

Canterbury Common Residents Association
Minutes of Board of Directors Meeting
October 12th, 2021

Present: Jim Brady, Lee Maher, Nora Senechal, Murray Smith, Dorothy Bull, Ellen Brewer, George Clapham, Tom Phipps, Marilee Egan.

Guest: Ed Richards

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 1:00 p.m.

Guest Presentation: Jim Brady invited Ed Richards speak about CCRA's Property and Casualty Insurance coverage for 2021-22.

(report on file)

Ed Richards described CCRA's insurance renewal possibilities. Of 8 companies contacted, only 2 replied, one being our current insurer. Ed noted that this is a particularly challenging market cycle, and our insurance broker Taylor Forder stated that costs of all commercial accounts have increased significantly this year. After careful consideration of costs and services included, Ed recommended we renew our policy with Economical Mutual. Their quote showed an increase in cost of \$3,540, \$2000 of which is due to ownership of the former golf course lands. They also had worked with a team to assess the land and risk. A second company, Commonwell, had a similar quote but some details they described about our situation were not correct, and with the short timeline we faced were not recommended at this time.

George Clapham asked whether signage would help with our liability, and Ed Richards agreed it would, but also noted we have had no problems during the last 61/2 years.

Ellen Brewer asked about our liability with icy sidewalks. Ed replied that the Township owns the sidewalks, and though we hire Tysyd to plow them it is the homeowner's responsibility to keep their section safe. They would only be liable if they had created a dangerous situation, for example directed a downspout onto the sidewalk causing ice and did not solve the problem. We are, however, responsible for the parking lot.

MOTION: Moved by Lee Maher, and seconded by Tom Phipps, that following the presentation by Ed Richards regarding the October 17, 2021 insurance quote, the Economical Mutual quote of \$19,444 plus tax for renewal of the property and casualty insurance policy be accepted and our insurance broker Taylor Forder be so advised.

All in favour – CARRIED

Jim Brady thanked Ed Richards, and Ed left the meeting.

Correspondence nil

Correction to the Minutes of September 14th, 2021

Under **Presidents report**, pg.2, the Motion on the Land Use survey read:

“It was moved by George Clapham and seconded by Tom Phipps that the Land Use Committee be re-organized to include members of the community from each of the geographic areas following an analysis of the survey results.” This has been corrected to read:

MOTION: It was moved by George Clapham and seconded by Tom Phipps that the Land Use Committee be re-organized to include members of the community from each of the geographic areas. The Committee will carry out an analysis of the survey results.

All in Favour – CARRIED

Approval of Corrected Minutes:

MOTION: Moved by Nora Senechal, seconded by George Clapham that the corrected Minutes of the Board of Directors meeting of September 14th, 2021, be approved.

All in favour - CARRIED

Business arising from previous Board minutes - nil

President’s Report: Jim Brady

- A proposal was made to have Lou Rocha be a contact person and spokesman for the residents of McCaw Court to bring their issues or concerns to the Board. All agreed with the proposal.
 - Jim Brady informed the Board that Donna Easter will be contacting the Durham Health Department next Monday the 18th, and will be updated on Covid protocols at that time.
 - At a meeting with Geranium it was learned that they are starting to work on the slope problem, and that the job could be completed within the month depending on the weather.
 - Geranium is still not going to do anything to help with the erosion of the pathway, but their Senior Vice President Cheryl Shandron has agreed to look into the problem and will report at our November meeting with Geranium.
 - Geranium is sending trees for planting; they are expected to arrive the week of October 18th. George Clapham hopes that Ulo Sibul will have input on their placement.
 - Geranium will begin digging basements in the new section in the next couple of weeks.
 - Jim Brady has spoken with Akiva of Greenwood, and apparently there is an indefinite delay with the building, with Covid being the major cause.
 - Dorothy Bull will be the only Director on the new Land Use Committee; George Clapham will act in a supporting role. The role of the committee is to analyze the survey responses, categorize preferences, investigate costs, and develop priorities to be presented to all the homeowners and the Board for approval.
- Lee Maher noted that there is some urgency, so that the financial aspects can be determined for budgeting purposes.
- George is contacting potential members who live in each of the geographic areas and are interested in participating.

Treasurer's Report: Lee Maher

- Lee Maher noted that we have had a decrease of \$110K (23%) in CCRA liquid assets over the last twelve months. The reduction can be attributed to committed Replacement Reserve Fund expenditures and the continuing pressure on Capital expenses.
- The delay in Geranium housing starts has put \$8,000 plus of this year's income at risk.
- Operating costs are doing well, cash flow has been accommodated, and the cashable GICs give some flexibility. The Capital Fund will require a transfer of money from the Lease Settlement Interest and Operating Fund surpluses by the year's end.
- Doug Thiemann is currently working on a revised forecast of expenses with H&P/Admin for the remaining six months of the fiscal year
- Finance is proposing to bundle all the accounts related to fire/security next year into one account.

COMMITTEE REPORTS:

Administration: Murray Smith

Murray Smith explained that the lift is out of service and he had arranged for a technician to fix it. The technician arrived during the Board meeting and has now made the necessary repair. Murray noted there have been requests for yoga classes. Sharon Stevens has offered to set up classes with a qualified yoga instructor to teach a class once a week for a fee of \$10.00 to \$12.00 per person. She is double vaccinated, and is qualified for both regular and wheelchair yoga.

