

Canterbury Common Residents Association
Minutes of Board of Directors ZOOM Meeting
February 8, 2022

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

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: Donna Easter: Covid 19 protocol update.

Donna Easter described the latest Durham Region Covid protocols for the Centre:

- Instead of signing in, each person entering the Centre must use their fob, even if the door is open, for contact tracing.
- Once inside, a group coordinator will scan each vaccination certificate and check ID. Two new tablets will be available for scanning QR codes. Donna cautioned that everyone must bring their newest passport, as the 2-dose certificate becomes invalid if one has had a booster shot, and that Durham Region is conducting surprise “spot checks” to confirm compliance with the rules.
- Donna explained that she and Lou Rocha held 4 information sessions on Monday the 7th, to explain how to use the scanners.
- Currently we are permitted 2 activities of a maximum of 25 people on the upper level, 15 on the lower, plus office volunteers and library visitors. Meetings have a maximum of 10 people at the same table.
- Donna has prepared an information sheet to be posted at the Centre, on the CCRA website and in the Bulletin.
- Donna advised that our “Nurse Committee” volunteers have a plan in place on how to proceed should an infection occur in the neighbourhood.

Correspondence: email from Errol Yeaman re: leaf cleanup policy

Errol Yeaman asked that the Directors review their decision not to provide leaf cleanup in the Commons areas. After discussing Errol’s request, the Directors affirmed their earlier decision on cleanup service. It is believed that we cannot afford the high cost of providing this service to all the expanded lands, and all areas must be treated equally.

It was suggested that using lawn mowers to mulch the leaves and leaving the fragments to decay is good for the lawn.

Lee Maher noted it might be possible to form a volunteer group to take turns helping with those areas with particularly dense leaves as is done in other areas of the Commons. Jim Brady will call Errol to explain the situation.

Approval of Minutes:

Moved by Nora Senechal, seconded by George Clapham that the Minutes of the Board of Directors meeting of January 11th, 2021, be approved. **All in favour - CARRIED**

Business arising from previous Board minutes: nil

President's Report: Jim Brady

Jim Brady initiated a discussion on the need for "Private Property" signs on our new lands. Issues discussed included the following:

- we do not own all the lands yet,
- there will soon be new residents who should have input,
- there are items still to be negotiated with Geranium and the Township
- there is a possibility of obtaining grants which may affect "Privacy" issues.
- there would be the issue of "policing" the lands.

It was decided that a decision on "Private Property" signs be postponed until the situation clarifies. Lee Maher and Nora Senechal proposed that for now we order simple signage indicating ownership, with an option to place "Private" signs in future if needed. All agreed, and the following motion was made:

MOTION: It was moved by Lee Maher and seconded by Dorothy Bull that signs be posted saying "This land is owned and maintained by Canterbury Common Residents Association".

All in Favour – CARRIED

Jim Brady reported no news on the Greenwood property. If Greenwood is not going to build for a couple of years, CCRA wants the property be hydroseeded, and the fences removed. The Township is supportive of CCRA.

George Clapham explained that the H&P and Admin committees will need more storage space, and referred to a detailed plan which outlines a 20' x 40' addition to the North side of the Centre. The plan, costed at \$167,000, includes a replacing the North door to allow wheelchair access as required by the current building code.

Murray Smith feels that while it is hard to justify the cost at this time, storage will eventually be needed. George Clapham would like the discussion to start now, but thought the project should wait until all 99 homes are in. Jim Brady stated he would work with a new President to go over potential costs.

Marilee Egan stated she thought there should be a detailed plan of what and how much needs to be stored, in case a smaller building would work.

Lee Maher feels that the stairs to the basement are more of a concern, and building codes should be checked in case there are other code issues.

All agreed that any such projects would be presented to the community for approval.

Land Use Committee:

LUC would like to act on some aspects of property development this year.

George Clapham noted that work has been done, for example, on designing the pathways, and Dorothy Bull has received landscape and planting suggestions proposed by Greenside Up Landscaping. The committee will submit a report soon. While the project is expensive, both feel they can prioritize and cost manageable parts that could be done this year, so Finance can plan their budget. They will likely work in the area around the Centre, and the plans will be presented at the AGM for community input/approval.

Nominating committee:

Tom Phipps' nominating committee has found some excellent candidates for the Board for next year, and plans to place a notice in the Bulletin asking for more volunteers.

