

Devonshire Villas

Condominium Corporation No. #002 3758

32 Dowler Street

Red Deer, AB

July 10, 2019 at 7:00 p.m.

Held at Sunreal Property Management Ltd.

Annual General Meeting

Unapproved Minutes

Present:	Jimmy & Linell Lyle	Unit 4
	David & Audrey Thompson	Unit 8
	John & Gayle Olson	Unit 12
	Norman & Donna Haney	Unit 14
	Keith Brooker <i>by Proxy</i>	Unit 20
	Bob & Karen Edwards	Unit 22
	Robbin & Jane White	Unit 24
	Karen Wallin	Unit 26
	Larry & Henrietta Whittaker	Unit 28
	Doug & Corene Quartly	Unit 30
	Kevin & Carmen Olson	Unit 34
	Donald & Sherry Blair	Unit 36
	Yvonne Dmetrichuk	Unit 40
	Thomas & Lorna Dietz	Unit 42
	Ron Barchuk & Edna Solivena	Unit 48
	Mandy Dunbar, Property Manager, Sunreal Property Management Ltd.	

1. Mandy Dunbar called the meeting to order at 7:02 p.m.
2. Donna Haney presented a motion to elect Mandy Dunbar as chairperson and recording secretary for the meeting.
 - i. Seconded by Audrey Thompson.
 - ii. All in favor.
 - iii. Motion carried.
3. Sunreal Property Management Ltd. certified one proxy and quorum with 15 of 22 Units represented.
4. Gayle Olson presented a motion to approve the Notice of Annual General Meeting dated June 11, 2019, meeting the requirements for notice as stipulated in the Condominium Property Act of Alberta.
 - i. Seconded by Corene Quartly.
 - ii. All in favor.
 - iii. Motion carried.
5. Bob Edwards presented a motion to approve the Annual General Meeting minutes dated July 11, 2018, with an amendment to record Donald Blair on the attendance list.
 - i. Seconded by Carmen Olson.
 - ii. All in favor.
 - iii. Motion carried.
6. Reports of Officers and Committees:
 - a. There are not any reports of Officers or Committees at this time.

7. Financial Report

- a. Kevin Olson presented a motion to approve the Financial Year End Notice to Reader, for the year ending April 30, 2019 submitted by Royal Oak Accounting Services.

April 30th, 2019 Notice to Reader conducted by Royal Oak Business Services

<i>Operating fund balance, end of year</i>	<i>\$11,655.00</i>
<i>Manulife Capital Reserve Fund Account</i>	<i>\$39,975.00</i>
<i>Manulife Security Savings</i>	<i>\$60,000.00</i>
<i>Equitable Bank GIC</i>	<i>\$85,000.00</i>

- i. Seconded by Donna Haney.
ii. All in favor.
iii. Motion carried.

- b. Following a discussion, Donna Haney presented a motion to engage the services of Royal Oak Accounting Services of the fiscal year 2019-20 to perform a Notice to Reader.
- i. Seconded by Doug Quartly.
ii. All in favor.
iii. Motion carried.

8. Unfinished Business

- a. Ron Barchuk inquired about the replacement of the dead trees along Dowler Street, adjacent to the Condominium property. Bob Edwards has contacted the City of Red Deer on numerous occasions, and was told the trees would be replaced in 2019. He has attempted to contact the City of Red Deer recently to confirm, but has not received a response.

