

**ESTATES VILLAGE**

**Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: September 23, 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 9:32am.

**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:** John Green / Brenda Smith to approve the Agenda as presented.

**CARRIED**

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

**MOTION:** John Green / Brenda Smith to approve the minutes of July 22 and August 26, 2021 as presented.

**CARRIED**

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

**a. Grounds Maintenance:** Green Oasis applied second fertilizer on August 30. Snow quotes received were reviewed. Melissa to request quotes from Trusty Tree Services and Delta Valley.

**b. Windows/doors:**

**i. Legal 19:** Hartwell replaced basement window.

**ii. Legal 41:** Hartwell replaced patio door handle.

**c. Garage doors:** Creative Door to replace weather stop at legal 49. Damaged garage door at legal 38 repaired by Creative Door at owner's expense.

**d. Reserve Fund Study:** A Zoom meeting with the Board, Shantel Kalakalo from Wade Engineering and Melissa was held on September 22. Second draft received prior to this meeting. Forward to October.

**e. Pruning:** Canopy Tree Care to schedule black knot removal in late fall.

- f. **General Repairs:** Curbing Edge quote approved via email. The work will be scheduled for spring, 2022.
- g. **Roof inspection:** Legal 10 – Re-roof entire gable unless fascia can be colour-matched. Wade Engineering to provide a proposal for their Roof Area Management Program which would be an inspection of all roofs and a report on repairs, etc.
- h. **Audit:** Archives sent to Jestin Gibson. AGM set for November 25. Melissa to book Glenwood Memorial Gardens. Notices to be hand-delivered by November 4.

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

Total Current Operating (pg1)	\$52,832.35
Total Current Reserve (pg1)	\$509,201.37
Total Expenses (inc stmt)	\$32,441.71
Customer Aged Summary:	\$0.00

**MOTION:** Roger Overland / Brenda Smith to approve the August 2021 financial statements as presented for informational purposes only. **CARRIED**

**8. CORRESPONDENCE:**

**Sent:**

None

**Received:**

Legal 38: Damaged garage door – Owner arranged repairs

**9. NEW BUSINESS:**

**No new business.**

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

**11. NEXT MEETING:** **Thursday, October 28, 2021 at 9:30am via Zoom.**

**12. ADJOURNED AT 10:56A.M.**