

**ESTATES VILLAGE**

**Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: June 24, 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

Melissa Southorn Roots to Peak Management Ltd.

**2. CALL TO ORDER:**

The Chairperson, Melissa Southorn, called the Meeting to order at 9:34am.

**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:** Correspondence received from legal 22 and 49.

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

**MOTION:** Dorothy Botterill / Ann Hender to approve the Minutes of the Meeting of May 27, 2021 as amended.

**CARRIED**

**Amendments:** 6(c) Change 36 to 26; (e) Change to read shrubs scheduled August/early-September and black knot will be removed in the fall;  
Correspondence sent: Remove 47.

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

**a. Grounds Maintenance:** Green Oasis applied first treatment June 2. Melissa to gather snow removal quotes.

**b. Windows/doors:**

**i. Legal 19:** Owner reports water in between panes of basement window. To be investigated.

**ii. Legal 41:** Patio door slider handle to be repaired for no cost. To be scheduled.

**c. Garage doors:** House to Highrise approved to replace rotten frames and paint others – mid-June. Jackson & James repaired legal 26 & 33 weather stripping.

Legal 49 reports rust on bottom of door – Creative Door to quote on repair/replacement.

- d. Reserve Fund Study:** Wade Engineering to provide draft.
- e. Pruning:** Canopy Tree Care completed tree work. to schedule large pruning project for late-August/early-September. Damaged limb at 34 removed after windstorm. Further damage to be reported to Canopy. The globe cedar at legal 39 will be left to grow in further.
- f. General Repairs:** Moreno Stucco to schedule parging/stucco/brick work. A fireplace contractor provided his professional opinion on the rusty fireplace vents in that it indicates moisture is present which can be of concern. He recommends replacing the vents to ensure the proper operation of the natural gas fireplaces. House to Highrise to schedule replacement of dryer and bathroom vents at legal 18 and soffit repair at legal 41.
- g. Eaves:** Gutter Dunn extended the downspouts at 1 and 18. Advanced Gutter Services flushed the eaves on June 3<sup>rd</sup>.
- h. Roof inspection:** Ardent Roofing System to quote on repairs at legal 6, 10 & 25 and inspect all roofs and provide a report.
- i. Decks:** House to Highrise working on lower deck cladding removal and painting.

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

Total Current Operating (pg1)	\$31,149.82
Total Current Reserve (pg1)	\$512,035.24
Total Expenses (inc stmt)	\$9,780.27
Customer Aged Summary:	\$0.00

- a.** GICs will be opened with LGK Wealth Management. They require the Articles of Incorporation (Melissa will confirm if that is applicable) and a bank statement showing the two \$50,000 withdrawals Brenda and Roger authorized from CWB to open the new investment accounts.

**MOTION:** Glen McMillan / Brenda Smith to approve the May 2021 financial statements as presented for informational purposes only. **CARRIED**

**8. CORRESPONDENCE:**

**Sent:**

None

**Received:**

Legal 6: Water in garage

Legal 22: Indemnity for natural gas line to BBQ

Legal 49: Garage door weatherstripping rusty.

**9. NEW BUSINESS:**

- a. Audit:** Archives st to be sent to Janis Maxfield. AGM date TBD.

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

**11. NEXT MEETING: Thursday, July 22, 2021 at 9:30am via Zoom.**

**12. ADJOURNED AT 11:50A.M.**