

## MINUTES

Erin Ridge Active Adult Living Homeowners' Association  
Board of Directors' Meeting  
Tuesday, August 28, 2018  
#58, Enderby Crescent, St. Albert, Alberta

**1. Present:**

Ray Rohr	President	Bob Gabourie
Paul Boutin	Vice-President	Ronald Ponich
Lorne Howell	Treasurer	Jim Terry
Peggy Corner	Secretary	
Kelly Cruthers (KDM Management Inc.)		

**2. Call to Order:**

The Chairperson, Ray Rohr, called the meeting to order at 1:30 pm.

**3. Adoption of Agenda:**

It was moved by Lorne Howell and seconded by Ron Ponich, that the Agenda be adopted as amended.

**Carried**

Amendment under New Business:

- Inquiry from 50 Edward Way

**4. Adoption of Minutes of June 6 and June 26, 2018**

It was moved by Paul Boutin and seconded by Bob Gabourie, that the minutes of the June 6, 2018 Board of Directors meeting be adopted as circulated.

**Carried**

It was noted that in Item 4.a of the June 26 minutes, the cost of grass repair by hydroseeding should read \$3,580, not \$3,850. It was moved by Ron Ponich and seconded by Lorne Howell, that the minutes of the June 26, 2018 Board of Directors meeting be adopted as amended.

**Carried**

**5. Action Items from Last Meeting:**

**a. Repair of Grass Killed by Ice Melt**

Several Homeowners had seeded areas of dead grass with relative success. Untouched areas have filled in with quack grass. It was agreed that next spring, areas of quack grass will be treated with weed killer and all dead areas will be seeded. This matter is considered closed until further action is required in the spring.

**Action: Chairperson**

**6. Financial Reports:**

**a. Year End Statement for 2017-18**

Ray Rohr noted that the President and Treasurer had not been supplied with a year-end statement prior to the audit being conducted and requested that KDM provide one. Kelly Cruthers indicated that KDM did not normally provide such a statement. It was agreed Ray and Lorne would meet with the KDM finance person to clarify procedures.

**Action: Ray/Lorne**

**b. May, June and July 2018 Financial Reports**

It was moved by Lorne Howell and seconded by Bob Gabourie, that the Financial Reports for May, June and July 2018 be adopted as circulated.

**Carried**

**c. Review of Audit Report for 2017-18**

Lorne reviewed the audit report with the Board. The auditor had discovered that the invoice from the St. Albert Inn for the 2017 Annual General Meeting had been paid twice; therefore there was a credit of \$262.50 that would be applied to the cost of the 2018 Annual General Meeting. It was moved by Lorne Howell and seconded by Jim Terry that the Audit Report for 2017-18, which is attached to these Minutes as Schedule "A", be accepted.

**Carried**

**7. New Business:**

**a. Applications for Project Approval**

It was moved by Ron Ponich and seconded by Paul Boutin that approval for the following Applications for Project Approval be ratified:

- i. 37 Edward Way – install air conditioner unit
- ii. 38 Enderby Crescent – replace deck in accordance with Guidelines
- iii. 24 Enderby – remove tree and stump and grass the area

**Carried**

**b. Filing of the Amendment to the By-Laws**

KDM confirmed that the Amendment had been signed and the filing would occur in the near future. Ray advised that the document on the Association website had been updated.

**c. Annual General Meeting Arrangements**

The Annual General Meeting for the 2017-18 fiscal year will be held at the St. Albert Inn on October 10, 2018. KDM was asked to deliver the meeting notice and package to members in mid-September.

**Action: KDM**

**d. Appointment of Nominating Committee**

There will be two vacancies to fill – Lorne Howell has served the maximum of three 2 year terms and Ron Ponich will not be standing for re-election. It was moved by Paul Boutin and seconded by Ron Ponich that Ray Rohr and Peggy Corner be appointed to serve as the Nominating Committee.

**Carried**

**e. Report from Tree Committee**

Ray Rohr reported that Dianne from Branches Tree Care will be conducting the fall inspection of trees in the development on October 15, 2018 at 3:00 pm. Any necessary work will be done on October 25, 2018. KDM was directed to send an email notice to all Homeowners advising them of these dates and directing them to contact Ray Rohr if they wished to speak to Dianne on October 15.

**Action: KDM**

**f. Inquiry from 50 Edward Way**

Colleen Kay had expressed concern that as a result of the death of the co-owner Jan Alexander, monthly fees for 50 Edward Way might become delinquent. Kelly Cruthers was requested to telephone Colleen and advise her that if the monthly fees cannot be paid, the amount owing to the Association would be recovered on the sale of the property.

Kelly requested that in future, the Board advise her of the death of a Homeowner in case she has not been advised by the Executor.

**Action: KDM**

**8. Next Meeting:**

The next meeting of the Board of Directors will be at the call of the Chair.

**9. Adjournment:**

The meeting was adjourned at 2:25 pm.

**Minutes Approved**

President

  
\_\_\_\_\_  
Ray Rohr

Secretary

  
\_\_\_\_\_  
Peggy Corner

Oct 10, 2018  
Date

**Erin Ridge Active Adult Living  
Homeowners' Association**

**Financial Statements  
May 31, 2018**

## **Auditor's Report**

To the Members of the Erin Ridge Active Adult Living Homeowners' Association

I have audited the statement of financial position of the Erin Ridge Active Adult Living Homeowners' Association as at May 31, 2018 and the statement of operations, changes in equity and changes in fund balances for the year then ended. These financial statements are the responsibility of the Association's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. These standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at May 31, 2018 and the results of its operations and changes in the fund balances for the year then ended in accordance with Canadian generally accepted accounting standards for not-for-profit organizations.

