

Canterbury Common Residents Association
Minutes of Board of Directors Meeting
March 8th, 2022

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

Guest: Lou Rocha

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 1:12p.m.

Correspondence: Letters from the following members were received:

- a) Errol Yeaman re: a request that the Board re-consider their decision to omit leaf cleanup in the Commons area next to his home. (letter on file)
Mr. Yeaman has been contacted by Jim Brady several times by phone and letter to explain the decision. The Board discussed the issue again, and decided that the decision would not be changed. Lee Maher noted that it would cost \$5000 to \$7000 for the spring and fall cleanup of all the Common areas. Jim will follow up with a final letter to Mr. Yeaman confirming that the Boards unanimous decision regarding this issue remains unchanged.

- b) Bryan Hazelton re: mailboxes, construction dump boxes, and bright lights.
Jim Brady has contacted Mr. Hazelton to explain each of the following concerns:
 - 1. The location of mailboxes is decided entirely by Canada Post, and CCRA has no input.
 - 2. The locations of dumpsters will vary depending on the stage of construction, and should noise become an issue, it is recommended that Mr. Hazelton call the Geranium hot-line at 905-479-7379.
 - 3. The lights are a standard for our type of neighbourhood. If the light it too strong it was suggested that Governance could recommend some tall plantings to ameliorate the problem.

- c) Doug Thiemann re: request to include guests for Duplicate Bridge meetings once the Centre is opened. Guests have attended in the past, and are needed to provide a sufficient number of players. They would be sponsored by CCRA members. The request was approved.

Approval of Minutes:

Correction to the minutes: Jeanette Rintoul's name was wrongly listed as "Jeanine" in the Social Committee section. With this correction, a motion was made:

MOTION: Moved by Dorothy Bull, seconded by George Clapham that the Minutes of the Board of Directors meeting of February 8, 2022, be approved. All in favour - CARRIED

Business arising from previous Board minutes:

- 1. There has been no news on "Adult Lifestyle" signage for the entrances to Canterbury Common.

2. Signs stating “**This land is owned and maintained by Canterbury Common Residents Association**”, and approved at the Feb. 8th Board meeting has not yet been ordered. George Clapham will follow up on both items.

President’s Report: Jim Brady

Jim Brady outlined Donna Easter’s recommendations on Covid protocols. Donna suggests we be cautious for the rest of March due to March break social events, and returning snowbirds. Following April 1st, no scanning will be required, and unvaccinated people will be able to enter the Centre. It was agreed that a sign reminding members to refrain from entering if they are feeling unwell will remain posted.

At their monthly meeting with Geranium, the CTC & Jim learned that approximately 40% of the new basements have been dug, that Geranium hopes that the first residents will move in during July, and that the end date for Geranium may now be the end of the first quarter, 2023.

The CTC is working to ensure there will be a walkable trail on a “pinched” area behind lots 8 & 9 on Holtby Court. Currently there is a 3:1 slope planned which is not suitable for walking. Both Geranium and the Township have been notified of our concerns, and the Township supports our position.

The CTC is also requesting that Geranium make a berm on the Simcoe Street side of the western meadow using the stored earth, and there is a plan to plant trees along it to help with traffic noise on Simcoe Street.

Jim Brady reported that Akiva Wolff from Greenwood has reassured him that the Greenwood development will proceed. A new architect has been hired, and delays are due to changing regulations for retirement homes from the Province due to Covid 19. Akiva indicated they are looking at the additional costs of these changes, and more details will be known by the end of March.

Jim Brady met with the Social Committee to share in planning the Centre “Grand Opening” on June 4th and 5th. Ed Richards and Gord Simmons of the CTC had done planning two years ago for the original opening date which was postponed due to Covid 19. Both groups are now working together on the project. The Social Committee has so many ideas that the event will now last for 2 days, with the first day being a more formal event with invited guests such as representatives of Geranium, the Township, and the Town. The second day would be a more casual, social CCRA member event. More information will be forthcoming.

Treasurer’s Report: Lee Maher (data on file)

- Geranium has now closed 30 homes on McCaw and provided initiation fees for the last 3 McCaw residents. Fees for the remaining 3 homes on Coulter will be included in the Phase 2 fees.
- For budgeting purposes, Finance is budgeting for 25% of the remaining 69 homes to be closed in each of the 3rd and 4th quarter of 2022/23, with the remaining 25% closing in each of the 1st and 2nd quarter of the 2023/24.
- Perhaps CTC could suggest to Geranium that they simply provide the remaining Initiation fees in a lump sum.
- Finance has a potential qualified volunteer to join the Committee
- Lee Maher, explained to the Board how different projects are funded and managed. For illustration purposes he suggested that we consider four silos (Capital, Replacement Reserve, Operations and Land Use Development) The first silo contains the funding for our ongoing “operating expenses” (utility bills, lawn and garden maintenance, snow removal, repairs to the Centre, etc). The second

silo, called the Replacement Reserve Fund is provided to pay for items that break down, wear out or just get old. The third silo is called the Capital Fund and identifies projects/money for “new projects or acquisitions”. The fourth silo (a recent addition) will be used to finance the front-end expenses of the Land Use Committee.

