

Canterbury Common Residents Association
Minutes of Board of Directors Zoom Meeting
May 11, 2021

Present: Jim Brady, Lee Maher, Nora Senechal, John Brewer, Murray Smith, Dorothy Bull, 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 Nora Senechal, seconded by John Brewer that the Minutes of the Board of Directors meeting of April 13th, 2021, be approved. All in favour – CARRIED

Correspondence: Jim Brady received an email identifying a resident who does not pick up after their dog. During a discussion on how best to deal with this issue in the community, John Brewer suggested we start with reminders and signage. It was agreed that we may need to compose a standard letter to offenders in the future, and perhaps call in Animal Control which can issue a \$200.00 fine if this behaviour can be observed.

Business arising from previous Board minutes:

The Board discussed developing a survey to ask residents for input on the land development and for a wish-list of activities. All agreed on the importance of involving new residents. Murray Smith noted that until “Meet and Greet” meetings are possible, newcomers won’t know what we already have, but he could introduce the survey as soon as meetings can be resumed. John Brewer suggested, and it was agreed by all that the survey be completed as late as possible in the fall so more newcomers can be included, and results can be assessed prior to the 2021-22 budget process. Nora Senechal volunteered to help develop the survey questions.

President’s Report: Jim Brady

Jim Brady stated that all lists of committee chairs and members for 2021-22 are in, and proposed that a motion of approval be made.

MOTION: It was moved by Murray Smith, and seconded by Dorothy Bull, that the Board accept the names of Chairs and Co-chairs of all committees for 2021-22. All in favour – CARRIED

Jim Brady reviewed the AGM possibilities, but all conceded that no decision on dates can be made until the current lockdown is ended, and we know what the provincial guidelines are. Jim wants as many members as possible to attend, and thinks we should wait until Scugog/Durham are in an orange or yellow zone. If so, we could have 50 people in the Centre, could use proxies as was done last year, and could possibly have 100 outdoors. In the meantime all preplanning will be done so once we get good information we are ready to send out the AGM “Notice of Meeting” which must be delivered 10 days prior to the AGM.

Holding the AGM as soon as possible is important as new Directors must be confirmed by the Members, and anyone choosing to remain on the Board after finishing a 2-year term must be re-elected.

Jim Brady then outlined a plan being developed by the Township and CCRA regarding the easement wanted by the Township for cleaning out the pond at the old golf course second hole. After inspecting the site they realized the entry between 231 & 235 Waterbury is not suitable for truck transit through to the pond. They now propose to use the land at the second hole to dump the sludge from the pond, leave it to dry out, then transport it along the waterfront hiking trail out to Simcoe Street for removal. It may require a widening of the trail, which would require permission from Kawartha Lakes, but it is thought the proposal will be accepted.

Jim Brady displayed a drawing showing the solution for the slope problem. Mario Giampietri and Geranium personnel plan to construct a breakwall along the slope, possibly as high as 4 or 5 feet, which will allow a pathway wide enough for a golf cart to be built on top. There will be a railing along the length for safety. The plans need to be approved by the Township and construction is expected to take place in the summer.

There has been no communications with Greenwood.

CCRA received an email recently that was supposed to be sent to us last summer but was misdirected. It informed that the total occupant load on the upper floor of the Centre is now only 140 people based on the number of washrooms. 48 persons are permitted downstairs and 40 people are permitted inside the pool area. With our current building classification category this would prohibit holding the AGM and other large meetings and this situation is untenable. Jim Brady & the Transition Committee are working with the Township to change the classification since our large groups are rare and only for short time, and most activity groups are small and do not overlap in timing. They are confident the situation can be resolved.

Treasurer's Report: Lee Maher

Lee Maher reported that the annual audit is underway with our new auditors, Elevation CPA Professional Corporation, with a preliminary report due at the end of the month, and the final report completed before June 16th.

Monies have been received from Geranium from two new McCaw St. residents for their initiation fees and assessments.

The assessments will be managed by a small team: Wendy Lang, Nora Senechal, Lauren Maher and Lee Maher. People can pay using e-transfers or cheques. E-transfers are preferred, and instructions will be included with the invoice.

Lee Maher explained that normally the Treasurer's Report and the budget are sent out to members as part of the AGM package. Due to the delay in the AGM, Finance will send the financial/treasurers report separately, as they must be delivered 10 days before the assessment invoices are sent.

After discussing printing and delivery options, Murray Smith said that Administration will be pleased to organize delivery with the Chronicle delivery team.

Lee Maher is pleased to note there is a highly qualified new member who has expressed an interest in joining the Finance Committee.

COMMITTEE REPORTS:

Administration: Murray Smith – nil report

Communication: Nora Senechal

The internet password in the office has been changed for security reasons, and is now Canterbury127. The network name is CCRA. The password will be posted on the Communications page, under the “Association News & Information” heading on the website.

Nora Senechal informed the Board that since our internet service provider will be Rogers as of May 15th, the CCRA office powergate address (ccraportperry@powergate.com) will no longer apply. Nora noted that John Rintoul monitors this address once a month, and will continue to use it to distribute community emails until the changeover to Rogers is complete.

