

Canterbury Common Residents Association  
Minutes of Board of Directors Meeting  
November 10<sup>th</sup>, 2020

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

**Guest:** George Clapham

**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:**

**MOTION:** Moved by Dave Sparling, seconded by Lee Maher that the Minutes of the Board of Directors meeting of October 13<sup>th</sup>, 2020, be approved. All in favour - CARRIED

**Correspondence:**

Jim Brady received an email from Donna Easter who is concerned that if the Centre is in the category of “meeting and event spaces”, the number of people permitted is limited to 6. The Directors agreed that this likely applies to each table, and not to the number of people in the room. Dorothy Bull will contact Melissa Soong at the Durham Region Health Department to clarify the situation.

**President’s Report:** Jim Brady

Jim Brady informed the Board that after 5 years of planning, working and coordinating all the different aspects of the construction of the new Centre, the CTC group is disbanding. Most of their jobs are now complete. Ed Richards and Gord Simmons have agreed to continue with issues that remain, and will keep publishing the “What’s Happening” newsletter as events occur. Jim had hoped to have a grand opening where the group could be formally recognized for their contribution, but due to Covid-19 this is not possible. He will have a writeup in the Chronicle to thank all of the CTC team.

Jim Brady and Dorothy Bull participated in a Zoom meeting about the Greenwood site with Greenwood personnel Akiva Wolff, Greenwood’s financial person, and Lisa Roopan, their site director, Geranium personnel Mario Giampietri, Farah Ward and Shauna Dudding, and Kevin Heritage and Jason Ryan from the Township.

Akiva agreed that the slope was not acceptable, and will work with Geranium to help solve the problem even though it is not their responsibility. Mario has agreed to form a task force to include Greenwood architects, designers & management, a Geranium construction committee, Barry Smythe, and Ed Richards or Gord Simmons. They will not start until sometime in the first quarter of 2021. Greenwood is still looking for an architect, and they are hopefully meeting in November to work on a site plan.

Jim Brady also announced that a separate entrance to the Greenwood site from Simcoe Street has been absolutely denied by the Township.

Geranium is very happy with their home sales, having already sold 14 in phase 2. They are expecting to finish two years ahead of their first schedule, possibly by late 2023. They plan to start full construction as soon as possible in the spring.

Lance Brown informed us that the Township is going to reduce speed limits to 40 KPH in Canterbury Common as requested.

### **Changing the Policies and Guidelines:**

Norah Senechal described examples of policy details in the P&Gs that no longer apply. Following a short discussion it was decided to table the topic to the December Directors meeting. In the meantime, each committee will check their section as currently written, identify texts that need updating, and provide corrected text to the Secretary about two weeks before the next Directors meeting.

### **Business arising from previous Board minutes:**

A submission for the Chronicle regarding the feeding of wildlife is on hold for the time being, but will likely be included in the Spring edition.

### **Treasurer's Report:** Lee Maher

The final payment from Perry Pines for the trailer expenses has been received, making a total of \$54,127 of CCRA expenses related to our temporary relocation to the trailer.

Finance is now working on the process for receiving initiation fees and assessments from new residents. The Replacement Reserve Fund (RRF) report has been received but had some omissions. Finance is waiting on an updated report. In essence it recommends keeping Member assessments at \$90 to \$100 for the RRF.

Lee Maher reviewed the Q2 financial statements & the following motion was made:

**MOTION:** Made by Lee Maher and seconded by Dave Sparling, that the Board approve the Q2 financial statements. All in Favour – CARRIED

The snow removal contract is in place, and the slope down to the lower level will be plowed and salted. A railing along the path is deemed essential for safety as the entrance on the lower level must be used as a fire exit. H&P will look into pricing for a railing installation.

CCRA's "Director and Officer" (D&O) insurance has gone up by about 10%. The Centre Insurance has gone up by \$6000.00, higher than expected. Finance has proposed the following motion:

**MOTION:** Moved by Lee Maher and seconded by Norah Senechal that the D&O and Property insurance renewal policies be approved as recommended by Ed Richards. All in Favour - CARRIED

### **COMMITTEE REPORTS:**

**Administration:** Murray Smith

Murray Smith announced that new hand sanitizers on stands have been placed at the front door, in the Library, and downstairs.

Donna Easter wishes to stress the importance for all groups entering the Centre to book with her in advance because she must coordinate the total numbers inside the Centre.

The Administration Committee is going ahead with purchasing and installing an electronic message board inside the front door. It was agreed it would be very useful for keeping Members informed on the newest Covid 19 regulations and on Centre activities.

