

**ESTATES VILLAGE**

**Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: March 24, 2022

**1. ESTABLISHMENT OF QUORUM:**

**PRESENT:** Brenda Smith Unit 2  
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 9:34am.

**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 / Brenda Smith to approve the Agenda as amended.

**CARRIED**

**Amendments:** Add 7(a) GIC maturity; 9(b) Legal 39 eaves; (c) Budget.

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

**MOTION:** Ann Hender / John Green to approve the minutes of February 24, 2022 as presented.

**CARRIED**

**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 quote received. Solstice quote received.

**MOTION:** Dorothy Botterill / Brenda Smith to have Green Oasis apply to applications of fertilizer and weed control to common areas in spring and late summer for \$1,774.50.

**CARRIED**

**MOTION:** Dorothy Botterill / Ann Hender to approve the Solstice quote of \$13,692.00 to complete the spring clean-up, parking lot sweep, summer mowing, and fall clean-up.

**CARRIED**

- b. Roof inspection:** V&S Roofing to provide break down of skylight repairs. Wade Engineering to complete one random inspection during the project and one final thorough inspection once roof repairs are completed.
- c. Windows:** All-West Glass repaired patio door at legal 19.
- d. Insurance:** Renewal quotes received from HUB and BFL.  
**MOTION:** Brenda Smith / Ann Hender to renew the policy with HUB with volunteer accident coverage. **CARRIED**
- e. Garage door:** Jackson & James repaired legal 24.

**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

- a. GIC 8113:** Matures April 9.  
**MOTION:** Brenda Smith / Roger Overland to transfer GIC 8113 to LGK Wealth Management and reinvest in a 3 year GIC. **CARRIED**

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

**8. CORRESPONDENCE:**

**Sent:**

None

**Received:**

Legal 39: Leaky eave above front step.

**9. NEW BUSINESS:**

- a. Eaves:** Flushing quote received from Advanced Gutter Services.  
**MOTION:** Dorothy Botterill / Ann Hender to approved the quote from Advanced Gutter Services for \$1,050.00 to flush eaves and downspouts. **CARRIED**
- b. Legal 39:** Leaking eave above front step will be reported to Gutter Dunn for possible warranty coverage.
- c. Budget:** Draft #1 reviewed. Melissa to fix formulas and send second draft prior to the April meeting.

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

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

**12. ADJOURNED AT 11:42A.M.**