



PO Box 36524 MacTaggart PO
Edmonton, AB T6R 0T4

October 12th, 2022

Jon smith
123 Address
Edmonton, AB T1X 2X2

Dear Homeowner,

Re: Notice of Annual General Meeting of the Whitemud Hills Homeowners Association

Notice is hereby given to the Members of Whitemud Hills Homeowners Association of an Annual General Meeting to be held as follows:

Date: Wednesday, November 16, 2022
Time: 6:30 pm Registration
7:00 pm Meeting
Location: **Whitemud Creek Community Centre**
951 Ogilvie Blvd. NW
Edmonton, AB T6R 1K8

For the following purposes:

- To receive reports from the Board of Directors on the affairs of the Association
- To review the current financial report & budget for 2023
- To elect a Board of Directors for 2023 Term
- Any other business which may legally come before the meeting

If you are unable to attend the meeting, please sign the enclosed proxy, nominating someone of your choice as your proxy. Please email to info@whitemudhills.ca or mail by November 14th, 2022, to:

Whitemud Hills Homeowners Association
PO Box 36524 MacTaggart PO
Edmonton, AB T6R 0T4

Whitemud Hills Homeowners Association AGENDA for Annual General Meeting
November 16th, 2022

- a) Registration
- b) Call to Order, Confirm Quorum & Opening Remarks by WHHA President, Tim Allen
- c) Approval of the Agenda
- d) Approval of the 2021 Annual General Meeting Minutes
- e) 2021 Financial Statements & Motion to Approve Appointment of Auditor for 2022.
- f) Approval of 2023 Budget - 2023 Membership Fees remain the same at \$185 plus gst.
- g) Election of Board of Directors for the 2023 Term
- h) New Business
- i) Adjournment



Whitemud Hills Homeowners Association
PO Box 36524 MacTaggart PO
Edmonton, AB T6R 0T4

October 7, 2022

Dear Whitemud Hills Homeowners:

On behalf of the 2022 Whitemud Hills Homeowners Association (WHA) Board, I would like to extend warm greetings to the members of our association, I look forward to meeting many of you at our upcoming AGM.

Our board of directors have worked diligently over the previous months, striving to make our community a better place. As we continue with this work on multiple fronts within the community, we are always looking for new members to bring their knowledge and diverse skillsets to the table. If you're interested in these opportunities, please attend the AGM and volunteer.

Through the summer of 2022 our focus has been on a couple of projects, including the fencing and continuation of the landscaping work. In the spring of 2022, we were able to see the results of the landscaping work and it is looking great! We have also rectified any remaining deficiencies for this landscaping and look forward to receiving our final approvals from the city in late 2023. As the new trees and plants continue to take root, we can see it evolving into the showcase we had originally hoped it would become. There were also additional planters placed strategically within the community with some beautiful arrangements grown throughout the year. These projects have really helped to bring a vibrancy to the community.

We have also brought a renewed focus to the fencing in the community. This has included a refresh on painting of our public facing fences as we move through the neighbourhood, with the long-term plan for the rejuvenation of those fences being developed and implemented by the board.

With 2022 coming to a close, we would like to remind members that they will see their dues statement for 2023 shortly, which will remain at \$194.25 (GST included). Please ensure that you submit your current contact information with your dues. If you have any questions, please do not hesitate to visit our website & send correspondence via the 'contact us' link.

It has been a privilege to work with our dedicated board & members of the community throughout the past year and we look forward to what 2023 will bring!

Tim Allen

President - WHA

**Whitemud Hills Homeowners Association
AGM 2022 (for 2021)
Terwillegar Rec Centre, 2051 Leger Rd NW
7:45pm
March 14, 2022**

Present Directors: Tim Allen, Adriel Schmidt, Cameron Currah (via teleconference), Tariq Chaudary
Regrets: Gene Emanuel, Gaetan Cadrin, Dwight Wiberg
HOA Admin Services: Alisa Kimber & Basia Braaksma

Agenda Items

1. Attendees sign in, registration of Voting Members.
2. Call to Order/Announcements – Meeting called to order by Chair, Tim Allen at 7:51pm.
3. Quorum established. 2nd scheduled AGM meeting – quorum not fulfilled on March 7th, 2022.
4. Welcome, introductions, meeting overview and orientation – presented by Tim Allen. Slide show photos reviewing landscaping project. Focus topics covered include: Progress over the last season, Landscaping project & requirements put forth by the City of Edmonton & perimeter fence painting & repair.

