



Tanglewood Condominium Corporation (0111080)

**Welcome to the
2008 Annual General Meeting**

September 10, 2008



Agenda

- Let's Get Started
 - Call to order
 - Call the roll and certify proxies
 - Proof of notice of meeting or waiver of notice
 - Reading and disposal of June 27, 2007 AGM Meeting Minutes
- Summary of Board Efforts
- Reports of Officers & Committees
 - Operations
 - Traffic
 - Landscaping
 - Parking
 - Financial Report/Budget
 - Appointment of Auditors



Agenda

- Current Issues
 - Board Issued Letters
 - Questionnaires
- Board of Directors
 - Board Roles and Responsibilities
 - Resignation of Board
 - Election of members of the Board
- New business
- Adjournment



Let's Get Started

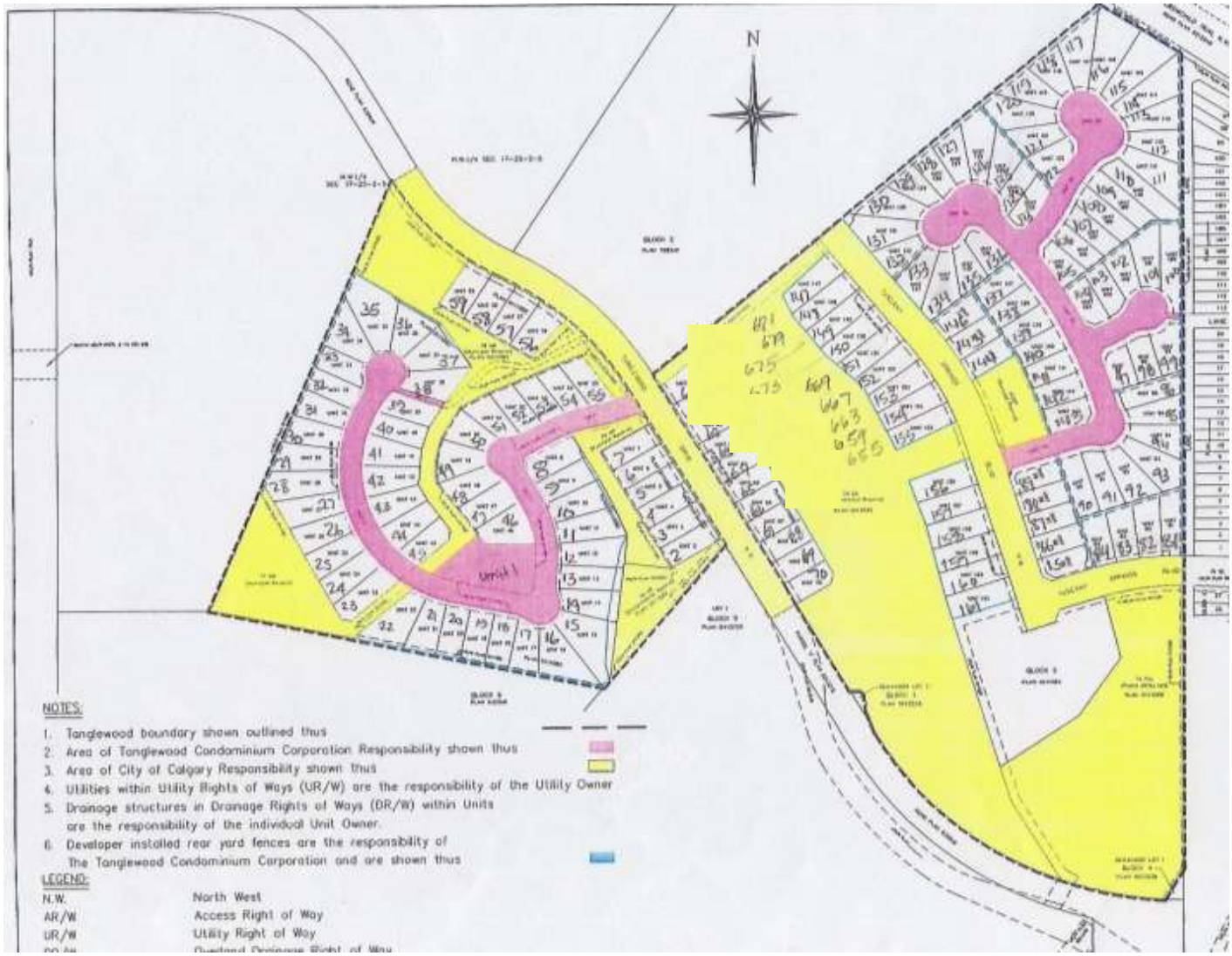
- Call to order ✓
- Call the roll and certify proxies
- Proof of notice of meeting or waiver of notice
- Reading and disposal of June 27, 2007 AGM Meeting Minutes
 - Motion from the floor
 - Second from the floor
 - All in favour?



