

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Unit 33

Date: December 15, 2022

1. ESTABLISHMENT OF QUORUM:

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

Melissa Southorn Roots to Peak Management Ltd.

2. CALL TO ORDER:

The Chairperson, Melissa Southorn, called the Meeting to order at 9:36am.

3. GUESTS & DELEGATIONS: None.

NOTE TO READER: Minutes will now reflect a Unit’s legal address instead of redacting the municipal address.

4. APPROVAL OF AGENDA:

MOTION: Dorothy Botterill / Roger Overland to approve the Agenda as amended. **CARRIED**

Amendments: Add 7(c) Petty cash; 9(b) Storage agreement; (c) Board responsibilities.

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Peter Gilbody / David Holehouse to approve the minutes of November 24, 2022 as presented. **CARRIED**

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Jason Hall at Delta Valley denies that the crew who shows up in personal cars and a trailer with equipment is one of their sub-contractors. They will also not take responsibility for a damaged shovel at #6 which was used by the “ghost crew.” Melissa to press Jason to figure out who this crew works for.

b. Asphalt/Concrete: Proconsul Construction quote reviewed. Best to get on the list for spring work now. Melissa to ask if it can be completed by July 31st.

MOTION: Roger Overland / Dorothy Botterill to approve the Proconsul Construction quote for \$21,147.00. **CARRIED**

c. Windows:

- i. **Legal 12:** Crystal Glass replaced living room, two bedroom sealed units, and repaired the dining room track. Awaiting third bedroom window sealed unit to be manufactured and installed.
- ii. **Legal 13:** Crystal Glass to replace bedroom & living room sealed units. They should arrive by January 6.
- d. **Board :** Forms sent to CWB for signing authority. Awaiting confirmation of changes.
- e. **Privacy policy:** Posted on website. Closed.
- f. **Policy guide:** Roger made changes – to be posted to the website. Closed.
- g. **Website:** Roger and David met with Edna (webmaster) on November 30th and discussed the transition to the new Board. David will be responsible to send updates to Edna for posting.
- h. **Storage shed:** Table this discussion for now. One of the owners volunteered to go around the property and find items belonging to the Corporation to store in a shed – they didn't find much. Owner of #10 can dispose of railing and privacy glass.
- i. **CC valves:** Jaguar Water Services has closed due to retirement. Awaiting quote from Strathcona Excavating.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

- a. **Financials:** November & December financials to be prepared in January. December cheques printed for signatures at this meeting. Melissa to send November and December bank statements as she has read-only access to the bank account.
- b. **GICs:** Signing authorities updated with Stroud Agencies.
- c. **Petty cash:** Brenda Smith's last report submitted with a zero balance in petty cash. A cheque will be prepared for \$1,000 for Peter Gilbody to handle the petty cash now.

8. CORRESPONDENCE:

Sent:

None

Received:

None

9. NEW BUSINESS:

- a. **Insurance:** Go West completed the annual appraisal. Sent to HUB International as they are the current insurance broker. Melissa to gather two other quotes for the Corporation's insurance coverage. Renewal is April 1st.
- b. **Storage agreement:** Roots to Peak Management currently stores 7 years of the Corporation's financial archives for \$38.50/month. Since there is no current Board member who has storage space for the archives, they will stay at the Roots to Peak office in secured filing cabinets.
MOTION: Roger Overland / Peter Gilbody to store the Corporation's financial archives for \$38.50/month. **CARRIED**
- c. **Board responsibilities:** There will be a separate meeting regarding the maintenance spreadsheet.

10. NEWSLETTER ITEMS:

11. NEXT MEETING: Thursday, January 26, 2023 at 9:30am at Unit 33.

12. ADJOURNED AT 10:45A.M.