

**ESTATES VILLAGE
THE OWNERS: CONDOMINIUM PLAN NO. 942 3847**

DATE: November 25, 2021
PLACE: Glenwood Memorial Gardens, 52356 Rge Rd 232, Sherwood Park, Alberta

1.1 The Chairperson, Roger Overland (33) called the meeting to order at 7:05 PM.

1.2 **CALLING OF THE ROLL AND CERTIFYING OF PROXIES**

Roots to Peak Management announced that the Roll Call and Certification of Proxies was done at the door to establish quorum.

Bylaw 23 (a) states: Except as otherwise provided in these Bylaws, and in particular Bylaw 24, no business shall occur at any meeting of the Corporation unless a quorum of persons entitled to vote is present at any time when the meeting proceeds to do business.

Bylaw 23 (b) states: A quorum at any meeting of the Corporation shall consist of persons entitled to vote present in person or by proxy representing no less than **thirteen (13) units**.

Bylaw 24 states: If at the time appointed for a meeting of the Corporation, a quorum is not present, the meeting shall stand adjourned for fifteen (15) minutes. If after the fifteen (15) minute adjournment a quorum is not present, the persons entitled to vote who are present in person or by proxy constitute a quorum.

In Person: 19.67 units By Proxy: 13.5 units Total: 33.17 units

1.3 **PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE**

MOTION: Peter Schmid (9) / Melody Davies (11) to waive the reading of the Notice.
CARRIED

1.4 **READING AND DISPOSAL OF ANY UNAPPROVED MINUTES**

MOTION: Brian Brown (29) / Pauline MacDonald (40) to waive reading of the Minutes.
CARRIED

MOTION: Alain Brosseau (22) / Brenda Smith (2) to approve the minutes of October 22, 2020, as presented.
CARRIED

1.5 **REPORTS OF OFFICERS**

AGM 2021 President's Report – Roger Overland (33)

Welcome to the Estates Village Condominium Corporation AGM. My name is Roger Overland, Board President. Other Board members here tonight are Ann Hender VP, Brenda Smith Treasurer and Webmaster, Dorothy Botterill Secretary, John Green, and Glen McMillan our Maintenance Manager.

Also with us tonight are Melissa Southorn our Condominium Manager and Janis Maxfield our auditor representing Justin Gibson LLP.

We appreciate owner participation and again this year thank you Melody Davies and helpers who maintained our front entrance flower beds so well. Thanks to Evelyn Neudeck and David Holehouse for staying with the Bylaw Rewrite Process as we wrapped it up last December.

We welcomed one new owner this year, Sandra Green in unit 7.

Again this year we will change our agenda to allow our auditor Janis Maxwell to present her financial information as provided to you in our AGM invitation letter and then I will continue on with a report on Board activities in the Administrative and Maintenance areas.

Janis over to you.....thanx and can we wrap up the auditing business by requesting a motion to accept the May 2021 Audited Financial Statements as presented....and another motion to continue using Jestin Gibson LLP as our auditors or replace them with another nominee? Second and all in favor.

Board Administrative Activities

Bylaws were finalized, formally approved by owners and registered with the Province. As requested at our last AGM the Information and Policy Manual was updated at the same time.

Wade Engineering completed the Reserve Fund Study this fall and we included it in the AGM invitation handout package. Of particular interest is the page 4 and 5 Financial Summary especially the recommended Annual Contributions increases. As well, the page 6 Specific Recommendations (next 5 years) will be factored into our maintenance plans and budget.

We published 2 updates to the Information and Policy Guide with changes summarized in our Spring and Fall Newsletters.

At our last AGM the owners suggested we should invest our Reserve Funds spread out among a number of financial institutions and 'laddered' to provide an orderly/timely maturity date range. We are working on this as GICs mature using CWB Trust, Home Bank, Community Trust.

As a result of a 40% rise in our insurance policy we've asked Melissa, our condo manager, to start the shopping process early so we can compare multiple quotes.