Landscaping Report

Areas in yellow are owned by the City and they dictate what it will look like and how it will be maintained.

Areas in pink are owned, controlled and maintained by the Condo Association.





Summary of Board Efforts in 2007-2008



Summary of Board Efforts

- Communications
 - Spring Newsletter
 - Website Updates
 - Mailbox Signage
- Finance
 - Developed 2008 – 2009 budget
 - Conducted Reserve Study
 - Appointed auditors (same as previous year)



Summary of Board Efforts

- Long term plan and operations schedule
 - Adhered to long term vision for community based on original concept; used as a guidance tool for decision making
 - Outlined long and short term goals & objectives
 - Detailed operations and maintenance targets and schedule
 - Established Calendar of Activity
 - Tool for future Boards & management company



Summary of Board Efforts

- Day-to-day operations of the community
 - Twelve Board meetings between July, 2007 and August 2008
 - Maintain common properties
 - Monitor and update community website
 - Enforce bylaws
- Development of guidelines
 - Play structures



Operations Report



Operations Report

- Routine Operations
 - Garbage Removal (City of Calgary)
 - Recycling (Residential Recycling)
 - Snow Removal (Green Side Up Landscaping)
 - Street Cleaning (Dependable Maintenance)
- Maintenance of Storm and Sewer Systems
 - Sanitary and Storm Sewer Systems: inspected, power flushed and vacuumed all manholes, trapflows and lines (Fall 2007)
 - Storm Retention Grates at entrance to Tusslewood Heights and Tusslewood View: inspected and cleaned (Fall 2007)
 - Drainage Swales: major cleaning of Phase 2 swales and trap flows (Fall 2007)
 - Note: It is the homeowner's responsibility to maintain any drainage facilities on their property (e.g. keep swales free of debris, ensure proper grading to swale, clean drains, etc.)*
 - Fire Hydrants: tested and flushed (Spring 2008)



Operations Report

- Repair of Community-Owned Infrastructure
 - Swing Repair on Phase 1 Tot-Lot (Spring 2008)
 - Replacement of manhole cover and irrigation box cover on Tusslewood Heights (Spring 2008)
 - Sidewalk, curb and gutter repairs – approx. 130 lineal metres (Summer 2008)
 - Asphalt road surface repairs – 52 curb rehabs, 10-15 areas of sinkage, centre drainage erosion (Summer 2008)
 - Repair of homestead-style and black chain link fences in Phase 2 (Fall 2008)

Note: Cost of repairs to sidewalks, curbs and gutters, asphalt road surfaces and fencing were covered through the TCC Reserve Fund (a special fund of annual dollars set aside to cover expenses related to the repair/replacement of depreciating infrastructure). Other operational and maintenance costs were paid through the current TCC Operational Budget.



Traffic Calming Report



Traffic Calming Report

Past History

- Sub-committee made up of resident volunteers and Board members formed September 2006
- Alderman Hodges and Transportation Planning engaged in October 2006
- Subcommittee develops priorities for traffic calming on Tusslewood Drive based on City's policies
- Survey conducted in February 2007 to gather resident feedback on proposed traffic calming measures (100% support from residents)
- Temporary traffic calming measures implemented by the City in October 2007



