



West Rutherford Homeowners Association

c/o PO Box 215, Edmonton, AB T5J 2J1
www.westrutherford.ca info@westrutherford.ca

WEST RUTHERFORD HOMEOWNERS ASSOCIATION ANNUAL GENERAL MEETING

Notice is hereby given to all Homeowners of the WRHOA and your attendance is requested for the Annual General Meeting to be held:

Date: October 29, 2015 **Time: 7:00PM**
Registration: 6:30PM

Place: Ellerslie Rugby Park
11004 Ellerslie Road SW, Edmonton, AB

For the following purposes:

- 1) review the audited financial statement
- 2) to elect Directors of the Association
- 3) transact such other business as may be properly put before Members

Please go to the West Rutherford Homeowners Association (WRHOA) website to review the previous AGM Minutes and the 2014 Financial Audit.

All owners are reminded that their HOA fees MUST be paid in full in order to participate during the WRHOA Annual General Meeting. For more information about your community please visit the WRHOA website at **www.westrutherford.ca**.

The Directors of the Association and I look forward to seeing you there!

Sincerely,

Quinn D. Gillard, Board President
On Behalf of the Board of Directors
West Rutherford Homeowners Association

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AGENDA

WEST RUTHERFORD HOMEOWNERS ASSOCIATION ANNUAL GENERAL MEETING

Date:	October 29, 2015
Time:	6:30PM Registration (Coffee, tea and desserts served)
	7:00PM Meeting to commence
	8:00PM Adjournment
Place:	Ellerslie Rugby Park 11004 Ellerslie Road SW, Edmonton, AB

WRHOA Order of Business:

- 1. Call to order by the Chairperson**
- 2. Calling of the roll**
- 3. Approval of last year's AGM Minutes**
(Please see WRHOA website for a copy of the Minutes)
- 4. President's report**
- 5. Financial report**
(Please see WRHOA website for a copy of the Audit)
- 6. New business**
- 7. Election of Directors of the Association**
- 8. Adjournment**



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September 10, 2015

Dear Homeowners,

RE: WRHOA PACKAGE

The West Rutherford HOA Board of Directors would like to introduce you to our new management company CondoPro Property Management. Our new HOA manager is Jennifer Nestman. The Board would like to hear from the owners with regards to the HOA and request that if you do have comments suggestions or requests pertaining to the HOA that you please email those to the manager.

We have compiled an informative package for the Homeowners, which includes:

- The 2015 AGM Notice & Agenda
- This letter from the HOA Board President
- The Budget Letter
- 2015/2016 Budget
- A letter from CondoPro Property Management
- CondoPro Contact Information
- Property Owner Contact Form (*yellow paper please return via email*)
- WRHOA Owner Concerns (*blue paper please return via email*)

The Board would like to welcome you to attend the 2015 AGM so that we can update everyone on what has happened over the past year. We do need your assistance in updating our records. We are requesting all Homeowners to please fill out the enclosed documents and mail or email them back to management on or before October 20, 2015.

Should you have any questions regarding the enclosed budget please let us know in writing via email or mail. Thank you for taking the time to read this letter and I look forward to meeting you at the AGM.

Sincerely,

Quinn D. Gillard, Board President
On Behalf of the Board of Directors
West Rutherford Homeowners Association



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September 10, 2015

Dear Homeowners,

RE: 2015 APPROVED BUDGET & HOA FEES

Please be advised the Directors of the Association have approved the 2015 Homeowners Association Fee (HOA Fee) as per the attached Budget.

HOA FEES ARE DUE ON:	November 30, 2015
THE 2015 HOA FEE IS:	\$150.00 for a single-family home \$75.00 for a multi-family home

Please Note: The WRHOA does offer an early payment incentive to Homeowners if they pay prior to October 30, 2015. The single-family home fee is reduced to \$100.00. The multi-family home (condominium /townhouse) fee is reduced to \$50.00. The full fee is payable by October 30, 2015 for the reduced rate.

