

# Devonshire Villas

Condominium Corporation No. #002 3758

32 Dowler Street

Red Deer, AB

**July 11, 2018 at 7:00 p.m.**

**Held at Sunreal Property Management Ltd.**

**Annual General Meeting**

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## *Unapproved Minutes*

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Present:	Julie Barber & Glen Ray	Unit 6
	David & Audrey Thompson	Unit 8
	Norman & Donna Haney	Unit 14
	Keith Brooker	Unit 20
	Bob & Karen Edwards	Unit 22
	Robbin & Jane White	Unit 24
	Karen Wallin	Unit 26
	Larry & Henrietta Whittaker	Unit 28
	Doug & Corene Quartly <i>by Proxy</i>	Unit 30
	Kevin & Carmen Olson	Unit 34
	Gordon & Doreen McClaflin	Unit 38
	Yvonne Dmetrichuk	Unit 40
	Thomas & Lorna Dietz	Unit 42
	Ken & Gwen Schafer	Unit 44
	Beryl Abbot	Unit 46
	Ron Barchuck & Edna Solivena <i>by Proxy</i>	Unit 48
	Mandy Dunbar, Property Manager, Sunreal Property Management Ltd.	

1. Mandy Dunbar called the meeting to order at 7:01 p.m.
2. Donna Haney presented a motion to elect Mandy Dunbar as chairperson and recording secretary for the meeting.
  - i. Seconded by Kevin Olson.
  - ii. All in favor.
  - iii. Motion carried.
3. Sunreal Property Management Ltd. certified two proxies and quorum with 16 of 22 Units represented.
4. Audrey Thompson presented a motion to approve the Notice of Annual General Meeting dated June 11, 2018, meeting the requirements for notice as stipulated in the Condominium Property Act of Alberta.
  - i. Seconded by Keith Brooker
  - ii. All in favor.
  - iii. Motion carried.
5. Donna Haney presented a motion to approve the Annual General Meeting minutes dated June 14, 2017.
  - i. Seconded by Karen Wallin.
  - 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. Donna Haney presented a motion to approve the Financial Year End Notice to Reader, for the year ending April 30, 2018 submitted by Royal Oak Accounting Services.

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*April 30<sup>th</sup>, 2018 Notice to Reader conducted by Royal Oak Business Services*

<i>Operating fund balance, end of year</i>	<i>\$3,898.00</i>
<i>Manulife Capital Reserve Fund Account</i>	<i>\$88,513.00</i>
<i>Equitable Bank GIC</i>	<i>\$85,000.00</i>

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- i. Seconded by Thomas Deitz.  
ii. All in favor.  
iii. Motion carried.

- b. Robbin White inquired about the large amount of interest revenue recorded in 2017-18. A long term investment matured in early 2018, resulting in interest earned in the amount of \$17,588.22.
- c. Robbin White commented on the low operating account balance recorded at the end of the year. The Board of Directors has approved a budget with a slight increase of 4.21% for the 2018-19 fiscal year, in an effort to keep Condominium fees low, while adequately maintaining the complex.
- d. Following a discussion, Donna Haney presented a motion to engage the services of Royal Oak Accounting Services of the fiscal year 2018-19 to perform a Notice to Reader.
- i. Seconded by Jane White.  
ii. All in favor.  
iii. Motion carried.

8. Unfinished Business

- a. Karen Wallin inquired about a tree on City property that has grown into her yard, also discussed at last year's meeting. She has contacted the City of Red Deer, and was told the area on the other side of the fence should not be maintained by the Corporation, despite previous directions to do so. Sunreal Property Management Ltd. will check Alberta Land Titles to determine if the Corporation is responsible for this area.
- b. Keith Brooker stated the wall separating the decks of Units 20 and 22 still requires painting.

9. New Business

- a. At previous Board Meetings, the Board of Directors has discussed implementing a policy controlling the replacement of trees and shrubs. The By-laws currently place responsibility for tree and shrub replacement on the Corporation. The Board feels this could potentially be unfair, since some Units have added shrubs and trees to their yards, which may require additional replacements at a later date. The Board is considering limiting the number of replacements per year, types of trees and shrubs allowed, and requiring Board approval for any changes to the landscaping. The Board asked for the Owner's input on this policy. Karen Wallin voiced her request for more consistency between Units, which the Board also hopes to accomplish with this policy. This item will be discussed further at a future Board of Directors Meeting.
- b. An informal poll took place, gauging the Owners' interest in installing awnings on rear decks. Due to the high cost and risk of damage, there were not any Units present that were interested in installing an awning at this time.
- c. The City of Red Deer has implemented a 'green cart' program for disposal of organic materials. All Owners understand have a good understanding of the program. Use of compostable bags is highly recommended, to prevent waste build-up in the carts.
- d. The Owners present discussed landscaping at the complex. Scenic Lawn Maintenance is currently on contract with the Corporation, and completes lawn care services on a weekly basis. Some Owners would

like to see more weed control in yards and common areas. The Board of Directors has obtained a quote from Green Oasis for the application of weed control spray, and will be asking for Green Oasis' opinion on the best time to apply the treatment. It was also mentioned that power-raking is not taking place in conjunction with spring clean up. Sunreal Property Management Ltd. will contact Scenic Lawn Maintenance to discuss.

- e. Robbin and Jane White inquired about their front steps, as they feel the material used poses a safety risk. Currently they have an exposed-rock surface, similar to aggregate. The Owner will research alternative options available, and make a proposal to the Board of Directors.
- f. Ron Barchuck, present by proxy, would like to thank the Board of Directors and Sunreal Property Management Ltd. for their service over the past year. He also expressed his appreciation to the Owners who help out with maintenance around the complex, and take care of opening and closing the gate.

10. Election of the Board of Directors

- a. Mandy Dunbar stated Donna Haney, Bob Edwards, Glen Ray, and Kevin Olson will be retiring from their two year term, in accordance with the Corporation By-laws. All retiring members are eligible for immediate re-election. Don Blair, Audrey Thompson, and Doug Quartly will continue the second year of their term. The By-laws require a minimum of three (3) and a maximum of seven (7) members. As a result there are four (4) positions available for election this evening.
- b. Keith Brooker presented a motion to open the floor to nominations and volunteers.
  - i. Seconded by Bob Edwards.
  - ii. All in favor.
  - iii. Motion carried.

Henrietta Whittaker volunteered;  
Keith Brooker nominated Donna Haney;  
Keith Brooker nominated Bob Edwards;  
Keith Brooker nominated Glen Ray;  
Keith Brooker nominated Kevin Olson;  
Henrietta Whittaker nominated Karen Wallin.

All nominations were accepted.

- c. Keith Brooker presented a motion to close the floor for nominations.
  - i. Seconded by Thomas Deitz.
  - 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 six nominees on their ballot, and then indicate the four persons they wish to vote for to serve on the Board of Directors. Mandy Dunbar collected all ballots.
- f. Mandy Dunbar and Donna Haney tallied the votes for each nominee.
- g. Mandy Dunbar announced the elected Board of Directors for 2018-19 as follows:

Audrey Thompson	Bob Edwards	Don Blair
Donna Haney	Doug Quartly	Glen Ray
Kevin Olson		

11. Kevin Olson presented a motion to adjourn the meeting at 8:20 p.m.