

**CANTERBURY TRANSITION COMMITTEE REPORT  
MINUTES OF SETTLEMENT UPDATE**

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## INTRODUCTION

This report is submitted to the Board on behalf of a remarkable group of Canterbury volunteers. It is the culmination of almost seven years of dedication by people who have given so generously of their time and professional expertise.

This report outlines the negotiations, transactions and outstanding issues handled by the Canterbury Transition Committee (CTC) on behalf of CCRA over the past six years. It details the items that were successfully negotiated with the Geranium Corporation/Canterbury Land Development Corporation (CLDC) through the auspices of the Ontario Municipal Board. It also describes some improvements that were made, as a result of issues being identified during the refit to The Centre, in addition to what was specified in the OMB Minutes of Settlement.

The initial Planning Group which was commissioned by Harvey Graham, CCRA President, to research the GolfNorth proposal for the development of the former 8<sup>th</sup> fairway was comprised of Leslie Banner, Roger Doe, Stu Ions, Brian Newstead, Ron Pue, Ed Richards and chaired by Gord Simmons. CCRA was successful in opposing this development as it was subsequently rejected by the Township of Scugog.

Some months later Geranium Corporation bought the golf course property and the rest is history as outlined in our report. It was very soon realized that a larger more diverse committee was necessary in order to handle this next challenge. Ed Richards and Gord Simmons were asked to Co-Chair the Canterbury Residents Planning and Action Committee (CRPAC). Roger Doe, George Clapham, John Rintoul, Barry Smythe, Dave Sparling and David Thompson rounded out the Committee. Marilyn Stafford then CCRA President became the liaison to the Board and Mark Brewer and Harvey Graham participated as Advisors.

Upon completion of the Ontario Municipal Board negotiation with Geranium, the Township and the Region of Durham a new Committee to handle the Transition was formed. The Canterbury Transition Committee (CTC) was formed and comprised of Roger Doe, Lauren Maher, Barry Smythe and Doug Thiemann. Jim Brady, then CCRA President became the liaison to the Board with Vern Reynolds, John Rintoul, Jim Worsley as Advisors. Once again Ed Richards and Gord Simmons Co-Chaired the Committee.

During this period CTC worked extensively with Gary Carmichael, Dave Sparling and Wayne Shannon of House and Property on many special initiatives. Ed Richards and Gord Simmons worked closely with Lee Maher and Doug Thiemann of the Finance Committee. This relationship proved very effective when preparing financial recommendations to the Board. The successes realized by the people named above and many other participating residents are very apparent when you walk around, inside and outside The Centre. These results would not have been achieved had it not been for the support received from the Canterbury residents as shown by the two community votes taken which were both in excess of 96% for the proposal made by CRPAC and the CTC.

We also owe a big thank you to Kevin Heritage, Township of Scugog, Director of Development Services and his staff. Kevin was always available to us from day one and gave us first class advice and service.

Thank you for taking the time to read this report. We respectfully recommend that this report become part of the historical records of Canterbury and be made freely available to any current or future Canterbury resident interested in researching or knowing about this significant historical event that took place during the life of the Canterbury community.

Ed Richards and Gord Simmons  
Co-Chairpersons, \Canterbury Transition Committee

## **ONTARIO MUNICIPAL BOARD – MINUTES OF SETTLEMENT**

In 2016 Geranium submitted to the Township of Scugog a plan of development for some of the former golf course lands. When the Township failed to respond within the required time period, Geranium appealed to the Ontario Municipal Board (OMB). A two-day mediation meeting was held under the supervision of the OMB attended by representatives of Geranium, the Township, the Region of Durham, Dr. and Mrs. Puckrin and CCRA (represented by Roger Doe, Ed Richards, Gord Simmons and Barry Smythe). The meeting reached an agreement for the development which was set out in Minutes of Settlement subsequently approved at a hearing before the OMB and which provided for the following items or agreements:

