

Canterbury Common Residents Association
Minutes of Board of Directors Meeting
December 8, 2020

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

Regrets: Dorothy Bull, Ken Gadsden

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:

Moved by Nora Senechal, seconded by Dave Sparling that the Minutes of the Board of Directors meeting of November 10th, 2020, be approved. **All in favour - Carried**

Correspondence:

A letter was received from a resident regarding a local woman who is advertising herself to provide personal care, shopping & chores for seniors. The resident informed the Board that the advertiser may be misrepresenting herself and may not be reliable. A cautionary notice to the Community will be included in the Bulletin.

President's Report: Jim Brady

Jim Brady noted that the safety and appearance of the fencing surrounding the Greenwood property is a continuing problem, and residents adjacent to the fence are extremely concerned. Geranium is no longer responsible for the fence, but CTC has been in touch with Akiva Woolff of Greenwood, who says they are looking at solving the fence problem. They are also working together with Geranium and CCRA to solve the slope problem to the satisfaction of the homeowners, and hope to have a solution by early spring.

Jim reported that the Township Works Department is requesting easements for the entire golf course property in order to access the north pond. Our lawyer is now involved to ensure all is resolved to CCRA's satisfaction.

Nine new homeowners have moved in, and all fees have been received; Geranium is collecting these and transferring them to CCRA. We have not, however, received signed homeowners membership agreements H and H-1 from Geranium.

These are essential for our files so that the Board has a signed document from each homeowner proving that they have completed the documents required to have membership in the CCRA and have agreed to abide by the protective guidelines and restrictions.

If, as is stated in our agreement with Geranium, we must wait until all 33 homes have been sold, we would not be able to work with any of the newcomers for some time – possibly 2023. A letter explaining the difficulties has been sent to Boaz Feiner, and lawyers are now involved to work to possibly alter the agreement.

Jim noted that with our growing number of residents, we have an increasing number of jobs and a limited number of volunteers, and introduced John Brewer to explain his proposal for getting a clear picture of the scope of the problem.

John Brewer suggested that we need an overview of all “the regular tasks undertaken for the safe operation and stewardship of our facilities”, whether by volunteers or paid employees. John sees this “Needs Assessment” as a means of identifying what groups we have, who and what is involved in/for each group, what their needs are, what skills they need, what skills we already have among our volunteers, and what paid positions may be required to support them. It would identify the actual tasks that each Director does, and associated costs. It would generate recommendations where applicable, and a yearly review would keep it updated.

John has offered to work on a matrix to organize the information in a format which would summarize the whole system, and would allow a new Director coming on the Board to get a snapshot of the scope of the CCRA organization. He plans to set something up to present at the next Board meeting.

Jim introduced George Clapham.

George suggested that CCRA consider creating a golf practice green on the old first hole, and possibly a chipping apron on part of it. It would involve costs to extend the sprinkler system to the area, but all agreed it would be a popular activity for CCRA members.

Lee Maher noted that a decision for the extension would have to wait until the budgeting process begins and it will be considered along with all suggested projects.

Business arising from previous Board minutes: - none

Treasurer’s Report: Lee Maher

Lee Maher reported that CCRA has received initiation and pro-rata assessment fees from nine new residents to date. Of the assessment portion, \$90 per household will be transferred to the RRF to build up the fund again for future costs. The rest will be applied to the Capital and Operating funds.

The RRF updated study report has been received and accepted by the Finance Committee.

Lee stated that while income is forecast to come in on budget for fiscal 2020/21, the expense side continues to be a challenge. The largest expenditure has been insurance for the property, which went up 100% to ~\$18,000, (higher than budgeted).

Expenditures pending include an invoice from H & P for a window replacement of ~\$750, from Admin ~\$1000 for the shuffleboard and related equipment, and grounds maintenance.

Consequently, Finance has requested a pause by all committees in discretionary spending. Lee asked that H&P and Admin prepare a forecast of planned projects for Q4, to be submitted to the Finance Committee by Dec. 21st. The Finance Committee will prepare an end-of-year forecast for the January 2021 Board meeting.

