



**GROUPTHREE**  
PROPERTY MANAGEMENT INC.



West Rutherford Homeowners Association  
PO Box 22617 Southbrook  
Edmonton, Alberta T6W 0C3  
E info@westrutherford.ca  
Website www.westrutherford.ca

## INFORMATION

**TO: West Rutherford Homeowners Association**

**RE: Annual General Meeting 2019**

Notice is hereby given to The West Rutherford Homeowners Association of the Annual General Meeting to be held:

**TIME: 6:00 P.M. – Registration**  
**7:00 P.M. – Meeting Commencement**

**DATE: Thursday, March 5<sup>th</sup>, 2020**

**PLACE: Ellerslie Rugby Park**  
**11004 Ellerslie Road SW, Edmonton, Alberta**

Please find enclosed herewith the following:

1. Notice of the Annual General Meeting;
2. Meeting Agenda;
3. Minutes of 2018 Annual General Meeting;
4. Audited Financial Statement as of November 30<sup>th</sup>, 2019;
5. Budget for year ending November 30<sup>th</sup>, 2020;
6. Notice of 2020 Fees.

Yours truly,

**GROUP THREE PROPERTY MANAGEMENT INC.**  
**AGENTS FOR WEST RUTHERFORD HOMEOWNERS ASSOCIATION**

Sundas Khan – Associate  
Property Manager  
*Enclosure*

# **WEST RUTHERFORD HOMEOWNERS ASSOCIATION**

## **AGENDA – ANNUAL GENERAL MEETING**

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- 1. Call to Order by the Chairperson;**
- 2. Call of the roll**
- 3. Proof of notice of meeting or waiver of proof of notice;**
- 4. Reading and disposal of any unapproved minutes;**
- 5. Board of Directors Report**
- 6. Financial Report/Budget and Appointment of Auditors (if necessary);**
- 7. Specified Items of New Business;**
- 8. Election of Members of the Board;**
- 9. Adjournment**

# West Rutherford Homeowners Association

## DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF The West Rutherford Homeowners Association

Held at 7:00 pm on Thursday, March 7, 2019  
At Ellerslie Rugby Park

**CHAIRPERSON:** Cheryl Soenen-Peters (Board President) **RECORDING SECRETARY:** Sundas Khan (G3)

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### Call to Order

Meeting called to order at 7:00 p.m. by Cheryl Soenen-Peters.

### Establishment of Quorum

30 Owners present.

### Proof of Notice of Meeting

Our Bylaws state that Notice of the Annual General Meeting must be provided to homeowners in advance of the meeting.

Group Three Property Management Inc. circulated notice of the Annual General Meeting to all unit holders which were mailed to all homeowners on **February 7, 2019**. If required, copy of the notice was provided upon request.

Motion made by **Lee Anna Rocchio** that quorum was met and notification was properly circulated as per the bylaws, seconded by **Nick Harrington**.

**CARRIED.**

### Approval of March 9, 2017 and March 15, 2018 Minutes

The minutes of the last two Annual General Meetings of the WRHOA were circulated to all homeowners with tonight's Agenda.

Those in attendance have had an opportunity to review the minutes of our last AGM, Cheryl called upon any of the attendees to report any errors or omissions.

Anny wanted the addition of a statement that read there were no fees in 2010. This statement was not added to the minutes, however the statement "there were fees in 2010" was stricken from the March 9, 2017 minutes.

Motion made by **Elizabeth Acheson** to approve the minutes of the March 9, 2017 and March 15, 2018 Annual general meetings be adopted as amended, seconded by **Joanne McDonnell**. **Two Owners were opposed to the approval of the above minutes.**

### Report of the Board of Directors

Welcome to our West Rutherford Homeowners Annual General Meeting.

It is at the start of our meeting that we remind members that the West Rutherford HOA is a private, not-for-profit association operating for the long-term benefit of its members.

The HOA was established by the area developer and in 2010 the association was transferred to the community to manage. The HOA is governed by a volunteer Board of Directors, elected annually by fellow residents at the Annual General Meeting. All board positions are voluntary and unpaid, but each position requires a personal commitment to our area and our membership.

We currently have 5 board members, which include Roland Baranowski, Vicki Andersen, Leah Luoma, Chris Allen and myself, Cheryl Soenen-Peters. We have capacity for 9 board members. Later in tonight's meeting there will be opportunity for you to indicate your interest in participating as a board member for the coming year. We encourage you to add your voice to the board if you care about your community and the value of the West Rutherford Homeowners Association.

A: Yes we do in the operating account.

Q: Its troubling to me that we have only spent \$50,000 in maintenance when we collect \$200,000 in fees. What is the justification on only spending this much and also how and where is the rest of the money protected.

A: Barb answered that only the Board has signing authority and that is also why the HOA completes an annual audit so the auditor can verify all figures and ensure the numbers match up. The money is also in a Canadian bank and is insured. Cheryl answered the other part of this question, she asked that everyone complete the survey so the Board can have guidance from the Owners on where to spend the funds. We have allocated funds towards the skating rink, Canada day fireworks and so forth however going forward we are looking at a shaded structure for the park, bike racks and more however we need feedback from the Owners so please complete the survey!

Q: Does the auditor consult in regards to investments?

A: If the auditor is approached then yes she can provide feedback on investments.

A: G3 representative also mentioned that an investment specialist from RBC was consulted on the investments made by WRHOA.

