

Canterbury Common Residents Association
Minutes of Board of Directors Meeting
August 10, 2021

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

Guests: George Clapham, Ellen Brewer, Donna Easter

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.

Guest Presentation – Donna Easter (report on file)

Jim Brady introduced Donna Easter, who has been working with Durham Region Health Department to obtain and clarify Covid 19 protocols. Donna offered a comprehensive safety plan for residents, and updated the Centre occupancy numbers.

Donna Easter described a positive approach to encourage people to get vaccinated, noting that that Durham region is closing down their mass vaccination clinics. She suggested that if some residents have difficulty accessing a vaccine, we could help by offering transportation, as well as informing them that Durham region has a process to vaccinate the homebound at home, and it may be possible to arrange for a mobile vaccination unit.

Nora Senechal suggested sending an email out to inform people of the updated guidelines as soon as possible; this was approved.

Donna stated that there are clear requirements for all for signing in and confirming one's status. Our current cleaning protocols do meet the standard required. Groups must clean after an activity but now a cleaning log will be required. If there are no activities, the log must note that fact. A revised sign-in form is needed to include signing out as well as in, in order to tighten timelines for requiring notification of close contacts if a covid case is determined.

Donna stated that Durham Region Health has clarified that occupancy numbers were set at 75 for the whole of the Centre, but that no group could be larger than 25.

During discussions, it was decided that 15 persons could be present in the lower level, and a group of 25 in each of the 2 upper areas. This allows for a few be in the office or library. Hand sanitizing, social distancing and masking must still be maintained within each group.

John Brewer suggested that we enforce distancing rules, and set up chairs and tables at appropriate distances, possibly with taped markers, then move the extra tables and chairs to storage. Murray Smith will arrange for this to occur.

It was noted that there are a number of immunocompromised people in the neighbourhood, and that vaccinated people can also transmit the virus. Following discussion, Ellen Brewer suggested the following statement be included in the minutes:

“Until the Provincial government issues official guidelines or legislation re: vaccination status, it is difficult for CCRA to enforce any requirements for entrance to the Centre. We can however request that unvaccinated individuals or anyone who is feeling unwell, even if vaccinated, not enter the building and not participate in any CCRA related activities.” All agreed.

The guidelines will be reviewed each month, so that changes to Provincial regulations can be adopted.

MOTION: Moved by Norah Senechal, and seconded by Dorothy Bull that the Board accept the Covid Health Safety Plan as presented by Donna Easter, with the addition of the signage proposed by Ellen Brewer. All in Favour – CARRIED

Donna Easter will submit a safety plan to Durham Region health department based on today’s decisions. Jim and the other directors thanked Donna for her excellent report; Donna then left the meeting.

Approval of Minutes:

MOTION: Moved by Lee Maher, seconded by Murray Smith that the Minutes of the Board of Directors meeting of July 13th, 2021, be approved. All in favour – CARRIED

Business arising from previous Board minutes:

CCRA has received the requested Registration Information form and signed “Owner Acknowledgement and Agreement” from Geranium for 5 new homeowners in Phase 1. The Finance Committee has received their initiation and pro-rated annual assessment fees. They may now be officially approved and welcomed by the Board of Directors as follows:

MOTION: Pursuant to the provisions of section 19 of By-law No. 1, it was moved by John Brewer and seconded by Dorothy Bull 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

A discussion was held re: the lack of information we have on new Canterbury residents who are not part of the Geranium group. It was agreed that we need to start collecting data on all new people, and they should also be sent a Welcome letter confirming their status.

President’s Report: Jim Brady - AGM planning for September 1, 2021

Jim Brady confirmed that only 25 people may attend the 2021 AGM, and the proxy system will be used. Six board members, the 3 nominees for the Board and Lauren Maher, chair of the Nomination committee will attend. Guests include auditor Mr. Justin Jones from Elevation, and CTC co-chairs Ed Richards and Gord Simmons. Volunteer proxy holders will complete the group.

Vice- President’s Report: John Brewer.

John informed the board that Dorothy has joined the Land Use group, where she has been important in interfacing with Durham Region, Kawartha Conservation, and others in the region.

John Brewer discussed the July 27th update to the 3 year rolling plan. Many items are being deferred and some may be affected by the survey and can be looked at next year. Once we own the lands, we might

prioritize sign placement. John noted that many of the issues – for example the types of grasses to be used - will come up for discussion after the survey.

George Clapham suggested the possibility of hiring a planner/landscaper, and Lee Maher agreed it would be a wise decision.

Dorothy Bull mentioned that volunteer groups might be interested in having input to planning the landscape as many are interested in green projects.

John Brewer reviewed the planned resident survey. Some choices to be considered are more environmentally focused than others and costs vary. It is suggested, for example, that the lands near the Centre would be more appropriately planted as a traditional lawn, and other areas could be in a more natural state with native grasses and wildflowers, or be treed. John emphasized that the different options can be done in a “mix and match” way.

Both low and high cost activities are addressed in the survey, with pros and cons identified.

John would like to get the survey and a map out to all current homeowners, and as many of the new homebuyers as we can reach so it is completed and collected before December. Timing depends on the date of the land transfer.