COMMITTEE REPORTS

Administration: Murray Smith

Murray Smith has put all janitorial services on hold until further notice, except for spot cleaning on an occasional basis. It is likely the Centre will be closed until Spring.

Lee Maher suggested that we follow the colour coded Covid stages for announcing the opening of the Centre, with stage appropriate numbers allowed and activities permitted clearly described. All agreed.

Right now while we are in a “RED” zone, only Committee meetings of up to ten people can be held, but since this is the total for the entire building, meetings must be booked with Donna Easter to make sure only one meeting is held at a time. This information will be included in the next bulletin and in the Chronicle.

Other Admin. issues announced:

- The fob system has been suspended for the time being. Keys for entry must be arranged with Admin.
- Access has been granted to certain CCRA individuals to enter the Centre to carry on mandatory day to day duties.
- A discussion was held regarding what to do with the fobs & keys when a house is sold. Murray stated that these should be returned to Murray Smith, Ron Barrow, or Carol Sambrook of the Admin. Committee, and not to the new buyer or to the Real Estate agent. Murray explained that fobs are programmed to the owner, not to the home. Once home ownership changes, the fobs are voided, and can no longer be used until linked to the new owner. Nora will include this information in a future Chronicle to inform the Members.
- The TV planned for the front entrance is on hold for now, as is the water cooler.
- Admin has stopped the entry rug replacement for now. We have one carpet upstairs; there will be no carpet downstairs as the door is blocked off with tape so it isn't used at this time.
- Admin is looking to obtain estimates for a hand railing for the pathway on the north side of the building leading to the lower level. This is an important safety issue.
- A computer will be needed for the open desk in the upper main floor extension. It should use windows 10, and will be used for the TV notice board, and for Committee and resident use.

Communications/Web: Nora Senechal

Nora Senechal stated that the December Chronicle is going very well and will be larger than the last one at 48 pages instead of 36. Port Perry Print is open for business and is expecting it.

The Communications Committee has a new member, Dave Streeter, who will join in January and is working with Karen on the website.

Local businesses are already booking ads for the April issue; when businesses in the community hear what we are doing with the Chronicle they want to be part of it.

Governance: John Brewer (full report on file)

John explained that the Committee has changed its procedure, and rather than pre-approving projects, they call it “registering”. They visit, listen to and advise the homeowners, but will not give any written pre-approval to any major project unless they know that any required permit has been obtained.

There are currently 3 projects registered, two of them new, with two having permits for spring 2021. The 3rd, on McCaw Court, will need a permit, but also permission from Geranium. The Committee can advise, but the homeowner must follow the CLDC guidelines and get permission from Geranium.

Governance has been receiving calls from prospective Geranium buyers, and have helped with general information as it is felt it is in our best interests to do so.

House & Property: Dave Sparling (Report)

Dave announced that Ren Blimke will be attending the next Board meeting to present the RFP for the ground maintenance for next year. Lee Maher noted that this is the largest single contract we have, and requested that the Board get a summary or copy of the proposed contract before the meeting for review, to prepare for the discussion and the vote. Dave agreed to send this information to the Directors before the meeting.

Dave clarified the specifics of snow removal and salting responsibilities:

Homeowners are responsible for the sidewalks, TYSYD is responsible for plowing and salting the common areas around the Centre, and occasionally H&P volunteers will, if necessary, do clearing or salting of the Centre entrance and the Kiosk.

Municipal Affairs: Dorothy Bull (Nil report)

Social: Ken Gadsden (Nil report)

New Business:

The Directors agreed to meet on Tuesday, December 29 at 10 am, to review changes to the Policies and Guidelines. Any proposed changes will be forwarded to Marilee Egan during the week of December 21st, who will use them to provide meeting notes/altered documents for discussion.

Adjournment: Moved by Dave Sparling that the meeting be adjourned at 3:30 p.m.

Next Scheduled Meeting is on January 12th at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

