

Canterbury Common Residents Association
Minutes of the Board of Directors Meeting
August 11, 2020

Present: Jim Brady, Dorothy Bull, Lee Maher, Birgit Pullen, Nora Senechal, John Brewer,
Murray Smith, Dave Sparling, Marilee Egan, Dorothy Bull

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 by Nora Senechal, seconded by Dave Sparling that the Minutes of the Board of Directors' meeting of July 14, 2020, be approved. All in favour - Carried

Correspondence: nil

President's Report: Jim Brady

Jim Brady noted that we now have access to the Centre but entry will be controlled. The Centre will be kept locked and groups must arrange with Gord Simmons or the Administration Committee for an entry time.

Until September 1st, Gord will be in charge of coordinating all meetings and will keep records of all who use the facility in case a need for Covid19 tracking occurs. After that date Donna Easter and the Administration Committee will take over the job.

- There will be a limit of 50 people at a time in the Centre, and will be no rentals this year nor in the future until conditions change.
- People must sign in, agreeing to follow all Covid 19 regulations. Laminated signage with the Township rules will be in place.
- Entry will be by the West door, and exit by the North door.
- Masks are compulsory. If someone cannot tolerate wearing a mask they will be asked not to enter the Centre.
- For any large gathering, there will be temperature checks and a questionnaire re: travel and possible exposure.

On September 1st, activities where social distance can be observed such as walking/yoga/exercise groups, the artist group, Knitwits etc. can begin immediately, but with no outside instructors.

Gord Simmons is also setting up the system for pool use, and on September 1st will transfer operations to the Administration Pool Committee. The House and Property Committee will look after maintenance, and the Administration Pool Committee will control scheduling. The pool will be open from 10 am to 6 pm for free swimming except for the Aquafit timeslot between 11 and 12 noon, 5 days per week. Showers with body wash are compulsory before entering the pool, and a body wash dispenser has been installed. Washroom facilities will not be available and swimmers may not enter the pool area from the building at this time.

Jim Brady stressed that **all** must abide by the rules to avoid the pool being shut down by Public Health authorities.

The AGM:

It was decided that the AGM will be held in the Centre on Wednesday September 23rd, 2020, with only Directors and Proxy holder volunteers in attendance due to Covid19 safety recommendations.

Jim Brady thanked John Brewer for his summary of the AGM plans.

There are 15 volunteers who have agreed to attend the in-person meeting, each holding approximately 13 proxies from CCRA owners. Each volunteer would work to contact Members asking if they would allow the volunteer to hold their proxy and vote on their behalf.

Discussions centered on the need to include as many members as possible, and how to provide an opportunity for questions. John Brewer offered to design a suitable proxy form, including space for a question, and a letter of explanation to be given to members. Letters explaining the AGM procedure will be forwarded electronically to members in the week of August 24th.

It was agreed that all components needed for inclusion in the AGM “package” should be submitted to the Secretary by September 2nd.

A decision was made to defer the publication of the Chronicle until October so it could include the results of the AGM.

MOTION: Moved by Lee Maher and seconded by Dave Sparling that subject to the discussions and agreements at this meeting, and in consideration of the problems created by the COVID19 pandemic, the Board accept John Brewer’s proposals for the 2020 AGM.

All in favour - CARRIED

Business arising from previous Board minutes: Nil

Treasurer’s Report: Lee Maher (copy on file)

- Lee Maher is pleased that two residents with experience in finance have joined the Finance Committee.
- All assessments are in, and Lee is working with Perry Pines to clarify how initiation and assessment fees for new residents will be paid.
- Efforts are underway to contact Enbridge for the final reading in order to invoice Perry Pines.
- There is one outstanding invoice for \$9753 to cover the April to June Centre expenses. We will prepare a final Perry Pines invoice in the September timeframe to cover the remaining expenses.
- Duct cleaning will be done soon at Perry Pines expense.
- We are expecting a bill of approximately \$50,000 from Perry Pines for the deck; we have asked Perry Pines to confirm that there are no other invoices outstanding.
- Lee and Jim Brady are meeting shortly to review the audit findings from Janet McGhee
- There are several maturing GICs, and Finance has recommended the following:

MOTION: Moved by Lee Maher and seconded by Dave Sparling that the Lease Settlement GICs currently being held by Edward Jones be subject to the following actions :

- **Versa Bank GIC for \$40,000 maturing on August 20, 2020 at a value of \$42,144. Put the cash proceeds in CCRA’s CIBC Savings account.**