MOTION: It was moved by Murray Smith, and seconded by George Clapham that we invite a double vaccinated professional instructor to teach yoga classes once a week in the Centre.
All in favour - Carried

Murray Smith has asked Duff Electric to install an electrical outlet below the television in the Centre, as there is no convenient plug there. He will also ask Mike Kapuskin to install a shelf below the television.

During discussion it was noted that the TV must be lifted for accessing the USB port on the back of the TV. It was suggested the TV be mounted on a swing support for easier access, and it would also allow the TV screen to be rotated when desired. Murray stated he would look into this solution.

Rogers is giving a special credit to CCRA for the bills we have paid for the Centre over the last two years while we didn't have service. They also agreed to provide free service for one year for all of their programs, and at the end of the year CCRA can choose the packages we want to keep. Murray noted that Lou Rocha and John Rintoul have spent a lot of time working on our equipment.

Communication: Nora Senechal

- Nora Senechal announced that work has started on the Winter Chronicle, and reminded directors to submit their reports.
- Communications needs more ad revenue since they are now printing more copies for McCaw Court members. They plan to charge more in future for the back and inside back full page ads, and will evaluate interest from advertisers. They are also trying to keep a good balance between the number of pages of ads and of features.

- Lee Maher commented that some outstanding debts from advertisers have been forgiven in view of the difficulties experienced by small businesses this year due to Covid.
- Nora Senechal mentioned that the message board, had “timed out” while running, and that Lou Rocha is working on solving the problem. The Board agreed with Nora’s suggestion that it run from 8 am to 9 pm daily, and Nora invited the directors to provide content for inclusion.
- We have had an unexpectedly high number of unsuccessful attempts to access the resident pages of the Canterbury website, suggesting that our new security features are working well.
- Karen English has been storing CCRA photographs on her personal computer dating back to 2012, and she and Lou Rocha have been working to move them to the office computer.

Governance: Tom Phipps

- Tom Phipps stated that Governance has had a quiet month with only a couple of new projects.
- There have been 25 parking permits issued for the Centre parking lot due to ongoing construction projects.
- Tom reported that Governance has inspected the backyards of the McCaw Court residents backing onto the Nature Trail and has agreed that higher hedges may be allowed for privacy, as no sight line issues are involved.
- There are no homes on the market in Canterbury at this time.
- It had been reported that the closings of four of the homes in phase one have been delayed due to shortage of bricklayers, but one of them has now been started.

House & Property: George Clapham

- George Clapham reported that Gary Carmichael has started putting chemicals into the pool for the winter. Aqua-Tech will complete the closing. Unfortunately the new winter blanket will not arrive in time, and the old cover will be used. It is hoped with the late closing and a planned early opening, the algal problem of last year will be reduced.
- A new volunteer for the committee, Mike Kapuskin, will build a mail holder for outside the office.
- Gary Carmichael and Steve Holt have installed a ventilation system in the downstairs washroom
- Jim Brady confirmed that we are not responsible for snow clearance on McCaw Court this year.

Municipal Affairs: Dorothy Bull

Dorothy Bull has determined that access to repair the meadow properties may not require a permit from the Township, as Ren Blimke may be able to use the access we already own around the pond.

Dorothy reported that she has been in contacted with Renata Rozinger of the Traffic Department for the Region of Durham regarding the poor lighting at the entrance to Country Estates at Simcoe Street. When travelling South, the lights are hidden by trees, and the entrance is easily missed. Renata has visited the site, and will discuss the situation with her supervisor. If this person is

agreeable, she will register the complaint on our behalf. Renata will try to get approval for some kind of reflective sign on the north side of the entrance.

Social: Ellen Brewer

The Social Committee is pleased to welcome two new members, Lynette Scott and Kim Ward.

Ellen stated that the committee has been briefed on Board business and Covid updates.

The “Meet and Greet” went well, but activities such as Happy Hour and Coffee Hour are on hold.

The Social Committee has decided to hold a Bingo in the future, and will do more planning in the next meeting. The plan would have tables separated, participants masked and willing to stay in their chairs, and no washroom breaks. They could organize a “one door in, another out” as well, and the event would meet all safety guidelines.

New Business: Office Manager Report Nora Senechal

The UPS has been installed, and Nora Senechal and Lou Rocha are doing backups on the computer, which apparently has never been done. They are currently using the free version of the backup software. Lou recommends purchasing the full version at a cost of approximately \$50. The proper version of the software would then have additional features and the purchase would include yearly updates.

Lou has installed (free) de-frag software and continues working on de-fragmenting the computer to improve performance.

Lou has also suggested having 2 computers in the office, one to be used only by the Secretary, the Finance Committee, and the Office Manager, the second for all other uses. Lou has offered a second computer at no charge.

Lou has recommended that we purchase proper software to scan for viruses and malware. Currently the computers in the office are at risk as only one has anti-virus software and it is an outdated free version without malware protection.

Adjournment: It was moved by Ellen Brewer that the meeting be adjourned at 3:55 p.m.

The next Scheduled Meeting is on November 9th at 1:00 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