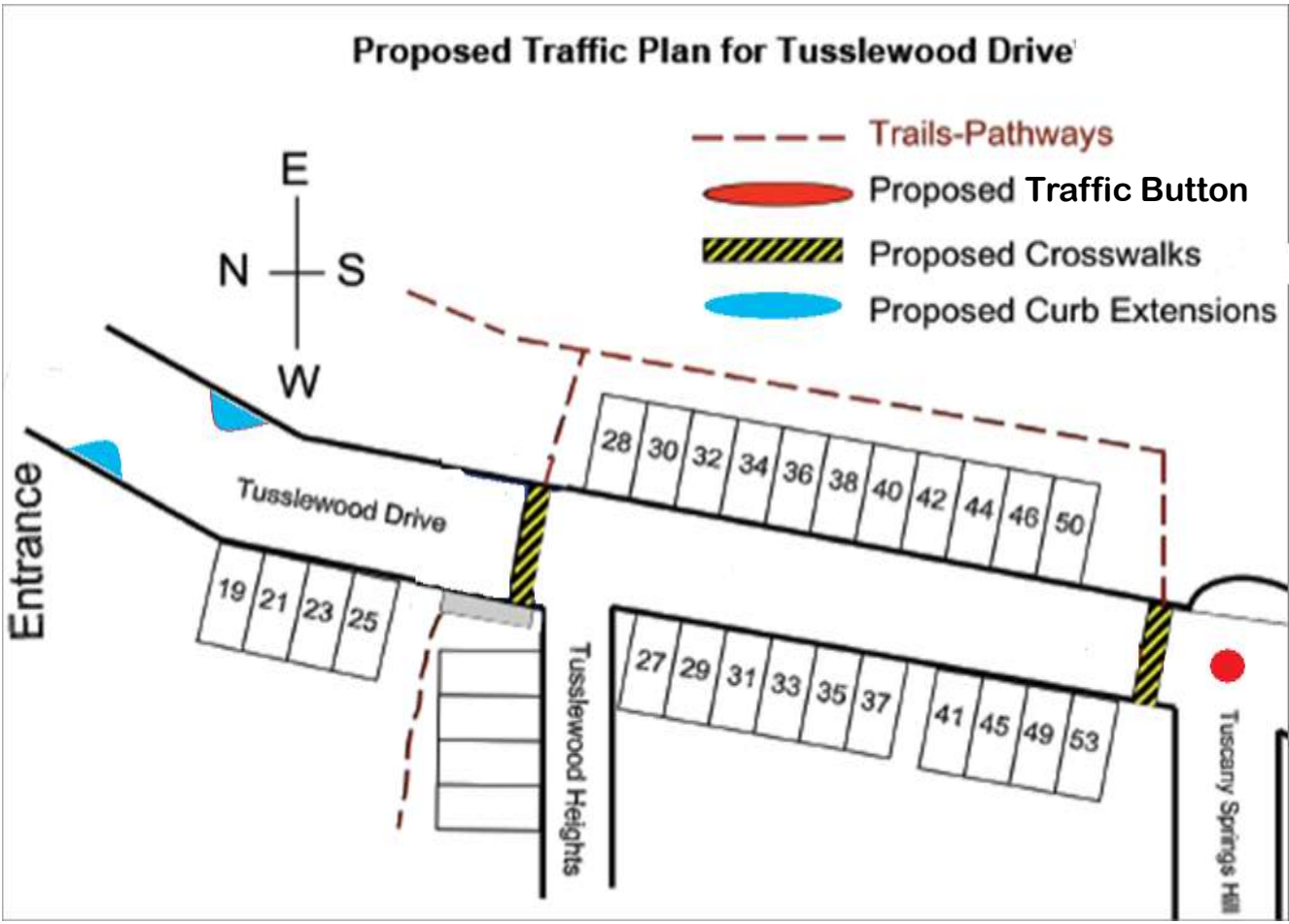
Traffic Calming Report

Current Status

- Resident feedback positive (i.e., trial measures are generally effective; some modification required but definite support for permanent mitigation measures)
- Revised traffic plan proposed to the City in April 2008 based on evaluation of trial measures (i.e. keep some, change some, eliminate some)
- City defers further review of revised plan until traffic flow through community is normalized (i.e. completion of Twelve Mile Coulee Road, elimination of detours)
- Further information to be shared pending feedback and recommendations from The City on revised plan



