

**ESTATES VILLAGE**

**Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: June 23, 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

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:** Glen McMillan / Dorothy Botterill to approve the Agenda as amended.

**CARRIED**

**Amendments:** Add 7(a) GIC 9417; Correspondence received from legal 26 re. garage door and legal 27 re. patio door; 9(c) Catch basins; (d) Deck door jambs; (e) Sump pumps; (f) Condo management review.

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

**MOTION:** Brenda Smith / John Green to approve the minutes of May 26, 2022 as amended.

**CARRIED**

**Amendments:** 9(g) Should read "Roger to paint scraped panels." Add Jackson & James to attend to weather stripping at legal 26 & 33.

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

**a. Grounds Maintenance:** Delta Valley to repair damaged bricks at corner of garage and front steps at 22. Green Oasis to schedule late summer application.

**b. Roof inspection:** V&S Roofing completed project including skylight flashing repair that was custom fabricated. Awaiting invoice to break out costs. Wade Engineering completed all inspections and provided reports. Legal 41 reports ceiling stain in dining room – House to Highrise to investigate.

- c. **Fence repairs:** Repaired grass seems to be growing fine. House to Highrise quote received to replace marked sections and/or boards. Confirm locations with Roger prior to start date.  
**MOTION:** Roger Overland / Ann Hender to approve the House to Highrise quote for \$1,043.75 for fence repairs. **CARRIED**
- d. **Parging/Stucco:** Moreno Stucco to schedule.
- e. **Deck skirt:** Glen working on repairs.
- f. **Concrete:** Curbing Edge to schedule. Weather permitting. JoJacks Mudjacking to meet with Roger.
- g. **Garage doors:** Jackson & James attended an emergency call-out to legal 22 and Roger asked them to repair legal 26 and 52 at the same time.
- h. **Asphalt repairs:** Melissa to arrange a meeting with Roger and Roman from Proconsul Construction.
- i. **Windows:** Crystal Glass credit applications sent.
  - i. **Legal 6:** Crystal Glass quote received.  
**MOTION:** Roger Overland / Dorothy Botterill to have Crystal Glass replace the bedroom sealed unit for \$390.44. **CARRIED**
  - ii. **Legal 12:** Crystal Glass quote received.  
**MOTION:** Brenda Smith / Glen McMillan to have Crystal Glass replace living room and bedroom sealed units and repair dining room track for \$1,138.49. **CARRIED**
  - iii. **Legal 27:** Crystal Glass to investigate patio door concerns.
  - iv. **Legal 48:** Crystal Glass quote received.  
**MOTION:** Dorothy Botterill / John Green to have Crystal Glass replace the cam lock on the kitchen window and reset sash of bedroom window for \$325.43. Reset of window at Corporation's risk as damage to stucco may occur. **CARRIED**
- j. **Trees:** Canopy Tree Care to meet with Roger.
- k. **Signs:** Lil Johns Sign Shop to schedule painting and repairs.
- l. **Mailbox:** Glen repainted base to cover rust. Parcel keys/lock replaced. Arnold has a spare lock. Roger has extra parcel box keys.

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

Total Current Operating (pg1)	\$121,970.01
Total Current Reserve (pg1)	\$605,094.82
Total Expenses (inc stmt)	\$14,368.23
Customer Aged Summary:	\$0.00

- a. **Transfer:** Annual Reserve Fund transfer completed after May 31<sup>st</sup>. Auditor will have to adjust. Melissa apologizes for the mistake.
- b. **GIC 9417:** With CWB Trust. Brenda & RtoP receive statements.

**MOTION:** Ann Hender / Brenda Smith to approve the May 2022 financial statements as presented for informational purposes only. **CARRIED**

**8. CORRESPONDENCE:**

**Sent:**

None

**Received:**

Legal 6: Window concerns & Basement flood

Legal 12: Window concerns

Legal 26: Garage door concerns  
Legal 27: Patio door concerns  
Legal 48: Window concerns  
Legal 49: Wasp nest – Glen knocked down

**9. NEW BUSINESS:**

- a. **Legal 6:** Basement flood is a weeping tile issue. Lety Construction quote to repair was approved via email. Repairs completed within 3 weeks of concern raised. Thank you to Board members and neighbours who assisted with water clean-up before repairs could be scheduled. Gutter Dunn made emergency call-out to redirect west downspout away from foundation.
- b. **Deck landscape edging:** Composite leftovers from deck construction were used to cover rotten wood around flower beds. Rotten wood is now a real concern and the Board discussed several options.
- c. **Catch basins:** AA Johnny Sewer & Drain to provide a quote to flush catch basins and sewer lines as regular maintenance.
- d. **Deck door jambs:** Several need to be painted. Melissa to ask Infrared Building Solutions to meet with Roger.
- e. **Sump pumps:** Replaced as required. Arnold no longer wants to be involved. Plumbing company will be called as the need arises.
- f. **Condo management review:** The Board and Melissa to meet July 12<sup>th</sup> to discuss timeliness, communication and quality control concerns.

**10. NEWSLETTER ITEMS:**

**11. NEXT MEETING: Thursday, July 28, 2022 at 9:30am via Zoom.**

**12. ADJOURNED AT 11:10A.M.**