As a result of the health crisis, the AGM was postponed to 2022 (no meeting held in 2021).

Homeowners briefed about call for volunteers to join the Board of Directors. Members must be in good standing. Meetings are held monthly. Board Members work with the City, Community League & uphold Architectural Guidelines.

Landscaping work completed in late 2020 at front entrances. Currently a selection of existing trees must be replaced under warranty as well as sod which has been damaged by the City's snow removal contractors & by personnel working on the Terwillegar Expansion project. The Project Manager for the Terwillegar expansion has agreed to complete full sod replacement in areas that were affected by heavy equipment & traffic stemming from the Terwillegar Expansion project. After a final certificate of approval is obtained from the City of Edmonton, additional grasses & shrubs can be considered at entrance ways.

12 additional planters have been approved for purchase & will be added to various areas throughout Whitemud Hills.

Smaller scale fence repairs have been completed. Many Homeowners have opted to pass on the fence program this past season due to high lumber & material prices. The upcoming focus of fence repairs will include main areas with high visibility.

No signs are permitted on fences – this includes election signage, advertising & the like. Notices to remove Signage are sent to Realtors who install advertising on fences.

Resident comment: How will the fence policy work – what if my fence is falling apart? Response: If there are a few fence boards that are urgently broken, they will be replaced. Areas in WH will be completed as assigned in sections. Highly visible common areas will be addressed as a priority.

Resident comment: How are condos affected with regards to fencing? Response: Condo fence inquiries will be addressed by the Board of Directors.

5-7 Year Areas of focus include:

Fence upgrades – continuous.

Additional landscaping & attention to cul-de-sacs, pathways & Robert Carter Park. Items include additional grass cutting, skirting along the trees & replacement/care of shrubs/trees. Additional flowers. Any City property requires special permission & the process is very slow moving with many specifications.

Resident comment: Of the 16K that is overdue, how many homes/units does that include? Response: As of Dec 2021, approximately 30 properties are in collections. The WHHA felt that due to the health pandemic, the response for non-payment should not be heavy handed. Interest continues to be charged & caveats filed. Once the account is significantly overdue, the file is released to a law firm that collects on the WHHA's behalf & charges the fees to the Homeowner.

Resident comment: Where does accounting Item #5 originate from – 6.5K? Response: Allowance for DA is 6540. The Auditor has posted particular amounts as per standard accounting practices for **doubtful accounts**. The WHHA doesn't budget for these as we do eventually collect for these accounts when properties sell. The WHHA does not write any accounts off to bad debt. We have interest on title and all accounts will be collected upon sale if not ahead of time.

5. Approval of Agenda: To approve Agenda as presented. **MOTION:** #239 (1). #227 (2). All in favour - unanimous. Motion carried.

6. Approval of 2020 AGM Minutes as presented. **MOTION:** #546 (1). #180 (2). All in favour – unanimous. Motion carried.

7. Approval of 2020 Financial Statements as presented. **MOTION:** #50 (1). #486 (2). All in favour – unanimous. Motion carried.

8. Appointment of the Accounting firm Cass & Fraser to prepare Financial Report. **MOTION:** #50 (1). #486(2). All in favour – unanimous.

9. Budget 2022 Breakdown:
18K for maintenance of planters
11K for winter planters
6K for watering of the front entranceway pots
5K for odds & ends/weeds/general maintenance
12K for maintenance of front entrance
2K for fertilizer

Announcements: To recognize Gene Emmanuel as a long serving member of the Board of Directors. Thank you Gene for your hard work & dedication over the years!

Oak Hills Community League is offering free membership for the season.

Kurt Paterson, the OHCL Street Labs Ambassador 2022, is assisting the City in reviewing the traffic safety concerns in OHCL (Leger and Carter Crest). There is a survey being conducted in the near future and it is an opportunity to have your voice heard.

10. **MOTION:** Approval of the 2022 Budget. #440 (1). #180 (2). All in favour. Against: #270 (1). #404 (2). Motion carried.

11. **MOTION:** To re-elect the following members to the board. Tim Allen. Cameron Currah. Gaetan Cadrin. Adriel Schmidt. Tariq Chaudary. Dwight Wiberg. #404 (1). #239 (2). All in favour. Unanimous.