Traffic Calming Report



- A. Two curb extensions at north entrance to Tanglewood
- B. Marked pedestrian crosswalk at Tusslewood Hts
- C. Marked pedestrian crosswalk at Tuscany Springs Hill
- D. Traffic button at intersection of Tusslewood Dr & Tuscany Springs Hill
- E. Posted speed limit of 40 kph



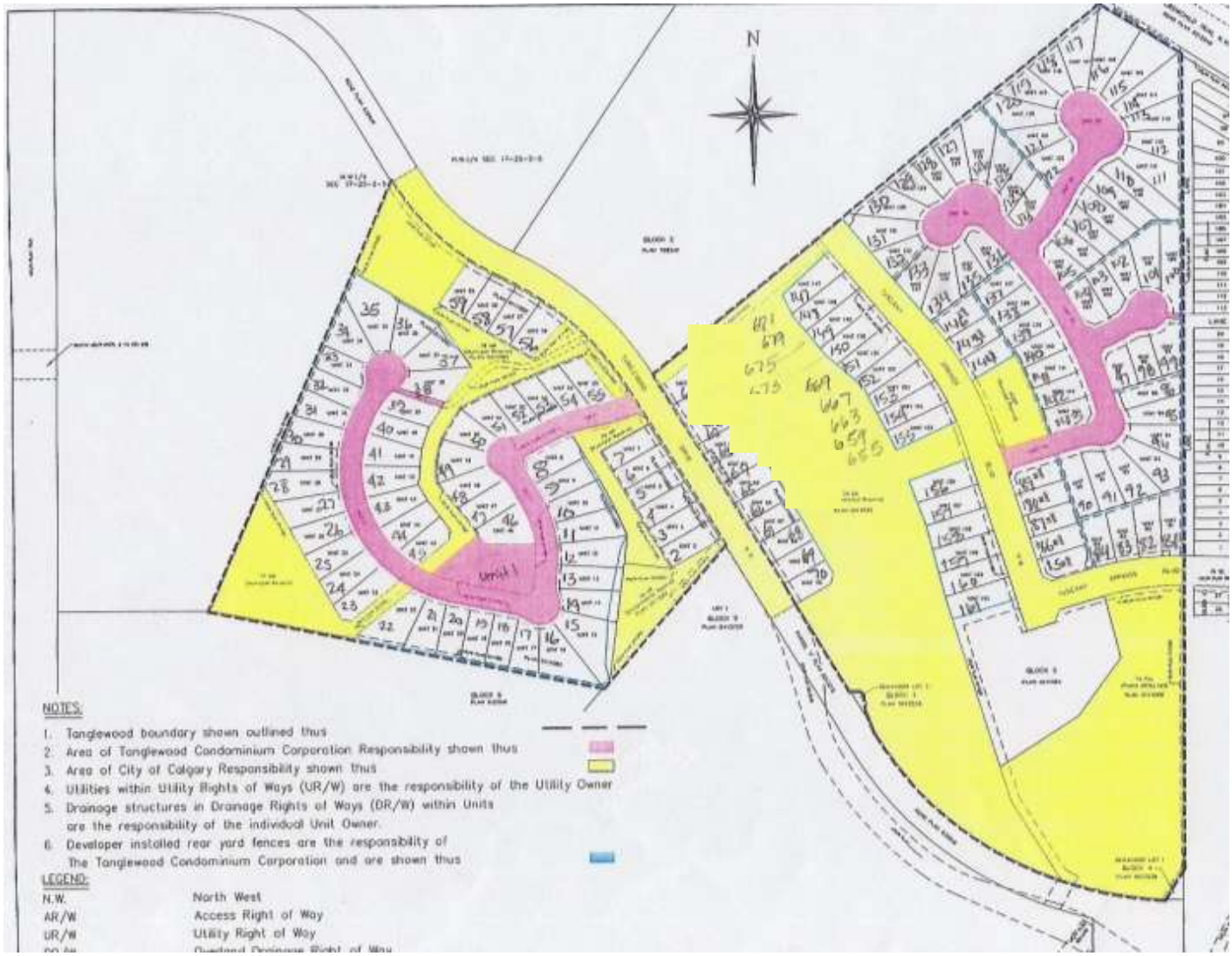
Landscaping Report



Landscaping Report

Areas in yellow are owned by the City and they dictate what it will look like and how it will be maintained.

