

Canterbury Common Residents Association
Minutes of the Board of Directors Meeting
April 12, 2022

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

Guests: Wreyn Blimke, Lauren Maher, Lou Rocha, Jim Worsley

Regrets: Ellen Brewer, George Clapham, Tom Phipps

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 1:25 p.m.

Approval of Minutes:

MOTION: Moved by Nora Senechal, and seconded by Dorothy Bull that the Minutes of the Board of Directors meeting of March 8th, 2022, be approved.

All in favour - CARRIED

Correspondence:

1. Mary-Anne Matthews is concerned about the construction mess left by the telecom companies. John Nesbitt followed up with the issue and reports that Rogers is responsible, and they will have the problem areas cleaned up early in May.
2. Bryan Hazelton has learned that street lighting is the responsibility of the Township. He is now directing his concerns about overly bright street lights to the Mayor and the Township. (letter on file)

Business arising from previous Board minutes: A final letter has been sent to Errol Yeaman confirming the Board's previous decision on leaf cleanup in the Commons areas. (letter on file)

President's Report: Jim Brady

Jim Brady reported that we have agreed to the Chamber of Commerce request to hold an All Candidates meeting at the Centre. Murray Smith stated that we can comfortably seat 125 people. As some CCRA members have expressed concerns about rising Omicron numbers, it was proposed that two separate meetings be held; one for CCRA residents, & another for residents of Port Perry. All directors preferred the two - meeting plan as this would reduce the numbers at each meeting.

Jonathon Van Bilson will be Master of Ceremonies, and Rogers telecom will be present to film the meeting for broadcast.

Lauren Maher suggested if residents don't want to attend in person, we could ask Rogers if CCRA could use the tapes for a showing at a later time. It was agreed we should try to arrange this.

Geranium Update: Jamie Tudhope has not been available for discussions on helping new Geranium homebuyers get permission for decks etc; Ed Richards has written an excellent letter supporting the homebuyers and has sent it to Jamie Tudhope for approval. It will then be sent to Mr. Shankman, Geranium's lawyer, for consideration.

There has been no reply to our concerns re: the "pinch point" on Holtby Court, or the berm request.

Update on paid employees: Jim Brady noted that Nora Senechal has spent many hours working for us as office manager. Thanks to all she has done, we will not need a paid employee at this time. Lee Maher noted that Finance has budgeted \$7500 to help Nora and for the ONCA project as needed.

Lee Maher invited Nora Senechal to speak prior to his report, as she has information which impacts on the budget.

Nora Senechal explained she has just learned that Canada Post will no longer designate the Chronicle as “bulk delivery”, as that designation is only used for a complete route. Future mailings will be at a much higher rate and our costs will go from \$500 per year to \$1500 per year based 271 copies issues. Other possible delivery methods have been researched, but none proved possible. Jim Brady noted we have no choice but to use Canada Post, as the Chronicle is too important to the community.

Lee assured the Directors that the budget has enough flexibility to increase the Communications budget.

Treasurer’s Report: Lee Maher

Lee Maher noted that the Finance Committee has recommended a resident assessment for 2022/23 of \$550/household, which is a \$20 increase from last year. This amount consists of \$475 for Operating expenses, and \$75 for the Replacement Reserve Fund.

The Budget projects a small increase in income, presuming that half of the new homes will be occupied during this fiscal year.

Operating expenses were reviewed; some main points follow:

- Admin expenses/cleaning costs are up due to the increased use of the Centre.
- Finance has added \$4000 for expenses for the Governance Committee for the new ONCA project.
- Communications will have their budget adjusted to cover the increase in mailing costs for the Chronicle.
- Cable, internet and telephone costs are down thanks to the Rogers settlement.
- House and Property has a reduced budget for general maintenance.
- Grounds maintenance costs have increased, and it is budgeted that Geranium will maintain McCaw Court for this fiscal year. We now have a contract with Jamey Bouillon for grass cutting “as requested”, giving us additional control of costs.

The Capitol budget has an \$8,800 deficit which will be addressed later this fiscal year when the status of the Operating surplus is known, and Finance sees what monies can be transferred to the Capital Fund from there.

It is felt that the \$27,000 requested by the LUC can be accommodated but we do not yet have an agreed breakdown of where the money will go.

