

Canterbury Common Residents Association  
Minutes of Board of Directors Zoom Meeting  
January 12<sup>th</sup>, 2021

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

**Guests:** Ren Blimke, Doug Thiemann, and 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.

Jim Brady introduced guest and H&P committee member Ren Blimke, who presented detailed documentation of the process he followed in recommending a provider for the next grounds maintenance contract. Six companies submitted proposals, and each was asked to tour the properties, were given clear descriptions of the scope and differing expectations for each of the subject lands: the Centre, the common areas, and the “meadows”. Contracts were compared according to several criteria as well as pricing. Following his review, Ren recommended that Tysyd Lawn Care Inc. be awarded the contract. Jim Brady thanked and congratulated Ren for a superb report and analysis, and a motion was proposed:

**MOTION: Moved by Murray Smith and seconded by Nora Senechal that the Board approve the awarding of a two year groundskeeping contract to Tysyd Lawn Care Inc., as recommended by Ren Blimke of the House and Property committee. All in favour – CARRIED**

### **Correspondence**

Jim Brady has received calls regarding icy sidewalks which is a concern since so many residents are out walking during our “Covid 19 lockdown”, often on the road. Cleaning and salting the sidewalks is a homeowner responsibility.

During the discussion Ren Blimke noted that about 70% of homeowners keep their sidewalk clean, but even when shovelled there is a thaw/freeze problem. Each request for salting has a charge of \$300.00. It was decided that especially this year we need to look after the safety of our residents, and that until the next Directors meeting salting after each sidewalk plough should be continued. In the meantime Ren will look into the cost of salting on a regular basis so that an informed decision on contracting salting can be made.

### **Approval of Minutes:**

**Moved by Nora Senechal, seconded by John Brewer that the Minutes of the Board of Directors meeting of December 8, 2020, be approved. All in favour - CARRIED**

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

- Greenwood has repaired the fencing around the Greenwood property.
- We now have the Geranium files with documentation for the new Members.

**President's Report:** Jim Brady

Jim Brady noted that CCRA has now received the requested papers from Geranium for 14 new homeowners in Phase 1: the Registration Information form and the signed "Owner Acknowledgement and Agreement". The Finance Committee has received the initiation and pro-rated annual assessment fees. As per our July 17, 2019 agreement among CCRA, CLDC, and Perry Pines, the homeowners are now automatically Members of CCRA, but must be officially recognized and approved by the Board of Directors. Jim referred the Board to the lists of persons to be approved and the confirmation of fees paid, and stated that he has authorized and signed for all on the list.

The motion of approval reads as follows:

**MOTION: Pursuant to the provisions of section 19 of By-law No. 1, it was moved by Dave Sparling and seconded by Nora Senechal that each of these homeowners be admitted as CCRA Members, and those who are listed as a resident spouse or another resident of the home who the homeowner wants to be formally named as a Canterbury Common Resident, be accepted and recorded.**

**All in favour - CARRIED**

Each Member's papers will be filed by house number and retained with our house files. Marilee Egan as Secretary will now send an "official" letter of approval and welcome to these new members and Residents.

Jim Brady commented on the need to explore ideas on how the former golf course lands should be used once they become the property of CCRA. Jim has asked John Brewer and Gord Simmons to form a task force to find out if previous suggestions for activities are still valid, what the interest in activities would be, and what the financial considerations are. The task force would then bring suggestions and details to the Board for consideration.

John Brewer noted that we must first look at the legal aspects of the transfer so we are aware of any restrictions on the land by either Scugog or Kawartha Townships. Issues such as privacy, public access, taxation, insurance and costs would need to be clarified.

John and Gord will investigate and report back to the Board on their findings.

Information and ideas will be presented to Members at the AGM.

Jim Brady stated that the Township's request for an easement on the entire property has still not been clarified, and CCRA wants to know exactly what it means. Jim, Roger and Ed have been trying to get a response from our lawyer on this issue without success.

**Treasurer's Report:** Lee Maher

Lee Maher invited Doug Thiemann who is taking the lead on budget preparation, to take the floor.

Doug Thiemann outlined the budgeting process: In late January Finance sends out a template/spreadsheet for each committee to complete that includes the following:

- 2020/21 budget
- Expenses for first 9 months
- Estimate for remaining 3 months (to be filled in by operating groups)
- Total expenses for 2020/21 (to be filled in by operating groups)
- 2021/21 Budget numbers (to be filled in by operating groups)

This financial information provides the basis for negotiating the Operating, Capital and Replacement Reserve budgets and tabling residents 2021/22 assessments.

The RRF fund will be accessed for the deck replacement, LED light replacement project, a window replacement, and for outdoor furniture on a one-for-one basis.

The Capital expense fund is in a potential deficit position which will be reduced as new membership fees come in from Geranium. If any large capital expenses are budgeted for the coming year, a special assessment may be required. Doug asked that the completed spreadsheets be handed in by the end of February; final adjustments may be made up to the end of March-

There being no questions for Doug, Lee Maher asked that each committee categorize future expense items as Operating Fund, Replacement Fund or Capital Fund. Finance will first determine essential fixed costs, then categorize others as “good to have” or “nice to have. They will then estimate the financial impact of each on Member assessments.

