

Canterbury Common Residents Association
Minutes of Board of Directors Meeting
October 13, 2020

Present: Jim Brady, John Brewer, Dorothy Bull, Ken Gadsden, Lee Maher, Nora Senechal, Murray Smith, Dave Sparling, Marilee Egan.

Recording Secretary: Marilee Egan

Guest: Gord Simmons

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.

President Jim Brady welcomed Gord Simmons to the meeting.

Gord Simmons noted that the process of creating the register of all homeowners in Canterbury has been a long one, but has provided signed documents with good data for identifying homeowners and for obtaining emergency numbers, email addresses and up to date phone numbers. Gord and Murray Smith are working to plan a strategy for keeping it up to date.

There is a holdup in the transfer of the golf course lands to CCRA, as the Township has asked for an another “open easement” to allow them to enter the property at any time. As we have already agreed to 3 or 4 easements, CCRA has refused. The reasons for the request are not known, but discussions over the next few weeks should settle the issue.

Gord showed a copy of the new “Ownership Agreement” which all home owners will be asked to sign, verifying that they agree to pay their fees and abide by the Protective Restrictions. Since we cannot hold a Town Hall meeting to explain, the Administration Committee will have the challenging job of meeting homeowners individually, explaining the situation and obtaining their signatures. The signed agreements will be filed and secured in the storage area downstairs.

Other issues under negotiation include new signage at the entrances to Canterbury Common, our request for a separate access to the Greenwood property from Simcoe Street, and fixing the steep slope at the rear of block 100 – the Greenwood property.

Jim Brady and Gord Simmons have met with the President, the Marketing Director, the Project Manager and Engineer from Greenwood. The meeting was very cordial; both parties are interested in working together in a positive way.

The problem with the slope is a serious one, and a virtual meeting to discuss it has been arranged with Geranium, CCRA, Greenwood, and the Township. The Township is taking the lead on this, and they and Greenwood agree with our position that Geranium is responsible for fixing it.

CTC met with the Township and Regional people on the Simcoe Street entry issue. CTC asked that the temporary driveway be made permanent as the entrance to the Seniors residence, and shared their study data. While there was resistance at first, Kevin Heritage then proposed some possible solutions, and in the end there was an agreement to “think about it”.

The CTC liaison group has offered assistance to Geranium re: marketing their homes with little response, so will not be involved in future.

All 30 homes that were up for sale are sold as are 12 of 33 homes on the north side of Holtby Court. Now that the Centre is finished, responses from Geranium when using the hotline have slowed due to reduced staffing.

Gord Simmons explained that in their last report, he and Ed Richards asked if the community wanted to continue receiving “What’s Happening”. Since only 14.8% of households replied, they are assuming a lack of interest and are considering cancelling their report. The Board members were unanimous in strongly supporting its importance and continuation. After discussion it was agreed that each Director would survey five people in the community for their opinions, and report back so a decision could be made.

Approval of Minutes:

MOTION: Moved by Nora Senechal, seconded by Dave Sparling that the Minutes of the Board of Directors’ meeting of September 8th, 2020, be approved. All in favour - Carried

Correspondence: A letter was received from Pat Sparling asking that CCRA place a restriction on residents intentionally feeding wild four-legged creatures, and include it in the By-laws and/or Protective covenants.

After some discussion it was decided that such a rule should not be in the By-laws or the Protective Restrictions, but should be addressed in an article in the Chronicle. Lee Maher volunteered to ask others concerned to coordinate with Pat Sparling and write an article for submission to the Board for approval, and then to the Chronicle.

President’s Report: Jim Brady

Jim Brady noted that the Board had previously passed a resolution approving the acquisition by the Corporation from the Township of Scugog the lands of the former golf course not being used for residential development, identified as Blocks 38, 39, 40 and 41 (the “transfer lands”). Jim Brady and Ron Zamulinski had been authorized to complete the transaction. Jim Brady explained that with Ron Zamulinski’s passing, it was necessary to make a new motion.

MOTION:

- 1. Moved by Jim Brady, and seconded by Ken Gadsden that any two of the President, the Vice President or any other Director be appointed to do all acts and things, to settle the form and substance of all instruments in writing necessary or appropriate to complete the acquisition of the transfer lands and to execute on behalf of the Corporation and deliver such instruments, under the corporate seal, if required.**
- 2. The acquisition by the Corporation of the transfer lands is approved.**
- 3. Execution of the instruments by the appointees shall indicate their approval of such instruments pursuant to this resolution. All in Favour - Carried**

Business arising from previous Board minutes: nil

Treasurer’s Report: Lee Maher. (full report on file)

Lee Maher reported that as we are half-way through the fiscal year, Finance is analyzing the current situation and anticipating what the rest of the year will look like. Income is slightly below plan.

