

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

Place: Unit 33

Date: August 24, 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: Joy Wallace

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

Dorothy Botterill/David Holehouse moved approval with additions
Carried

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

Peter Gilbody/Roger Overland moved approval of meeting minutes
Carried

6. Financials

a. Financial Statements

June 2023 Financial Statement

Operating	\$28,898.02
Reserve	\$689,096.33
Expense	\$11,946.92

July 2023 Financial Statement

Operating	\$42,208.20
Reserve	\$689,173.46
Expense	\$17,328.60

Dorothy Botterill/Peter Gilbody moved acceptance of the financial statements
Carried

b. Arrears - None

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

- a. Approve pet application for new owner, Legal 15
- b. Approve reinvestment of GIC in Home Bank for 1 year at 5.46%.

David Holehouse/Dorothy Botterill moved ratification **Carried**

8. Old Business

- a. Window repairs: April Glass has ordered windows for Legal 6,8,11,25, with 5 year warranty, with installation for early September. Still outstanding – Legal 23 and 7(no estimate yet). Moisture issue around window at Legal 51 requires further investigation.
- b. Proconsul follow-up: Legal 8 and 11 new cement filler patch between bottom step and sidewalk is cracking.
Legal 38 new sidewalk is OK but the bottom step where the step and sidewalk meet has a small crack. Proconsul looked at this one and said it is old and not severe.
- c. Hydraulic oil spill on grass from Delta Valley leak: Skyline will check test results against provincial regulations and ask Delta Valley for their plan if needed.
- d. Annual audit – Roger Overland has completed questionnaires and info requests for the auditor.
- e. Skyline will send notices for AGM, and take care of registration desk, quorum, minutes and agenda. Location has been booked.
- f. Snow removal – tenders have gone out with quotes due early September
- g. Quotes are being sought for garage frame painting at Legal 39, 40, 41, 47, 48 and 56. Door work required for Legal 6, and front door paint needed at Legal 48.
- h. Two trees have been planted on west side of property.
- i. Work to fix faulty gutter seals at Legal 8 and 26 will be done by August 30.
- j. Upcoming issues for maintenance spreadsheet: Fall trim to address black-knot; wood borders around pebble/soil areas could be addressed

by taking the worst half dozen per year. New maintenance request:
Screen door repairs at Legal 11 given green light.

9. New Business

- a. Accounting systems post-takeover by Skyline. Roger Overland is working with Skyline to smooth out the process and reporting approach.

10. Correspondence - none. All correspondence, maintenance requests etc received by Skyline will be shared on future agendas.

11. Newsletter items – none.

12. Next Meeting: Thursday September 28, 2023, 9:30 am

13. Adjournment: 11:20 am.

14. Tabled Items:

- a. Skyline will look into possible insurance premium reductions if we agree to increase the Corporation's deductible...in the new year.