



*Protect your home; Protect your community; FireSmart Now!*

## **CHCA Directors Meeting**

2020-Jan-08

### **I. Call to order**

Tara Godwin called to order the regular meeting of the CHCA Executive at 7:10 PM on Wednesday, January 9, 2020 at Fred Schubel's house.

### **II. Roll call**

The following persons were present:

- Fred Schubel
- Jessica Samuels
- Jim Burkell
- Patti Fulton
- Ralph Smith
- Tara Godwin

The following Directors were absent

- Barry Oland
- Granger Evans

### **III. Agenda**

The agenda was approved as issued.

### **IV. New business**

- **Treasurers Report:** As of December 31, 2019 the CHCA's bank balance was \$2,229.12; this includes \$25.00 of equity shares. The change from the previous period was substantially due \$382 of primarily FireSmart related expenses partially offset by \$100 of FireSmart donations.
- **2019 Results:**
  - What Went Well
    - FireSmart financial and in kind donations
    - Development of the CHCA Facebook and webpage

- New logo
- Frequency and quality of member communications
- Establishing the CHCA's Mission Statement, priorities and goals

#### What Needs to Be Improved

- Motivating community members to help out with the community FireSmart work
- Organizing the FireSmart campaign; need to start earlier in the season

#### What Do We Need to Stop Doing

- Setting too lofty goals regarding the amount of FireSmart work to be completed in a campaign

#### What Do We Need to Start Doing

- Make the community more identifiable
- Increase member participation
- Make it easy for community members to join and donate to the CHCA
- Set reasonable goals

- **2020 Goals and Priorities:**

- Increase membership
- Make it easier for community members to join and / or donate to the CHCA
- Increase the BBQ participation
- Increase the number of community members supporting the FireSmart cleanup.

- **FireSmart:** The potential areas for employing the Rutland Senior Secondary to assist with FireSmart work are being identified; with the goal being to employ the students in helping out in areas that provide significant community benefit.

- **AGM:** The AGM will be held at 7:00 PM on Tuesday, April 7, 2020 at the Grace Baptist Church Hall. CHCA related agenda items will include the President's update, a review of the 2019 CHCA Financial Statement, a review of the material changes to the CHCA Constitution and Bylaws being proposed. In addition to an update from Melcor, external presentations being considered are

- Identity Theft Protection;

- Block Watch / Community Policing; and
  - Water Conservation.
- **Lochview Restricted Lake Access Easement:** One of the 40 property owners party to Lochview Restricted Lake Access Agreement expressed the following issues regarding the Access Agreement clarification letter recently set out by the CHCA:
    - The CHCA should have included copies of the agreement and associated drawings with the letter; and
    - The CHCA should not be meddling in this matter.

Although the CHCA offered to make the documents available to the property owner, they chose not to distribute the documents at the CHCA cost since the parties to the agreement should already have the documents and it was felt that it was not fair to burden all of the association members with the cost when the issue affected only a small number of community members. The reason the CHCA issued the letter is the issue was raised at a CHCA AGM and it was clear from the discussion at this meeting that there were differing opinions regarding the access rights.

- **Membership Dues:** CHCA membership dues have remained unchanged since the CHCA was formed in 1999. Currently the membership dues collected are sufficient to cover the cost of the AGM and some, but not the entire annual picnic cost. Consideration is being given to changing the annual dues from \$10 per person to \$20 per household. The proposed increase would provide the CHCA with funds to pursue special projects that are being considered and that are anticipated to arise in the future. The proposed change from a per person to per household dues basis is to officially align with the practice that dues collection practice that is currently being followed.
- **Community Sign & Banners:** The estimated cost of a community sign on Clifton Road at the south entrance to the Clifton Highlands is \$1500. The sign will need to be installed on private land and will require a covenant be registered against the title of the property where the sign is installed. The sign design needs to be submitted to the City for approval at a cost of \$75 for the application fee plus \$10 per square meter of sign area. Banners are restricted to be installed on lamp poles, versus power poles, which

restricts the installation of banners to Clifton North, Rio Drive and Magic Estates.

Tara Godwin adjourned the meeting at 9:30 PM. The next meeting is scheduled for 7:00 PM on Wednesday February 12, 2020 at Fred Schubel's home. The agenda for the meeting will be issued on Wednesday, February 5, 2020

Minutes submitted by: Jim Burkell

### **Next Meeting Agenda Items**

1. AGM pre-planning.
2. FireSmart update.
3. "Traffic Concerns update.
4. Annual Picnic pre-planning

## Follow-up Tasks:

	<b>Follow-Up Task</b>	<b>Date Identified</b>	<b>Task Owner</b>	<b>Date Completed</b>
3)	Inform to the homeowners with the right to access the Beach Access near the Lochview pumping station of their legal rights.	2018-Jun-05	J. Burkell	2019-Nov-27
5)	Integrate the Melcor / Wilden / Clifton trail plans into an overall trail connectivity plan.	2018-Jun-05	P. Fulton	
16)	Draft an updated CHCA Constitution and Bylaws	2018-Dec-11	J. Burkell	2019-Nov-27
17)	Develop and progress a plan for addressing the Clifton Traffic concerns.	2018-Dec-11	G. Evans	
36)	Contact Dustin, of Wilden, regarding his interest in helping with FireSmart tree falling.	2019-Oct-23	T. Godwin	2019-Nov-27
37)	Contact M. Holzhey to determine his interest in having the RSS students FireSmart his property and his willingness to cover the cost	2019-Oct-23	T. Godwin	2019-Nov-27
38)	Contact Oliver Butterfield to determine his available to assist with tree falling prior to Nov. 4	2019-Oct-23	J. Burkell	2019-Nov-27
39)	Add Block Watch information to the CHCA website	2019-Oct-23	J. Samuels	2019-Nov-27
40)	Prepare presentation of Bylaw changes for presentation at the AGM	2019-Nov-27	J. Burkell	
41)	Contact M. Holzhey to establish the RSS fire fuel removal zone	2019-Nov-27	T. Godwin	