

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: May 26, 2022

1. ESTABLISHMENT OF QUORUM:

PRESENT: Brenda Smith Unit 2
Dorothy Botterill Unit 12 – absent with apology
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: Ann Hender/ Brenda Smith to approve the Agenda as amended.

CARRIED

Amendments: Add 7(a) Annual contribution to Reserve Fund; 9(j) Trees; (k) Signs; (l) Mailbox.

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: John Green / Roger Overland to approve the minutes of April 28, 2022 as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

- a. Grounds Maintenance:** Delta Valley to repair damaged bricks at corner of garage and front steps at 22. Green Oasis first application May 24. Spring clean-up completed. Roadway sweep rescheduled to May 26.
- b. Roof inspection:** V&S Roofing to provide break down of skylight repairs. Wade Engineering to complete one random inspection during the project and one final thorough inspection once roof repairs are completed. Awaiting start date and payment schedule.
- c. Eaves:** Flushing completed May 11. Gutter Dunn attended to warranty repair above front step at 34.

- d. **Fence repairs:** House to Highrise spread dirt into ruts and applied grass seed on top and marked off the area. They will return to monitor the area over the next while and repair any sinking areas. They will quote on further fence repairs.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$110,543.11
Total Current Reserve (pg1)	\$504,773.93
Total Expenses (inc stmt)	\$8,427.22
Customer Aged Summary:	\$0.00

- a. **Transfer:** Annual Reserve Fund transfer due May 31st.
MOTION: Brenda Smith / Glen McMillan to transfer \$100,000 from the operating account to the Reserve Fund. Then Brenda will invest in a GIC with LGK Wealth Management. **CARRIED**

MOTION: Roger Overland / John Green to approve the April 2022 financial statements as presented for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

Legal 10: Damaged grass

9. NEW BUSINESS:

- a. **Parging/Stucco:** Moreno Stucco approve via email. Awaiting start date.
- b. **Deck skirt:** Some warped and/or loose areas discovered during the walk around. Glen will repair.
- c. **Concrete:** Curbing Edge approximate start date end of May. Weather permitting. Melissa to investigate mudjacking options for areas noted on walk around.
- d. **Fireplace vents:** Owners to replace rusty vents.
- e. **Garage doors:** Creative Door to attend.
- f. **Deck door trim:** Melissa to request quotes to paint and/or replace wood deck door trim at various units.
- g. **Garage door touch-ups:** Roger to paint scraped panels. Legal 33 & 26 require new weather stripping. Melissa to notify Jackson & James.
- h. **Asphalt repairs:** Quotes requested.
- i. **Windows:** All-West to attend to legal 48.
- j. **Trees:** Canopy Tree Care to meet with Roger.
- k. **Signs:** Lil Johns Sign Shop to schedule painting and repairs.
- l. **Mailbox:** Owners are responsible to hire a locksmith to change out their mailbox lock. Neither the Board or Roots to Peak Management have mailbox keys.

10. NEWSLETTER ITEMS: Water shrubs.

11. NEXT MEETING: Thursday, June 23, 2022 at 9:30am via Zoom.

12. ADJOURNED AT 10:53A.M.