

Canterbury Common Residents Association
Minutes of Board of Directors Meeting
November 9th, 2021

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

Regrets: Dorothy Bull

Guests: Ed Richards, Roger Doe

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: Home Owner Documentation.

Ed Richards and Roger Doe explained that our obligations as outlined in By-Law #1 require CCRA to develop and maintain a database and files for all CCRA residents, as is currently being done for each new Geranium homebuyer. The file would contain a form completed by the homeowner(s) indicating their name(s) and address, their contact information, the status of other residents in the home, and a signed statement that each Member agrees to abide by the Protective Covenants as described in By-Law #1, "Schedule A".

The files will be kept in the secure storage room and would have to be updated each time a home is sold.

The requirement is also part of the agreement between Geranium Homes and CCRA that CCRA homeowners follow the same process as Geranium homeowners, who must sign a separate form to confirm they will follow the Protective Covenants as described in By-Law#1, "Schedule E". Once signed, their documents are transferred to CCRA, and the homeowners become Members of CCRA.

Ed and Roger stressed that the form has only the same information as is on the original purchase and sale agreement signed by each CCRA purchaser with their lawyer when they bought their home, and nothing else.

By definition, only homeowners are Members, and since only Members may vote on CCRA issues or serve on the Board, there needs to be documentation to confirm the legal owner(s). This is information we should have, but do not at the present time. In response to a question, Roger Doe explained that it is a legal requirement that any Member can check to learn who is a lawful homeowner, so this information cannot be considered as private.

Ed and Roger noted that the lawyers for both CCRA (Mr. Tudhope) and Geranium (Mr. Shankman) have determined that the Board should fulfill this responsibility as soon as possible. Roger Doe will write a covering letter to CCRA Members to explain the process.

After answering questions, Ed Richards and Roger Doe left the meeting.

A discussion followed on how the process should occur, and it was decided to refer it to the Governance Committee which according to CCRA Policies and Guidelines "shall be responsible for the supervision of compliance with the Protective Restrictions".

Tom Phipps agreed to take the proposal to the Committee, and report back to the Board as soon as possible. Nora Senechal asked that it be noted that she, as office manager, wants to be part of the discussion. Jim Brady noted that there is money available for expenses to support the effort and, should it be necessary, to hire assistance.

The Board unanimously agreed that the Governance Committee be responsible for managing the Homeowner Agreement project, and that the project be supported financially.

Correspondence -Nil

Approval of Minutes:

Moved by Nora Senechal, and seconded by Ellen Brewer that the Minutes of the Board of Directors meeting of October 12th, 2021, be approved. All in favour - CARRIED

Business arising from previous Board minutes: Nil

President's Report: Jim Brady

Jim Brady shared a suggestion that we limit the time allotted to discussion at Directors meetings by pre-reading the Committee reports. Discussion could then be focused on clarifications of the reports or any new information. All agreed.

In camera. Motion: motion to move in camera mover Jim Brady, seconder George Clapham. Carried

Discussion: traffic flow.

Motion: motion to move out of in camera, mover Jim Brady, seconder Marilee Egan. Carried

Jim Brady noted that Geranium is behind schedule, but plans to start digging basements in the next week and finish them in the January-February time frame.

Vice President's Report: George Clapham

George Clapham announced that the Land Use Committee has had two meetings to date, and David Cooper has been approved as chair. The committee has reviewed the resident surveys results, has proposed some ideas for the land and is working to cost their proposals. A "walk-about" is planned to try to determine a possible walking path. John Nesbitt has made one contact with a contractor who could build the path, likely using a limestone base, and plans to get additional quotes.

David Cooper proposed building a covered pavilion on a cement base for use as a picnic area and other events. It was suggested it could also be used for shuffleboard.

Dorothy Bull has a guest coming to Canterbury to advise on grasses or other plantings, and has links to 2 landscape architects who for a fee could develop "low cost" plans for the area. All agreed it would be a good idea to involve professionals.

Committee chair David Cooper believes there are as many as 450 trees still left to be planted.

Lee Maher indicated that Finance would like to support these plans as much as possible, but asked to be informed of expenses that might occur in the next four months since there is currently no budget for development.

