



# Minutes for the Orchard Heights Homeowners' Association Board of Directors Meeting Thursday September 16, 2021

In Attendance: Tonya Elmazi, David Blakey, Janet Jackson, Zein Lavji, Raya Shadursky, Mike Kuliszewski, Dominique Giliberti, Lawrence Pinkney, Afsaneh Dhalla

Absent: Angie DeLuca, Caroline Secko, Tisa Zabarylo, Stacey Reason

Meeting Called to Order at 7:30 pm

Acknowledgement of quorum announced by Tonya -- at least 5 directors present

Reading of Land Acknowledgement - Tonya

Reading of Agenda and call to board if any other items to add -- Raya asked to review political zoom meetings and Tonya to add neighbourhood beautification

Approval of minutes of July 16th

No objections to the minutes -- minutes are passed

1. Updates from Sub-Committee Chairs

**Communications Update -- by Janet Jackson**

Item	Update	Discussion	Decisions/Vote	Action Items	Resources
<p>Newsletter</p>	<p>Outlined as per report --the frequency of delivery -- i.e./ just Sept and Dec unless resident advises they do not have online access and request to be on our delivery list.</p> <p>Also updated about a postcard idea of advising residents when NL is ready and up online -- and perhaps include in a regular real estate NL that goes out. Which would drive folks to our website</p> <p>Also provided estimated cost of NL for approval - up to a maximum of \$600 plus tax</p>	<p>Discussion on how to reach those who do not have online access -- and have not provided their email. Our goal is to drive up membership.</p> <p>Zein advised we have \$3,800 in the bank. Will need money for movie night. Halloween budgeted \$500 -- Movie Night estimate is \$1,500 to \$2,000. Movie guy costs \$1,000, license is \$300, permit is \$300</p> <p>We will create a database for those who have no online access. Cost will be negligible after Dec NL goes out. And NL will be displayed on the Bulletin Board when we get it.</p> <p>Budget asks Costs: Two published NL estimated at \$1500 to \$2000- -- and \$1,500 for the movie (deposit of \$500 already paid) and \$500 for Halloween. Which significantly reduces balance in our account?</p> <p>Discussion to not print the Dec NL as we cannot afford it. Went on to discuss that our objective is to keep our community informed.</p> <p>Why can't we do this cheaper and print ourselves -- and don't need to do 4 pages -- only do 2 pages. The NL is shown to board to provide a sense of quality and quantity of content and look and feel</p>	<p>Vote to print and distribute NL and see reaction about future NL prints.</p> <p>Vote to do Sept NL at a budget up to \$600</p> <p>All approved budget</p>	<p>Report back at next board meeting on who has reached out regarding sponsorship -- who has advised of email address -- who have advised they want NL delivered due to no online address</p>	<p>See Report emailed to board prior to meeting for full update</p>

		<p>Discussion on how to get residents on our mailing list who currently isn't. We have approx 30% of residents to date. Hoping NL will prompt responses to get on our mailing list. We have time to figure out postcard idea or other ideas to boost getting more email addresses.</p>			
Sponsorship	<p>No sponsorship for Sept NL yet will do for December</p> <p>Board can review the approach in the attached updated report presented to the board</p>	<p>Tisa agrees to manage sponsorships</p> <p>Zein agreed to do invoicing for sponsorship requests.</p> <p>Lawrence wants us to show we can disapprove an ad if not in the community interest</p> <p>Noted that we want a limit on amount of ads on NL and we discussed no more than one page of printed and no more than one screen size page for online</p>	<p>Vote to move forward with sponsorship ideas presented</p> <p>Approved</p>	<p>Tonya will send Tisa template for invoicing</p> <p>Jan and Raya to make a form for intake for sponsorship requests</p> <p>Jan to create a one page Ad Package flyer outlining costs and specifications for ads. Will include a blurb that we have the right to accept or decline any ad requests.</p>	

