

**ESTATES VILLAGE
Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: November 24, 2022

1. ESTABLISHMENT OF QUORUM:

PRESENT: Roger Overland Unit 33
Dorothy Botterill Unit 12
Peter Gilbody Unit 46
David Holehouse Unit 19
Tom Ebertz Unit 6

Melissa Southorn Roots to Peak Management Ltd.

2. CALL TO ORDER:

The Chairperson, Melissa Southorn, called the Meeting to order at 9:44am.

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 / David Holehouse to approve the Agenda as amended. **CARRIED**

Amendments: Add to 9(e) Storage shed; (f) CC valves.

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Dorothy Botterill / Roger Overland to approve the minutes of October 27, 2022 as presented. **CARRIED**

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Delta Valley's response to the first snowfall was very unsatisfactory. Ice and snow were left on steps, sidewalks and driveways for weeks. Roger and Melissa met with the Account Manager, Jason Hall on November 18 to walk the property and confirm the Board's snow removal expectations. A crew was out that day to clean up and they did a good job. Roadway was cleared November 22 and that went well.

b. Parging/Stucco: Legal 25 reported damaged stucco at front door. Forward to spring.

c. Asphalt/Concrete: Melissa to gather more quotes over the winter based on quote already received. Melissa to ask Jaguar Water Services to quote on lowering two CC valves.

d. Windows:

- i. Legal 12:** Crystal Glass to replace living room and bedroom sealed units and repair dining room track. They should arrive by December 2. Quote received to replace a third bedroom window.

MOTION: Dorothy Botterill / Roger Overland to approve the Crystal Glass quote for \$377.62. **CARRIED**

- ii. Legal 13:** Crystal Glass to replace bedroom & living room sealed units. They should arrive by January 6.

- iii. Legal 27:** Crystal Glass to serviced patio door rollers and rescreened patio door. Closed.

- e. Management agreement:** Proposed agreement includes a 5% fee increase already approved in the 2022-23 budget. That was the only change aside from some formatting changes.

MOTION: Roger Overland / David Holehouse to approve the Management Agreement with Roots to Peak Management from December 1, 2022 to November 30, 2023.

CARRIED

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$76,524.72
Total Current Reserve (pg1)	\$572,806.96
Total Expenses (inc stmt)	\$21,650.58
Customer Aged Summary:	\$0.00

MOTION: Roger Overland / Peter Gilbody to approve the October 2022 financial statements provided for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

None

9. NEW BUSINESS:

- a. Board:** President - Roger Overland; Vice-President – Dorothy Botterill; Treasurer – Peter Gilbody; Secretary/Privacy Officer – David Holehouse; Maintenance/County Liasion – Tom Ebertz. No changes to the Board list distributed to all members prior to this meeting. Signing authority was discussed.

MOTION: David Holehouse / Tom Ebertz to add Dorothy Botterill, David Holehouse, Peter Gilbody, Tom Ebertz to signing authority on all Canadian Western Bank accounts. **CARRIED**

- b. Privacy policy:** Draft discussed. Melissa to send to David for posting on the website with a link to the PIPA website.

- c. Policy guide:** Minor changes discussed. Roger to revise and send to all owners/residents and then post on website.

- d. Website:** Meeting with webmaster on November 30 to discuss Board turnover and who will be responsible to send documents for posting.

- e. Storage shed:** One of the owners was canvassing other owners if they would be alright with a storage shed installed near their unit. There wasn't much interest. Forward to December meeting.

f. CC valves: Arnold mentioned at the AGM that there are two CC valves that should be lowered so they aren't a tripping hazard prior to any asphalt repairs. Melissa to ask Jaguar Water Services to quote. Repairs will be scheduled in the spring/summer.

10. NEWSLETTER ITEMS:

11. NEXT MEETING: Thursday, December 15, 2022 at 9:30am at Unit 33.

12. ADJOURNED AT 10:50A.M.