Board Maintenance Activities

Dorothy and Glen developed a spreadsheet for tracking owner reported problems and projects not specifically related to just one unit. This gives the Board current and historical detail about how we handle problems within the complex. Therefore when you are submitting a maintenance request, we ask you to send the request to Melissa, our Condo Manager, but also to copy Glen McMillan so he and Dorothy can maintain the tracking system. Our aim is to have our Condo Manager maintain this or a system like it so we don't have 2 parallel systems.

We had a lot of small job activity repairing and/or replacing aging garage door jambs as well as removing the aluminum cladding from the bungalow low decks. The support structure was painted to match deck color.

A few garage doors were replaced. Some of the old door panels were refurbished and installed on doors with rust problems.

We had three tree trimming exercises. The small bush/shrub fall trim should be an annual event. The larger pruning effort was split between those trees subject to black knot disease and those not. This larger pruning effort will not be an annual process unless black knot becomes a problem we can't handle ourselves.

We've signed a contract with a concrete company to repair several problems. This will fall through to summer 2022 due to weather.

Following severe wind storms we found a number of shingles, primarily ridge caps, on the ground and were unclear as to what else might need fixing on our roofs. Wade Engineering has contracted with us for roof inspection (done), quotation gathering and supervision of the work to be scheduled for summer 2022.

Other weather-related problems included tree damage from a wet snowstorm, summer drought conditions and wasp/ant infestations.

MOTION: Dave Donley (21) / Peter Schmid (9) to approve the President's Report as presented.

1.6 COMMITTEES

No committees at this time.

1.7 FINANCIAL REPORT

The financial report was presented by Janis Maxfield of Jestin Gibson LLP.

MOTION: Brian Brown (29) / Evelyn Neudeck (44) to accept the May 31, 2021 year- end Audited Financial Statement as presented. **CARRIED**

1.8 APPOINTMENT OF AUDITORS

MOTION: Brian Brown (29) / Barbara Schmid (9) to appoint Jestin Gibson LLP for the Corporation Auditor for the year ending May 31, 2022. **CARRIED**

1.9 ELECTION OF MEMBERS OF THE BOARD

Let Stand:
Glen McMillan
Brenda Smith

Volunteered
None

Nominated
None

Ann Hender
John Green
Roger Overland
Dorothy Botterill

RESULTS by acclamation:

Ann Hender (38)	Dorothy Botterill (12)
Brenda Smith (2)	John Green (24)
Roger Overland (33)	Glen McMillan (30)

1.10 UNFINISHED BUSINESS

None

1.11 NEW BUSINESS

- a) Parging/Stucco: Discussion was had about colour matching the parging and if painting the stucco on all units is possible. The Board will investigate the associated costs with painting the stucco and/or parging. There are always parging repairs noted on the annual spring walk around. The Board has found a contractor who is much better at colour matching than in previous years. One of the previous Board members also has paint. Discussion was had about pressure washing the stucco – the Board will investigate.
- b) Front stucco sign: Discussion was had about the brass letters and how they are hard to see at night. The Board will investigate the cost to replace the letters with silver or something more reflective.
- c) Noise abatement: The County has tested noise levels and determined they are not high enough to instigate any changes. The Corporation could plant more trees but that is costly and there are so many trees back there already that the cost to maintain them is already high. Research has shown that walls increase road noise. Unfortunately, there is no cost-effective solution to the noise from surrounding roads.
- d) Snow removal on Rge Rd 232: The Board will contact the County and request better snow removal at the front entrance.
- e) Snow removal within complex: Unfortunately, the response time for driveway and sidewalk snow removal has been lacking this year due to several issues with the contractor. The Board will attempt to arrange roadway snow removal in a timely fashion but are at the mercy of the contractor's schedule. The Board reviewed several snow removal quotes in the fall and determined that priority snow removal service is very expensive. We are at the mercy of the contractor's schedule. Melissa to remind crews to blow gravel away from windows. Several owners thanked the Board for keeping the complex looking nice.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 PM.