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## **NOTICE OF THE ANNUAL GENERAL MEETING**

THE 2023 ANNUAL GENERAL MEETING OF THE WINDERMERE NORTH HOA ASSOCIATION  
WILL BE HELD ON:

**SEPTEMBER 13, 2023**

**REGISTRATION TIME:**

6:50 PM

**MEETING TIME:**

7:00 PM

**LOCATION:**

ST. JOHN XXIII EDMONTON CATHOLIC SCHOOL  
365 WINDERMERE ROAD NW  
EDMONTON, AB T6W 0S4

**ATTACHED TO THIS NOTICE ARE THE FOLLOWING:**

- I. AN AGENDA
- II. MINUTES OF THE 2022 AGM
- III. 2023 REVIEWED FINANCIAL STATEMENTS
- IV. PRESIDENT'S REPORT
- V. 2023/2024 ANNUAL OPERATING BUDGET

**PLEASE NOTE:** IN ORDER TO VOTE AT ANY GENERAL MEETING OWNER'S HOA FEES MUST BE  
CURRENT.

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Office Address: 1250, 5555 Calgary Trail, Edmonton, AB T6H 5P9

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## **AGENDA FOR THE ANNUAL GENERAL MEETING**

The 2023 Annual General Meeting of The Windermere North HOA Association will be held on September 13, 2023, St. John XXIII Edmonton Catholic School. Meeting to commence at 7:00 PM.

### **AGENDA**

1. Call to order.
2. Establishment of quorum.
3. Approval of the minutes of the 2022 AGM.
4. Financial review of the year-end financial statements.
5. Election of the financial reviewers from the membership.
6. President's report.
7. Election of the Board of Directors.
8. Any new business.
9. Adjournment.

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## MINUTES FOR THE ANNUAL GENERAL MEETING

The 2022 Annual General Meeting of The Windermere North HOA Association on September 7, 2022, St. John XXIII Edmonton Catholic School.

### MINUTES

1. Call to order. 7 p.m.
2. Establishment of quorum. 14 homes present thus quorum is met.
3. Approval of the minutes of the 2021 AGM. Motion by Rose Herman and David Hohnstein 3288, seconded by Rafael Rodriguez 3231, Carried.
4. Financial review of the year-end financial statements.
5. Election of the Auditor.
  - a. Colin van Buskirk (3290) was nominated as the volunteer auditor for the financials and had previously accepted the nomination.
  - b. Miguel Aguirre (395) put his name forward.
    - i. Motion to approve Colin and Miguel as auditors for 2023 made by Angela Meier (3434), seconded by Rafael Rodriguez (3231). Carried.
6. Election of the Board of Directors.
  - a. Rania Stensrud – self nominated for another term
  - b. Glenn Tralnberg - self nominated for another term
  - c. Andrew Tambone - self nominated for another term
  - d. Catherine Ta - self nominated for the Board
  - e. Angela Meier - self nominated for the Board
    - i. As there are 5 people nominated and 2 already on the Board, all who put their names forward are on the Board by acclamation.
7. Any new business.
  - a. Discussion about auditor roles as per the bylaws. One owner wanted to see a licensed auditor instead of volunteer financial review from the community.

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- b. Discussion about snow removal. It is a City responsibility and owners with concerns need to reach out to 311.
  - c. Discussion about Core Management, their costs, and their role. The Board said they were happy with their partnership with Core.
  - d. Discussion about the naturalization status of the City and what can be done to maintain and improve the look of the community going forward.
  - e. Discussion on the fountain and the Board's role and investigation this past year.
8. Adjournment
- a. 8:06 p.m.

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# Balance Sheet

## The Windermere North HOA Association

As of: May 31, 2023

	2023	2022
<b>ASSETS</b>		
Bank - Operating	\$4,440.50	\$34,606.81
Bank - New Operating	\$12,683.14	
GIC	\$40,000.00	
Bank - High Interest Savings	\$28,045.76	\$76,288.60
Accounts Receivable	-\$11,996.28	-\$13,510.70
Other Receivable	\$95.27	
<b>TOTAL ASSETS:</b>	<b>\$ 73,268.39</b>	<b>\$ 97,384.71</b>
<b>LIABILITIES &amp; NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts Payable	\$2,886.60	
Collection Charges Payable	-\$1,670.00	-\$290.00
Loan - Other	\$50.00	
Other Payables		\$500.00
<b>TOTAL LIABILITIES:</b>	<b>\$1,266.60</b>	<b>\$210.00</b>
<b>NET ASSETS</b>		
Retained Earnings - Prior Years	\$97,174.71	\$100,335.47
Retained Earnings - Current Year	-\$25,172.92	-\$3,160.76
<b>TOTAL NET ASSETS:</b>	<b>\$72,001.79</b>	<b>\$97,174.71</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$73,268.39</b>	<b>\$97,384.71</b>

We have reviewed these financial statements for The Windermere North HOA Association, for the fiscal year commencing June 1, 2021 through to May 31, 2022 and are satisfied with its correctness.