- The Finance Committee is attempting to develop a 2022/23 budget without an assessment fee increase, or if necessary simply up by the increase in the inflation rate.
- The Operating Fund surplus will be determined at the end of March.
- The Replacement Reserve Fund has identified one potential significant project for next year; parking lot light replacement. There is currently \$73K in this fund.
- The Capital Fund currently has a deficit of \$9K as well as a number of commitments which will depend on the Operating fund for financing.
- The Land Use Fund is currently unfunded with \$27K of projects committed. and will eventually rely on the remaining Initiation fees for monies.
- Geranium will continue to be responsible for the grounds maintenance of McCaw Court for the foreseeable future.
- In preparation for finishing the financials for the end of the 2021/22 year, Lee proposed holding an “extraordinary” Board Financial meeting near the end of April to go over the final numbers and make decisions on next year’s budget. It was agreed to set up the meeting with the Board and Finance Committee members.
- Finally, the Finance Committee noted we are spending about \$12 to \$13,000 in cleaning costs, and is concerned we are not charging enough for Centre rentals to cover our cleaning costs and incidentals. Murray Smith will take these concerns to the Admin. committee for consideration.

COMMITTEE REPORTS:

Administration: Murray Smith – nil report

Murray Smith was pleased to receive the new soft chairs during our meeting, and says they look beautiful. They were chosen by Betty Snell and Cathy Spohn.

Communication: Nora Senechal

Nora Senechal reported that she is close to sending the next Chronicle to the printer, and needs any submissions as soon as possible.

Dave Streeter has been working hard on the “Marketplace” feature; the Marketplace group has reviewed it and Dave has already incorporated their ideas.

The Committee will meet with Donna Easter to set up a calendar that not only works better for her, but also saves \$100 USD a year.

Nora relayed a request from Brenda Glover to send submissions for the Bulletin to her personal email as she is having trouble with the bulletin@canterburycommon.ca website address.

Lee Maher noted that George’s Board report in the Bulletin was very well received, and all agreed. He was asked if he would continue. George has agreed to do one more report, then will pass on the responsibility.

Governance: Tom Phipps

Tom Phipps noted there have been no changes from last month related to Governance.

Tom also stated he had recently read that the ONCA (Ontario Not For Profit Corporations Act) has some new regulations for financial reporting, and wondered if we are in compliance. He noted the article suggested a lawyer may be required.

Lee Maher explained that we file all our documents through our accounting firm Elevation (auditor Justin Jones) which specializes in non profit organizations and would no doubt be aware this, but suggested he would look into the situation and would inquire if there are changes that affect us. Tom will forward the information he has to Lee.

House & Property: George Clapham

The parking lot light upgrade contract is being reviewed by Ren Blimke as he researches a second possible contractor.

Mike Kapustin, Gary Carmichael, and Mike Pullen have checked out the patio doors, the kitchen door, and the South entrance doors and are confident they can be reconditioned, instead of being replaced, providing significant savings for CCRA. They have not yet examined the North door.

Ellen Brewer mentioned that when she enters the Centre early in the morning the pot lights are still on. People need to learn that lowering the slide does not completely turn out the light, and that the switch panel must be pressed/clicked to do so. Nora suggested a memo will be put in the Bulletin to explain the situation.

Ulo Sibul is working on a “tree report” outlining where new trees should go, and where dead trees should be removed.

The LUC plans to build a path from the parking lot by the pool to meet the old golf course path could cost as much as \$8000. They would like it to be strong enough to support a truck. During discussion it was noted there could be problems with underground pipes, and there are problems at the moment with water run-off into the pond. Ren Blimke is researching the situation.

A discussion was held on air flow in the Centre. Ellen Brewer noted that it can get quite stuffy during exercise and wondered if there was a “fan only” setting on the furnace. She also wondered if the doorstops could be lowered so doors could be blocked open. George Clapham said he will check into the situation.

Tom Phipps noted that the conditions of the sidewalks this winter have been poor. The section near the Kiosk was particularly bad. That section is owned by the Region and Lee Maher suggested it needs to be raised and replaced.

George Clapham will pass on the concerns about the other sidewalks to Jack Ball.

Municipal Affairs: Dorothy Bull

Dorothy Bull announced that the Township now has a binding agreement for an access route leading from the waterfront trail, across Canterbury land to the North Pond for pond maintenance. The Township suggested trees or shrubs not be planted near the route where they could be damaged.

Jim Brady noted that it will be another 15 years before it needs cleaning again.

Lee Maher stated that we will need truck access to the meadows, and that the access would be very useful for us.

Social: Ellen Brewer

The kitchen inspection is scheduled for March 11; it is expected to go well.

The Centre is expected to be open to all on April 1st.

The Committee plans to open up for big events by May 1st, but will keep to 25 per group until then.

The Board of Directors prefers to be cautious, waiting to see if Covid numbers are affected by March Break and Easter.

Plans are being made for Coffee Hour and Happy Hour sometime in May.

The garage sale is May 7th, and the United Church in Seagrave will collect unsold items left at the end of the driveway.

A bingo night is being arranged for Friday May 13th. If the numbers are still good after the spring break and Easter, pizza may be served.

On May 8th, yellow ribbons will decorate trees for Mothers Day, and they will be left up until our Grand Opening on June 4th and 5th. On the 5th, there are plans for activity convenors to be present to meet new people, and perhaps artist displays etc.

Plans are being made for Canada Day, with food, but a decision will be made on June 1st.

New Business: nil

Adjournment: It was moved by Ellen Brewer that the meeting be adjourned at 3:25 p.m.
The next Scheduled Meeting is on Tuesday, April 12th at **1:30** p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