As you know the encumbrance is listed on your title therefore the HOA fees are not optional. We appreciate you mailing in your cheque to CondoPro Property Management on or before November 30, 2015. Please ensure your cheque is made payable to **WRHOA** and your property address is noted in the memo line of the cheque.

The purpose of the West Rutherford Homeowners Association is for the continued enhancement and maintenance of your neighbourhood to keep the area vibrant and a place everyone is proud to call home! Please note that from time to time, the management tasks as described below may vary depending upon the needs of the HOA as established by its membership and the Board. Any inquires regarding these management tasks may be directed to our office in writing via email or letter. The West Rutherford Homeowners Association (WRHOA) currently looks after the following areas:

- The perimeter fence around the entire area and any fencing that borders onto public walkways within the perimeter.
- The fountains within the pond but NOT the pond or the pond area.
- The entry markers and the landscaping around the entry markers located at the 119 Street entrance off Ellerslie Road, 15 Avenue entrance and 25 Avenue entrance off 127 Street.
- Supplies dog pick up bags throughout the West Rutherford neighbourhood.

The Directors of the Association request that if you have any concerns or recommendations for improvement to please contact our HOA Manager, Jennifer Nestman in writing via mail or email. Her contact information is below.

Sincerely,

Quinn D. Gillard, Board President
On Behalf of the Board of Directors
West Rutherford Home Owners Association

West Rutherford Homeowners Association 2015 Operating Budget

Revenue	2014 Budget	Actual 11/30/2014	Variance	2015 Budget
Homeowner Association Fees	154,400.00	159,725.00	- 5,325.00	156,000.00
Interest Income		3,640.27		
Other Income		125.00	- 125.00	
Total Revenue	154,400.00	163,490.27	- 5,450.00	156,000.00
Operating Expense				
Power/Utilities	2,700.00	2,274.01	425.99	2,500.00
Insurance	2,000.00	1,868.33	131.67	2,000.00
Fence Maintenance	50,000.00	25,290.53	24,709.47	50,000.00
General Maintenance	8,900.00	430.50	8,469.50	8,900.00
Doggy Bags	3,000.00	1,109.36	1,890.64	2,000.00
Electrical Repairs	100.00	4,258.71	- 4,158.71	3,000.00
Sign Maintenance			-	
Landscaping & Grounds Maintenance	4,500.00	2,961.00	1,539.00	4,500.00
Fountain Winterization and Repairs	3,000.00	1,575.00	1,425.00	3,000.00
Total Operating Expense	74,200.00	39,767.44	34,432.56	75,900.00
Administration Expense				
Management Fees	15,750.00	18,900.00	- 3,150.00	18,900.00
Administration Expense/ Web Maintenance	12,000.00	11,620.38	379.62	12,000.00
Legal & Accounting	1,500.00	1,522.50	- 22.50	1,600.00
Bank Charges/Interest	200.00	237.79	- 37.79	400.00
Total Administration Expense	29,450.00	32,280.67	- 2,830.67	32,900.00
Total Expenses	103,650.00	72,048.11	31,601.89	108,800.00
Transfer To Reserve	50,750.00	79,243.86	- 28,493.86	47,200.00
Total Expense	154,400.00	151,291.97	3,108.03	156,000.00
Shortfall / Surplus	-	12,198.30	- 8,558.03	-

Budget based on fees of \$100.00 for the houses and \$50.00 for the condominiums

September 10, 2015

Dear Homeowners:

RE: WEST RUTHERFORD HOA CHANGE IN MANAGEMENT COMPANIES

Welcoming the Owners of The WRHOA to CondoPro Property Management

We are delighted to be appointed as the manager of your Homeowners Association. Our intention is to provide you with professional, proactive and productive management services. We will work closely with your Associations Board of Directors to facilitate all the activities that must be carried out. This package will provide you with details on paying your HOA fees, contact information, the 2015 budget, 2015 HOA fee and the 2015 AGM.

