

ESTATES VILLAGE
Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: January 28, 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: Dorothy Botterill / Roger Overland to approve the Agenda as presented.
CARRIED

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Ann Hender / Brenda Smith to approve the Minutes of the Meeting of December 17, 2020 as amended.
CARRIED

Amendments: Remove Ron Davies from the list of people present as he is no longer on the Board; 6(c) Fix spelling mistake; 6(e) Reword; 9(b) Should read \$630.00.

6. BUSINESS ARISING FROM THE MINUTES:

- a. Grounds Maintenance:** Delta Valley advises that a retaining wall will be very expensive and requested an idea of how much the Board wants to spend. The Board will discuss further during the budget deliberations in February and March.
- b. Windows/doors:** Hartwell schedule work at legal units 41, 49 & 50. Window at legal 7 replaced.
- c. Bylaws:** Land Titles registration complete. Roger to send PDF version to Melissa for her files and Brenda for upload to the website. Closed.
- d. Standard Insurable Unit Description:** Filed at Land Titles. Closed.

- e. **Garage doors:** House to Highrise quote received to replace rotten frames and paint others. Creative Door quote received to replace entire door at one unit and reuse good panels at three other units - Forward to spring.
MOTION: Ann Hender / Roger Overland to approve the quote from House to Highrise for \$5,850.00 to replace and/or paint garage door trim pieces as per list provided by Roger on January 13, 2021. **CARRIED**
- f. **Reserve Fund Study:** Awaiting spring inspection by Wade Engineering.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$111,421.16
Total Current Reserve (pg1)	\$415,932.99
Total Expenses (inc stmt)	\$13,171.91
Customer Aged Summary:	\$0.00

MOTION: Brenda Smith / Dorothy Botterill to approve the December 2020 financial statements as presented for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

Legal 25: Home inspection deficiencies

9. NEW BUSINESS:

- a. **WCB:** Annual premium of \$100 paid and annual report filed.
- b. **Insurance:** New certificate received with change in management address. Risk Assessment by Aviva indicated that the window well at 39 needs to be repaired before the renewal of April 1st. Lety Construction to investigate and quote.
- c. **Legal 25:** A home inspection at the time of purchase revealed some deficiencies that are a Corporation responsibility. A suspected foundation crack and a missing attic vent were noted. Lety Construction to investigate and quote on possible foundation concerns. House to Highrise to attend to missing roof vent (hole in roof sheathing that was shingled over).
- d. **Sump pumps:** Arnold is no longer available to inspect or maintain the sump pumps. Glen McMillan will attend to concerns as they arise and determine if a plumber is required.
- e. **Storm damage:** A recent snow squall damaged the ridge cap at 30 and shingles were found on the ground near 7. House to Highrise to attend.

10. NEWSLETTER ITEMS: Nothing at this time.

11. NEXT MEETING: **Thursday, February 25, 2021 at 9:30am via Zoom.**

12. ADJOURNED AT 11:00A.M.