

Canterbury Common Residents Association  
Minutes of Board of Directors Zoom Meeting  
March 9, 2021

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

**Regrets:** Ken Gadsden

**Guests:** Ed Richards, Gord Simmons, 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 our Guests, and invited them to take the floor.

**Guest Report:** Ed Richards and Gord Simmons – The Homeowner Membership Agreement Project

Ed Richards outlined the background to the project for obtaining signed Membership Agreements for all Canterbury Common Members. The main points are:

1. All new homeowners of Geranium homes (CLDC) must sign a Membership Agreement on purchasing their home, verifying their agreement to pay the annual membership fees to CCRA and to observe the protective restrictions. Copies of these signed documents are provided by CLDC to CCRA for our corporate records.
2. Current Canterbury Common home buyers did sign such agreements upon the purchase of their homes; these are registered on title to their property.
3. CCRA was advised by our lawyers and by Mr. Shankman, the lawyer for CLDC, that for legal reasons and for consistency, a signed Membership Agreement form should be required from all homebuyers, both current and future, in Canterbury Common. A commitment to do so was part of the Development Agreement signed between CCRA and Geranium companies.

Gord Simmons pointed out that the Board is required to formally make a Motion to “accept” new homeowners as Members, then send them an official confirmation letter. This protocol is being followed for all Geranium home buyers but has not been done with Canterbury Common home buyers. As a consequence CCRA does not have documentation for Canterbury Common residents identifying the legal homeowner(s), and By-law #1 requires the Board to obtain this information for their corporate records.

A signed Membership Agreement form would allow CCRA to confirm who is/are the registered owner(s) of the home, who is eligible to vote, to use the facilities, and to serve on the CCRA Board and on committees.

In future when a homeowner sells a property, CCRA will require this same agreement to be obtained from the purchaser and new CCRA member.

Ed Richards noted that by asking existing Canterbury Homeowners to sign this separate legally binding agreement, homeowners are not taking on any obligations they do not already have, other than to commit to having any future buyer of their home sign the same agreement.

Ed Richards and Gord Simmons detailed the steps which need to be taken to accomplish the goal. They also analyzed possible costs for supplies and for hiring an office assistant if volunteer assistance is not sufficient.

The first step will involve clear explanations to and cooperation with Members. It was agreed that a Town Hall meeting would be best but due to Covid 19 restrictions, reaching out to residents through an introductory letter, possibly small group presentations or individual conversations may be required. It will involve a lot of organization, precise documentation and record keeping.

Gord and Ed believe this project should be completed within the fiscal year beginning April 1<sup>st</sup>, 2021.

Jim Brady thanked Ed and Gord for their presentation and they left the meeting

Discussion continued on aspects of the Membership Agreement plan.

- Timing of the issue was discussed as this project will be very time-consuming.
- John Brewer pointed out that with vaccinations just starting, it is unlikely we could arrange group meetings for 3 to 4 months.
- Lee Maher wondered if we could make a presentation at the AGM, and all agreed this would be a preferred plan.
- John Brewer noted that a lot of the prep work could be done while we are still isolating.
- Jim Brady asked whether we should consider hiring someone to do the job. During the conversation, it was expressed by Nora Senechal, and agreed to by other members of the Board that volunteers and not contracted staff should carry out the project if at all possible. Nora Senechal has volunteered to help with the project and/or with other Committee needs.
- John Brewer stated that we should be open to hiring additional help if or when needed. Nora Senechal suggesting waiting to see what is needed first.

### **President's Report - Jim Brady**

Jim Brady reported that the slope problem is still pending. An expected meeting did not occur, Greenwood does not yet have a site plan, and Akiva Wolff of Greenwood suggests they have no time to meet until the end of April.

Jim Brady advised the Board that he, with the backing of Kevin Heritage, has just sent a letter to Mario Giampietri asking that Geranium transfer the earth they had removed back to its original position.