Areas in pink are owned, controlled and maintained by the Condo Association.





Landscaping Report

Routine Maintenance

- Landscape maintenance of both city-owned and condo-owned areas provided through contracts with the Tuscany Residents Association.
- Ongoing communication with Parks Supervisor to set standards/expectations for maintenance of community-owned areas (i.e. grass trimming, weed control, reseeding/sodding of grass, pruning of shrubs, watering as required)
- Contractor committed to additional weed spraying and reseeding/sodding of grass (Fall 2008)
- Bronze deer statue at northwest entrance cleaned and polished (Spring 2008)



Landscaping Report

Improvements

- Black chain link fence installed behind Tusslewood Heights (Fall 2007)
- Annuals planted at Phase 1 and 2 entrance sites
- Bark mulch refreshed throughout community
- Additional shrubs to be planted this fall in island on Tusslewood Grove
- Plans established with City to plant additional shrubs along Tusslewood Drive at the west and east entrances to ravine pathway (Spring 2009)
- Consultation underway with City Parks re: installation of garbage bins along pathways; also additional park benches



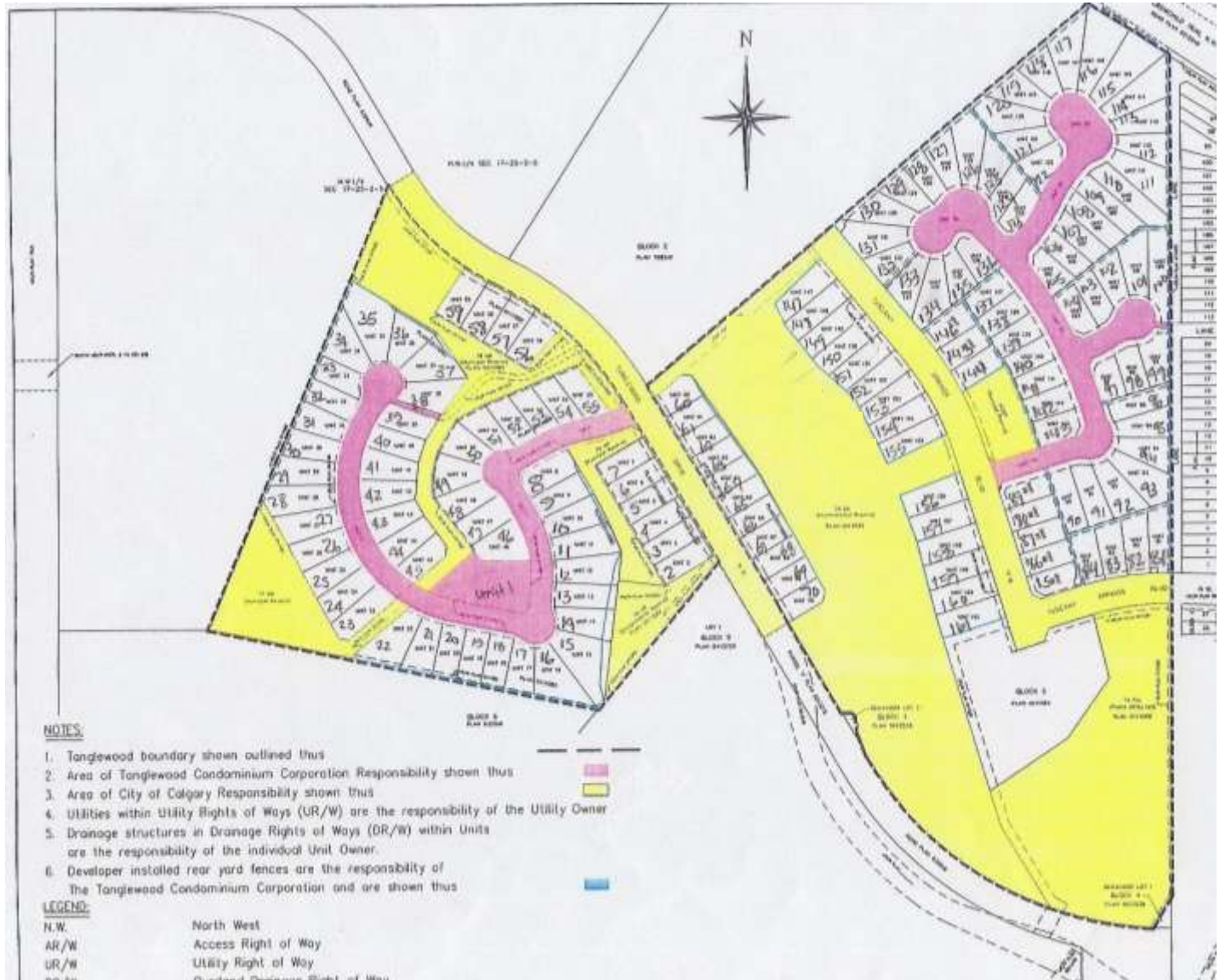
Parking



Parking

The areas in yellow are owned by the City and they dictate what it will look like and how it will be maintained.

The areas in pink are what the Condo Association owns and can control.





Parking

- Based on safety issues and residents' complaints, the Board reviewed the parking situation
- Current Bylaw states:
 - No Owner nor any of his family members, guests, tenants, occupiers, servants, agents or contractors shall park a motor vehicle or automobile on any part of the Parcel except in the garage upon his unit and the area in front of such garage, and except that the guests or invitees of an Owner or his tenant may park a motor vehicle or automobile in areas, if any, upon the Common Property designated by the Board for parking and during such times as designated by the Board”.



Parking

- It is recognized that this is a Bylaw without infrastructure.
- In reviewing the situation, the Board consulted the Fire Department by phone, and they provided the figures utilized for our analysis
