents Association is only responsible for the development of Sage Hill, which is one of many developments within the Sage Hill Community. The Sage Hill community is made up of:

- Sage Hill
- Sage Meadow
- Symons Gate
- Sage Crest Hill

Sage Crest Hill is the newest development here in Sage Hill. The SHRA is specifically only for Sage Hill development the space between 144<sup>th</sup> Ave to the north, Sage Valley Blvd to the south; Shaganappi to the west and Sage Hill Drive to the east plus the Sonoma Development. This is what the SHRA represents. A basic map of the SHRA is shown as follows: (and can be found at <https://shra.ca/jurisdiction>)



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The SHRA is responsible for the following:

- There are 3 pathways that come off the ravine that we are responsible for maintaining
- 3 walking pathways towards the east
- 2 entrances – 144 Avenue and Sage Hill Drive / Shaganappi and Sage Hill Blvd

These areas are what the SHRA are legally responsible for maintaining at this point.

What we are responsible for going forward, will be the board's mandate and possible further negotiation between the Residents Association and the City.

The SHRA is responsible for: snow clearance, landscaping and basic maintenance to all greenery in those areas.

I believe that the SHRA has the trees at the phase one and two entrances (144<sup>th</sup> Ave & Sage Hill Drive). There are some trees and grass areas that require maintenance. There are trees and hedges along pathways there that get maintained with cedar bark around the hedges. Any maintenance required and upkeep of the signage at the entrances. What we do going forward on top of that, is what the board and what the RA is about. I know that on Facebook there are some conversations going around about Nolan Hill and how pretty their lights are. Comments are positive about their traffic circle and that their trees are fantastic. The board was discussing before the meeting started; I would contend that Nolan Hill was developed start to finish in the smallest amount of time that the developer can do. The developer wants to do nothing more than to sell every phase as fast as possible so that they can get their money out of development quickly. Selling the homes at a fast rate; thereby supporting their home builders and getting their sales moving through. They want to sell their properties. The developer will do different things to promote their areas space that they are developing. I wouldn't be surprised that the Nolan Hill developer (whoever that was), may have contributed to if not put in a lot of funds into that display--as a way to lure in new residents. Even if they didn't, they had the benefit building out a community and we all saw that. They built out a community, that is a sizeable community that is finished at this point. Large community that sold out quickly and because of that they were able to keep their community engaged through out that sales process.

Sage Hill started development 2008; if you will recall this was the start of the recession and house building almost stopped for some time. When we moved here in 2012 when the market was coming back. The only way in here was the old goat road. It literally looked like Sage Hill was not part of the city. There was literally a blanket of darkness between the city and sage hill. It was just sitting out here. I think there are things that hindered that process of keeping the community engaged and selling the homes in the Residents Association. Nolan Hill has managed to sell quickly by being able to sell continuously in an engaging pattern. They are moving forward quickly.

I've also heard complaints from people at Nolan Hill about people buying houses and not realizing that they have a Residents Association. Symons Gate is another one that people have pointed out that they have nice Christmas lights. Symons gate still has an active developer. They've only handed over a portion of their Residents Association.

Q: Michelle (no address provided) – I'm only here because for the last few years like many we felt prey to the issue that we didn't know that we were part of the Association and then had to pay the fees. Listening

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to the conversation about Christmas light and everything else. I just want to know that we have a responsible Association now that will keep us in the loop. I would like to know what we are doing with this agenda.

A: President - At 7 o'clock we didn't have quorum hence why we are doing the question and answers.

1. Introduction of the head table

- Ben Groot – President
- Hans-Detlev Lier
- Ziyad Chomery
- Ed Doetzel
- Ben Chu
- Ron Howey
- Ty Mallock
- Scott Walter

2. CALL TO ORDER & ELECTION OF CHAIRPERSON

Call to order at 7:31 pm

**Have a motion from the floor to appoint Ben Groot as Chairperson of the meeting**

**\*\* Motion Passed**

3. ESTABLISHMENT OF QUORUM

The quorum requirement for the AGM in the current articles state that 5% of the units present in person or by proxy shall constitute a quorum of the Corporation; a total of 89 units.

There are 51 units present in person and 2 unit represented by proxy, for a total of 53 units

4. FINANCIAL REPORT – Sophie at Condominium Audit services - Presented by the auditor

A copy of the audited financial statement for the March 31, 2022 fiscal year, as prepared by Condominium Audit Services, was distributed with the notice of the meeting.

**Motion that the auditor's report and the audited financial statements for the fiscal year ending 2023 be approved and adopted as presented.**

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5. PROPER NOTICE OF MEETING

Signs for the AGM were placed around the community. We sent a hard copy mailing to 500 address who had opted out of the electronic communication. The email addresses that C-Era has on file was sent an email with the "Save the Date" notice and email recipients will have received the full AGM package to their registered email address. The package was also posted and available on Townsq.io and posted as a notice on Townsq which is also generated as an email to residents that have enabled notifications on Town Square.

6. APPROVAL OF THE MINUTES OF THE AGM HELD ON OCTOBER 5, 2021

The AGM minutes of the last AGM meeting were distributed with the notice of the meeting.