The President announced that CCRA has received confirmation from Geranium lawyer Mr. Shankman verifying the protocol for dealing with requests from new Geranium home owners to make changes or additions to their property such as decks or other structures.

Our Governance Committee now has the authority to use our protocols and procedures to advise the Geranium new home owners on how to proceed with additions to their properties.

Jim Brady noted that there are registered restrictions (the "CLDC" Restrictions) applicable to the Homes in the CLDC Development. Although similar in all material respects, they are not the same as those applicable to the Homes existing prior to CLDC Development which are attached to By-law #1 as Schedule A. Consequently, the CLDC Restrictions need to be added to Schedule A.

Doing so requires an amendment to By-Law No.1 which is accomplished by resolution of the Board of Directors. Such a resolution is effective when enacted by the Board but must be approved by majority vote at the next Annual General Meeting.

The Motion involves two parts as follows:

**MOTION: On motion duly made by Murray Smith, and seconded by Dorothy Bull, By-Law No. 1 is amended by:**

**1. adding “Plan 40M-2655” to the definition of “Plan” on page 1, section 3 so that it will read:**

**“Plan” means collectively registered plans of subdivision No. 40M-1848, 40M-1890, 40M-1991, 40R-17436 and 40M-2655 and any other plans of subdivision of Canterbury Common in the Town of Port Perry, Township of Scugog as registered in the Land Registry Office (No.40) at Whitby”, and**

**2. adding to Schedule A the provisions of the document titled CLDC Covenant as presented to the meeting.** **All in favour - CARRIED**

Jim Brady hopes that if Covid regulations permit we may be able to have 50 people in the Centre and invite groups back in.

He is in favour of holding the AGM in June again if possible.

Lee Maher stated that from a Finance point of view he would prefer the June meeting as well.

Jim suggested we could have the whole Board, plus others up to a total of 50 people and use the proxy method as was done last year. It was decided that we must wait and see what the conditions are before making a decision.

Marilee Egan identified a few small changes in wording in the P&Gs. She informed the Directors that the internet access code has been removed from the P&Gs for security reasons, since the P&Gs are now in the public domain.

Nora Senechal suggested that the password should be changed too, and all agreed. Nora will ask John Rintoul to make the change, and to post the new password on the protected residents’ pages, along with the lift passcode.

**Vice-President’s Report:** Land Use Development Committee Report. (report on file)

John Brewer presented a summary of the main points of the report from the subcommittee set up at the last Directors Meeting. The sub-committee examined many possible ideas for developments, identified which projects are a priority, which could be part of a 3-year “rolling” plan, and eliminated for now those that might be considered in the future. Details and estimated costs were included. The committee considered the splitting of costs between the Reserve and the Capital funds, and/or spreading costs over two years. The selections were based on safety, budget, immediate enjoyment, location including minimal impact on adjoining owners, continued improvement to gardens and landscaping, and safety & preservation and improvement of the fairway areas.

Those recommended for this fiscal year include safety railings for the path to the lower level, quality outdoor furnishings and umbrellas for the pool area, the patio, and deck, some picnic tables, and signage. George Clapham noted that many items on their list would be postponed, but for this year H&P would like to concentrate on the gardens around the Centre, perhaps begin doing something for a practice green, and look at the possibility of a bocce game and horseshoe pit.

George Clapham related a conversation held with Harvey Graham for ideas to improve the appearance of the open grassy areas. Harvey suggested a tool called a “no-sow” drill which can plant seeds and flatten the earth at the same time, which could be helpful. Dave Sparling noted that the grass always looks much better by May, and suggested doing a walk-around in early June to better analyse the appearance, then make informed decisions on what is needed.

John suggested that homeowners should have an opportunity for input on development of the lands. The overall recommendation from the committee is to “start slowly and carefully with intent to protect the lands and ensure they can be used for low cost physical enjoyment by owners on a year-round basis.”

