

**ESTATES VILLAGE**

**Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: May 27, 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 9:34am.

**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:** Dorothy Botterill / John Green to approve the Agenda as amended.

**CARRIED**

**Amendments:** Add 9(a) Salisbury Greenhouse gift card.

**5. APPROVAL OF MINUTES OF THE MEETING:**

**MOTION:** Roger Overland / Glen McMillan to approve the Minutes of the Meeting of April 22, 2021 as presented.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES:**

**a. Grounds Maintenance:** Solstice completed the spring clean-up and road sweep on April 22. Green Oasis approved for two fertilizer treatments this spring and summer.

**b. Windows/doors:**

**i. Legal 43:** Bay window repairs complete.

**Legal 6:** Kitchen window replacement complete.

**ii. Legal 46:** Dining room window replacement complete.

**iii. Legal 19:** Owner reports water in between panes of basement window. To be investigated.

**iv. Legal 41:** Patio door slider handle to be repaired for no cost. To be scheduled.

- c. **Garage doors:** House to Highrise approved to replace rotten frames and paint others – mid-June. Creative Door completed repairs April 26. Jackson & James repaired legal 49 and 53 now and do others after frames are painted. Legal 33 & 36 weather stripping quote received. Owner of legal 8 to pay for new garage door as it is not on the list of requiring replacement at this time. Corporation will maintain the door.  
**MOTION:** Dorothy Botterill / Ann Hender to approve the Jackson & James quote to replace weatherstripping on the garages of legal 26 and 33 for \$430.50. **CARRIED**
- d. **Reserve Fund Study:** Wade Engineering questionnaire provided. Inspector met with Roger on May 5. Awaiting draft.
- e. **Legal 25:** Lety Construction completed foundation repairs on April 29.
- f. **Pruning:** Canopy Tree Care to schedule large pruning project for late-August/early-September. Damaged limb at 34 removed after windstorm. Further damage to be reported to Canopy.
- g. **General Repairs:** Moreno Stucco met with Roger and provided a quote – Roger to provide small changes and request a revised quote. House to Highrise provided a quote for general repairs. Roger priced out new wood to replace the gravel bed borders but it's too expensive to do anything now.  
**MOTION:** Brenda Smith / Roger Overland to approve House to Highrise to replace the bathroom and dryer vents at legal 18 and repair the soffit at legal 41 for \$472.50. **CARRIED**
- h. **Eaves:** Gutter Dunn met with Dorothy to discuss warranty work. They returned during a rainstorm last week to ensure they noted all leaks – Awaiting repairs to be scheduled. Melissa to ask them to extend the downspouts at 1 and 18.
- i. **Roof inspection:** Melissa requested quote from Ardent Roofing System.
- j. **Decks:** House to Highrise to schedule lower deck painting mid-June.
- k. **Hose bibs:** Ye Olde Plumber repaired hose bibs at legal 11, 50 and 51.

**7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:**

Total Current Operating (pg1)	\$110,281.10
Total Current Reserve (pg1)	\$416,227.90
Total Expenses (inc stmt)	\$18,366.99
Customer Aged Summary:	\$0.00

- a. Year-end Transfer to Reserve: Brenda investigated investment options and recommended Stroud Agencies to invest the Reserve Funds in \$100,000 increments so they are protected under CDIC insurance. The Board agreed that a financial broker would have access to more GIC investment options. The year-end transfer will be deposited into the CWB Business Savings Account for now and then rolled into GICs with Stroud once the account is set up. Two people with signing authority will have to meet with Stroud to set up the account.  
**MOTION:** Brenda Smith / Roger Overland to move GICs to Stroud Agencies as they mature with \$100,000 limits on each. **CARRIED**
- b. Signing authority: Stroud Agencies requires a motion in the minutes to show who has signing authority for the Corporation.  
**MOTION:** Glen McMillan / Brenda Smith for Roger Overland, Ann Hender, John Green and Brenda Smith to have signing authority on the Corporations bank accounts and investments. **CARRIED**

**MOTION:** John Green / Ann Hender to approve the April 2021 financial statements as presented for informational purposes only. **CARRIED**

**8. CORRESPONDENCE:**

**Sent:**

Legal 14, 16, 33 & 47: Replace fireplace vent

**Received:**

Legal 11: Stucco repair around tap

Legal 19: Maintenance request – Basement window

Legal 49: Eaves leak

**9. NEW BUSINESS:**

**a. Salisbury Greenhouse gift card:** Salisbury provides a gift card every year as a thank-you for allowing their sign on the corner of Wye Rd & 232. Last year, flowers were purchased for every unit. This year, the Board has decided to purchase dirt and grass seed for anyone wanting to fill in the areas around their driveway, etc. The bin is under the deck at 38.

**10. NEWSLETTER ITEMS:** Nothing at this time.

**11. NEXT MEETING: Thursday, June 24, 2021 at 9:30am via Zoom.**

**12. ADJOURNED AT 11:21A.M.**