The new email address for the CCRA office will be portperryccra@gmail.com. Nora asked whether the Board wishes to maintain this address, or whether all emails should be directed to info@canterburycommon.ca which is monitored by Dave Streeter. Following discussion, Nora recommended it be maintained to avoid a heavy load on Dave Streeter, and volunteered that she, as office manager, will monitor the site once a week. All agreed we should maintain the second address for now, and monitor its use.

Nora noted that Lee Maher’s accounting email address is now a full use address, allowing him to use it for assessments, e-transfers and other business.

Nora Senechal announced that since Dave Streeter is now looking after the technical side of the website, Karen English has taken on the task of working with Nora to contact everyone who is in charge of a page or section on the website and asking them to update their information. Areas updated so far are insurance, finance, social, governance (including By-law #1) and the golf committee. They would like to add new pictures, and Nora asked for submissions, noting that camera pictures are best, as those from cellphones do not copy well.

A new page for the Land Use Committee has been set up on the website. An introduction by John Brewer, the committee report, and the “rolling” plan are now posted under “Neighbourhood News”. They will work to keep this section up to date regularly.

Karen English, working with Nora, would like to remove outdated information on the website about the community. Changes to be made include descriptions of the neighbourhood, removal of pictures that are no longer relevant and details such as the number of homes now will be listed as 340, not 241. Nora asked for Board approval of such changes, and all Directors were in agreement.

Website use is down, with the most popular search topic being “Homes for Sale”. This is to be expected since there are few activities going on.

Governance: John Brewer (report on file)

There are 12 projects registered with the committee right now. Governance has tentatively approved 3 on McGaw Court, and 16 projects have been completed since September 2020.

The Governance Committee now has an agreement with Geranium to jointly administer the protective restrictions. Geranium still has authority for the lands, and has a lot of work going on around the homes.

They must be involved in approving projects to avoid problems with grading or service lines in the area. If someone asks Governance to modify a deck, for example, Governance would get the plans, making sure they fit with the protective restrictions, then send them to Geranium. If the project is approved by Geranium, Geranium will insist the applicant sign a legal document along with a damage deposit. Governance then will request that the resident obtain a permit from the Township. Once the project is completed, Governance will do the final inspection.

John Brewer noted that the Governance Committee doesn't usually get involved with landscaping projects, but will be reminding people to "check before you dig" and get information from service providers about the location of underground wiring or pipes to prevent damage during the project.

The Governance committee is pleased to welcome Dave Tripp, who has a lot of experience, to their committee.

House & Property: George Clapham

George Clapham outlined a long list of projects being looked after by the committee, including:

- A new quote is needed for the hand railing to the lower level, as the first was no longer valid. It is expected to be higher than the original \$3850.
- Window cleaning & spider treatment have been deferred, as has the mail kiosk refurbishment.
- The pool opening is tentatively set for May 26th; an inspection by the Health Department is required.
- Depending on Covid lockdown rules, the pool may be in use by June 1st.
- Providing there are no warranty issues, H&P will change the HVAC filters themselves.
- The new sprinkler system is installed, but requires a final test.
- H&P is removing some dead trees, and a problem of large spruce trees encroaching on the West Commons has been resolved.

A discussion was held regarding future encroachments onto the new common areas. It was decided that we need to develop a procedure to handle resident requests to plant in the common areas, and suggested that any plantings must be approved by both the Governance and House and Property Committees.

Nora Senechal noted it will be very important to inform the community of procedures to avoid conflicts.

Municipal Affairs: Dorothy Bull

Dorothy Bull discussed CCRA's request that the Township install a stop sign in front of the Centre. She stated that her contact, Carol Coleman, said a three way sign made more sense at that location. The request was to be presented to council on May 11th, the day of our meeting, and Carol will let us know their decision.

Jim Brady suggested that since CCRA had made a stop sign request, we should have a motion to approve the 3 way stop to formalize Board approval. It was decided to record in the Minutes that the Board has discussed and approved it, and make the formal motion at the next meeting when we know if the Township is in favour. All agreed to this proposal.

Dorothy's offer to donate a bench, and her proposal for an "adopt a bench" program was discussed, and met with enthusiasm by all Directors.

Nora Senechal suggested the idea would fit with the Land Use Committee's area of responsibility. John Brewer agreed, and said he would call a committee meeting to discuss possibilities.

Social Committee: Lauren Maher on behalf of the committee

Lauren reported that the Social committee members are very supportive of Ken Hurst’s ideas for residents to decorate their homes for Canada Day, and are planning decorations for the Centre. As requested, they will ensure pictures are taken for the Chronicle.

“Meet and Greet” meetings are still on hold, but planning meetings for the Grand Opening are underway.

Ken Hurst will get a quote for magnetized nametags, and the volunteers agreed they would be willing to pay for nametags.

The Social Committee is having difficulty finding someone for the Social Committee Chair/Director position. No one has volunteered.

New Business: No New Business

Adjournment: It was moved by John Brewer that the meeting be adjourned at 3:54 p.m.
The next Scheduled Meeting is on Tuesday, June 8th at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

