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# JUNIPER HOUSING CORPORATION

## 松柏樓公司

408 Ave. F South, Saskatoon, Saskatchewan, Canada S7M 1T4

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### 2010 Juniper Housing Corporation Annual Report

#### 1 Introduction

The Juniper Housing Corporation (JHC) Board of Director is pleased to present the 2010 annual report. The primary purpose of JHC is the ownership and operation of Juniper Manor. Juniper Manor is a 43 unit affordable senior housing complex located on 408 Avenue F South.

#### 2 Building Development

Construction of Juniper Manor started in July, 2007 when a design-build contract for the value of \$3.94M was awarded to Northridge Development Corporation of Saskatoon. The 43 unit building was substantially completed in December 2008. Following occupancy clearance from the City, the first tenant started to move into the building between December, 2008 and January 2009. An official grand opening was held on January 2009. The event was attended by the general public, community associations leaders and representatives of Federal, Provincial and Municipal government.

Since substantial completion, Juniper with approval from the Board has undertaking building improvements. Some of these improvements were deleted from the capital construction due to budget constrain. Example building improvements include conversion of 110V to 220V in studio units in the basement and purchasing of fitness equipment in the recreation room. The cost fitness equipment was paid for by a City of Saskatoon Sask. Lottery Grant.

#### 3 Juniper Manor Organization and staff

The overall management of Juniper Manor is the responsibility of the Board of Directors. The Bylaw for Juniper Housing Corporation allows a maximum of eight (8) board members. The 2010 board consists of five (5) members:

- Gu, DeQiang
- Ken Mack
- Garry Mak
- Lionel Wong
- Abraham Yuen

All board members are volunteers and do not receive any salary or numeration. The Board generally meet every 6 weeks or as needed to address any issues arising. The term for Board Members are 3 years and can

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be extended as determined by the Board. New members are added or appointed by the existing Board or at annual meeting. Mr. Abraham Yuen and Ken Mack retired after many years of service. Mr. Garry Mak and Lionel Wong have agreed to act as Co-Chairs during the transition. In 2010, Juniper welcomed Mr. Stephen Chan to the Board. In December, sadly, Mr. Ken Mack passed away. He will be missed by the community.

The day to day operation of Juniper Manor is under the direction of the Property Manager (PM). The Property Manger reports to the Board of Director. Juniper hired two temporary property managers during the latter part of building development stage and up until June 2009 to assist the Board. In 2010, our third Property Manager moved due to family reasons. Juniper conducted a search and was successful in hiring a new Property Manager in October. Juniper has also decided to out source the accounting function and has retained Worry Free accounting to assist Juniper with book keeping. The current Juniper staff is:

- Property Manger – Felix Mui;
- Caretakers – Xio Ling, Ming Xu and Koamg Feng.

The Board would like to thank all the staff for their assistance and dedication during this past year. The Board also identified the need to provide more activities to tenants and be proactive with community networking. To this end, the Board has authorized the hiring of a part time Program and Activity Coordinator for 2011.

#### **4 Volunteers**

From time to time, Juniper also rely on volunteers to assist with committee work, fund raising, special activities and operations. The Board of Director would like to thank the following persons for their generous support:

Alice Leung, Theresa Ma, Etta Lau, Mrs. Mui (volunteer English teacher)

Web Site/Master – Pei Lui

Legal – Ben Mah

Saskatoon Wellness Society

The Board would also like to acknowledge numerous individuals who has volunteered their time and contributed financially during the Juniper Manor development stage. A list of major contributor is recognized on the donation wall located at the entrance to Juniper Manor.

#### **5 Juniper Occupancy and Rental Policy**

Juniper Manor is developed to meet the needs of low income seniors and immigrants. We have a total of 43 units. The following guidelines were established by the Board:

Seniors (65 years or older) – The annual income for a single person or a couple must not exceed \$45,000 as determined by actual tax filing with the Canada Revenue Agency (CRA). In the event that there are surplus units that not occupied, the Board may decide at its discretion to lower the qualifying age of senior in order to utilize Juniper Manor fully.

Immigrant – Must be landed immigrant eligible for Canadian Citizenship. The purpose of affordable immigrant housing is to assist settlement of newly arrived immigrant. To ensure the units are not occupied over a long term, the length of stay by qualified immigrant is limited to 3 years. If after 3 years and there is

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vacancy and no waiting list, the Board may decide at its discretion to extend the length of rental contact as appropriate. Immigrants must be 18 years or older.

Children – Juniper Manor is not designed to accommodate children. Therefore children are not allowed to stay at Juniper as residents.

Guest suite – Juniper has allocated one suite to be used as short term guest room. The room can be used by friends or visiting guest of residents residing at Juniper Manor. The length of stay and conditions must be approved by the Board.

Application form can be obtained by contacting Juniper Manor, attention Property Manger by mail at or by phone at 382-2222. Application form can also be downloaded from the Juniper Housing Web site.

## **6 Community Relations**

Juniper Housing was developed by the Saskatoon Chinese Community. As such, we encourage all community associations to use the Juniper facility. In 2010, numerous groups used the Juniper facilities for meetings and activities. These groups include:

- Saskatoon Chinese Benevolent Association;
- Saskatoon Chinese Ladies Association;
- Saskatoon Chinese Wellness Society;
- Federation of Saskatoon Chinese Canadian Organizations.

The Board encourages tenant and cultural activities and we look forward to networking with all community organizations.

## **7 Board Activities and Meeting**

In addition to regular Board meetings, the Board also organized other activities. In 2010, two highlights are:

- 1<sup>st</sup> annual BBQ/Block Party,
- Staff appreciation function with the Saskatoon Chinese Benevolent Association New Year supper.
- Christmas appreciation event for residents and staff.

## **8 Financial**

A copy of the 2010 audited financial statements are attached and are available for viewing at Juniper Manor office and will be posted in our web site: [www.juniperhousing.com](http://www.juniperhousing.com) .

The current highlights are:

- The total capital cost of Juniper Manor including land was determined to be \$4,679,784.
- After capital construction, Juniper Manor started with a mortgage of \$863,800. Juniper received a large GST rebate. The GST rebate and other surplus funds were used to pay down the mortgage.
- In 2010, our mortgage principal was reduced to \$766,012.02 (Dec., 2010).
- The monthly rental income and operating expense is about \$21,000.00
- Juniper was successful in obtaining a \$5000 community grant from the City of Saskatoon/Sask Lotteries Corporation.
- Juniper had a revenue of \$244,622 for 2010.
- It is recommended that Juniper Housing retain the firm of Cheryl Woloschuk, Certified General Accountant Prof. Corp. as our auditor for 2011.

## 9 Summary

In closing, Juniper is in good financial position. We would like to thank all Board Members, committee members and volunteers for their time and valuable assistance to make Juniper Manor a successful project in 2010. We like to thank the Juniper staff for their professional work in operating Juniper Manor. We are proud to call Juniper Manor our home and look forward to another successful year in 2011.

Respectfully Submitted by



  
Garry Mak, Lionel Wong

Co-Chairs, Juniper Housing Corporation

Dated, June 10, 2011