

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: December 16, 2021

1. ESTABLISHMENT OF QUORUM:

PRESENT: Brenda Smith Unit 2
Dorothy Botterill Unit 12
John Green Unit 24
Glen McMillan Unit 30
Roger Overland Unit 33
Ann Hender Unit 38

Melissa Southorn Roots to Peak Management Ltd.

2. CALL TO ORDER:

The Chairperson, Melissa Southorn, called the Meeting to order at 9:31am.

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: Ann Hender / Dorothy Botterill to approve the Agenda as presented.
CARRIED

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Ann Hender / Dorothy Botterill to approve the minutes of November 25, 2021 as amended.
CARRIED

Amendments: 6(c) Clarify action items.

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: An Owner requested the ingredients of the snow melt used by Delta Valley. Roger confirmed and provided the information to the Owner. Ice storm response was poor. The most recent snow clearing was better. Cul-de-sacs not being cleared properly.

MOTION: Roger Overland / Dorothy Botterill to order a push and pile of the roadway and sanding (if required) this weekend.
CARRIED

b. Roof inspection: V&S Roofing approved for the spring. Award letter to be sent Wade Engineering to conduct one random and one big final inspection.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

| | |
|-------------------------------|--------------|
| Total Current Operating (pg1) | \$77,422.48 |
| Total Current Reserve (pg1) | \$516,176.25 |
| Total Expenses (inc stmt) | \$18,895.62 |
| Customer Aged Summary: | \$456.22 |

MOTION: Roger Overland / Glen McMillan to approve the November 2021 financial statements as presented for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

Legal 8: Window crank & Plumbing (to submit plumbing repair invoice for reimbursement)

9. NEW BUSINESS:

a. Job jar: Roger created a list of things to do from concerns raised at the AGM, maintenance items noted in the Reserve Fund Study and his notes. He requested a quote from Lil Johns Sign Shop to refurbish and/or repair the two cedar entrance signs. They also included painting the stucco around the glass block but the Board is going to hold off on that for now. John is going to investigate about how to maintain the sewer system.

MOTION: Ann Hender / John Green to approve the quote from Lil Johns Sign Shop for \$1,377.86 to refurbish and/or repair the two cedar entrance signs.

CARRIED

b. Windows/Doors: Legal 8 report a stripped crank mechanism in the casement window beside the front door. Melissa to ask All-West Glass to attend.

c. Storage Agreement: Melissa stores the Corporation's fiscal archives and other files in locked filing cabinets in her garage. The cost to store them is less than renting a storage unit. Also, none of the Board members are interesting in storing these items on behalf of the Corporation. The cost is \$38.75/month.

MOTION: Ann Hender / Brenda Smith to have Roots to Peak Management store the Corporation files for \$465.00 from Dec. 1/21 to Nov. 30/22.

CARRIED

10. NEWSLETTER ITEMS: Nothing at this time.

11. NEXT MEETING: Thursday, January 27, 2022 at 9:30am via Zoom.

12. ADJOURNED AT 10:46A.M.