 - While the figures seemed excessive for the width of a vehicle, we were told to utilize 2.6m to account for people not parking close to the curb
 - We were also told to use 6.4m for the required access required by the fire truck
 - In more recent documentation, we have seen the figure reduced to 2.4m for the width of a car — admittedly wide for the average car but not for a large SUV or truck — and 6m for the required clearance of the fire truck



Fire Department Standards

2.2 - Streets - 9 M

All streets are to be 9 meters or more in width as described in this standard (ref. - ABC - definitions of a street) - Street means any highway, road, boulevard, square or other improved thoroughfare 9 m or more in width, which has been dedicated or decided for public use, and is accessible to fire department vehicles and equipment.

Street guidelines in place now utilize a 9 meter asphalt driving surface and provides a .25 meter rolled curbs on both sides resulting in a 9.5 meter roadway (face of curb to face of curb), as the minimum acceptable roadway for the requirements of the Calgary Fire Department, with parking is permitted on both sides. Wherever these residential streets are used there design should include off street parking and designed parking breaks such as driveways or emergency use zones to allow emergency apparatus to negotiate traffic as well as to provide sufficient clear width for the operation of emergency apparatus and equipment.

Note: These dimensions are listed as **Provincial Standards** (ABC/ ATC) and are established as **minimum standards**. Parking is not mentioned in the defined width of a street or access road in these standards.

2.3 - Parking Width Allotment - 2.4 M

Parking allotment in addition to or part of the street or access road design is to be measured at 2.4 meters. This dimension is more realistic to actual vehicle width and reflective of current driving habits (not parking against the curbs). Therefore with an operational clear access road including an allotment for parking would result in a road to be 6 Meters (unobstructed roadway) +2.4 Meters (parking width) would produce a road width of 8.4 Meters with parking one side only. (ref. to the Transportation Association of Canada)

Note: Statistics Canada reports that 55 % of registered vehicles in the Province of Alberta are trucks or SUV type vehicles.

