

**ESTATES VILLAGE**

**Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: July 22, 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 – absent with apology

Melissa Southorn Roots to Peak Management Ltd.

**2. CALL TO ORDER:**

The Chairperson, Melissa Southorn, called the Meeting to order at 9:33am.

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

**CARRIED**

**Amendments:** Correspondence received from legal 11 and 13.

**5. APPROVAL OF MINUTES OF THE MEETING:**

**MOTION:** John Green / Glen McMillan to approve the Minutes of the Meeting of June 24, 2021 as presented.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES:**

**a. Grounds Maintenance:** Green Oasis to schedule second application. Melissa to gather snow removal quotes.

**b. Windows/doors:**

**i. Legal 19:** Quote received to replace basement window.

**ii. Legal 41:** Quote received to replace patio door handle.

**MOTION:** Dorothy Botterill / Roger Overland to approve the quote for the work at legal 19 and 41 for \$159.95.

**CARRIED**

**c. Garage doors:** House to Highrise completed all door jamb replacements – to return to legal 38. Legal 49 garage door needs new weatherstrip as it is rusty – Creative Door to quote.

**d. Reserve Fund Study:** Wade Engineering to provide draft.

- e. **Pruning:** Canopy Tree Care completed shrub pruning August 17<sup>th</sup>. Black knot removal to be scheduled in late fall. The Board will monitor the tree in front of 34. LaRueTree removed the tree in front of 33 (Board approved via email). New tree to be purchased with the Salisbury Greenhouse gift cards.
- f. **General Repairs:** Moreno Stucco completed the parging/stucco/brick work. Roger to notify owners that the fireplace vents are their responsibility to replace once rusty. He will provide advice received from Select Fireplaces on why it's important to replace rusty fireplace vents. House to Highrise replaced the dryer and bathroom vents at legal 18 and repaired the soffit at legal 41.
- g. **Roof inspection:** House to Highrise repaired hole in soffit at legal 10 where bees were entering. They also completed repairs at legal 6 where water was entering the garage roof. Ardent Roofing System to quote on adding another roof vent at 25 and inspecting all roofs with report.
- h. **Decks:** House to Highrise completed lower deck cladding removal and painting.
- i. **Audit:** Archives to be sent to Jestin Gibson. AGM date TBD.

**7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:**

Total Current Operating (pg1)	\$44,132.12
Total Current Reserve (pg1)	\$509,367.09
Total Expenses (inc stmt)	\$13,992.70
Customer Aged Summary:	\$0.00

**MOTION:** Brenda Smith / John Green to invest GIC 5825 which matures August 12 into two investments. \$100,000 to a CWB Trust account with the remaining \$53,000 and interest to Stroud Agencies investment. **CARRIED**

**MOTION:** Brenda Smith / Glen McMillan to approve the June 2021 financial statements as presented for informational purposes only. **CARRIED**

**8. CORRESPONDENCE:**

**Sent:**

None

**Received:**

Legal 39: Front tree struggling – to be monitored

Legal 11 & 13: Indemnity Agreements for new front railings – Roger signed

**9. NEW BUSINESS:**

a. **Website:** Domain hosting up for renewal. 5 year plan is best value at \$190.

**MOTION:** Glen McMillan / Brenda Smith to approve the 5-year renewal of \$190 for the website domain hosting. **CARRIED**

**10. NEWSLETTER ITEMS:** Nothing at this time.

**11. NEXT MEETING:** **Thursday, August 26, 2021 at 9:30am via Zoom.**

**12. ADJOURNED AT 11:49A.M.**