The budget information included in the financial statements is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such supplemental information has not been subjected to any auditing or review procedures applied in the audit of the basic financial statements.

Respectfully submitted,

Ray Corner

August 28, 2018

**Erin Ridge Active Adult Living  
Homeowners' Association  
Statement Of Financial Position  
May 31, 2018**

	<u><b>2018</b></u>	<u><b>2017</b></u>
<u><b>Assets</b></u>		
Current Assets		
Operating Accounts	\$ 13,164	\$ 18,937
Reserve Accounts	25,004	25,004
Total bank balances	38,168	43,941
Prepaid insurance	594	594
	38,762	44,535
Capital Assets		
Fence and signs	1	1
	\$ 38,763	\$ 44,536
<u><b>Liabilities</b></u>		
Current Liabilities		
Accounts payable	\$ 8,295	\$ 6,782
Rental fees paid in advance	980	910
	9,275	7,692
<u><b>Equity</b></u>		
Unrestricted	4,256	11,612
Capital Replacement Reserve	25,232	25,232
	29,488	36,844
	\$ 38,763	\$ 44,536

Approved:

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer

**Erin Ridge Active Adult Living  
Homeowners' Association  
Statement of Operations  
Year Ended May 31, 2018**

	<u>2018</u>		<u>2017</u>
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<b>Revenue</b>			
Rental fees	\$ 98,280	\$ 98,280	\$ 98,280
<b>Expenses</b>			
Grounds maintenance	48,670	42,627	45,597
Snow removal	36,520	30,448	31,658
Management fees	9,923	9,924	9,922
Supplies and sundries	1,254	1,800	1,332
Repairs and maintenance	7,166	8,000	82
Insurance	1,425	1,625	1,425
Audit and legal	550	500	500
Bank charges	409	400	369
	<u>105,917</u>	<u>95,324</u>	<u>90,885</u>
<b>(Loss) income from operations</b>	<u>(7,637)</u>	<u>2,956</u>	<u>7,395</u>
Interest income	281	90	104
<b>Net (loss) income</b>	<u>\$ (7,356)</u>	<u>\$ 3,046</u>	<u>\$ 7,499</u>

**Erin Ridge Active Adult Living  
Homeowners' Association  
Statement of Changes in Equity  
Year Ended May 31, 2018**

	<u>2018</u>			<u>2017</u>
	<u>Unrestricted</u>	<u>Reserve</u>	<u>Total</u>	<u>Total</u>
<b>Balance, beginning of year</b>	\$ 11,612	\$ 25,232	\$ 36,844	\$ 34,355
(Loss) income from operations	(7,637)	-	(7,637)	7,395
Interest income	281	-	281	104
Bank charges	-	-	-	(10)
Fence repair	-	-	-	(5,000)
<b>Balance, end of year</b>	<u>\$ 4,256</u>	<u>\$ 25,232</u>	<u>\$ 29,488</u>	<u>\$ 36,844</u>



**Erin Ridge Active Adult Living  
Homeowners' Association  
Statement of Changes in Fund Balances  
Year Ended May 31, 2018**

	<b>2018</b>			<b>2017</b>
	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>	<u>Total</u>
<b>Funds provided by operations</b>				
(Loss) income from operations	\$ (7,637)	\$ -	\$ (7,637)	\$ 7,395
Interest income	281	-	281	104
	<u>(7,356)</u>	<u>-</u>	<u>(7,356)</u>	<u>7,499</u>
<b>Changes in noncash items</b>				
Rental fees receivable	-	-	-	573
Accounts payable	1,513	-	1,513	(7,865)
Rental fees paid in advance	70	-	70	(1,413)
	<u>1,583</u>	<u>-</u>	<u>1,583</u>	<u>(8,705)</u>
	<u>(5,773)</u>	<u>-</u>	<u>(5,773)</u>	<u>(1,206)</u>
<b>Funds used for disbursements</b>				
From reserve fund	-	-	-	(5,010)
<b>(Decrease) in cash</b>	<u>(5,773)</u>	<u>-</u>	<u>(5,773)</u>	<u>(6,216)</u>
<b>Bank balances</b>				
Beginning of year	<u>18,937</u>	<u>25,004</u>	<u>43,941</u>	<u>50,157</u>
<b>Bank balances</b>				
End of year	<u>\$ 13,164</u>	<u>\$ 25,004</u>	<u>\$ 38,168</u>	<u>\$ 43,941</u>

**Erin Ridge Active Adult Living  
Homeowners' Association**

**Notes to Financial Statements  
May 31, 2018**

1. Purpose of Association

The Erin Ridge Active Adult Living Homeowners' Association (Association) was incorporated under the Alberta Societies Act on March 1, 2000 as a non-profit organization and is exempt from income taxes. The objectives are to manage and operate the community functions of the Association which is made up of the owners of 63 residential units in the project.

2. Significant Accounting Policies

(a) Revenue Recognition

The Association follows the deferral method of accounting for contributions. The rental charges are recorded on a monthly basis as levied.

(b) Financial instruments

Financial instruments consist of bank balances, rental charges receivable, accounts payable and accrued liabilities. The book value of each component of this category is comparable to its fair value.

(c) Contribution services

Volunteers contribute various hours per year to the Association to ensure service delivery. Because of the difficulty of determining the fair value of contributed services, they are not recognized in the financial statements.