The pool committee has an increase in their budget to provide some flexibility while working with the new, more complicated pool equipment.

**MOTION: It was moved by Lee Maher and seconded by Nora Senechal that the budget report be accepted and that the assessment fees of \$550 per household be approved for 2022/23.
All in favour- CARRIED**

COMMITTEE REPORTS:

Administration: Murray Smith

The Admin Committee has been working on a price schedule for Centre bookings, and will report back to the Board in May.

The never-used but inoperable microwave has now been repaired. There was considerable difficulty as there were no parts available in Canada.

The lift is now working well. It needs to be used on a regular basis to keep in shape.

A new committee member, Susan Brolley, will start handling Centre bookings and will assist with AGM preparations.

Gary Carmichael has repaired the flagpole. He added new pulleys & ropes and gave it a new paint job; it's working perfectly now.

It was agreed that the barbeques should be available to caterers. Nora will check that there are no insurance issues.

Communication; Nora Senechal

The Chronicle was delivered on time.

Thanks to Dave Streeter, Dave Brolley, & Karen English, the new CCRA website will be ready to go by May 18th. Nora asked the Board for approval:

MOTION: Moved by Nora Senechal, and seconded by Lee Maher, that the new CCRA website go live on May 18th, 2022. All in favour – CARRIED

The Nerivon site will run in parallel until it's clear that the new site has no problems.

Nora reviewed some changes being made to the Communication P&Gs which clarify language, the role of the office manager and the President in decisions for the directory and the website, and include reference to the specific Canterbury Common email accounts which are no longer "redirect". A new section for the electronic bulletin board was added to the P&G pages. Following discussion it was decided to include this section in sub-section 05, Bulletin Boards.

Under sub-section 07, Circulation of Notices, Nora noted that electronic notices for Townhalls and Special Meetings are the responsibility of the Communications Committee, not Administration, and removed a reference to "Bulk Delivery" which no longer applies.

MOTION: It was moved by Nora Senechal and seconded by Dorothy Bull that that the revisions to the Communications section of the Policies and Guidelines be accepted as amended.

All in favour- CARRIED

Governance: Lou Rocha for Tom Phipps

Lou Rocha reported that Geranium plans for grading and sodding to be done by the end of April. They will then look at residents' applications for decks etc. and there is some hope that the required \$5000 waiver may be reconsidered. Once sodding is done, the Township inspects the area and will likely assume McCaw Court over the summer. At that point the 2 year "Geranium time" begins, with Geranium controlling what homeowners can do with their properties.

There is no reply from Geranium re: the "pinchpoint" between the rear of the homes at 16 & 20 Candlelight Court.

The Home Ownership project is finished, well under the approved budget. Only 5 homeowners have declined to sign the form. Records for every homeowner in Canterbury are now filed using the same form, and the database is up to date. All new homeowners will complete the same record forms, and resales will have to be followed up carefully to keep files up to date as not all lawyers provide the required information.

Lou Rocha noted that of 241 homes in Canterbury, more than half had changes to their emergency contact form.

Lou discussed the ONCA (Ontario Non Profit Corporations Act) project. He explained that a lot of work has already been done, and noted that although our By-law #1 is very strong and well written, there are some gaps in our procedures. The committee will meet April 20th to identify priority issues and will form sub-groups to examine each of the different areas. Lou estimates the job will require 6 to 8 months of intensive work. The deadline for submission is 2024.

House & Property: Wreyn Blimke for George Clapham

Wreyn Blimke announced that the pool cover will be removed on April 14th, and that the pool committee will decide on an opening date.

Ron Taylor has joined the committee, and Wreyn has four names of possible volunteers to contact.

Marilyn Bowskill has agreed to act as H&P secretary for the time being.

Jim Worsley has agreed to act as H&P liaison to the Board for May and June.

Wreyn Blimke showed the Board members a “proof” of the meadows signage, asking for approval. (sample on file). It shows a 12” x 18” aluminum panel with white lettering on a green background. The text reads “This land is owned and maintained by Canterbury Common Residents Association”.

The Directors agreed that Wreyn should go ahead with an order.

Wreyn reported that he has not yet received a cost estimate for signs at the entryways.

Lee Maher has asked Wreyn to let the Directors know the information re: the sign as soon as he receives it so they can see it before the next meeting in May, and Wreyn agreed.