**Correspondence – none**

**Approval of Minutes:**

**MOTION: Moved by Nora Senechal, seconded by Dave Sparling that the Minutes of the Board of Directors meeting of February 9, and the special meeting of February 17th 2021, be approved. All in favour – CARRIED**

**Business arising from previous Board minutes: -none**

**Treasurer’s Report:** Lee Maher

Lee Maher reported that the budget exercise is particularly challenging this year due to Covid 19, rapidly increasing infrastructure costs, unknown costs, and a desire to present a fair and reasonable assessment to residents.

Finance has completed an initial review of the Operating, Replacement Reserve and Capital budgets for 2021/22 and will present a draft budget to the Board at a Special Zoom meeting on Thursday, March 18<sup>th</sup>. The draft includes the recommendations made by John Brewer’s Land Use Committee. Following comments from the Board on the budget, the Finance Committee will finalize the budget in time for the April meeting.

Lee stated that to date Finance has received initiation and assessment fees for 15 new homes, and anticipate receiving payments for three more homes in March.

**COMMITTEE REPORTS:**

**Administration:** Murray Smith

Murray Smith reported that he and Martha Simmons have been researching pool furniture. They have identified which tables and chairs to purchase, pending approval by the pool committee. Murray plans to purchase one chair as a sample for the committee to see. He plans to order sun umbrellas soon.

Murray has deferred one half of the order for indoor chairs and tables for the present. He estimates that with our current number of chairs, the Centre could accommodate 100 to 150 people if, for example, a New Year’s Eve event becomes a possibility this year.

In response to questions about patio furniture, Murray suggested that for this season the picnic tables could be used on the patio, then moved to the lawn when the budget allows patio furniture to be purchased.

**Communication:** nil report

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

They are three projects going on now, two of those will require permits, and 5 new requests.

Governance is pleased that the situation with Geranium has been resolved.

Governance is expecting a busy season, and would like a couple of new volunteers as one of their group has resigned.

**House & Property:** Dave Sparling

George Clapham noted that we need a clear, formal policy for salt application, and presented 2 scenarios: The first was to have the sidewalks salted every time it snows between December and February, to be contracted for and paid by CCRA. The second proposal was to continue with the current policy where salting is done as needed, by request.

After some discussion, and considering anticipated need, relative costs, safety and possible salt buildup in the soil and lake, the second option was selected by the Directors.

H&P is very pleased with the way Tyssid has handled salting in the past. It is a cost effective and flexible solution as Jamie monitors the situation constantly, and provides a rapid response to changing conditions.

**MOTION: Moved by Nora Senechal and seconded by Murray Smith that the Board accept the proposal that “after an inspection by the contractor and verification by a CCRA H&P representative, it may be determined that the sidewalks need to be salted. This work will be contracted and paid for by CCRA.”** 6 in favour - **CARRIED**

**Municipal Affairs:** Dorothy Bull

Dorothy reported that she has had a conversation with the Rob Frasca, the manager of Public Works for Scugog Township regarding our request for a crosswalk and for No Parking or No Stopping signs in front of the Kiosk. He explained it would be a long process, since once he inspects the situation and made a decision to move ahead, he submits to the Bylaw office. Changes to Bylaws are only done once a year. Dorothy noted she is pleased to see the tree trimming carried out by the Parks department, as that was one of the main concerns brought forward by homeowners last year.

**Social:** Lauren Maher for Ken Gadsden

Enthusiastic members of the Social committee have started to plan future events as Covid restrictions relax.

- Coffee hour will resume, probably in the fall, with a guest speaker once a month.
- A group has volunteered to host a Bingo night
- Two new members suggested a “Meet and Greet” event for New Residents when numbers permit
- Plans are being made to hold a “Grand Opening Event” for a time when all residents can attend. It will be a mid-afternoon event, with ribbon cutting, Guests, Casual Come and Go, indoors and outdoors, and possibly light refreshments.

**New Business:** none

**Adjournment:** It was moved by Dave Sparling that the meeting be adjourned at 2:33 p.m.  
The next Scheduled Meeting is on April 6<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

