

Terwillegar Gardens Homeowners Association  
2011 Annual General Meeting Minutes  
Esther Starkman School,  
October 26, 2011

In attendance:

Board Members: Karen Wingnean, David Hewitt, Sandy Lau and Rod Keats

Outgoing Board Member: Ray Tralnberg (maximum 3 consecutive terms served on board)

Other: Cindy Berg (Property Manager) and Brian Maruyama (Legal Advisor) and 19 homeowners (see attached list)

Absent:

Outgoing Board Member: Ronnie Chiu

1.0 Meeting called to order 7:05pm

2.0 Approval of 2011AGM Agenda as circulated

Moved by Ron Ursan

Seconded by Rod Keats

All in favor, motion carried

3.0 Approval of 2010 AGM Minutes as circulated

Moved by Delene Bunce

Seconded by: Rod Keats

All in favor, motion carried

4.0 Introduction of Board Members and Property Manager

The AGM was chaired by Karen Wingnean, acting President for the TGHA. She introduced the board members and their positions as well as the Property Manager.

5.0 Overview of TGHA responsibilities and overview

The Chair reviewed the areas (Terwillegar Gardens/Green) that are included in TGHA and the responsibilities related to maintenance and care of landscaping, gardens, fences and other exterior ground areas and amenities of the Subdivision, as well as collection of fees.

6.0 Directors' Annual Report (see 2011 AGM PowerPoint Presentation)

6.1 The new Property Manager in consultation with The City of Edmonton has improved the landscaping efforts by adding mulch to pathways, and shrub beds, deep root watering, top seeding problem areas, installing additional garbage cans at park entrances, providing aqua mowing, removing dead trees, and initiating sidewalk repairs.

6.2 Landscaping is contracted out. It includes weekly mowing, trimming and clipping removal, garbage pickup 3 times/week, weeding tree bowls, garden beds, planting and maintaining flower beds, and tree and shrub pruning. Spring and fall clean up are also included.

6.3 TGHA contributed a shelter for the Terwillegar Schools Need a Playground TSNAP.

6.4 As per homeowners' request, additional signs reminding people that "dogs must be leashed" and "clean up after your dog – it's the law" have been installed at park entrances.

- 6.5 The board is currently in discussion with the City Forestry and Parks departments to try and come to a solution regarding the trees. Although the dead trees were removed by the City, there are no current plans for replanting according to the City. The Board is continuing to follow up on the tree issue.
- 6.6 Meeting with City Councilor Bryan Anderson regarding the rural ditch along 23<sup>rd</sup> Avenue. There are safety issues as landscaping of the ditch has been deemed unsafe for mowing equipment and workers with handheld equipment due to the steep of the ditch. Aesthetic appearance of the ditch is incongruent with the rest of the Terwillegar Gardens. The Board has presented a number of options to Councilor Anderson in order to remedy the state of the “naturalized” ditch.
- 6.7 Traffic safety is of great concern. The traffic survey results along Tory Road show an alarming number of speeding vehicles, some in excess of 100km/hour. Traffic Safety has forwarded the results to Edmonton Police Service EPS, and installed a portable Speed Sign and Slow Down, This is Your Neighborhood Sign on a temporary basis. The Board encourages residents to directly contact EPS, complaint line 780-423-4567 to report speeding vehicles. The Board is also in discussion with Councilor Anderson to look at options to decrease speed in the neighborhood.