2.4 - Set up and Operational Dimensions

*Operational dimensions of 6 meters are required for a fire department apparatus when setting up to fight a fire while also providing a safe work area to perform there duties:

- 3 meters for the truck itself
- 2 meters for non-restricted hose operation, so as not to restrict water flow
- 1 meter for operation of doors, equipment and manpower
- Aerials require a minimum of 5 M for operation and 6 M for setup

*Our streets
are around
8.5 meters*

Source:
Calgary Fire Department Standard
Fire Department Access
S2005-1
August 21, 2006
Authors: K. Prusky & G. Mathiesen



Parking

- The Fire Marshall was called in to review our private streets and designate a Fire Lane to ensure Fire Trucks can pass through safely.
- City of Calgary Parking Authority was called into to advise where the necessary Fire Lanes signs should be placed to ensure enforceability.
- Condominium First will be working with the vendors to install the necessary signage and approval will be given to the Parking Authority to enforce the fire lane signs.
- The map at the back of the room states where the signs will be placed.



Financial Report



Review of 2008 Financial Results

	2007-2008 Actuals		2006-2007 Actuals	
	\$	% of revenue	\$	% of revenue
Revenue	179,043		176,529	
Administration Expense	24,209	14%	15,988	9%
Operating Expense	83,535	47%	72,595	41%
Maintenance Expense	22,325	12%	6,159	3%
Insurance Expense	2,939	2%	3,259	2%
	133,008		98,001	
Income from Operations	46,035	26%	78,528	44%



Review of 2008 Financial Results

- Administration Expense
 - + \$2K due to higher audit costs
 - + \$5K in management fees to Condominium First due to more units and increased fees
- Operating Expense
 - +\$6K full year recycling service vs. half a year in 2006-2007
 - - \$3K by changing from private waste services to city services (in November 2007)
 - remainder of the increase is primarily related to additional landscaping projects that were undertaken during the year – the island on Tusslewood Grove, fees to the Tuscany Club for additional services
- Maintenance Expense
 - +\$11K to install the chain link fences on Tusslewood Heights
 - + \$7K to undertake work to clean drainage swales, repair damage



Review of Reserve Account

- Reserve Fund
 - A reserve fund was commissioned during the year to ensure that sufficient funds were being put away to cover future costs.
 - As of Feb 28, 2008, the corporation has a reserve balance of \$166,390. The reserve report recommended a balance of \$163,000 as of that date.
- Key items to note:
 - The report assumes that the monthly condo fee will increase by 3% per year.
 - Assumes that we receive a 5% return on our assets.
 - If we are required to make repairs earlier than planned in the report, fees may have to increase further to cover for the lost returns.
- Our investment options are limited to term deposits and other “safe” investments



Appointment of Auditors

- Recommend leaving the appointment of auditors to the discretion of the incoming Board of Directors
 - Motion from the floor
 - Second from the floor
 - All in favour?



Current Issues



Board Issued Letters to Residents

- Purpose of Bylaws
 - Preserve standards and property values
 - Protect infrastructure (such as drainage systems)
- Determining Bylaw Violations
 - Periodic walk-throughs in community
 - Complaints from residents
- Enforcing Violations
 - Upon investigation, letters issued to residents deemed to be noncompliant with Bylaws
 - Typical issues include swale blockage, fencing, landscaping and weed control
- Compliance
 - Board works with and/or follows up with residents to achieve compliance



Questionnaires

- Questionnaires issued at this AGM
- Information obtained will be used to gain an understanding of the wishes of the community for future direction on:
 - Satellite dishes in the community
 - Enforcement of Bylaw 52



Board of Directors



Becoming a Director

Officers

- **President**
 - Daily execution of business of corporation
 - Chairs meetings
- **Vice President**
 - Acts on behalf of president in his/her absence
- **Secretary**
 - Minutes, correspondence
- **Treasurer**
 - Monitors flow of funds
 - Prepares budget



Becoming a Director

- Conflict of Interest Policy
- Workload
- Subcommittees (may be open to residents of the community)
 - Operations
 - Landscaping
 - Traffic calming



Board of Directors

- Resignation of the 2007-2008 Board
- Election of the 2008-2009 Board
 - Nominations
 - “I move that Mr. X be elected to the Board”
 - Motion from the floor to cease nominations
 - Voting
 - If 7 or fewer individuals are nominated, the group can run as a slate, and a single vote can be taken by attending unit holders.
 - If more than 7 individuals are nominated, attending unit holders must vote for/against each individual.



New Business

Please raise your hand if you have an issue, question, suggestion, comment or concern you would like to identify



Adjournment

Thank you for coming!