

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: February 25, 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 9:33am.

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 / Brenda Smith to approve the Agenda as presented.
CARRIED

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Roger Overland / Dorothy Botterill to approve the Minutes of the Meeting of January 28, 2021 as presented.
CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Delta Valley to quote on a retaining wall which the Board will review with the budget. Solstice Landscaping provided a proposal for the 2021 summer grounds contract. Delta Valley has attended to icy spots that were not cleared properly. Green Oasis provided a quote for two fertilizer treatments this spring and summer.

MOTION: Ann Hender / Brenda Smith to approve the Solstice Landscaping proposal for \$12,495.00.
CARRIED

MOTION: Dorothy Botterill / Glen McMillan to approve the Green Oasis quote for \$1,690.50.
CARRIED

b. Windows/doors: Hartwell completed repairs at legal unit 41 and installed new screens at legal 49. Melissa to follow up regarding work at legal 50. To quote on replacement bay window and investigate icy windows at legal 43. Icy window concerns also received from legal 49 – to be investigated.

- c. **Garage doors:** House to Highrise quote received to replace rotten frames and paint others. Creative Door quote received to replace entire door at one unit and reuse good panels at three other units - Forward to spring. Jackson & James to proceed with repairs at legal 49 and 53 now and do others after frames are painted.
- d. **Reserve Fund Study:** Wade Engineering questionnaire received. Melissa to complete. Dorothy and Brenda offered their units as examples for the interior inspection.
- e. **Storm damage:** House to Highrise replaced the vent cap at 30 but could not identify any other missing shingles. Forward to the spring walk around.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$123,431.21
Total Current Reserve (pg1)	\$415,947.91
Total Expenses (inc stmt)	\$10,786.01
Customer Aged Summary:	\$0.00

MOTION: Brenda Smith / Ann Hender to approve the January 2021 financial statements as presented for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

Legal 6: Dripping eave – added to spring warranty work

Legal 23: Dripping bathroom fan – House to Highrise repaired

Legal 43: Icy windows

Legal 49: Icy windows

Legal 50: A/C Indemnity – Need approval from neighbour

9. NEW BUSINESS:

- a. **Storage Agreement:** Roots to Peak Management can offer storage of the Corporation's files and archives if no Board member wants to store the items on-site.

MOTION: Brenda Smith / Roger Overland to approve the storage agreement with Roots to Peak Management Ltd. to securely store the Corporation's files and archives for \$488.25 for the year. **CARRIED**

- b. **Budget:** First draft reviewed. Melissa to make further changes and send the second draft prior to the March meeting.

10. NEWSLETTER ITEMS: Nothing at this time.

11. NEXT MEETING: **Thursday, March 25, 2021 at 9:30am via Zoom.**

12. ADJOURNED AT 12:01P.M.