12. Call for Volunteers to serve on the 2021/2022 Board. #Kurt (1). #Clif (2). #David (3). **MOTION:** To elect new Board Members: #404 (1). #239 (2). All in favour – unanimous.

13. **MOTION:** To adjourn the meeting at 8:31pm. #50 (1). #180(2).

14. Board Members for 2022 are: Tim Allen, Cameron Currah, Adriel Schmidt, Gaetan Cadrin, Tariq Chaudry, Dwight Wiberg, Kurt Paterson, Clif Heatherington, David Gummer

Whitemud Hills Homeowners Association

FINANCIAL STATEMENTS

DECEMBER 31, 2021

Whitemud Hills Homeowners Association

DECEMBER 31, 2021

CONTENTS

Independent Auditors' Report

Financial Statements	<u>Page</u>
Statement of Financial Position	1
Statement of Operations and Change in Fund Balance	
Operating Fund	2
Capital Improvement Reserve Fund	3
Statement of Cash Flows	4
Notes to the Financial Statements	5 - 8



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INDEPENDENT AUDITORS' REPORT

To the Owners of Whitemud Hills HOA:

Opinion

We have audited the accompanying financial statements of the Whitemud Hills HOA, which comprise the statement of financial position as at December 31, 2021, and the statements of operations and changes in fund balances for the operating fund and capital improvement reserve fund, and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on our website at: www.cassfraser.ca/responsibilities-of-an-auditor. This description forms part of our auditor's report.

Cass & Fraser

Cass & Fraser Chartered Professional Accountants

Edmonton, Alberta
May 19, 2022

Whitemud Hills Homeowners Association

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

	2021			2020
	Operating Fund	Capital Improvement Reserve Fund	Total	Total
Current Assets				
Cash	\$ 95,405	\$ -	\$ 95,405	\$ 42,833
Accounts receivable (note 5)	17,303	-	17,303	15,988
GST refund	-	-	-	12,716
Prepaid expenses	7,396	-	7,396	5,868
Short term investments (note 6)	140,475	15,500	155,975	155,621
	260,579	15,500	276,079	233,026
Capital assets (note 7)	17,059	-	17,059	18,495
	\$ 277,638	\$ 15,500	\$ 293,138	\$ 251,521
Current Liabilities				
Accounts payable	\$ 6,779	\$ -	\$ 6,779	\$ 5,738
GST payable	2,200	-	2,200	-
Prepaid fees	42,553	-	42,553	44,214
	51,532	-	51,532	49,952
Net Assets				
Capital improvement reserve fund	-	15,500	15,500	15,500
Operating fund	226,106	-	226,106	186,069
	226,106	15,500	241,606	201,569
	\$ 277,638	\$ 15,500	\$ 293,138	\$ 251,521

Whitemud Hills Homeowners Association

STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE OPERATING FUND

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021 Budget	2021 Actual	2020 Actual
Revenues			
Association fees	\$ 113,960	\$ 113,961	\$ 98,560
Special levy	-	-	86,240
Late fee	-	1,442	117
Interest	-	354	1,471
	113,960	115,757	186,388
Administration			
Bank charges	250	156	125
Community support	500	-	-
Management fees	20,200	19,520	19,440
Meetings	2,500	-	1,323
Miscellaneous	4,350	3,405	4,382
Professional fees	5,500	1,800	1,395
Website	1,300	787	1,101
Utilities			
Power	2,000	974	904
Maintenance			
Fence painting and repair	25,000	6,986	12,728
General building maintenance	-	-	698
Landscaping	31,000	24,471	19,396
Lights	15,080	85	5,424
Neighbourhood beautification	3,000	-	375
Road occupancy	1,280	419	-
Other			
Amortization	-	1,436	1,445
Bad debts expense (recovery) (note 5)	-	(6,541)	1,229
Capital projects	-	14,714	204,528
Insurance	2,000	7,508	3,339
	113,960	75,720	277,832
Revenues over expenses	-	40,037	(91,444)
Operating fund balance at beginning of year		186,069	277,513
Operating fund balance at end of year		\$ 226,106	\$ 186,069

Whitemud Hills Homeowners Association

STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE
CAPITAL IMPROVEMENT RESERVE FUND
FOR THE YEAR ENDED DECEMBER 31, 2021

