

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: November 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 9:32am.

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: John Green / Dorothy Botterill to approve the Agenda as presented.
CARRIED

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Brenda Smith / Ann Hender to approve the minutes of October 28, 2021 as presented.
CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

- a. Grounds Maintenance:** Delta Valley to properly clear road and move snow piles to correct areas on November 26.
- b. Reserve Fund Study:** Final copy distributed with AGM packages. Posted on website.
- c. Roof inspection:** Wade Engineering provided four tenders received based on the specifications provided by their office to the roofing companies. This includes the following work at various locations: Apply sealant to exposed fasteners, base flashings, chimney caps and ridge cap shingles; Reseal storm collars and roof jack cones at chimney cap penetrations; Apply sealant to damaged shingles; Repair ridge cap shingles; Replace damaged exfiltration vents; Install additional fasters at roof penetrations and metal flashings; Replace damaged plumbing vent flashings; Reseal skylight tubes and roof

penetrations; Repair step flashings and skylight curb. Resealing and/or repairs at skylight tubes and skylights will be the responsibility of the owner to reimburse the Corporation.

The tenders were as follows:

- V&S Roofing Inc. \$9,280.00
- Knights Roofing Ltd. \$10,940.00
- Jenmar Roofing Ltd. \$12,525.00
- Fraser Shingling and Esteriors Ltd. \$16,250.00

Wade Engineering will also complete three random inspections of work in progress to ensure that the scope is being executed with the intent of the specification. Melissa to contact V&S Roofing and request a break out of the skylight repair. Melissa to contact Wade Engineering about only completing one random inspection during the project with a more thorough inspection when the project is complete.

MOTION: Roger Overland / Dorothy Botterill to award the bid to V&S Roofing Inc. for \$9,280. **CARRIED**

- d. **Audit:** AGM packages hand-delivered and mailed on Nov. 4. AGM set for November 25 at 7:00pm at Glenwood Memorial Gardens. Auditor will attend.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$75,320.97
Total Current Reserve (pg1)	\$516,162.11
Total Expenses (inc stmt)	\$10,251.10
Customer Aged Summary:	\$0.00

MOTION: Roger Overland / Brenda Smith to approve the October 2021 financial statements as presented for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

None

9. NEW BUSINESS:

- a. **Management Agreement:** Melissa provided a revised agreement including a 5% fee increase for 2021-22. The Board requested a 60-day termination clause which Melissa will update. The bookkeeper for Roots to Peak has moved to Calgary and continues to work remotely.

MOTION: Ann Hender / Brenda Smith to approve the Management Agreement with Roots to Peak Management Ltd. for \$1,428.84/month effective December 1, 2021 to November 30, 2022. **CARRIED**

- b. **Insurance:** Appraisal renewal quote received from Gardiner Appraisals. Renewal quotes for April 30th requested. Brokers will not start to request quotes until 30 to 60 days prior to renewal as the market changes so fast.

MOTION: Roger Overland / John Green to approve the insurance appraisal quote from Gardiner Appraisals for \$800 which includes two free annual updates. **CARRIED**

10. NEWSLETTER ITEMS: Nothing at this time.

11. NEXT MEETING: Thursday, December 16, 2021 at 9:30am via Zoom.

12. ADJOURNED AT 11:06A.M.