Ellen has agreed to stay on the Board, and Lauren Maher will stay on as chair of the Social Committee.

Treasurer's Report: Lee Maher (report on file)

Lee Maher reviewed the Q3 financials. The Finance committee has approved them unanimously. Lee asked if there any questions; there were none. Jim Brady complimented the committee on their good job.

MOTION: It was moved by Nora Senechal and seconded by Tom Phipps that the Board approve the Third quarter financial statements. All in favour - CARRIED

- Lee has been working with Trish Irven to re-organize and re-file the financial records. Lee highly recommended her work. There are 5 years of files stored downstairs, and two years of files in the office; the auditor confirms that 7 years of file keeping is adequate.
- Finance has received one initiation cheque from a McCaw closing, and expects three more closings before the end of the fiscal year.
- For next year, the Finance Committee is budgeting a Replacement Reserve /Operating assessment fee without any increase over the 2021/22 assessment of \$530/household. If this is not possible, they will attempt to hold any assessment increase to zero plus inflation.
- Starting April 1st, Finance is going to categorize all initiation fees coming from the new homes for Land Use development projects.
- There are 2 Replacement Reserve Fund potential expenses: the parking lot light upgrade for approximately \$10,000, and a possible replacement of the North and South EXIT doors to bring them up to code. Our fire expert Ron Barrow identified them as a possible fire issue.
- As to the Capital fund, Finance Committee propose a moratorium on buying anything that would add to our storage problem. Currently, the only Capital item remaining to be purchased is furniture for the Centre and the pool area.
- There were significant savings while the Centre has been closed, and they will be applied to paying down the Capital Fund deficit and assist with next year's budget.

COMMITTEE REPORTS:

Administration: Murray Smith

Murray had no news, except that the lift should be operating by next week.

Communication: Nora Senechal

Nora Senechal explained there is a great group of people interested in helping with a project to develop a safety check system for people who live alone. The group needs a coordinator; no-one has yet volunteered. Nora will submit information on this initiative and ask for volunteers in the March and April Bulletins and the Chronicle.

The spring Chronicle is underway, with a submission deadline of Feb 28th.

Nora recognized Brenda Glover for a great job done on the Bulletin, which Brenda produced with Martha Simmons help.

Nora reported that Dave Streeter has purchased the new hosting platform, and has already started to migrate items over to the new website. She stated that he has done a fantastic job, and is working on a "Marketplace" feature.

Lee Maher commented that the average CCRA member probably doesn't read the Board minutes on the website, so it would be good idea for the Board to include a note in the Bulletin listing the highlights of topics discussed at each Directors meeting. All agreed, and George Clapham offered to write something for submission.

Governance: Tom Phipps nil report

House & Property: George Clapham

George Clapham informed the Board that H&P has one quote for the parking lot lighting upgrade for approximately \$8000.00. Ren Blimke is seeking another quote.

Warning signs for the McCaw trail are ready, but H&P must wait for a thaw to install them.

Municipal Affairs: Dorothy Bull

Dorothy Bull thanked John Nesbitt for getting the quick response to a resident's concerns about the placement of some telecom vehicles parked where they interfered with safe view of traffic on Coulter. The problem was solved by the next day.

Social: Ellen Brewer

Ellen Brewer announced that the kitchen inspection may be in March, and coffee hour is on hold until doors can be opened for ventilation.

Donna Easter asked if family event bookings for the Centre can be kept. It was felt this is not possible until Covid protocols change. Donna will make sure all those with bookings understand the possibility of cancellation.

The yard sale is booked for May 7th, since it is outdoors. Jeanette Rintoul is in charge.

Ellen Brewer asked if we are able to hold a Canada Day celebration, would the Board cover the cost which she estimates at \$800 to \$850. They plan to have it indoors the Covid rules allow, and if not, it may be possible to have it outside if the weather allows. The committee hopes to be able to decide by June 1st. Jim Brady assured her that the cost would be covered.

The June 4th "Welcome Back" celebration is still tentatively booked for Saturday, June 4th.

New Business: Nil

Adjournment: It was moved by Murray Smith and seconded by George Clapham that the meeting be adjourned at 3:12 p.m.

The next Scheduled Meeting is on March 8th at 1:00 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