Balance Sheet  
Statement of Income

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Colin Van Buskirk

August 29, 2023  
Date

  
Miguel (Mike) Aguirre

August 29, 2023  
Date

# Statement of Income

## The Windermere North HOA Association

From June 1, 2022 to May 31, 2023

	2023	2022
<b>REVENUE</b>		
HOA Fees	\$ 80,880.00	\$ 75,675.00
Bank Interest	\$ 1,757.16	\$ 181.70
Late Fee Revenue	\$ 100.53	\$ 10.23
Other Revenue		\$ 0.99
Other Revenue		\$ 1.00
<b>TOTAL REVENUE:</b>	<b>\$ 82,737.69</b>	<b>\$ 75,868.92</b>
<b>EXPENSES</b>		
Repair and Maintenance		
Cleanup - Garbage	\$ -	\$ 161.69
R&M - Common	\$ 273.24	\$ 1,112.63
R&M - General	\$ 25,551.73	\$ 477.58
R&M - Electrical	\$ 10,758.59	\$ 3,157.35
<b>Total Repair and Maintenance:</b>	<b>\$ 36,583.56</b>	<b>\$ 4,909.25</b>
Utilities		
Utilities - Electricity	\$ 225.36	\$ 1,979.81
<b>Total Utilities</b>	<b>\$ 225.36</b>	<b>\$ 1,979.81</b>
Outside Maintenance		
Outside Maintenance - Landscaping	\$ 33,360.85	\$ 42,377.93
Outside Maintenance - Trees & Shrubs		
Outside Maintenance - Snow Removal		
<b>Total Outside Maintenance</b>	<b>\$ 33,360.85</b>	<b>\$ 42,377.93</b>
Administrative and General Expenses		
Admin - Legal Fees	\$ 1,350.41	\$ 323.40
Admin - Management Fees	\$ 24,790.20	\$ 24,068.16
Admin - Dues	\$ 1,197.00	\$ 997.50
Admin - Collection Fees	-\$ 470.42	\$ 470.64
Admin - Data Processing	\$ 655.20	\$ 366.00
Admin - Mail-Out Expenses	\$ 2,023.33	\$ 3,106.49
Admin - Courier		
Other - Miscellaneous/Contingenies	\$ 300.00	
Other - AGM Expenses	\$ 464.18	\$ 401.00
Fixed Expenses - Insurance	\$ 6,319.00	
Bad Debt Write-off	\$ 990.63	
Bank Charges	\$ 121.32	\$ 30.10
<b>Total Administrative and General Expenses:</b>	<b>\$ 37,740.85</b>	<b>\$ 29,763.29</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 107,910.62</b>	<b>\$ 79,030.28</b>
<b>Net Income:</b>	<b>-\$ 25,172.93</b>	<b>-\$ 3,161.36</b>

September 13, 2023



## 2023 HOA Annual General Meeting

Welcome Friends and Neighbors of Windermere North,

Your HOA (Homeowners Association) is comprised of volunteer board members who are all also property owners of Windermere North. Our mandate, as prescribed by the HOA bylaws, is to maintain and manage the common property in our community. Many of the board members have been involved in the HOA since its inception, over nine years ago. All of the board members have dedicated time and energy to ensure that our walking trails, pond park and common space areas are looked after, preserving the value and enhancing the beauty of *our* community.

The board has contracted Core Management for many years to help us with logistical organization and administration of the HOA. We appreciate all their efforts and thank them for their dedication.

Our primary focus, as per our directive in the association bylaws, is on supplemental grass and shrub maintenance around the pond and walking trails in the community. As you may or may not be aware, challenges have been presented these past few years with city philosophies on naturalization. The board members have been working for several years with the city administration, including our Ward Councilor to ensure our landscaped areas are maintained as designed. There appears to be a positive initiative by the city to this effort and the board is working to comply with newly introduced city programs for maintenance agreements. We are fortunate in Windermere North to have a variety of landscapes, including a significant natural area with our east ravine region.

