

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: August 26, 2021

1. ESTABLISHMENT OF QUORUM:

PRESENT: Brenda Smith Unit 2
Dorothy Botterill Unit 12
John Green Unit 24 – absent with apology
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 9:34am.

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: Brenda Smith / Ann Hender to approve the Agenda as amended.

CARRIED

Amendments: Add 7(a) Increase CAFT limit; 9(b) Contractor communication; (c) Door handles.

5. APPROVAL OF MINUTES OF THE MEETING:

Amendments: 6(g) Soffit hole at legal 10 has not been repaired – Melissa to reword minutes and Board will review at the September meeting.

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Green Oasis to schedule second application. Melissa to gather snow removal quotes.

b. Windows/doors:

i. Legal 19: Hartwell to schedule replacement of basement window.

ii. Legal 41: Hartwell to schedule replacement of patio door handle.

c. Garage doors: House to Highrise completed door jamb replacement at legal 38. Creative Door quote received to replace weather stop at legal 49.

MOTION: Glen McMillan / Roger Overland to approved the Creative Door quote for \$184.89 to replace the weather stop at legal 49. Melissa to have them change the quote from 16' of white vinyl stop to 8'. **CARRIED**

- d. Reserve Fund Study:** Wade Engineering provided draft. Paper copies to be distributed. A separate meeting with the Board, Shantel Kalakalo from Wade Engineering and Melissa will be scheduled.
- e. Pruning:** Canopy Tree Care to schedule black knot removal to be scheduled in late fall. One of the owners requested that the dead shrubs along the fence by the stucco entrance sign be removed. This will be included in the spring, 2022 walk around.
- f. General Repairs:** Curbing Edge met with Roger to discuss concrete sidewalk/step work. Roger to distribute the quote to the Board for discussion and/or approval.
- g. Roof inspection:** Legal 10 – Re-roof entire gable unless fascia can be colour-matched. Ardent Roofing System to quote on adding another roof vent at legal 25 and inspecting all roofs with report.
- h. Audit:** Archives to be sent to Jestin Gibson. AGM set for November 25th. Melissa to book Glenwood Memorial Gardens.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

| | |
|-------------------------------|--------------|
| Total Current Operating (pg1) | \$57,213.09 |
| Total Current Reserve (pg1) | \$509,379.98 |
| Total Expenses (inc stmt) | \$11,672.22 |
| Customer Aged Summary: | \$0.00 |

- a. CAFT limit increase:** Permission required to increase the amount that can be withdrawn from an owner’s account at one time. Currently at \$500 per transaction. Anything above that needs to be completed in two withdrawals which can lead to errors.

MOTION: Brenda Smith / Roger Overland to increase the CAFT withdrawal limit to \$1,000.00 per transaction. **CARRIED**

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

8. CORRESPONDENCE:

Sent:

None

Received:

None

9. NEW BUSINESS:

- a. Pest Control:** Getz Rid Pest Control & Park Pest Control attended to several units to treat wasps and ants.
- b. Contractor communication:** It was determined that a contractor should leave a note or business card in an owner’s mailbox with the time that they attended to an exterior issue so that everyone involved is aware that the concern was attended to.
- c. Door handles:** As per the Bylaws, owners are responsible to maintain their locks and door handles. Replacements must be the closest possible match to the existing style.

10. NEWSLETTER ITEMS: Nothing at this time.

11. NEXT MEETING: Thursday, September 23, 2021 at 9:30am via Zoom.

12. ADJOURNED AT 11:19A.M.