

**ELBOW RIVER ESTATES  
COOPERATIVE LTD.**

**2021–2022 ANNUAL GENERAL MEETING  
Thursday May 25<sup>th</sup>, 2023**

**Glencoe Golf and Country Club**

**DRAFT Minutes**

# **Elbow River Estates Cooperative Ltd.**

## **2021–2022 ANNUAL GENERAL MEETING**

Glencoe Golf and Country Club

Thursday May 25<sup>th</sup>, 2023

7:00 pm

### **AGENDA**

1. Call to Order – Approval of Agenda
2. Introductions
  - 2.1. Guests
  - 2.2. Board of Directors 2021-2022
  - 2.3. Directors having fulfilled their terms
  - 2.4. Directors with one or two years remaining
  - 2.5. Changes in Community Members
  - 2.6. Members Passing
3. Notice of Meeting
4. Minutes
  - 4.1 Acceptance of the 2020–2021 AGM Minutes of the July 5<sup>th</sup>, 2022 Annual General Meeting
5. Annual General Meeting Presentations and Reports
  - 5.1 President’s Report – Phillip Mincher
  - 5.2 Water Commissioner’s Report – Michael Zubkow
  - 5.3 Treasurer’s Report – Neala MacDougall
    - 5.3.1 Motion to accept 2021– 2022 Audited Financial report
    - 5.3.2 Motion to appoint Auditor for Fiscal Year 2022-2023
  - 5.4 Other Reporting
6. AEP Enforcement Order re Abraham Tittel: Status Update
7. Elbow River Estates Cooperative Ltd. 2022–2023 Annual Levy
8. Ratification of the Actions of the Board
9. Election of New Board Members for the Fiscal Year 2022-2023
10. Other Business
11. Adjournment

## MINUTES

### 1. Call to Order and Approval of Agenda

Michael Zubkow called the meeting to order at 1904 hours.

**Motion:** Moved by Steve Wheatcroft and seconded by Brad Stangeland that the agenda as written be accepted. **Motion carried.**

### 2. Introductions

#### 2.1. Guests

None

#### 2.2. Board of Directors 2021-2022

Phillip Mincher, President

Neala MacDougall, Treasurer

Diane Coleman, Secretary

Claudine Tylor, Events and Special Projects

Michael Zubkow, Water Commissioner

#### 2.3. Directors having fulfilled their terms or left the Board

Claudine Tylor (term fulfilled), Diane Coleman (resigned)

#### 2.4. Directors with one or two years remaining

One year remaining: Neala MacDougall, Phillip Mincher, Michael Zubkow

#### 2.5. New Community Members in the Past Year

Troy Solomon and Melissa Doucette, 31125 Elbow River Drive

Ryan and Alex McAmmond, 27 Elbow River Court

#### 2.6. Members Passing

Andy and Rosa Boros

Mona Wood, survived by Gordon Wood

### 3. Notice of Meeting

In accordance with the by-laws, a notice of the Annual General Meeting was delivered to the Membership on Friday, May 12, 2023 via email stating time and date, ten days in advance. It is required that a quorum

of 1/10 of all registered members be present at the Annual General meeting in order for the election of Directors to take place.

Attendance: 20 persons are in attendance representing 16 lots. Quorum is seven registered members.

On matters to be voted upon, the procedure is one vote per lot (members in good standing) and a simple majority of those present will carry the vote. **Proxy voting not allowed.**

#### 4. Acceptance of the Minutes of the 2020-2021 AGM

4.1 Acceptance of the 2020–2021 AGM Minutes of the July 5<sup>th</sup>, 2022 Annual General Meeting (Minutes distributed by email on May 12, 2023):

**Motion:** Moved by Don Dumka and seconded by Alex Haworth that the Minutes of the 2021-2022 AGM held July 5<sup>th</sup>, 2022 be approved as circulated. **Motion carried.**

#### 5. Annual General Meeting Presentations and Reports

5.1 President's Report – Phillip Mincher (presented by M. Zubkow)

FY 2021-2022 was generally without issue, with everything running well.

5.2 Water Commissioner's Report – Michael Zubkow

FY 2021-2022 was uneventful with respect to the water system.

5.3 Treasurer's Report – Neala MacDougall (presented by M. Zubkow)

Attached report shows that the Co-operative is in good shape financially at the end of the FY.

5.3.1 Motion to accept 2021– 2022 Audited Financial report

**Motion:** Moved by Steve Wheatcroft and seconded by Alex Haworth that the 2021-2022 audited financial statements are accepted as presented. **Motion carried.**

5.3.2 Motion to appoint Auditor for Fiscal Year 2022–2023

**Motion:** moved by N. MacDougall and seconded by Ian Park that Werner Haag Chartered Accounts be appointed Auditor for Fiscal Year 2022–2023. **Motion carried unanimously.**

5.4 Other Reporting

No other reporting.

6. AEP Enforcement Order re Abraham Tittel: Status Update

No report.

7. Elbow River Estates Cooperative Ltd. 2022–2023 Annual Levy

The Board recommends that the annual water levy remain unchanged at \$205.00 per month.

Motion: Moved by Don Dumka and seconded by Christine Harle that the Annual Levy for the 2022-2023 year remain at \$205.00 per month. Motion carried.

8. Ratification of the Actions of the Board

**Motion:** Moved by Tina Thompson and seconded by Gord Wood that the membership of Elbow River Estates Co-operative Ltd. ratify the actions of its Board of Directors for the fiscal year ending September 30, 2022, and other actions up to and including the AGM held May 25, 2023.

**Motion carried.**

9. Election of New Board Members for the Fiscal Year 2022-2023

Our bylaws state that the Board must consist of an odd number of Directors, not fewer than five and capped at a maximum of seven. In Fiscal Year 2021-2022, we had five Board Members.

Given that there are three incumbent Board members, the President then asked for nominations from the floor to the Board to fill the remaining positions.

- 1) If the number of nominees equals the two vacant positions, then the nominees are declared elected by acclamation;
- 2) If there more than two nominees, then we have a run-off to have a five-member Board.

The President then asked three times for nominations from the floor.

Claudine Tylor volunteered to remain on the Board for another term. Cindy Wheatcroft volunteered to join the Board. Both were acclaimed, bringing the Board membership to the required five members.

10. Other Business

10.1 Discussion of the Entrance Sign

M. Zubkow agreed to look into sealing the disintegrating shale, and to construction of a metal sign to be placed in front of the rock.

10.2 controversial “artwork” on Lot 68 was determined by Rocky View County to be “art”, so no further action is to be taken.

## 11. Adjournment

**Motion:** Moved by Steve Wheatcroft and seconded by Christine Harle that the 2021-2022 Annual General Meeting of the Elbow River Estates Cooperative Ltd. be adjourned. **Motion carried.** Meeting adjourned at 1940 hours.

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Phillip Mincher, President

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Diane Coleman, Secretary