

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: March 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 9:31am.

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 presented.
CARRIED

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Glen McMillan / Dorothy Botterill to approve the Minutes of the Meeting of February 25, 2021 as presented.
CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Delta Valley provided a quote for a retaining wall which the Board will review with the budget. Solstice Landscaping contract signed. Delta Valley to quote on roadway sweep. Green Oasis approved for two fertilizer treatments this spring and summer.

b. Windows/doors:

- i. Legal 49:** Investigate icy windows.
- ii. Legal 50:** Repairs complete. Closed.
- iii. Legal 43:** Quote requested to replace bay window. Investigate icy windows.
- iv. Legal 6:** Quote received.

MOTION: Dorothy Botterill / Ann Hender to replace one sealed unit in the kitchen, cut down screen to fit and repair cosmetic cracks for \$693.00.
CARRIED

- v. **Legal 46:** Quote received.
MOTION: Roger Overland / Dorothy Botterill to replace one sealed unit in the dining room for \$357.00. **CARRIED**
- c. **Garage doors:** House to Highrise approved to replace rotten frames and paint others – start at legal 8. Creative Door scheduled for end of April. Jackson & James to proceed with repairs at legal 49 and 53 now and do others after frames are painted. Board will follow Roger’s garage door policy when it comes to replacement.
- d. **Reserve Fund Study:** Wade Engineering questionnaire received. Melissa to complete. Dorothy and Brenda offered their units as examples for the interior inspection.
- e. **Insurance:** Window well repair at legal 47 completed on March 16. HUB International working on renewal for April 1.
- f. **Legal 25:** Lety Construction scheduled foundation repairs for April 29.
- g. **Budget:** Review draft #2. To be provided to owners by April 30.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$136,811.59
Total Current Reserve (pg1)	\$414,317.74
Total Expenses (inc stmt)	\$11,058.93
Customer Aged Summary:	\$0.00

MOTION: Ann Hender / Dorothy Botterill to approve the February 2021 financial statements as presented for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

Legal 6: Kitchen window concerns

Legal 8: Parging repairs; Front railing & concrete curb Indemnity

Legal 46: Dining room window concerns

9. NEW BUSINESS:

- a. **Trees/Shrubs:** Canopy Tree Care to meet with Roger to discuss pruning program and Black Knot removal.
- b. **Legal 8:** Front railing Indemnity approved. Concrete curbing Indemnity not provided – Melissa to follow-up. Parging repairs to be added to General Repairs list after the Spring Walk Around.
- c. **General Repairs:** The Board will conduct their own thorough Spring Walk Around and provide Melissa with a list of general repairs. Parging, eaves, garage doors, shingles, ridge caps, hose bibs, Black Knot, etc. will be reviewed.

10. NEWSLETTER ITEMS: Nothing at this time.

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

12. ADJOURNED AT 11:42A.M.