In response to Covid-19 concerns, Murray noted that more signs will be made and posted at the entrances stating that only members and approved service personnel may enter. It was suggested that "No Visitors Allowed" signs would be very clear.

Ron Barrow is almost finished making emergency exit maps for posting. Ron has explained these are required by the fire department.

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

Nora Senechal has had several requests to move the activity calendar from the private to the public area of the website to make it quicker to access. The Communication Committee has refused the request because a public calendar could be misused, for example, by letting an outsider know when houses might be empty during a meeting or activity time frame. The printed calendars at the Kiosk are considered less risky as only Members are likely to know about them and there is no link to the website. They are also popular and essential for those who are not on the web.

Webmaster Karen English's position is that if the calendar is moved from the secure section of the website a hacker could potentially get information from the office computer including, but not limited to personal email addresses.

The Board agreed with the Committee's decision and a motion was made:

**MOTION:** moved by Nora Senechal and seconded by Ken Gadsden that the Canterbury calendar of events will continue to be available to all registered Members on the secure section of the website, and will not be moved to the open section. All in favour - CARRIED

Nora requested that all Directors send articles describing their committees to her for printing in the Chronicle, as well as a report on what volunteers each committee needs.

**Governance:** John Brewer (report on file)

- Only one project is still underway; all others have been completed. There have been 5 letters sent to real estate agents, 12 approvals and 3 pre-approvals since Sept. 8<sup>th</sup>'20.
- Governance committee members have been continuing to correspond and meet with new residents, advising on projects, and one, a hot-tub installation, did require a permit from the Township demonstrating how valuable the advice from Governance is. They are working with another resident on a privacy screen.
- Together with the Admin Committee, Governance is conducting "Meet and Greet" sessions at the Centre for new homeowners, combining a welcome, a tour, key and fob distribution, and information on By-law #1 and the Protective Restrictions. These meetings have been very productive and positively received.

- Gord Simmons has developed a training manual for all Committee members, and the Committee has had a training and discussion session to bring all new members up to date.

**House & Property:** Dave Sparling (Report)

- We will be getting a new snow removal RFP in the new year.
- “Weed & Feed” and spring cleanup will likely only be done around the Centre and not in the parkettes, depending on costs proposed in the next contract.
- The sprinkler system addition will cost about \$13,000 plus HST. Jim Brady has written a letter to OGS confirming that we agree to have OGS install the sprinkler system addition. OGS will guarantee pricing for next year and prioritize installation in the spring.
- As in other years, salting of sidewalks is on a “request only” basis, as sidewalks are the responsibility of the homeowner. A reminder of this will be in the December Chronicle.
- Geranium (Perry Pines) will take care of all snow removal and salting for Phase One for this winter only.
- H&P has had a request to move the Kiosk to the Northeast corner of the parking lot, however placement of mail boxes is controlled by Canada Post and we have no jurisdiction. All felt the proposal should be turned down. Members will be reminded in the Chronicle to pull into the parking lot, and not to park on the road.
- After finding an injured owl on the ground, H&P plans to put tasteful decals on the new windows on the east end of the main floor addition to prevent birds from hitting the glass.
- H&P has proposed that we plow only one third of the north parking lot this winter since the building is not being used by many. Dave Sparling will ask Ren Blimke to look into altering the snow plowing contract for a cost reduction.

**Municipal Affairs:** Dorothy Bull

Dorothy Bull explained that situations of road repair or tree removal will likely not be addressed until spring. Timing for tree removals is prioritized depending on the danger level.

**Social Committee:** Ken Gadsden

Ken Gadsden reported that the Social Committee members he spoke to were not supportive of the idea of creating a new activity director as they like to be independent. During discussion the following points were made:

- We have a lot of land and increased indoor space available for activities.
- We will eventually have ~ 600 members, with many joining or initiating new activities.
- As a Board we are accountable for any organized activities that occur on our property.
- There should be someone who, while not necessarily a director, would act as a common contact person for members, and who would report to the Board on a regular basis so the Board knows what is going on, who is involved and what the groups need, especially if funding is required.
- There are probably several groups right now that would appreciate having an advocate on the Board.

Ken suggested he would approach the members of the Social Committee to see if there is someone willing to be a contact person to coordinate all the various activities involving the Centre.

**New Business:** none

**Adjournment:** Moved by Ken Gadsden that the meeting be adjourned at 3:28 p.m.

The next Scheduled Meeting is on Tuesday December 8<sup>th</sup> at 1:30 p.m.

---

Jim Brady, President

---

Marilee Egan, Recording Secretary

---

Date

---

Date