- The Capital Fund has \$935 remaining, and there are outstanding invoices for deck enhancements and window coverings.
- The RRF has \$117,446 remaining, and there are two outstanding commitments for the deck replacement and safety report, and the RRF study.
- Expenses of unbudgeted items have been somewhat offset by other savings. Finance is expecting a major increase in insurance costs and uncertain legal fees in the next month. Janitorial expenses will be much larger due to sanitizing, and utilities fluctuate.
- Perry Pines payment for April/May/June has been received; Finance has sent them a final invoice of \$4966.55 for closure expenses of the trailer and utilities for July and August.
- In the next couple of months Finance expects to receive some initiation fees and pro-rata assessment fees from the new homes.
- Finance has been working with H&P on an RFP for the sprinkler system addition and the grass cutting contract for 2021. The water system expansion would require approximately \$15,000 commitment in next year's budget.

COMMITTEE REPORTS:

Administration: Murray Smith

- Murray Smith reported that thanks to Ron Barrow, the Fob project has gone very well.
- The Vice-chair position is open.
- Betty Snell has volunteered to work with Carol Sambrook on Bereavements.
- Management of the Security and Fire Alarm systems has been changed. Murray explained that since both the security system and the fire alarm system are wired into the building, it was decided that management of both should be under one umbrella. Ron Barrow has particular expertise in these areas. Consequently, responsibility for the fire alarm system has now been transferred from House & Property to the Administration Committee. The Policies and Guidelines will be altered to reflect this change. Administration will organize their group for monitoring duties. A motion will be required to approve the change.
- Murray Smith has a list of CCRA members who are first responders, and numbers for A&S Security. He will supply the list to the Directors.
- Rogers Telecom is coming in to assess our need for 2 two receivers, as we have two televisions. It was decided that if we can afford to get a second, we should, so that more members can enjoy the Centre.
- Administration is going to cancel the outdoor phone while the pool is closed. Lee Maher suggested we also cancel the office phone and reduce our phone bill, as no-one uses faxes anymore. It was agreed to do so.
- A discussion was held whether we could have 2 groups of people or more than 10 people in the Centre right now. Jim offered to call the Durham health department for an answer. In the mean time it was decided to leave a half-hour spacing between meetings to avoid overlap.

Communications/Web: Nora Senechal (full report on file)

- Nora Senechal reported she is very pleased to have new ads, but would like more as some may be only one-time events.
- The Communication committee still needs volunteers. Nora asked the committee heads to please let her know what is needed for their committees when looking for new volunteers. A short report should include a summary of what the committee does, a descriptor of specific jobs, and specifies

- what kinds of volunteers are needed. This information will be included in the Chronicle, hopefully in the December issue.
- Nora has noticed a need to make several text changes in the Policies and Guidelines to reflect conditions in the new Centre. She has volunteered to go through the pages, suggest changes, and bring them to the Board for analysis and approval.
- While the Centre was closed, Board minutes and Committee Minutes could not be displayed on bulletin boards for Members to read, although they were available on the website. It was decided to make sure past Board Minutes, the Policies and Guidelines, and By-Law #1 are made available in binders on the Library lower shelf for Members to reference.

Website:

- Stats on access have increased substantially in the last few months.
- The Committee has noticed information on the website that is out-dated, and are going to undertake a review of what is on the website. They will be sending a request for Committees to update their material.
- Webmaster Karen English is asking people to please **not** copy to her (cc) when replying to a sender's email question. Doing so supplies questioners with her personal email. If someone needs to copy to her, they must use the **bcc** (blind carbon copy) option which will block her email address from the recipient.

Governance: John Brewer

- There are currently 3 projects in progress, one was cancelled, and 11 have been completed.
- The damaged grass in the access route between 231 & 235 Waterbury has been repaired satisfactorily.
- The Committee has helped resolve an issue between neighbours, even though it was not a governance issue.
- As residents move in to McCaw Court, Governance will work with Administration to distribute the By-Law#1 and CCRA Protective Restrictions.

House & Property: Dave Sparling (Report on file)

- Windows in the Centre will be cleaned tomorrow, followed by installation of the blinds.
- Fall cleanup will be done in the parkettes this year but may not be included in future in the new contract.
- Hugh Allward and Ren Blimke and their team have done a wonderful job on the gardens.
- H&P is looking for someone to do snow removal next year. Tyssid will do the snow this year. Separate RFPs for grass and snow for 2021-22 will likely go out this fall.
- Another expense in the future will be the expansion of the sprinkler system, estimated at approximately \$15,000. Once a written detailed proposal is received, we could approve in principal this expenditure for next year. Costs are less if a commitment is made now. Lee Maher will work with Ren Blimke, Dave Webb, and Dave Sparling to establish costs and what is needed, then bring it to the Board for approval.

Municipal Affairs: Dorothy Bull

Dorothy Bull reported that she recently attended a meeting that included two people from the Township, Kevin Heritage and Jason Ryan. The meeting was positive in discussions about Block 100. The Township is very keen on solving the problem, and at least would like the slope to be returned to its previous condition. They agree it is Geranium's problem to solve.

Dorothy is waiting on a call regarding the removal of dead trees but was told that dangerous trees in the town have priority. The Township is very cooperative but has budget restrictions. Dorothy was told that jobs are contracted out and may wait until several can be done at once.

Social: Ken Gadsden.

The Social committee is having a planning meeting in the near future.

New Business: nil

Adjournment:

Moved by Dave Sparling that the meeting be adjourned at 4:11 p.m.

Next Scheduled Meeting is on November 10th at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