9. New Business

- a. A new Reserve Fund Study was completed in 2018 by Reserve Fund Planners Ltd. The Study contained a suggested Reserve Fund Plan recommending annual Special Assessments, in addition to increased annual contributions. The Board of Directors has adopted a revised Reserve Fund Plan with annual increases in Reserve contributions of 10%. The Study and revised Plan were approved by the Board of Directors and distributed to all Units earlier in 2019. Robbin White of Unit 24 raised concerns that the Reserve Fund is significantly underfunded, and feels the recommended Plan prepared by Reserve Fund Planners should be followed closely. A discussion amongst the Owners followed, with some in favor of continuing with the Board's revised plan, and others in favor of an accelerated saving plan. The Owners present also discussed the possibility of removing a major component, such as windows, from the Managed Property, and shifting the responsibility for maintenance and replacement to individual Owners. The Board of Directors will continue to monitor the Reserve Fund, and make changes to the Plan, as needed, and a committee may be appointed at a later date to explore various options.
- b. The brick pillars of the perimeter fence have been compromised by moisture, which has caused the faces of several bricks to deteriorate. Glen Ray has found a contractor that is willing to replace just the broken bricks, but the color of bricks currently in place cannot be purchased from brick suppliers. At a previous meeting, the Board of Directors discussed asking Owners at the Annual General Meeting if they know of anyone who may have access to salvaged bricks that may match closely to the existing material. Kevin Olson and Jim Lyle may know of someone, and will check and report back to the Board of Directors.
- c. The Corporation By-laws currently allow for a community garage sale on the first Saturday of June, with an alternate date of the third Saturday in June in the event of inclement weather. Keith Brooker requested a discussion of this topic at the Annual General Meeting, proposing the garage sale take place on Thursday, Friday, and Saturday of the permitted garage sale weekend. An informal show-of-hands poll vote took place, and the majority of Owners present were in favor of keeping the By-laws pertaining to garage sales as they are.

- d. The Board of Directors will be considering a phased replacement of trees in the complex over the next several years. They will also consider shifting the responsibility of small to mid-sized shrubs to the bareland Unit Owner.
- e. Following an incident where a suspicious vehicle was seen driving through the complex, John and Gayle Olson have proposed keeping the main entrance gate closed at all times. The Olsons have consulted an electrician, and the cost to upgrade the motor of the opener from ½ horsepower to ¾ horsepower would be approximately \$1,000.00. The Owners discussed the possibility of this, but are concerned with the additional wear on the gate and machinery, considering the weight of the steel fence.
- f. The Owners expressed their appreciation for the many hours of time volunteered by various Owners including but not limited to: Norm Haney, Donna Haney, Bob Edwards, Glen Ray, Doug Quartly, Kevin Olson, Don Blair, Audrey Thompson, Corene Quartly, Robbin White, and Ron Erker.

10. Election of the Board of Directors

- a. Mandy Dunbar stated Don Blair, Doug Quartly, and Audrey Thompson will be retiring from their two-year term, in accordance with the Corporation By-laws. All retiring members are eligible for immediate re-election. Donna Haney, Bob Edwards, Kevin Olson, and Glen Ray will continue the second year of their term. The By-laws require a minimum of three (3) and a maximum of seven (7) members. There are three (3) positions available this evening.
- b. Kevin Olson presented a motion to open the floor to nominations and volunteers.
 - i. Seconded by Corene Quartly.
 - ii. All in favor.
 - iii. Motion carried.

Don Blair volunteered to let their name stand for re-election.
 Doug Quartly volunteered to let their name stand for re-election.
 Henrietta Whittaker nominated Robbin White; nomination accepted.
 Karen Wallin nominated Henrietta Whittaker; nomination accepted.
 Henrietta Whittaker nominated Karen Wallin; nomination declined.
 Audrey Thompson nominated Jim Lyle; nomination declined.

- c. John Olson presented a motion to close the floor for nominations.
 - i. Seconded by Bob Edwards.
 - ii. All in favor.
 - iii. Motion Carried.
- d. All nominees were provided the opportunity to address the Owners present, and explain why they would like to serve on the Board of Directors.
- e. Ballots were distributed to one representative of each Unit present. Owners were instructed to keep ballots anonymous, write the names of all four nominees on their ballot, and then indicate the three persons they wish to vote for to serve on the Board of Directors. Kevin Olson and Mandy Dunbar collected all ballots.
- f. Mandy Dunbar and Kevin Olson tallied the votes for each nominee.
- g. Mandy Dunbar announced the elected Board of Directors for 2019-20 as follows:

Bob Edwards	Donna Haney	Glen Ray
Kevin Olson	Don Blair	Doug Quartly
Henrietta Whittaker		

11. Kevin Olson presented a motion to adjourn the meeting at 8:37 p.m.