The parking lot lights H&P has chosen are similar in appearance to the old ones. They are “dusk to dawn” lights but H&P plans to put them on a timer so we can control when they are on. A new quote will be needed.

Municipal Affairs: Dorothy Bull

Dorothy Bull has learned that permits are not required to cross the Township land for grass cutting, but they are required for trucks or vehicles bigger than a lawn tractor. Dorothy will write a short note in the Chronicle and the Bulletin to advise residents of the requirement for their contractors to obtain a permit from the Town if a project requires them to cross Township properties.

Dorothy is waiting for more information from the Town to clarify the exact location of the Township access path to the North pond.

The directional sign for Canterbury Common is ready for placement on the west side of Simcoe Street, just north of the Country Estates entrance. It will be installed within the month.

Social: Lauren Maher for Ellen Brewer

Lauren Maher began her report by acknowledging Gary Carmichael who, along with Steve Holt has installed motion detector lights in the entrance hallway of the Centre. Gary also spent 3 days on kitchen orientations, and his assistance is greatly appreciated.

The kitchen has now been inspected and the caterers have had an orientation tour.

Lauren outlined the social activities and their schedules:

- The Yard sale is on May 7th, 8am until noon; advertising starts the week of April 25th
- Bingo night has been postponed as volunteers are hesitant in light of the uptick in Covid cases.
- Canada Day planning is well underway.

For the fall, there are plans for an Octoberfest event on Oct 15th as well as Christmas decorating on November 26th, wine tasting on Dec. 2nd and a New Years Eve celebration.

Dates for Coffee Hour and Happy Hour are to be determined. The committee hopes to have host some outdoors, and plan to resume them indoors in October.

“CANTERBURY 2022 THIS IS US”

The Official Opening of the Centre is now set as a one day event for June 4th. A draft agenda has been prepared, including ribbon-cutting, a few (short!) speeches and refreshments.

Geranium has kindly offered to cover our expenses. They are also providing a videographer to film the opening events and the surrounding area. He will come on May 2nd to walk the land with Wreyn Blimke, David Cooper, and other volunteers to plan drone coverage of the property. Lou Rocha has suggested coverage be expanded to include the whole of the property including the new sections. The video will be a great remembrance, as well as a help to the LUC.

All committees and all activity leaders will be invited to attend to meet people, explain their roles/activities and perhaps gain some volunteers. We are limited to 230 people, so we must be aware of crowd numbers in the different areas. Chairs will be placed along the walls, but people will be encouraged to mingle, not sit.

On the weekend of May 7th & 8th Social Committee are going to be putting out blue and yellow ribbons on the trees in Canterbury as well across the front of the Centre. The colours were chosen to show support for the Ukraine, and the choice was approved by all those at the meeting.

New Business: Welcome and approval of new members to CCRA.

Home ownership forms for homeowners of resale and Geranium homes have now been received, and these residents can now be formally confirmed as Members or Residents of Canterbury Common. Marilee Egan read the names, and a motion was made:

MOTION: Pursuant to the provisions of section 19 of By-Law No.1 it was moved by Marilee Egan and seconded by Lee Maher that each of these homeowners be admitted as CCRA Members, and those who are listed as 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

Those confirmed are:

McCaw Court: Heather Robertson, Catherine Hulse and Robert Ralph, Jada Temple and Kurtis Matthews, Pat and Brian MacDonald.

Candlelight Court: Christine and David Cook

Commons Blvd: Janet and Mike Doherty, Sandra and John Nesbitt, Penny Barr, Carol and Peter McAllister

Country Estates Drive: Pauleen and Dave Streeter

South Garden Court: Marilyn and Robbert Miljure, Marylee and David T. Thompson

Waterbury Crescent: Christa and Tom Phipps, Kim Woods, Joan and Jim Cushnie, Lynda Thompson, Barb and Bob Pedder, Dianne Manchee, Ginette and David Bailey, Barbara Gaylor, Kim and Malcolm Ward, Sandra and Armand Gaudenzi, Brenda and Dave Murphy.

Adjournment: It was moved by Nora Senechal that the meeting be adjourned at 4:10 p.m.
The next Scheduled Meeting is on Tuesday May 10th at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