Payment of HOA Fees

Your HOA fees are due on or before November 30 of every year. Several owners are in arrears and we are working with the Board of Directors and legal team to rectify this. Please note all cheques must be made payable to **West Rutherford HOA**. We also ask that you please reference your property address in the memo line of the cheque. Please see the enclosed 2015 budget and the 2015 HOA fee letter.

Keeping in Touch

Please take some time to visit the WRHOA website for information regarding your HOA. You are also invited to browse our website and please follow us on Facebook to learn more about CondoPro Property Management. We have enclosed our CondoPro Contact Information details for you.

We do need you to please update your current contact information for the owners list. It would be very helpful to us if you fill out the Property Owner Contact Form (yellow paper). **Kindly email or mail this back to us on or before October 20, 2015.**

Do you have any concerns regarding the HOA? Please let us know by filling out the (blue paper). We will add all your concerns to our To Do List and advise you of the Boards plan of action to address all the issues brought to our attention. Please be assured we will be responsive to your concerns as an individual HOA Members.

2015 Annual General Meeting

The 2015 AGM has been scheduled and you will find the AGM notice and agenda enclosed.

We are happy to be your new management company and hope to meet you in person in the near future.

Kindest regards,

CondoPro Property Management



Jennifer Nestman, HOA Manager

On behalf of the Board of Directors

CONDOPRO PROPERTY MANAGEMENT
CONTACT INFORMATION

We understand everyone has busy schedules and may work shift work or even out of town. We want to let everyone know that we are accessible and here to assist you with any questions or concerns you may have about the Homeowners Association. There are many ways for Property Owners to contact us please see the options below and keep in touch. We want to hear from you!

Regarding Non-Emergency Issues Get in Touch by:

Email:	Send written correspondence to your HOA Manager Jennifer Nestman at jennifer@condoproedmonton.com To order HOA documents and update your contact information please email admin@condoproedmonton.com For HOA fee questions please email your inquiries to accounting@condoproedmonton.com
Web:	Our site allows you to email us directly from the Contact Page. Please visit us at www.condoproedmonton.com .
Mail:	You can send us written correspondence and submit your HOA fee cheque via mail at PO Box 215, Edmonton, AB T5J 2J1
Phone:	780.757.6066 You may call us during business hours 9am-4pm Monday to Friday. You can leave a detailed message and we will get back to you as soon as we can.
Facebook:	Please Like us on Facebook to keep in touch! We have a fan page with lots of info at CondoPro Property Management Inc. facebook.com/CondoPROyeg

In an Emergency:

An emergency would be *extensive damage being caused to HOA property*. Please call or text 780.935.6066 and leave a detailed message to report the incident. If the attendant deems your message an emergency it will be forwarded to the on call manager. All calls deemed as non-emergency will be held until the next business day. Please note a fee for misuse may be applied. ***Please save all non-emergency calls for regular business hours.***

If you need fire or police assistance please dial **911**.

Please keep in touch in the most convenient way for you, let us know how we can help you or just to say hello! Thank you!

Kindest regards,
CondoPro Property Management

Jennifer Nestman

Jennifer Nestman, HOA Manager



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REMINDER:

Please fill out and return via email to CondoPro on or before October 20, 2015. *Thank you!*

PROPERTY OWNER CONTACT FORM

WEST RUTHERFORD HOMEOWNERS ASSOCIATION

Property Address: # _____, _____, Edmonton, AB _____

Property Type: House Condominium Condo Name: _____ (if applicable)

1st Owner Contact Information

First Name: _____ Last Name: _____

Mail Address: Street _____ City/Prov _____ Postal Code _____

Phone Number: Cell. _____ Home. _____ Work. _____

x

Owner Signature

Email: _____

Yes, I consent to being contacted via email, mail, telephone & text from CondoPro Property Management.

2nd Owner Contact Information

First Name: _____ Last Name: _____

Mail Address: Street _____ City/Prov _____ Postal Code _____

Phone Number: Cell. _____ Home. _____ Work. _____

x

Owner Signature

Email: _____

Yes, I consent to being contacted via email, mail, telephone & text from CondoPro Property Management.