## 7.0 Financial Report

- 7.1 The Treasurer presented on: (see 2011 AGM PowerPoint Presentation)
- a. 2011 Expense Summary
  - b. TGHA Statement of Financial Position — audited  
Approx. \$90 719.90 (as of October 8, 2011)
  - c. 2012 Proposed Budget
  - d. 2010 TGHA Dues Summary
  - e. 2011 Maintenance and Improvement Items
  - f. Proposed 2012 Reserve Fund Expenditure
  - g. Outstanding Dues:
    - i. Collection agency is being used to collect dues from 45 properties that have 2 or more outstanding years of unpaid dues.
    - ii. Property Manager completes title search prior to sending file to collection agency.
    - iii. AGM attendee suggested that the dues letter be addressed to Homeowner or present homeowner as mail addressed to previous homeowner may not be opened.
    - iv. AGM attendee suggested option to put an additional liens or caveats on home.
- 7.2 Motion to accept the audited financial statement as of Oct. 8, 2011 as presented:  
AGM attendee—a retired Chartered Accountant—stated that the presentation is not an accurate audited financial statement as it does not reflect the assets, is missing the accounts receivable \$43 000 (outstanding dues) and does not name the auditor. As well, the year end is not fixed and thus it is difficult to compare years if it does not consistently reflect 12 months. Currently, the year end is determined by the date of the AGM. A recommendation was made to the Board to adopt a more traditional form of financial statements that show a balance sheet with a fixed date and audited by an auditor who should be available to answer any questions. The Board clarified that TGHA does not own any assets, as well we have discussed the need to look at fixed year end dates and had the 2011 financial statements audited according to the set Bylaws. We appreciate the feedback by the homeowners and will try to incorporate their suggestions going forward.
- 7.3 A new motion was brought forth to accept the audited cash position as of October 8, 2011 as presented:  
Moved by: David Hewitt  
Seconded by: Brian Maruyama  
All were in favor, motion carried

## 8.0 TGHA Board of Board of Directors would like to thank past board members for all of their time and service

- Ray Tralberg
- Ronnie Chiu
- Darin Austin

## 9.0 TGHA Election of Board Members 2011-2012

- Re-elected Ray Tralberg (Nominated by: Rod Keats; Seconded: Karen Wingnean; voted and accepted)
- Delene Bunce (Nominated by: Sandy Lau; Seconded: Rod Keats; voted and accepted)
- Jean Kwiatkowski (Nominated by: David Hewitt; Seconded: Rod Keats; voted and accepted)
- Karen Wingnean (Returning)
- Sandy Lau (Returning)
- David Hewitt (Returning)
- Rod Keats (Returning)

## 10.0 Open Question and Answer Time

- Homeowner R. Ursan voiced congratulations to the Board in reducing the number of homes that is in arrears from over 100 in 2010 to current 45 homes.
- Homeowner H. Schlotter recommends financial statements for this coming year.
- The Board is looking into alternatives to making the dues collection easier such as PayPal.
- Homeowner commented on the empty lot on Tory Road and asked what the Board can do. The homeowner likely lost their landscaping deposit of \$1500, and as they maintain the yard to bylaw standards, the Board is unable to proceed.
- Discussion regarding effective methods in deterring rabbits. Garden centres are a good resource for information.
- Discussion of snow removal by the City. Seasonal parking signs are posted to facilitate easier snow clearing.
- The Board received a letter regarding parking in cul de sac. Homeowner reported parallel parking along streets in cul de sac obstruct view and pose a safety concern for the children playing in area. The Board is unable to enforce parking, as it is under Bylaw jurisdiction. Homeowners can contact 311 to report parking concerns. The Board does encourage all neighbours to be courteous and respectful and park in garages and driveways.
- If residents notice burnt out light posts, please call 311 or EPCOR and give them specific location so they can address the problem. Alternatively, contact the TGHA Property Manager to report the problem.
- Homeowners expressed concern with the speeding traffic along Tory Road. The Board is aware of the problem and has obtained traffic survey results which have been forward to EPS and discussion with Councillor Anderson regarding the traffic and possible solutions. The speed signs were meant to be on a temporary basis as the purpose is to remind drivers to slow down and follow the speed limit. By keeping the signs up on a permanent basis, the signs would be ignored after some time. The Board encourages homeowners to contact EPS Complaint Line 780-423-4567 to report speeding vehicles.
- Property Manager spoke about visitors' comments on grounds. City workers are impressed and willing to help maintain our well kept neighbourhood.

## 11.0 Meeting adjourned 9:01pm

Motion by Karen Wingnean; Seconded by Cindy Berg; all were in favor, motion carried