	2021 Budget	2021 Actual	2020 Actual
Capital improvement reserve balance at beginning of year		\$ 15,500	\$ 15,500
Capital improvement reserve balance at end of year		\$ 15,500	\$ 15,500

Whitemud Hills Homeowners Association

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021			2020
	Operating Fund	Capital Improvement Reserve Fund	Total	Total
Cash flows from operating activities				
Association fees	\$ 117,525	\$ -	\$ 117,525	\$ 111,255
Special assessment	-	-	-	86,240
Other revenues	1,442	-	1,442	117
Cash paid to suppliers	(66,395)	-	(66,395)	(288,245)
Net cash provided by (used in) operating activities	52,572	-	52,572	(90,633)
Cash, beginning of year	42,833	-	42,833	133,466
Cash, end of year	\$ 95,405	\$ -	\$ 95,405	\$ 42,833
Cash and cash equivalents are comprised of:				
Cash	\$ 95,405	\$ -	\$ 95,405	\$ 42,833

Whitemud Hills Homeowners Association

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

1 Purpose and Income Tax Status

Whitemud Hills HOA (The "Association") is a home owners' association incorporated on July 25, 1990 under the Companies Act of Alberta. The operations of the Association are governed by the Whitemud Hills Facilities Agreement between the Association and Carma Developers Ltd. dated October 30, 1990.

The Association is a not-for-profit corporation under the Income Tax Act, and is therefore exempt from income taxes.

2 Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Significant accounting policies are described below.

(a) Fund Accounting

The Operating Fund accounts for the Association's operating and administrative activities.

The Capital Improvement Reserve Fund reports the amounts that are set aside and used for capital improvements. Transfers to and from the Capital Improvement Reserve are approved by the Board of Directors, when capital improvement projects have progressed to a level where a reasonable estimate of costs can be made or where a capital improvement project has been completed.

(b) Revenue Recognition

The Association follows the deferral method of accounting for membership income. Membership fees are charged to each member on January 1 for the calendar year. Accordingly, the full amount of the fees are recorded as revenue. Amounts received prior to the end of the year that relate to a subsequent year are recorded as prepaid membership fees.

Interest and other revenue is recognized as income in the year in which it is earned. All expenses are recognized as incurred.

(c) Contributed Services

Volunteer services contributed on behalf of the Association are not recognized in these financial statements due to the difficulty in determining their fair value.

Whitemud Hills Homeowners Association

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

(d) Capital Assets

Association units and real property directly associated with those units are not considered to be capital assets of the Association.

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful life at the following rates and methods:

Maintenance shed	10%	declining balance method
Rider mower	30%	declining balance method
Utility cart	30%	declining balance method
Entrance lighting	10 years	straight-line method
Signage	40 years	straight-line method

(e) Cash and Cash Equivalents on the Statement of Cash Flows

Cash and cash equivalents include bank balances and cash held. Short term money market funds are not included as these are considered to be investments.

(f) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. In particular, the value of capital assets, recorded as \$17,059, could change by a material amount in the near term.

3 Financial Instruments

(a) Financial Instrument Measurement

The Association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost, except for marketable securities quoted in an active market, which are measured at fair value.

The financial assets subsequently measured at amortized cost include cash, cash investment certificates, and accounts receivable. There were no financial assets subsequently measured at fair value. The financial liabilities measured at amortized cost include accounts payable.

Whitemud Hills Homeowners Association

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

(b) Credit Risk

The Association does not have a concentration of credit exposure with any one party. The Association does not consider that it is exposed to undue credit risk. Credit risk includes the risk that owners will fail to pay their fees.

(c) Interest Rate Risk

The investments of the Association are subject to interest rate risk because changing interest rates impact the market value of the fixed rate investments.

(d) Liquidity Risk

Liquidity risk is the risk that the Association may not be able to meet its ongoing commitments to repair, replace and maintain the common property of the Association.

(e) Risk Management

The Association manages its credit, liquidity and cash flow risk by restricting investments to a diverse range of government and corporate preferred shares and fixed income securities. As it is the Association's expectation to hold its investments to maturity, its cash flows are exposed to minimal interest rate and liquidity risk. The Association has the power to place caveats on titles which significantly mitigates credit risk. The Association manages liquidity risk by preparing an annual budget in consideration of the results of its reserve fund study, and may increase fees and assess special levies to ensure it has sufficient funds.

