

**ESTATES VILLAGE**

**Condominium Plan No. 942 3847**

Place: Zoom online meeting

Date: October 27, 2022

**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 9:35am.

**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 / John Green to approve the Agenda as amended.

**CARRIED**

**Amendments:** Add to 9(b) Storage shed.

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

**MOTION:** Roger Overland / Dorothy Botterill to approve the minutes of September 22, 2022 as presented.

**CARRIED**

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

- a. Grounds Maintenance:** Solstice completed fall clean-up. Melissa to advise them to wait as long as possible to complete the clean up. Delta Valley contract in place for snow removal. Melissa to ask DV account manager to meet with Roger and confirm snow removal expectations.
- b. Parging/Stucco:** Legal 25 reported damaged stucco at front door. Melissa to follow up with stucco contractor to see if they can repair before winter.
- c. Asphalt/Concrete:** Proconsul Construction provided quote. Board discussed and decided to gather more quotes over the winter so that work can be scheduled for spring.
- d. Windows:**

- i. **Legal 12:** Crystal Glass to replace living room and bedroom sealed units and repair dining room track. Unfortunately, the units had not been ordered when approval was provided back in July. Kyle at Crystal Glass contacted the owner and explained the situation and sent his apologies. The units have now been ordered and will take about 7 weeks to be manufactured. Melissa to have him return to measure a third bedroom window that was not on the original quote.
- ii. **Legal 13:** Crystal Glass to replace bedroom & living room sealed units. Approval was sent mid-September but the order was not placed. Kyle also explained to the owner and sent his apologies. The sealed units have now been ordered.
- iii. **Legal 27:** Crystal Glass to service patio door rollers and rescreen patio door on November 1<sup>st</sup>.
- e. **Deck landscape edging:** Infrared Building Services replaced rotting wood around deck landscaping. Cost was \$1,200/unit (add to budget for next year).
- f. **Deck & garage door jambs:** Infrared Building Services completed painting of patio and garage door jambs.
- g. **Audit:** AGM packages hand-delivered and mailed to off-site owners. AGM is tonight at Glenwood Memorial Gardens.
- h. **Garage doors:** Jackson & James completed repairs at 22, 24, 28 & 40. Creative Door repaired 29.
- i. **Solarium:** Signed Indemnity provided to owner. Installation complete at legal 10.

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

	<b>Aug/22</b>	<b>Sep/22</b>
Total Current Operating (pg1)	\$61,719.07	\$74,339.46
Total Current Reserve (pg1)	\$382,450.50	\$382,450.50
Total Expenses (inc stmt)	\$13,425.29	\$13,258.39
Customer Aged Summary:	\$1,260.00	\$1,260.00

- a. **Deposit error:** CWB deposited the cheque in error. They apologized and fixed the error. No cheque required to be signed.

**MOTION:** Brenda Smith / Roger Overland to approve the August and September 2022 financial statements provided for informational purposes only. **CARRIED**

**8. CORRESPONDENCE:**

**Sent:**

AGM packages

**Received:**

Legal 18: Payment for chargeback

Legal 38: Broken garage door

**9. NEW BUSINESS:**

- a. **Management agreement:** Expires November 30<sup>th</sup>. Melissa to highlight changes for the November meeting.
- b. **Storage shed:** Railing and privacy glass was removed in order to install the solarium. Discussion was about how to store the items that belong to the Corporation in case they need to be installed ever again. More discussion to follow.

**10. NEWSLETTER ITEMS:**

**11. NEXT MEETING: Thursday, November 24, 2022 at 9:30am via Zoom.**

**12. ADJOURNED AT 10:48A.M.**