Finance required two motions:

**MOTION: It was moved by Lee Maher and seconded by Dorothy Bull that with reference to the recommendation of the Insurance Committee, the proof of in-force liability insurance required from trades, contractors, service providers and suppliers to CCRA be amended to require limits of not less than 2 Million dollars. All in favour - CARRIED**

**MOTION: It was moved by Lee Maher and seconded by John Brewer that Justin Jones of Elevation CPA, Professional Corporation of Port Perry, be appointed auditor for CCRA until the next Annual General Meeting or until a successor is appointed at such remuneration as may be approved by the Board of Directors.**

**All in favour – CARRIED.**

**All in Favour - CARRIED**

Lee pointed out that there are some major expenses to be paid in the 4<sup>th</sup> Q, and asked committees to continue with the freeze on any discretionary spending for the foreseeable future. The following are some of the major invoices still to be paid in the 4<sup>th</sup> Q:

- Deck replacement (\$46K to RRF & \$10K to Capital)
- Legal fees (unknown at this time)
- Snow clearing (>\$12K)
- Audit fees (\$4K)
- Insurance fees are higher than budgeted

Overall, Finance is looking to come in on budget.

#### **COMMITTEE REPORTS:**

**Administration:** Murray Smith – nil report

**Communications/Web:** Nora Senechal

The Communication committee is working with the Social committee in developing a plan to encourage Members to decorate their houses for minor “holidays” such as Valentine’s day, with pictures of their results to be taken for the website and the Chronicle.

Nora Senechal has previously explained that redirect committee email addresses do not allow a reply from them, so that committee members must use their personal emails to reply. There now is a solution, and in order to allay privacy concerns, Nora is going ahead with a program from Nerivon which allows people to reply to committee emails from the permanent committee email address.

Nora offered to set up the system for other committees if they wish, and Dave Sparling advised that his committee would also prefer this system, especially for replying to suppliers and contractors. Website activity statistics are on file and available to those interested.

**Governance:** John Brewer

There have been no new project requests since the last report.

John Brewer described an issue with the CLDC covenants document. Geranium wants to maintain control of any requests for alterations to their homes until all 33 of the new units in phase one are completed, and for at least two years from the last closing. While Geranium will get input from the CCRA Governance committee, Geranium will be responsible for giving permission or not and for monitoring compliance. The CCRA Governance committee will cooperate with Geranium, and will act only in an advisory role to homeowners. All future requests from these residents will be forwarded to Geranium's designate who will handle on-site visits, pre-approvals and the final approval.

**House & Property:** Dave Sparling

- Dave Sparling noted that Gary Carmichael and Wayne Shannon have set up the shuffleboard courts in the basement, the toilet in the ladies washroom is repaired, the Centre is being checked for heat every day and is in good shape for whenever we can get entry.
- Salting will be the main problem this year; complaints should be referred to Dave or Ren Blimke, and they will look after it.
- Dave reported that the office lights have been switched from fluorescent to LEDs but that due to price concerns the conversion in the rest of the Centre would not be done all at once, but only as the fluorescent lights need replacement. He cautioned that LEDs would affect the appearance of the light, and if the variance in the lighting doesn't look good, all the fluorescents could be changed to match. During discussion Lee Maher suggested that changing all the lights would be done more easily while there is no furniture in place and that it could be financed from the RRF. Gary Carmichael and Wayne Shannon have offered to do the work; a licensed electrician would do the first replacements to demonstrate the process, and do the final inspection; Gary and Wayne would complete the job for a projected cost of \$2,300, much below the original quotes. It was decided to go ahead with the replacements. H&P estimates an approximately 28% saving in electricity costs using LEDs.

**Municipal Affairs:** Dorothy Bull - nil report

**Social:** Ken Gadsden

Ken Gadsden referenced Nora's report regarding the "decorating and photos" project: to date, those on his committee have responded in favour of the idea, and he expects more positive feedback.

**New Business:**

Ken Gadsden referred back to the discussion on salting, wondering if there are any restrictions on using salt on sidewalks close to the lake as there are on roads. Dorothy Bull stated she would check with Scugog Township and with Kawartha Lakes and report back.

John Brewer expressed a concern that social distancing is not being practiced in the Kiosk, and many are not wearing masks. After some discussion it was decided that in light of the recent total lockdown,

the fact that the kiosk is too narrow to allow people to pass by each other at the required distance, the increasing number of positive cases in Scugog, and that many in our neighbourhood are very vulnerable, it was decided that allowing only one person inside the kiosk at a time was the best way to keep everyone safe. It was agreed that the new rule would be published in the Bulletin, and a sign be placed in the kiosk.

**Adjournment:**

It was moved by Ken Gadsden that the meeting be adjourned at 3:40 p.m.

Next Scheduled Meeting is on Tuesday, February 9<sup>th</sup> at 1:30 p.m.

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Jim Brady, President

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Marilee Egan, Recording Secretary

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Date

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Date