3rd Owner Contact Information

First Name: _____ Last Name: _____

Mail Address: Street _____ City/Prov _____ Postal Code _____

Phone Number: Cell. _____ Home. _____ Work. _____

x

Owner Signature

Email: _____

Yes, I consent to being contacted via email, mail, telephone & text from CondoPro Property Management.

The HOA, Board of Directors & CondoPro Property Management collects, uses and discloses your personal information in order to:

- Verify your identity.
- Make contact in the event of an emergency.
- Establish and maintain your personal information on our administrative database.
- Make contact via email, phone, text or mail to provide service, update you on HOA related issues.
- Have contractors/management provide products/services for maintenance & repairs.
- As required to inform you of your account status, Society Bylaws, policies and rule changes.
- In order to compile occupancy statistics to assure compliance with all applicable statutes.

By voluntarily providing us with personal information, you are deemed to have consented to our collection, use and disclosure of your personal information for purposes listed above. Our use of your contact information is within the guidelines of the Privacy Act & in compliance with Anti-Spam Legislation. If we need to collect, use or disclose your personal information for a reason that is not listed above, we will obtain your express consent prior to collecting, using or disclosing your personal information for that purpose.



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WRHOA OWNER CONCERNS

Please use this form to bring us up to speed on any concerns you have with the HOA. We will be discussing all items brought to our attention with the Board of Directors. Once we have prioritized all the issues we will contact you in writing to update you on our plan of action. Please email to admin@condoproedmonton.com before October 20, 2015.

Property Owner Name: _____ **Phone Number:** _____

Property Address: _____, _____, Edmonton, AB _____

Concern: (please print the details)

Resolution you would prefer to see: (please print the details)

Were these concerns previously brought to Joel or Helm's attention? Yes No

Date brought to their attention: _____ What was done to address the concern?



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WEST RUTHERFORD HOMEOWNERS ASSOCIATION

Property Address: # _____, _____, Edmonton, AB _____

Property Type: House Condominium Condo Name: _____ (if applicable)

1st Owner Contact Information

First Name: _____ Last Name: _____

Mail Address: Street _____ City/Prov _____ Postal Code _____

Phone Number: Cell. _____ Home. _____ Work. _____

x

Owner Signature

Email: _____
✓ Yes, I consent to being contacted via email, mail, telephone & text from CondoPro Property Management.

2nd Owner Contact Information

First Name: _____ Last Name: _____

Mail Address: Street _____ City/Prov _____ Postal Code _____

Phone Number: Cell. _____ Home. _____ Work. _____

x

Owner Signature

Email: _____
✓ Yes, I consent to being contacted via email, mail, telephone & text from CondoPro Property Management.

3rd Owner Contact Information

First Name: _____ Last Name: _____

Mail Address: Street _____ City/Prov _____ Postal Code _____

Phone Number: Cell. _____ Home. _____ Work. _____

x

Owner Signature

Email: _____
✓ Yes, I consent to being contacted via email, mail, telephone & text from CondoPro Property Management.

The HOA, Board of Directors & CondoPro Property Management collects, uses and discloses your personal information in order to:

- Verify your identity.
- Make contact in the event of an emergency.
- Establish and maintain your personal information on our administrative database.
- Make contact via email, phone, text or mail to provide service, update you on HOA related issues.
- Have contractors/management provide products/services for maintenance & repairs.
- As required to inform you of your account status, Society Bylaws, policies and rule changes.
- In order to compile occupancy statistics to assure compliance with all applicable statutes.

By voluntarily providing us with personal information, you are deemed to have consented to our collection, use and disclosure of your personal information for purposes listed above. Our use of your contact information is within the guidelines of the Privacy Act & in compliance with Anti-Spam Legislation. If we need to collect, use or disclose your personal information for a reason that is not listed above, we will obtain your express consent prior to collecting, using or disclosing your personal information for that purpose.



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