MOTION: Moved by John Brewer and seconded by Marilee Egan that the Board accept the proposed letter and survey with the changes approved by the Board, and agree we will print & distribute the survey as described as soon as the land transfer is complete.

All in favour - CARRIED

Treasurer’s Report: Lee Maher. (Q1report on file)

Lee Maher stated that all assessments are in.

- Lee reviewed the first quarter financial reports, and noted that after paying for the deck we have \$72,500 in the Replacement Reserve Fund, and will need to rebuild that fund.
- As the Capital fund is in deficit by some \$20,000, the Committee is considering the use of the interest from the Lease Settlement Fund to cover much of the Capital Fund deficit.
- The Operating fund is currently slightly below budget.
- Initiation and assessment fees from the newly occupied homes on McCaw and Phase 2 of the development are currently below budget due to the construction slowdown.
- The Finance Committee is committed to a re-forecast for the budget after the 2nd quarter to see what adjustments could be made to support purchases.

COMMITTEE REPORTS:

Administration: Murray Smith Murray Smith noted that the upper level of the Centre will be reserved for meetings, and social events will generally be downstairs for the time being.

- Murray is resuming a cleaning schedule, and recommends twice a week.
- We now have 6 more card tables, and the electronic message board is being installed on Thurs. 19th.
- “Meet and Greets” are finished, and went very well; new residents are impressed with the new Centre. They noted it was one of the reasons they moved here.
- New software for the pool gate has been ordered for use with the fobs.

Communication: Nora Senechal – oral report (“Hotline proposal” on file)

Nora Senechal reminded people that the request for reports for the next Chronicle has been sent out, and asked for anything topical to be reported.

There are problems setting up the “hotline”, as the unused fax line seems to be a “dead” line. We may have been paying for lines that are not in service. Compton has been asked to send a technician.

Governance: Gord Simmons – (details on file)

There are 2 new registered projects this month, and one additional real estate call.

The Committee is pleased to have two new members: Todd Glen and Jim Worsley, and would like to add a member from McCaw Court. The Committee is planning workshops to discuss how the protective restrictions should be administered.

House & Property: George Clapham

- Durham region has removed the overgrown shrubs around the pumphouse. Ren Blimke will work with the region on replacements.
- The chemical pumps have been replaced.
- Wrinkles have been found in the pool liner. Acapulco pools has been informed, and it is hoped the problem is covered by the warranty. Lee Maher suggested that since it was a Geranium project, they should be involved. Jim Brady suggested that the CTC contact Ben Cowey of Geranium for assistance. Repair work would be done when the pool is being prepared for winter.
- All sprinkler systems are working well, and the autumn shut-down will be booked soon.
- Spider spraying will not be done this year.
- Ulo Sibul and George Clapham want to remove an overgrown shrub in the west Commons; Lee Maher suggested we ask Ulo to lead a tour of the Commons areas to clarify what is in them. Directors agreed it was a great idea, and Marilee Egan will set up the tour with Ulo. The Board will defer making a decision on shrub removal until after the tour.
- Gary Carmichael is considering the need to buy a special winter blanket for the pool, following the problematic algal growth found this spring. The pool committee decided to be extra-careful when closing the pool for winter this year and see whether or not a special blanket is needed.

Municipal Affairs: Dorothy Bull

Dorothy Bull reported that speed limit signs for Canterbury Common have been ordered, and will be installed by the Township in September and October.

Social Committee: Ellen Brewer

Ellen Brewer noted that planning for the new resident “Meet and Greet” on September 12th is going well. She applauded Donna Easter’s excellent “covid” report, presented earlier.

The social committee is working to develop more outdoor events, such as Coffee Hour or Happy Hour. The Board agreed that it is important for people to socialize, and the committee should go ahead with a planned outdoor Happy Hour and any other outdoor activities.

Ellen informed us that she has designed another scavenger hunt for September or October; the first one was very popular.

The Social Committee is waiting for a kitchen inspection, but still won’t be able to use it for now. Durham Health has informed Ellen that only registered caterers can be used during covid, so no activities including food can be held. Event planning for events such as New Year’s Eve are on hold, with reviews to be done monthly.

New Business:

Jim Brady has a copy of a letter from the residents of Coulter Street to the Mayor and councilors for Scugog and the Region of Durham. It advises them of the dangers due the high volume of traffic on Coulter Street. The letter notes that Coulter is a collector for most of Canterbury, Coulcliff Blvd, Kent Estates, Lakeshore Drive, and soon will service 66 more homes in Phase 2. The residents want a stoplight

at the Country Estate/ Simcoe Street intersection, and are asking for our support. The Directors fully support their initiative, and will draft a letter of support.

Murray Smith asked what we know about phase 2 construction and the “Slope” problem. Jim Brady responded that Geranium can’t start construction of the next phase because there is no site plan. There is now a site plan for the slope, with a projected cost of \$200,000. There has been no response from either Geranium or Greenwood to email or telephone requests for information.

Adjournment: It was moved by Nora Senechal that the meeting be adjourned at 4:35 p.m. The next Scheduled Meeting is on September 14th at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