Q: What is the cost of fencing in the reserve fund study?

A: The cost is roughly estimated at \$800,000.00

Motion by **Jim Riley** to accept the Audited Financial Statements for the year ending November 30, 2018, seconded by **Ed Keef**.

**CARRIED.**

Motion by **BrendaLee Gardner** to appoint Barbara L. Surry to complete the financial audit for the upcoming year, seconded by **Nick Harrington**.

**CARRIED.**

### **New Business**

Q: An Owner disagreed that the HOA should be purchasing bike racks for the school that is what taxes are for.

A: The Board methodically decided on where to spend the funds and why. The bikes damage the trees when they are chained around the trees and the cost of replacing the trees is thousands of dollars. The City also asks the Owner to then pay for watering the tree for the next 25 years.

A: It also enhances the area.

A: Ultimately you either pay for the bike rack or the dead trees.

A: Motion put on the floor to not pay for the trees from the HOA.

A: Another owner agreed to not go ahead.

Motion was never voted on.

Q: Are there any plans for the pond, the pond at Ellerslie Road is full of slime and the slime prevents the fountains from working, for other fountains the concern was taken to the City and EPCOR came out twice to clean the pond. City has obligations to the pond. There are also goldfish in the pond.

A: The Board will take this matter to the City and Vicki personally promised to get back to the Owners in regards to this pond and what can be done to reduce the slime.

A: Another owner walks the ponds and they are always working, we also cannot destroy the eco system it is there for a reason.

A: The Board in the next newsletter will include the fact that Owners need to contact the City, call 311!

D: Trees on 119 Street cannot be touched because the City has a plan for them, the Board obtained quotes to replace the dead trees however the city would not allow it because they have a timeline as to when those trees will be removed and replaced. They do not replace with elm due to elm disease.

The lights on walkways we also cannot add additional lighting because it is City property and the City will not allow it.

Q: What kind of doggy bags do we use now?

A: We use ones that are on a roll now, about 200 per roll and we have an individual with disabilities from Chrysalis that changes the bags bi – weekly, G3 always follows up after she fills them to ensure they were filled which ones



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NOTICE OF ANNUAL GENERAL MEETING**

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**PLACE:** Ellerslie Rugby Park  
11004 Ellerslie Road SW, Edmonton, Alberta

For the following purposes:

- 1) To receive general information;
- 2) To review the Financial Statements and other reports;
- 3) To elect Members of the Board;
- 4) Any other business that may come legally before the meeting can be emailed to the Property Manager.

You are encouraged to attend this meeting. In addition to the Annual General Meeting documents, please find enclosed the 2020 fee notice and budget.

**All owners are reminded that their HOA fees MUST be paid in full in order to participate during the WRHOA Annual General Meeting.** We encourage payments are made 24 hours prior to the meeting. For more information about your community please visit the website: [www.westrutherford.ca](http://www.westrutherford.ca).

Yours truly,

**GROUP THREE PROPERTY MANAGEMENT INC.  
AGENTS FOR WEST RUTHERFORD HOMEOWNERS ASSOCIATION**

A handwritten signature in black ink, appearing to read 'Sundas Khan', is written over a large, faint watermark of the Group Three logo.

Sundas Khan – Associate  
Property Manager  
**Enclosure**



## **2020 FEE NOTICE**

February 1, 2020

To West Rutherford Homeowners:

Please be advised the Board of Directors for the West Rutherford Homeowners Association has approved the 2020 Homeowners association fee as per the attached budget.

The 2020 Fee for house owners (includes duplexes, triplexes and fourplexes) is \$150.00 per year. The fee is payable annually by November 30<sup>th</sup> of the calendar year. Homeowners Fee for condominium/townhouses is \$75.00 per year, also payable annually by November 30<sup>th</sup> of the calendar year. All payments prior to **August 31<sup>st</sup>, 2020** are offered at an early incentive amount (\$100.00 for houses and \$50.00 for condominiums/townhouses). Fees received after August 31, 2020 will not receive the early incentive, no exceptions.

The West Rutherford Homeowners Association fees maintains the following items:

- The perimeter fence around the entire area and any fencing that borders onto public walkways within the perimeter.
- The fountain within the pond but not the pond or the pond area.
- The entry markers and landscaping around the entrances of 119<sup>th</sup> Street off Ellerslie Road, 15<sup>th</sup> Avenue and 25<sup>th</sup> Avenue entrances off 127<sup>th</sup> Street.

For those of you that submit cheques for your WRHOA payment, please ensure cheques are made payable to **West Rutherford Homeowners Association;**

**Mail To:**  
**West Rutherford Homeowners Association**  
**PO Box 22617 Southbrook**  
**Edmonton, AB. T6W 0C3**

- For those that would like to pay by credit card or e transfer please visit [www.westrutherford.ca](http://www.westrutherford.ca) for further information.
- **For those who have an outstanding amount owing please find your statement of account enclosed.**
- For those that are currently in legal you will remain in legal until your account has been settled with Witten LLP.

Should you have any questions or concerns please do not hesitate to contact the undersigned at 780.577.1420.

Yours truly,

**GROUP THREE PROPERTY MANAGEMENT INC.**  
**AGENTS FOR WEST RUTHERFORD HOMEOWNERS ASSOCIATION**



Sundas Khan - Associate  
Property Manager