

**ESTATES VILLAGE**

**Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: February 24, 2022

**1. ESTABLISHMENT OF QUORUM:**

**PRESENT:** Brenda Smith Unit 2 – absent with apology  
Dorothy Botterill Unit 12  
John Green Unit 24  
Glen McMillan Unit 30 – absent with apology  
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 9:45am.

**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 / Ann Hender to approve the Agenda as amended.

**CARRIED**

**Amendments:** Add 9(c) Legal 23 garage door.

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

**MOTION:** John Green / Roger Overland to approve the minutes of January 27, 2022 as presented.

**CARRIED**

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

- a. Grounds Maintenance:** Delta Valley repaired damaged downspout at 56. The owner of 22 reports damaged bricks at corner of garage and front steps. He saved the pieces – reported to Delta Valley to schedule repair once the weather warms up.
- b. Roof inspection:** V&S Roofing to provide break down of skylight and light tube repairs. Wade Engineering to complete one random and one final thorough inspection once roof repairs are completed.
- c. Windows:** Legal 11 reported glass in their patio door rattles in the wind. All-West Glass attended and provided a quote to reset the patio door unit for \$265.65. Melissa approved and sent deposit payment Feb. 14. Work to be scheduled.

- d. **Insurance:** Renewal quotes requested from HUB, A-WIN, and Desjardin. Second appraisal approved via email. A-WIN advises to stay with HUB. Desjardin won't quote. BFL quote expected by mid-March.
- e. **AGM Minutes:** Sent to owners. Website updated.

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

Total Current Operating (pg1)	\$106,357.28
Total Current Reserve (pg1)	\$521,968.05
Total Expenses (inc stmt)	\$12,100.86
Customer Aged Summary:	\$0.00

**MOTION:** Ann Hender / John Green to approve the January 2022 financial statements as presented for informational purposes only. **CARRIED**

**8. CORRESPONDENCE:**

**Sent:**

None

**Received:**

Legal 23: Damaged bricks  
Legal 51: Leaking bathroom exhaust fan  
Insurance appraisal

**9. NEW BUSINESS:**

- a. **Legal 51:** Owner reported wet drywall and water dripping from bathroom exhaust fan. House to Highrise attended and provided a repair quote of \$495 which Melissa approved via email.
- b. **WCB:** Annual renewal complete.
- c. **Garage doors:** Legal 23 reported a broken door that wouldn't close on Feb. 18. Roger advised the owner to call Jackson & James and they repaired the door that day. Legal 24 reported some issues with their garage door – Melissa to ask J&J to attend.

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

**11. NEXT MEETING:** **Thursday, March 24, 2022 at 9:30am via Zoom.**

**12. ADJOURNED AT 10:22A.M.**