Treasurer's Report: Lee Maher

- Lee Maher reviewed the mid-year financial report. He noted that the Finance budget has been able to accommodate all requests made by each of the operating groups.

- As previously planned, Finance has transferred \$20,000 from the Operating Fund to pay a partial portion of the Capitol Fund deficit, to a more manageable debt of \$7000.
- The delayed construction is affecting income by about \$8000 at the moment, but otherwise income is in line with the forecast.
- Operating expenses are down since the Centre has not been open, and the 3 operating groups have done an excellent job at controlling costs. Costs are expected to increase now that the Centre is opening up, and some trades are coming in.
- Finance currently plans to realize a \$16,000 surplus in the Operating Fund as is normal, to apply to next year's assessment.

COMMITTEE REPORTS:

Administration: Murray Smith

Murray Smith reported that the elevator should be back in business tomorrow; a new part was needed.

Pool furniture: the chairs are in stock, but to reserve them the company would like to charge us \$300 for storage. They would also like us to pay up front for tables which have not yet arrived from China. Murray has firmly declined their request.

The room divider is operational, and Murray would like to train additional operators.

Extra electrical plugs have been installed as requested.

Communication: Nora Senechal

Nora reported that Lou Rocha is preparing a procedure for residents and committees to follow when wanting to post items on the electronic message board. When completed, Nora will present it to the Board. Karen English has taken an excellent picture of the new slope wall. It will be sent to Gord Simmons for the CTC files & to Governance, it will be printed in the Chronicle and posted on the electronic bulletin board.

Governance: Tom Phipps. (Report on file)

Tom Phipps clarified that the Governance committee has no contact with Geranium at this time.

There were no new projects referred to Governance this month.

House & Property: George Clapham

Many "housekeeping" items have been looked after this month – the pool & sprinkler systems are winterized, Christmas lighting is underway, new electrical outlets were installed and the defibrillator serviced. The defibrillator has been moved to the library area, above the fire extinguisher, for easier access and proximity to the phone.

Municipal Affairs: Dorothy Bull (report on file)

Dorothy Bull reported that signage on speed limits and for the Township right of way are delayed.

We may be able to apply for an "seasonable open permit" from the Township for maintenance/repair of the new lands.

Dorothy has received no information from the Durham Region Traffic Dept. on our request for an entry sign on Simcoe St at Country Estates.

Social: Ellen Brewer

- Ellen Brewer informed us that Donna Easter will be speaking with Melissa Sung this afternoon to find out when the kitchen will be inspected.
- Someone from the Durham Board of Health is expected to come to the Centre to inspect our sign-in books and to confirm we are following all Covid 19 requirements.

- Ellen noted that two more symptoms of Covid have been reported by Durham Health: unusual extreme fatigue, and unusual joint stiffness.
- One positive finding has also been reported: If a fully vaccinated person contracts Covid, they are only contagious for one day after symptoms occur.
- Ellen reminded all to book their booster shots, and appointments can be made on the Durham Health website.
- The Social Committee is planning Christmas decorating and several events, - coffee hour, bingo night, and a “Welcome Back” event, and are timing them no earlier than two weeks following the Christmas/New Year time frame in case of Covid-sharing during the holidays.
- The Social Committee has 2 requests:
 - A) Could a “Buy and Sell” section be set up on the website? Nora Senechal agreed to take the request to the Communication committee.
 - B) Could the bulletin go out twice a week instead of once?
 Nora explained that our system does not allow a large number of emails to be sent out at once, and John Rintoul, who sends them, must do so in batches, wait an hour and repeat, so it would be a big imposition on him.

Lee Maher informed us that there is now software available which would allow John to send reports to all residents at once, and Lee suggested Finance would support the purchase. All agreed with Lee; Nora will contact John Rintoul and Lou Rocha to discuss doing so.

Nora reported that Lou Rocha is posting all information about activities on the electronic message board, so anyone entering the Centre will be informed.

New Business: Nil

Adjournment: It was moved by Ellen Brewer that the meeting be adjourned at 4:00 p.m.
The next Scheduled Meeting is on December 14th at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