- **Equitable Bank GIC for \$53,310 maturing on August 24, 2020 at a value of \$54,472. Reinvest in a one year fixed GIC at maximum rate.**
 - **Haventree Bank GIC for \$53,310 maturing on August 24, 2020 at a value of \$54,447. Reinvest in a one year, fixed GIC at maximum rate.**
 - **Community Trust GIC for \$100,000 maturing on August 24, 2020 at a value of \$105,700. Reinvest \$100,000 in a one year, fixed GIC at maximum rate and put \$5,700 in CCRA's CIBC's Savings Account.** **All in favour – CARRIED**
- The Finance Committee expects there will be continuing unplanned expenses relating to the new Centre and to the Covid19 situation. They asked all Directors to keep them informed prior to making any significant spending decisions.
 - Finance is having an Insurance Appraisal study done in order to determine the replacement value of our facility. As the new Centre has a minimum of twice the value of the old, our insurance costs will be impacted.

COMMITTEE REPORTS:

Administration: Murray Smith

Murray Smith is pleased to announce that Ron Barrow has joined the Administration Committee.

The Admin Committee has discussed how to care for the bathrooms and kitchen to keep us safe in the time of Covid 19. They recommended that we agree to pay for daily sanitizing and cleaning. Following discussion, where all agreed we cannot ask residents to do this essential job, a motion was made:

MOTION: Moved by Murray Smith, and seconded by Nora Senechal that during the Covid19 period, we agree to hire Shine On Cleaning to clean and sanitize all bathrooms and the kitchen on a daily basis at a cost of \$50.00 per day, in addition to the normal weekly cleaning.

All in favour – CARRIED

A registration form has been designed and approved to obtain the information required for setting up a data base of CCRA homes. Murray Smith reported that the forms will be emailed shortly. The Administration Committee will follow up and contact all residents by phone to answer questions and to ensure the forms are completed correctly. Residents will be asked to bring them when they pick up their keys. Everyone in the home will get a key.

Communications: Nora Senechal (full report on file)

Nora Senechal clarified new areas of responsibility within the Communications Committee. The Committee designed a questionnaire which was given to 40 residents asking their opinions of the Chronicle to determine the level of interest. The results showed tremendous support for keeping the Chronicle as it is, the comments described many reasons why it is important, and when asked, unanimously stated that if advertising revenues are low they would be willing to pay \$10.00 extra on their fees for the printing and production of the Chronicle.

Governance: John Brewer for Gord Simmons

John Brewer reviewed the cumulative list of projects planned, in progress and completed. (full report on file).

The Governance Committee recently learned that the town of Kawartha Lakes has a “footprint” on parts of the first and second holes of the old golf club which overlap on some homeowner properties. This was discovered when a homeowner applying for a permit from Scugog Township needed postholes dug for their deck. The bylaw officer informed them of this “overlap”, and said a second separate permit would be required from Kawartha Lakes. Kawartha Lakes considers digging postholes an “excavation” and thus requires a permit.

Discussion followed. Lee Maher suggested having a section in the Chronicle titled “Issues” of Governance where this kind of information could be shared. John and Nora Senechal both agreed it was a very good idea and will follow up on the suggestion.

House & Property:

Dave Sparling reported that Wayne Shannon, Gary Carmichael, Bill Gerber and Mike Pullen have been working continuously at the Centre installing handwashers, door locks, shelving, safety equipment and preparing for the pool. Materials have been purchased for the installation of doors on the pool equipment area.

Sprinklers have been purchased for the new grass, and watering is being done as needed.

A new lawn cutting RFP will be prepared for the grass around the Centre and on the old golf course for next year. H&P will look into having a contract on a “cutting by request” basis.

H&P will be looking at in-ground watering systems for the new lawns and the gardens around the pool for next year. Dave Webb will obtain a cost estimate from Oshawa Garden Centre to submit to the Board in September.

Ren Blimke and Hugh Allward have prepared the front walkway and the gardens at the front of the Centre for planting, and are coordinating with a small group of residents to determine what would be appropriate.

Municipal Affairs: Dorothy Bull for Ron Zamulinski (Nil Report)

Social: Birgit Pullen

Birgit Pullen outlined the plan for a “Happy Hour” get-together for Wednesday, August 12th – (rain date of August 19th) from 3:00 - 5:00 p.m. in the Common area north/east of Commons Blvd. and South Garden Court. Residents are asked to bring their own refreshments and a chair. The required 2m distance from each other will apply, but we will be able to converse with our friends and neighbours.

New Business: Nil.

Adjournment: Moved by Murray Smith that the meeting be adjourned at 3:58 p.m.
Next Scheduled Meeting is on Tuesday, September 8th at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

