

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: October 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: Brenda Smith / John Green to approve the Agenda as amended.

CARRIED

Amendments: Add 9(d) Policy manual.

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Roger Overland / Glen McMillan to approve the minutes of September 23, 2021 as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Solstice to complete fall clean-up by end of October. Delta Valley approved for snow removal.

b. Windows/doors: No concerns at this time.

c. Garage doors: Creative Door replaced weather stop at legal 49.

d. Reserve Fund Study: Second draft reviewed. No further changes.

MOTION: Dorothy Botterill / Brenda Smith to approve the Reserve Fund Study. Copies to be included with the AGM packages.

CARRIED

e. Pruning: Canopy Tree Care completed black knot removal.

f. Roof inspection: Wade Engineering Roof Area Management Program (RAMP) proposal reviewed. This includes a detailed inspection of all roofs with a report and tender package that will be sent to several roofing contractors to bid on

repairs. They also include a price for their office to execute field reviews while repairs are being completed.

MOTION: Brenda Smith / Dorothy Botterill to approve the RAMP service proposal for \$6,987.75. **CARRIED**

- g. Audit:** Draft received and signed. AGM set for November 25 at 7:00pm at Glenwood Memorial Gardens. Notices to be hand-delivered by Nov. 4. Auditor to attend.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$68,287.37
Total Current Reserve (pg1)	\$509,214.36
Total Expenses (inc stmt)	\$9,578.14
Customer Aged Summary:	\$0.00

MOTION: Dorothy Botterill / Ann Hender to transfer \$10,000 to the Reserve Fund. **CARRIED**

MOTION: Brenda Smith / Glen McMillan to approve the September 2021 financial statements as presented for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

None

9. NEW BUSINESS:

a. Eaves: Advanced Gutter Services approved via email and flushed certain eaves on Oct. 15.

b. Stucco: Review service proposal received from Wade Engineering. Tabled for now.

c. Manager expenditures: Bylaw 39 allows the Board to approve a Manager's expenditure up to an amount the Board deems acceptable. This would be used in emergency situations or for small maintenance expenses that wouldn't have to wait for Board approval.

MOTION: Brenda Smith / Glen McMillan to approve the Manager to spend up to \$1,000 with Board notification. **CARRIED**

d. Policy manual: Roger to update.

10. NEWSLETTER ITEMS: Nothing at this time.

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

12. ADJOURNED AT 10:58A.M.