4 Budget Amounts

The 2021 budget amounts are presented for information purposes only. They were approved by the Board of Directors and are unaudited.

Whitemud Hills Homeowners Association

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

5 Accounts Receivable and Bad Debt Expenses (Recoveries)

An allowance for doubtful account of \$5,312 and \$6,541 was set in 2019 and 2020 respectively, resulting in \$5,312 and \$1,229 bad debt expenses reported for the prior two years. In 2021, with the collection expectation of the all arrears, the allowance has been fully recovered.

	2021	2020	2019
Accounts receivable (gross)	\$ 17,303	\$ 22,529	\$ 21,641
Less: allowance for doubtful accounts	<u>-</u>	<u>(6,541)</u>	<u>(5,312)</u>
Accounts receivable (net)	17,303	15,988	16,329
Bad debt expenses (recoveries)	(6,541)	1,229	5,312

6 Short Term Investments

Investments consist of four Guaranteed Investment Certificates held by TD Canada Trust with the maturity dates from February to March 2022 and interest rates from 0.15% to 0.2%.

7 Capital Assets

	2021		2020	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Maintenance shed	\$ 15,857	\$ 15,047	\$ 810	\$ 900
Signage	14,888	2,047	12,841	13,213
Entrance lighting	9,738	6,330	3,408	4,382
Rider mower	8,988	8,988	-	-
Utility cart	307	307	-	-
	<u>\$ 49,778</u>	<u>\$ 32,719</u>	<u>\$ 17,059</u>	<u>\$ 18,495</u>

8 Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

9 Approval of Financial Statements

These financial statements have been approved by the Board of Directors.

WHITEMUD HILLS HOMEOWNERS ASSOCIATION

Budget 2023

Fee 2023 = \$185

		2021 Actual	2022 Budget	2022 Actual as of Sept 30th	2022 Projected	2023 Budget	2022 Projected to 2022 budget variance
Income							
4020	Membership Fees	113,960	113,960	122,179	123,000	113,960	9,040
4040	Interest Revenue					500	-
4080	Membership Fees Interest			745	800	500	800
Total Revenues		<u>113,960</u>	<u>113,960</u>	<u>122,924</u>	<u>123,800</u>	<u>114,960</u>	<u>9,840</u>
Operating Budget							
Administration							
5005	Professional & legal Fees	3,000	3,000	3,137	4,000	3,500	1,000
5010	Administration	20,200	20,400	15,120	20,400	20,400	-
5015	Office Supplies	1,700	1,800	1,027	2,000	1,800	200
5020	Postage	2,300	2,300	1,346	2,300	2,400	-
5026	Power	2,000	1,500	677	1,500	1,500	-
5030	Accounting Fees	2,500	2,300	1,600	2,000	2,000	- 300
5040	Land Titles	350	300	2,252	2,300	300	2,000
5050	Meetings - Annual & Board	2,500	2,000	665	1,500	2,000	- 500
5060	Bank Charges	250	250	101	250	250	-
5070	Insurance	2,000	3,150	1,225	4,500	3,500	1,350
5085	Website	1,300	1,500	780	1,600	1,600	100
5095	Community Support	500	500	250	250	500	- 250
Total Administration		<u>38,600</u>	<u>39,000</u>	<u>28,180</u>	<u>42,600</u>	<u>39,750</u>	<u>3,600</u>
Maintenance							
5520	Grass Cutting and Fertilizer	27,000	21,400	14,925	17,000	21,400	- 4,400
5530	Fence Painting & Repair	25,000	10,000	4,657	42,000	35,000	32,000
5540	Landscaping Maintenance	4,280	50,200	30,323	55,000	50,000	4,800
5550	Snow removal	4,000	3,000	1,915	3,300	3,375	300
5555	Lights	15,080	1,000	-	500	1,000	- 500
Total Maintenance		<u>75,360</u>	<u>85,600</u>	<u>51,820</u>	<u>117,800</u>	<u>110,775</u>	<u>32,200</u>
Total Administration & Maintenance		<u>113,960</u>	<u>124,600</u>	<u>80,000</u>	<u>160,400</u>	<u>150,525</u>	<u>35,800</u>
		Balanced	Deficit		Deficit	Deficit	
Budgeted Excess/Loss over Expenditures		<u>0</u>	<u>-10,640</u>	<u>42,924</u>	<u>-36,600</u>	<u>-35,565</u>	<u>- 25,960</u>