### Events Update by Dominique Giliberti

Item	Update	Discussion	Decisions/Vote	Action Items	Resources
Movie Night	<p>Everything is a go and approved Afsaneh got popcorn and snack donations Hot chocolate and snacks will be served Peter Rabbit II is the movie So far 94 registered - average 4 per family</p>	<p>Query re sanitizer -- don't have to have but we can include at food station</p>	<p>Vote for budget of events: Movie night \$2,000 Parade - \$500 - gift bags Xmas - will decide budget next meeting</p> <p>Dominique motions and Janet seconds for vote</p> <p>Motion approved</p>	<p>Events team to bring estimated budget for Xmas events at next board meeting</p>	
Costume Parade	<p>Bring your kids and pets and run similar to last year Will need to register for time slot - stay 6 ft apart Will be at around 4pm</p>				
Pumpkin Walk	<p>Bring used pumpkin and light it Leftover popcorn from movie night</p>				
Lighting of Cedars and other Xmas ideas	<p>Dec 4 to kick off holiday season Solar powered and on remote so city can't complain about wires Sell Xmas ornaments from OH</p>	<p>Should be about \$5 to make ornaments and sell for \$10 or \$12.99</p> <p>Santa gram idea to sell to neighbours -- give kids a treat bag and order ahead of time and advise where to send it in the neighbourhood</p> <p>Secret Santa idea -- \$15 gift and get your person -- email goes into randomizer -- and get a random gift in the mail. And create a tag -- brought to you by OHHA -- Are you a member?</p>	<p>Board likes selling Xmas ornaments idea -- and also sell one that shows where OH located on ornament</p> <p>Lawrence thinks this is a great way to help seniors who are isolated</p>		
Halloween		<p>Will we run the same as last year and have candy at the end of the driveway? We will follow any city restrictions outlined.</p>			

### Infrastructure Update by Tonya Elmazi

Item	Update	Discussion	Decisions/Vote	Action Items	Resources
Elm	<p>Latest submission by Elm, they want a bylaw change to make the front lot width 10 meters/ 33 ft. Was submitted in April of 2020</p> <p>Current lot plan is for 19 homes and they are at 40' lot widths</p>	<p>Danger this will set a precedent for lot splitting</p> <p>South Service road, Committee of Adjustment allowed a lot to split in 3 pieces and didn't rezone for that.</p> <p>Need Stephen to clarify this recent change and what is Elm looking to do with their request</p> <p>Elm signed a lease with the school, but we don't know the lease terms and if Elm could back out of lease early.</p>		<p>Ask Stephen if he can uncover the purpose of recent submission. He can go to the planning dept. What is going on with this recent submission</p> <p>Tonya to ask the school if the lease contains an out clause for Elm earlier than the lease term?</p>	
Dixie and Queensway	David advised this site is going to be a new distribution centre	Discussion this will be an industrial project			

### Membership Update by David Blakey

Item	Update	Discussion	Decisions/Vote	Action Items	Resources
	<p>No updates - Angie is stepping away for awhile</p> <p>No meeting has occurred yet</p>				

### Governance Update by Tonya Elmazi

Item	Update	Discussion	Decisions/Vote	Action Items	Resources
	No meeting to date -- it will occur end of Sept				

## **2. Chess Table Update by Tonya Elmazi**

Update: Will be next year -- guess is in Spring 2022

Discussion:

Decisions:

Action Items:

## **3. Bulletin Board Update**

Update: Don't like the BB Stephen chose. We do have a person to install when we get it. .

Discussion: We can fundraise to pay the difference between the one Stephen is prepared to pay vs the one we like. The one we like is almost \$2,000 -- vs his \$300 selection.

Location discussion -- suggestion to put where the paths all meet in Ron Searle Park. Many others like this suggestion

Decisions:

**Action Items:** Investigate other Bulletin Boards that are less than \$2,000 but still larger than the one Stephen selected.

## **4. Update on City Affiliation and Insurance**

Update: Advised many steps to get approval. We will hear back from Jocelyn on whether we are approved. We have done everything required by the City. Tonya advised we have been approved.

Discussion: Janet agreed to assist with the process.

Decisions:

**Action Items:** Tonya and Janet to meet with Jocelyn to go over what is required and costs to get insured.

## **5. Update on Code of Conduct**

Update: Two or three have not signed code -- Mike has advised he is one of them.

Discussion:

Decisions:

**Action Items:** Tonya will reach out to get the rest signed and agreement to comply.

## **6. Sept 23 Zoom meeting with Stephen**

Update: To let the board know that Sept 23 is coming up.

Discussion: Tonya will be there to facilitate the meeting and have questions in back pocket. Also, should have the transport contact who will attend the call. There are about 30 registered so far for the meeting. Raya advised she would be attending the Sept 23 meeting.

Decisions:

**Action Items:** Follow up with Stephen to see if transport contact will be attending the meeting. David agreed to do this. Also -- Janet and David to send out reminder email for the event and that registration is required.

## **7. Other items**

Political Zoom meetings prior to election. Discussion about being disappointed about format and process. Many of our questions were not included. Very frustrating experience for many of us. Liked the idea of doing this prior to elections --but would prefer not to be run by TOPCA next time!

Neighbourhood beautification projects idea discussed. And also ideas about signs to welcome folks to Orchard Heights. David will send communication to Stephen about the signs project idea. Discussion to include our resident gardeners to consult with the city on how to improve our park gardens.

## **8. Review action items -- confirmation of owners and dates**

Tonya spoke to Grant and he wants to join in October.

Dominique to talk to Jenna about joining the board.

## **9. Motion to adjourn meeting** by Janet and seconded by Dominique. Vote carried, meeting adjourns at 9:05 pm