**Motion that minutes of the October 5, 2021, Annual General Meeting be approved as distributed**

**\*\*Motion Passed**

7. APPOINTMENT OF THE AUDITORS AND SOLICITORS

Solicitor – SVR

Auditor – Condominium Audit Services Chartered Accountants

**Motion to appoint Condominium Audit Services and SVR, Solicitor**

**\*\*Motion Passed**

8. BOARD REPORT

President: In the 3 months that this Board of Directors has been in place, we will elaborate on what the board has been doing so far as well as what we hope to do in the future:

**CURRENT:**

- We have reviewed the contacts that are in place.
- Some of us have met with the contractors that we have been using and become familiar with their services and contracts
- We have a snow removal contract that is in place until 2024
- The summer landscaping contract ended at the end of the summer. We are reviewing options for the upcoming year. We are looking for a year-to-year contract until we establish a vendor that we are happy with and are willing to accept a longer term than one year



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- The planters: we are taking a suggestion from the community. Ron is setting up an “adopt a planter” program. The board wants to see if we can get some community involvement going and decorating those.
- Christmas Lights - We are reviewing some options for some decorative lights to light up some of the community for purchase and installation at the entrances (144 Ave & Sage Hill Drive)

**FUTURE:**

- Reviewing options to make improvements to the common areas with the City. We have seen the map outlining the spaces that the SHRA owns and is responsible for. We have to work with the City. They are the responsible and the owner of the spaces that the SHRA is not responsible for. The SHRA even had to have a contract with the City to install the planters on the Boulevards. Repairing and maintaining traffic circles and boulevards are encompassed in the City’s area of responsibility. The traffic circle is not our property; it is the City’s property. The City is responsible for beautifying their land--the Boulevards as well coming in and out of Sage Hill.
- The SHRA board is still looking at still joining the ELM Program. That doesn’t mean that the payment would shift in anyway. It just means that it would give us the opportunity to pool the money that the City budgets for upkeep of our area. Pooling that with the money that we collect and enhance the landscaping and upkeep of the common area that the City owns. This is what other communities do as well.
- Decorating the Sage Hill entrance planters with the Sage Hill Logo
- Repairs to stonework. Ron took it upon himself to unplug the LED sign.
- The board is looking for ways to work with the City to make sure that we are aware of new owners.

**9. RESIGNATION OF THE BOARD**

Pursuant to the Associations Articles, the current members of the Board of Directors will hereby retire from the office. The Owners shall elect a new board to serve until the next AGM.

**10. ELECTION OF BAORD OF DIRECTORS**

According to the Associations Articles the SHRA will elect a Board of Directors.

- Ben Groot
- Hans-Detlev (Det) Lier
- Ziyad Chomery
- Michael Shimbashi
- Adeyemi Taylor
- Ben Chu
- Ron Howey

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- Ty Matlock
- Scott Walter
- Muzaffar Mian

**We have a slate of 10 Candidates**

**Have a motion to allow 10 board members until the next AGM.**

**\*\* Motion Passed**

10. QUESTION PERIOD

Comment: Ben – I do not see any harm in posting a notice on Town Square that there is an RFQ out for the landscaping. We want to make sure that while we are interested in supporting our community, we are not giving weight to community members. We will have a matrix that we will be working with to reach a decision on who the contactor will be. It could be anybody in the city.

Q: 112 Sage Valley Drive – Just because we only have the 3 pathways and 3 signs, have we thought about dissolving the Residents Association completely? What about an adopt-a-program, like what Sherwood does; they don't have a fee. All the residents get together and stain the fences. They do it as a community. The reason why I ask about this is because everyone complains about the annual fee and most people don't cut their grass or shovel their sidewalks. Is there a route that we have looked at or can look at?

A: Ben Groot – I've looked at the articles; I've looked at the legislation. Yes, that is a route we can look at. Is this a route that I want to pursue at this time? It's not. I don't want to speak to what has previously happened. All I want to do is look forward. I am with you and I get it. If we can't get this train moving in the right direction and get some momentum, maybe that is the way.

Q: 111 Sage Valley Circle – Any chance that we will get snow removal on the side roads and if that is something that would happen if we were to join the ELM Program?

A: Ben Groot – Speaking specifically snow removal on side roads, that is the city's jurisdiction. We have zero influence in that spectrum. You will need to contact our councilor, Jennifer Wynes or 311 to make a complaint.

Q: 71 Sage Bank Court – You mentioned that we have a contract in place for the snow removal, is there a specific evaluation process for the existing contractor. If we are happy regarding the services? Or are we stuck in the contract until 2024? I would like to know what the process to negotiate with the City to get the designated areas like cleaning the side street with the snow or to maintain the other areas in Sage Hill. How long does the process take for the City to negotiate for the City to approve?

A: Ben Groot – We have specific contacts with the City which the board has already been in contact with. We have contact with the community liaison and a second contact that is with Parks and Recreations.

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The Community liaison is the first contact. Parks is who responsible for the land. How quickly can we move on that? We are new to this so it is as fast as the City will allow us to move.

Snow removal contract, we are in this till 2024. Of course, if we are unhappy with the services, we would reevaluate at the time. How we evaluate this currently, the contractor will send us pictures once they have completed their snow removal requirements. Feedback from the community is welcome.

Q: Has the board had any discussion around having a very clear late payment process? As many of you know I was very involved in the community response to Bridgeland Law that happened in the summer. One of my concerns along with many other residents, was the power that the board has; a lot of us felt that the then board skipped the existing late payment process. Has there been any talk on a new process being put in place? Having safeguards for residents in place for when things happen like a bunch of returned mail at the property management company that seems to be disregarded by the previous board. Any discussion regarding this?

A: Ben Groot – There has been discussion on that. This is something that we need to look at. There is a governing committee. This is something that we need to work with the management company, specifically to make sure that we have a proper process in place for making sure that we are delivering 30, 90, 120 late notices. And making sure that one of those are hand delivered to the door and not just taped to the door and not including the penalties if they are not met. A proper to the door notice of late payment. I would like to see that as the last step.

**11. ADJOURNMENT:**

**Motion to adjourn the meeting. Meeting adjourned 8:48pm**

***\*\*Motion Passed***