

**ESTATES VILLAGE
Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: September 22, 2022

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 9:35am.

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: Add 7(a) Deposit error.

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Brenda Smith / Glen McMillan to approve the minutes of August 25, 2022 as presented.
CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Solstice to complete fall clean-up by October 31st.
Melissa to advise them to wait as long as possible to complete the clean up.
Delta Valley contract in place for snow removal.

b. Roof inspection: House to Highrise reports painted ceiling stains at legal 41.

c. Parging/Stucco: Legal 25 reported damaged stucco at front door. Melissa to ask them to repair prior to winter, if possible.

d. Deck skirt: Glen completed repairs.

e. Asphalt/Concrete: Roger met with Roman from Proconsul Construction to discuss asphalt and concrete work. No quote yet – Melissa to push for a quote before the snow flies.

f. Windows:

- i. **Legal 6:** Crystal Glass replaced bedroom sealed unit. Closed.
 - ii. **Legal 12:** Crystal Glass to replace living room and bedroom sealed units and repair dining room track.
 - iii. **Legal 13:** Crystal Glass to replace bedroom & living room sealed units.
 - iv. **Legal 27:** Crystal Glass to service patio door rollers and rescreen patio door.
 - v. **Legal 48:** Crystal Glass replaced the cam lock on the kitchen window and reset sash of bedroom window. Closed.
 - g. **Trees:** Canopy Tree Care remove tree at 23 and completed pruning.
 - h. **Legal 6:** DNR Properties reinstalled studs, insulation, and vapour barrier. Closed.
 - i. **Deck landscape edging:** Infrared Building Services scheduled for September 28 to 30.
 - j. **Deck & garage door jambs:** Infrared Building Services scheduled for September 28 to 30.
 - k. **Audit:** Roger signed draft. Final to be signed with cheques after this meeting. Packages to be hand-delivered once copied. AGM Oct. 27 at Glenwood.
 - l. **Legal 51:** House to Highrise caulked window and replaced damaged vents.
 - m. **Garage doors:** Jackson & James to quote on repairs at 22, 24, 28 & 40.
 - n. **Solariums:** Roger drafted an indemnity specific to the unit and sent to the Board/Melissa to review.
- MOTION:** Dorothy Botterill / Glen McMillan to approve the installation of a sunroom/solarium on the deck of legal 10 based on specific criteria agreed upon in the Indemnity Agreement signed by the Board and the owner.

CARRIED

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$61,719.07
Total Current Reserve (pg1)	\$576,278.34
Total Expenses (inc stmt)	\$13,425.29
Customer Aged Summary:	\$1,260.00

- a. **Deposit error:** A cheque meant for another property Melissa manages was deposited in error to the Estates Village bank account. Melissa to clarify with CWB and fix the error for the October meeting.

8. CORRESPONDENCE:

Sent:

Legal 18: Skylight repair chargeback

Received:

Legal 11: Approval for legal 10 to install sunroom on deck

Legal 25: Broken stucco at front step

9. NEW BUSINESS:

No new business.

10. NEWSLETTER ITEMS:

- 11. NEXT MEETING: Thursday, October 27, 2022 at 9:30am via Zoom. AGM that night.**

12. ADJOURNED AT 11:09A.M.