Each year the board goes to tender for our landscape maintenance contracts, providing the community with very competitive options for contractors. We have had better performance this year with the landscape contractor as evidenced by the superb condition of the common areas. We have also contracted local community support for clean up and supplemental maintenance of our grounds as well as watering these areas during dry spells. These efforts to maintain the neighborhood have included some enhancements and repairs to the shrub beds around the pond area and Pergola.

There has been an invasive weed growth issue in our storm water pond. Our board members have been very proactive communicating and advocating for the annual Aquatic invasive weed harvesting by Epcor. These efforts have resulted in a much cleaner pond which is beneficial for wildlife and the operation of the aeration fountain.

With our economical full fence painting program completed last year our expenditures this year have been measured. Looking forward to the coming year our targets are again tempered as we strategically direct our maintenance on a graduated, as needed basis.

The Board would like to extend a sincere thank you to Colin and Leona for their tireless work to plant and maintain our entrance feature gardens. It represents our community as extraordinary the minute you enter the gates.



We have tremendous, dedicated people involved with our community that volunteer putting their hearts into everything to better our enjoyment of our common areas and neighborhood.

As indicated at the last AGM, over the years we have gradually managed our expenses to allow us to lower the **annual** HOA fees from \$240.00/\$120.00 per year in 2016/17 to our current fees of \$180.00/\$90.00 per year in 2023/24. We believe we are achieving extremely good value in maintaining this beautiful community, enhancing the values of all our properties as we will continue to focus our efforts on our outstanding shared outdoor spaces.

Best Regards,

On behalf of Windermere North HOA

A handwritten signature in black ink, appearing to read 'Darcy Miller'.

Darcy Miller

President



Windermere North HOA  
2024 Fiscal Year  
Operating Budget

13%

Budget Starts: June 1, 2023

Account #	Description	FY2020 12 month Actual	FY2021 12 month Actual	FY2022 12 month Actual	FY2023 12 month Budget	FY2024 12 month Budget
30010-1000070	HOA Fees	98,400.00	75,925.00	75,675.00	80,720.00	90,810.00
30130-1000070	Bank Interest	954.84	152.06	181.70	-	1,000.00
36200-1000070	Late Fee Revenue	-	95.58	10.23	-	-
36300-1000070	Other Revenues	-	50.14		-	-
37000-1000070	HOA Fee Credit	(39,780.00)			-	(3,710.00)
TOTAL REVENUE:		59,574.84	76,222.78	75,868.92	80,720.00	91,810.00
EXPENSES						
41300-1000070	Cleaning - Garbage clean-up	467.92	643.28	161.69	300.00	-
42300-1000070	R&M - Common Area			1,112.63	-	1,100.00
42410-1000070	R&M - General	446.04	2,209.24	477.58	2,500.00	-
42500-1000070	R & M - Electrical	3,576.38	2,247.33	3,157.35	1,200.00	3,346.52
44000-1000070	Utilities - Electricity	1,591.40	1,797.13	1,979.81	1,900.00	2,000.00
45300-1000070	Outside Maintenance - Landscaping	33,010.37	34,249.79	42,377.33	40,000.00	57,090.00
50350-1000070	Admin - Legal Fees	4,088.86		323.40	2,000.00	2,500.00
50400-1000070	Admin - Management Fees	23,133.60	23,596.32	24,068.16	24,790.25	25,533.96
50600-1000070	Admin - Collection fees	3,004.54	1,126.40	470.64	6,500.00	-
51200-1000070	Admin - Data Processing	30.00	210.00	366.00	-	500.00
51400-1000070	Admin - Dues, subscriptions and licences	(100.00)		997.50	1,197.00	1,197.00
52100-1000070	Admin - Postage/Mailing expense	412.52	1,775.27	3,106.49	2,400.00	3,600.00
60000-1000070	Other - Miscellaneous/Contingencies	200.00	1,990.81		-	-
60030-1000070	Other - AGM Expense	3,326.95		401.00	1,000.00	1,200.00
75000-1000070	Fixed Expenses - Insurance & Appraisal	3,026.00	3,193.00		3,512.30	3,308.55
90200-1000070	Bank Charges	58.24	58.19	30.10	60.00	100.00
TOTAL EXPENSES:		76,272.82	73,096.76	79,029.68	87,359.55	105,256.03
SURPLUS/(DEFICIT)		(16,697.98)	3,126.02	(3,160.76)	(6,639.55)	(13,446.03)