

ESTATES VILLAGE
Condominium Plan No. 942 3847
Minutes of Meeting

Place: Unit 33
Date: May 25, 2023

1. ESTABLISH QUORUM:

PRESENT: Roger Overland Unit 33
 Dorothy Botterill Unit 12
 Peter Gilbody Unit 46
 David Holehouse Unit 19
 Tom Ebertz Unit 6

 Linda Tran Skyline Property Management

2. CALL TO ORDER:

Roger Overland called the Meeting to order at 9:30 am.

3. GUESTS & DELEGATIONS: None.

NOTE TO READER: The following minutes reflect a Unit's legal address.

4. APPROVAL OF AGENDA:

Add Savings Account under "Finance"
Add Board Recruitment under "New Business"

MOTION: Peter Gilbody/Roger Overland to approve the Agenda with additions
CARRIED

5. APPROVAL OF MINUTES OF THE MEETING:

Amendments: Update date of next meeting

MOTION: David Holehouse / Dorothy Botterill to approve the minutes of April 27, 2023 as amended.
CARRIED

6. FINANCIALS:

a) April 30, 2023 Financials:

 i: Operating \$126,390.44

 ii: Reserve \$571,730.69

 iii: Expense \$9,310.55

b) Fiscal year-end transfer to Reserve Fund from Operating: \$115,000.00.
 Completed May 10, 2023.

MOTION: Roger Overland / Tom Ebertz to approve the (unaudited) April 2023 financial statements.
CARRIED

c) Savings account – The corporation has ~\$40,000 held in a Savings Account, money derived from interest on previous GICs. It could feasibly be earning 3.6% interest in a GIC, though having an accessible savings account is useful.

MOTION: Dorothy Botterill / Tom Ebertz to keep the funds in the Savings Account.
CARRIED

Initials _____
Initials _____

- d) As homeowner dues increase, and when arrears are encountered, our current cap of \$500 on how much the corporation may withdraw from a homeowner's account can be too low.

MOTION: David Holehouse / Dorothy Boterill to increase the withdrawal cap from \$500 to \$1,500. **CARRIED**

7. RATIFICATION OF APPROVED MOTIONS BY EMAIL:

- a) Investment of \$115,000 with Duca Financial Services for 3 years at 5.05%
- b) Advance Gutter Repair quote for \$850.00 plus GST
- c) Waiver of interest and NSF charges for unit placed on market, charges resulting from incorrect information provided to homeowner by realtor
- d) Aeration work by Solstice for \$1,850.00 plus GST

MOTION: Dorothy Botterill / Peter Gilbody to ratify all four approvals.

CARRIED

8. OLD BUSINESS:

- a) Window repair quotes from Crystal Glass totalling \$5,897.15 for units (legal) 6, 8, 11, 25 and 51. Linda Tran will check additional quote(s) before we proceed.
- b) SEI delayed work on the water valves by one week, until June 1. Proconsul will adjust work dates accordingly.
- c) Canopy has completed stump grinding work.
- d) Linda Tran will follow up with Delta Valley about remediation of hydraulic oil spill.

9. NEW BUSINES:

- a) Review new maintenance tracker(s) for work awaiting completion. Linda Tran and Dorothy Botterill to consider ways to reconcile the various requests and other inputs into a single reference document for ease of tracking. Some priority needs – hose bib repairs, lawn repairs, stucco repairs and garage door frame painting, as well as upcoming concrete and asphalt repairs.
- b) Five-year Reserve Fund plan has been provided to homeowners on website.
- c) Green Oasis Lawn will provide two fertilizer treatments this spring and summer, for \$2,039.10 including GST.
- d) Board recruitment: Additional Board members will be required as of the AGM this fall. Roger Overland to send out a message to all homeowners in June inviting them to consider the value and the positive experience to be found in being part of a well-managed organization.

10. CORRESPONDENCE:

Sent:

None

Received:

None

11. NEXT MEETING: June 29, 2023, 9.30 am.

12. ADJOURNED AT 11.06 a.m.