

Canterbury Common Residents' Association  
Minutes of Board of Directors Meeting  
March 10, 2020

**Present:** Jim Brady, Ron Zamulinski, Lee Maher, Birgit Pullen, Nora Senechal, Gord Simmons, Murray Smith, Dave Sparling, Marilee Egan.

**Recording Secretary:** Marilee Egan

**Call to Order:** A quorum of Directors being present, the meeting was declared duly constituted by the President, and began at 1:30 p.m.

**Approval of Minutes:**

**Moved Dave Sparling , seconded by Gord Simmons that the Minutes of the Board of Directors' meeting of February 18, 2020, be approved. Carried – All in favour.**

**Correspondence:** A phone call was received from a concerned resident regarding the Covid19 virus and its possible spread to vulnerable seniors during events such as the grand opening of the Centre. Following discussion it was decided that events need not be cancelled at this time, but that funding will be provided for weekly cleaning and sanitizing of the trailer. Groups using the trailer will be asked to wipe down doorknobs and tables each time they are used. A note will be placed in the Chronicle advising residents of this request, and will remind people to follow hand washing and other advisories from the Department of Health.

**President's Report:** Jim Brady

Jim, along with Lee Maher and Gord Simmons reported on the results of a meeting they attended with Boaz Fiener, President of Geranium, Ben Cowey, Construction Manager, and their lawyer Jeff Shankman. This meeting was held to determine when we will be able to have the partial occupancy of the main floor of the Centre which had been agreed to by the Port Perry Town Bylaw Officer.

It was determined there will be a pre-delivery inspection (PDI) of the main floor of the Centre during the week of April 6 to April 8 to prepare for the partial occupancy permit. Wayne Shannon, Barry Smythe and Jim Worsley will inspect the upper level of the Centre for defects. Any found will be repaired during that period.

It is hoped the stored and new furniture can be brought into the Centre during the week of April 13 to the 17<sup>th</sup>. On April 20<sup>th</sup> the trailer will be completely closed down, the office furnishings will be moved into the Centre, and the Centre will be made ready for our residents.

Entry to the Centre will still be restricted, as construction will be ongoing on the lower level.

The projected date for partial occupancy is May 4<sup>th</sup>, and it is hoped the downstairs will be completed by June 1<sup>st</sup>.

Landscaping should be done by the end of August, and weather depending, the pool hopefully will be available at the end of June. All dates are tentative depending on construction delays.

Gord Simmons noted that residents may enter the Centre in early May to pick up key fobs and sign their home ownership agreement forms. The forms will gather information for building a database identifying owners and others living in the home, their emergency contacts, email addresses etc. Every member will be asked to sign "schedule H", a Homeowner Agreement Form. Each will receive a booklet containing a copy of By-law #1, the protective restrictions and the Guidelines.

**Business arising from previous Board minutes:** none

**Treasurer's Report:** Lee Maher

- Finance is still waiting for a cheque from Perry Pines; a direct follow-up may be needed.
- The budget process has begun, starting with the operating budget which is ~80% of our expenses. Estimated costs are up: for example utilities, currently ~ 25% of expenses will likely increase by ~ 40%. H&P has requested a large increase and Insurance will increase by about \$3000.00 (~25%). Current sales projections from Geranium are lower than expected resulting in lower income to CCRA in this fiscal year.
- Lee explained the steps Finance follows: they create the budget based on input from all and present it at a special Board budget meeting to discuss and make adjustments. Next it is presented at a regular Board meeting for approval of the budget and the assessment. The budget then is sent to Janet McGhee for her report, and finally is presented at the AGM.

Gord Simmons suggested an additional meeting with the Board to discuss the various priorities of the Board which could then go back to Finance. After some discussion it was felt these could be discussed at the special meeting tentatively scheduled for the end of April.

**COMMITTEE REPORTS:**

**Administration:** Murray Smith

- Mr. Kusakovski, who supplies janitorial services, met with the Admin. Committee, and it was agreed that he would work on a trial basis at \$150 per week. It was felt he does a good job at a reasonable price.
- We should get additional recycling bins as clear plastic bags cannot be used for recycled materials.
- The Scugog Community Recreation Centre is tentatively booked for the AGM for June 10<sup>th</sup>.

**Communications:**

- After an update by Geranium, it was learned we don't need to print copies of the Chronicle for new home buyers, as Geranium won't give us any buyer details to allow giving them out.
- New advertisers should be approached first by Members, then the contact passed to Wendy for a quick follow-up to determine details of the ad.

**Governance:** Gord Simmons (nil report)

**House & Property:** Dave Sparling

- H&P are considering extending the water system to the new plantings around the pool. It was agreed that since this is an optional project, it could be considered and added later.
- Three locksmiths are giving estimates for installing the electronic strikes on the new doors and for ensuring the crash bars are installed properly. H&P will handle the rest of the installation.
- The doors are scheduled for March 23<sup>rd</sup>.
- H&P has cancelled the order for new doors for the north side, as it was found they cannot work in that location due to space limitations. The old doors and Stanley operators will be used instead.
- The shelving is in and ready. The painting is done, the new chair height toilets are in, taps have been replaced and the water softener is installed.

**Municipal Affairs:** Ron Zamulinski (nil report)

**Social:** Birgit Pullen

- Birgit outlined plans for a Happy Hour on March 27<sup>th</sup> since the trailer will still be available.
- The yard sale is planned for May 2<sup>nd</sup>, with a cost of \$5.00 for participants to pay for advertising. Volunteers are needed to post signage.
- A Canada Day celebration is being planned, with location depending on the state of the Centre. Instead of hotdogs, a “bring your own picnic lunch” in a Common area is an option.
- The International Dinner will now be held on October 3<sup>rd</sup> instead of August 8<sup>th</sup> so vacationers can attend.
- There is a proposal to hold an event at the Centre for August, perhaps an extended Happy Hour or a drop-in dance. The idea will be further discussed.
- A convenor for Coffee Hour is still required.

**New Business:**

Gord Simmons suggested that in the future there will likely be an increase in the cost of Capital purchases, and that the current \$10,000 limit for Board authorized spending could result in frequent Special meetings and/or delays in making decisions.

**MOTION: Moved by Gord Simmons and seconded by Dave Sparling that the level of Board authorized spending be raised from \$10,000 to \$20,000.**

**Carried by a majority of the Board Members**

**Adjournment: moved by Ron Zamulinski, seconded by Gord Simmons that the meeting be adjourned at 1:45 p.m.**

**Next Scheduled Meeting:** Tuesday, April 14<sup>th</sup> at 1:30 p.m.

\_\_\_\_\_  
Jim Brady, President

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Marilee Egan, Recording Secretary

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Date

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Date

**Addendum to the Minutes:**

Board closed the trailer on March 16, 2020 due to the impact of the COVID – 19 Pandemic and the necessity for residents to isolate themselves from others. All move dates and activities listed in these minutes are subject to change.

