

ESTATES VILLAGE
Condominium Plan No. 942 3847

Place: Unit 33
Date: February 23, 2023

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

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: Dorothy Botterill / David Holehouse to approve the Agenda as amended. **CARRIED**

Amendments: Add 9(a) Legal 24 foundation repairs; (b) Summer maintenance list; (c) Condo Manager; (d) Melissa's absence.

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Roger Overland / Peter Gilbody to approve the minutes of January 26, 2023 as presented. **CARRIED**

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Roger met with crew leader of sub-contractor for snow removal. The next snow fall will determine if they will respond accordingly. Solstice Landscaping provided a quote for summer grounds maintenance.

MOTION: Roger Overland / Tom Ebertz to accept the Solstice Landscaping proposal for \$16,170 for 7 months of grounds maintenance. **CARRIED**

b. Asphalt/Concrete: Proconsul Construction scheduled for early to mid-May to complete concrete work and asphalt repairs.

c. Windows:

i. Legal 13: Crystal Glass to replace bedroom & living room sealed units. Owner postponed to March.

d. CC valves: Strathcona Excavating provided clarification of their quote.

MOTION: Roger Overland / Peter Gilbody to approve the quote to lower the CC valve in the grass between #7 and #9 and to repair CC valve in the road near #2 for \$5,407.50. **CARRIED**

e. **Insurance:** Awaiting proposals from HUB (current broker), BFL and A-WIN with a March 1st deadline. Melissa to send once received.

f. **Budget:** Changes made to draft #1.

g. **Green Oasis:** Quote received for spring/summer fertilizer.

MOTION: David Holehouse / Peter Gilbody to approve the 2023 quote for 2 applications of fertilizer and weed control (spring and summer) for \$2,039.10. **CARRIED**

h. **Memberships:** CCI registration complete. Board will receive emails regarding events, etc. Quarterly magazine mailed to Melissa whom distributes to Board members. Roger says attended SCCA meetings is only \$5 per meeting.

i. **Legal 52:** Garage floor cracked and rusty door jamb reported by owner. Both items to be added to spring general repairs list.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$138,180.52
Total Current Reserve (pg1)	\$573,045.70
Total Expenses (inc stmt)	\$9,432.28
Customer Aged Summary:	\$0.00

MOTION: Roger Overland / Dorothy Botterill to approve the January 2023 financial statements provided for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

None

9. NEW BUSINESS:

a. **Legal 24:** Owner reported mold behind a bookshelf in the basement. Drywall was removed and a previously repaired foundation crack was discovered. The area was showing signs of water seepage. Lety Construction attended and quoted on injecting the crack again for \$2,226.00 which was approved via email. The work was completed on February 16. Roger met with the owner and agreed that the drywall should be left open until spring to make sure there are no further leaks. Lety Construction provided a quote to water test the exterior in the spring for \$367.50 which was approved via email. To be scheduled.

b. **Summer maintenance:** Reviewed Roger's list of items.

c. **Condo Manager:** The Board has reviewed proposals from other management companies and decided to hire Skyline Property Management. The contract with Roots to Peak Management will end April 30, 2023.

d. **Melissa's absence:** Medical leave will begin February 27. Virtual Admin Pro and Littlefish Bookkeeping will monitor emails and phone calls while Melissa is recuperating.

10. NEWSLETTER ITEMS:

11. NEXT MEETING: Thursday, March 23, 2023 at 9:30am via Zoom.

12. ADJOURNED AT 11:22A.M.