

**ESTATES VILLAGE**  
**Condominium Plan No. 942-3847**  
**Minutes of Meeting of the Board**

Place: Skyline Property Management offices

Date: July 27, 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

For Skyline Property Management: Linda Tran and Joy Wallace

Joy Wallace was introduced as the new manager supporting Estates Village.

**2. Call to Order**

Roger Overland called the meeting to order at 9:30 am

**3. Guests and Delegations**

None

**4. Approval/Additions to Agenda**

Roger Overland/Dorothy Botterill moved approval of the agenda with the addition of one item under Old Business and three under New Business.

**Carried**

**5. Approval of/Amendments to Meeting Minutes, June 29, 2023**

Roger Overland/Peter Gilbody moved approval of the meeting minutes

**Carried**

**6. Financials**

a. May 2023 Financial Statement

Operating	\$27,889.35
Reserve	\$689,023.85
Expense	\$14,027.23

Dorothy Botterill/Peter Gilbody moved approval of the May 2023 Financial Statement.

**Carried**

June Financial Statement will be provided in August. It could not be completed until Insurance issues with May's were resolved.

- b. Arrears                      None
- c. Annual Budget for 2023-24.
  - i. The original budget failed to add Insurance cost (\$43,000) to Total Expenditures. The result was that when these reduced total expenditures were subtracted from Total Revenue (condo fees), the resulting recommendation of how much we should contribute to the Reserve Fund was \$43,000 too high. Skyline will send out a revised budget showing correct calculations and clarifying that owners' fees are correct and will not change this budget year. We did not use the budget recommendation to calculate the annual transfer from Operating bank account to Savings or Reserve Fund bank account. Instead, we used the Reserve Fund Report which recommends annual contributions.
- d. GICs maturing – Peter Gilbody reported Home Bank GIC (\$50,000) is maturing August 21.

**7. Ratification of Motions previously Board-approved by e-mail**

- a) Purchase of two trees for the western edge of the property.

**8. Old Business**

- a. Window repairs.
  - 1. Dorothy Botterill/Tom Ebertz moved that April Glass & Mirror be approved to repair windows at (legal) 6, 8, 11 and 25. Skyline to determine exact problem at (legal) 7.
- b. Roger Overland reported Proconsul has agreed to come and check possible subsidence at new patch around cc valve.
- c. Delta Valley says it has subcontracted soil tests on grass where hydraulic oil spilled. Results due in a few days. No action proposed on the roadway spillage.
- d. Some garage doorframes need to be repainted. Skyline to add to the maintenance spreadsheet.

**Carried**

- e. New deciduous trees have been ordered for west side of units (legal) 8 and 9.

**9. New Business**

- a. Jestin Gibson will have our 2022-23 Audit ready by mid-September
- b. The AGM will be scheduled by Skyline for October 26, 2023, at Glenwood Funeral Home.
- c. Skyline to gather quotes ASAP for coming winter's snow removal contract. Previous winter cost about \$23,000, with unsatisfactory results.
- d. Owners are now responsible for all four fire hydrants in the Village. Testing costs \$168.00 per hydrant.
- e. David Holehouse to update web pages to reflect Joy Wallace as the new contact for Owners' concerns and requests.

**10. Correspondence** - None

**11. Newsletter items** – none.

**12. Next Meeting: Thursday August 24, 2023, 9:30 am at (postal) #33.**

**13. Adjournment:** 11:15 am, with thanks expressed to Linda Tran, previously our manager for Skyline.