- A payment/reimbursement of \$82,888.40 to cover CCRA's legal costs and expenses.
- CLDC renovated and expanded The Centre to 9873 square feet and spent \$2 M doing so, bringing the insured value from \$1.6 M to \$3.5M.
- The swimming pool was relocated and expanded from a 37 ft. x 16 ft. pool to a 50 ft. x 20 ft. pool at a cost to CLDC of \$250,000.
- CTC negotiated the payment of the outstanding balance for the Golf Course lease with GolfNorth and Geranium and received a lump sum payment of \$255,000.00 in addition to the \$10,500.00 in monthly cheques we had on hand which totaled \$265,500.00.
- CTC also negotiated that CCRA receive payment of reasonable legal costs and ancillary costs associated with the integration of the new members with CCRA. To date all legal fees billed have been paid.
- CLDC agreed that the new homes would be marketed and sold as an adult lifestyle development to the extent permitted by law and the material produced by CLDC reflects this.
- Agreement was also received and certified by the OMB that the new homes would be constructed to roughly the same size as our homes and would be complementary to our current homes.
- CLDC agreed to register against the title all lands for residential development, protective restrictions containing provisions, including in all material respects those that are now in effect in Canterbury Common. Purchasers become members of Canterbury Common Residents' Association and will pay a \$500 one-time initiation fee.
- In order to ensure that no further development can take place on the former golf course lands CTC negotiated that CLDC will convey lands to the Township as described in the Proposed Conditions of Draft Approval for Plan of Subdivision and that the Township will subsequently transfer ownership of these open space lands, in fee simple, to the CCRA.

- As outlined in the following chart, the Phase 1 land transfer will be Block 38 (106) 8.278 acres, Block 39 (107) .65 acres, Block 40 (108) 4.596 acres and Block 41 (110) 1.408 acres for a total of 14.932 acres. The Phase 2 transfer of land is not likely to take place until late 2022 or early 23.

<b>LAND TO BE TRANSFERRED TO CANTERBURY FROM THE TOWNSHIP</b>			
<b>PHASE ONE – Transfer to take place in 2021</b>			
<b>Section</b>	<b>Hectares</b>	<b>Acres</b>	<b>Location</b>
Block 38(106)	3.35	8.278	Former 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Fairways and the 10m. common area on the 5 <sup>th</sup> Fairway between the new Seniors building and CCRA homes on Waterbury Crescent.
Block 39(107)	.05	.65	Small space north of the pond - former 2 <sup>nd</sup> tee
Block 40(108)	1.86	4.596	Entire 1 <sup>st</sup> Fairway
Block 41(110)	.57	1.408	10 metre common area running between the homes on Waterbury Crescent and McCaw Court and along the settlement pond maintained by the Township from Coulter St. to The Centre.
<b>Total Phase One</b>		<b>14.932</b>	
<b>PHASE TWO - Transfer to take place in 2022</b>			
<b>Section</b>	<b>Hectares</b>	<b>Acres</b>	<b>Location</b>
Block 101	0.02	.0494	Servicing Block- North west end of Holtby Court N.
Block 102	0.03	.0741	Servicing Block- South west end of Holtby Court S.
Block 109	1.62	4.003	Open space - North of Holtby Court to Country Estates
Block 111	.13	.0321	Open space - Between houses - S Holtby and Coulter St.
Block 112	0.06	.1482	Servicing Block - South west end of Holtby Court S.
Block 113	0.02	.0494	Emergency Access - West end of Holtby Court N.
<b>Total Phase 2</b>	<b>1.85</b>	<b>4.5714</b>	
<b>EXISTING PARKETTES</b>			
The West parkette has		<b>1.09</b> acres	Between Waterbury Crescent W. and Commons Blvd.
The East Parkette has		<b>1.63</b> acres	Between Waterbury Crescent E. and Commons Blvd.
<b>THE CENTRE</b>			
The Centre has		<b>2.03</b> acres	Located at 127 Waterbury Crescent
<b>The grand total is</b>		<b>23.7264</b> Acres	
<b>Upon the transfer of the property to Canterbury the Board should verify these figures</b>			

- The OMB agreed that the seniors multi-residential four storey building will be sited to provide maximum privacy to the neighbouring homes and CCRA will be a participating member in the pre-construction and landscape planning meetings.

- CTC negotiated a beautified and enhanced entry to Canterbury Common at the intersection of Coulter Street and Waterbury Crescent. CTC also arranged to have the entry sign at Simcoe Street and Country Estates repaired and refreshed and the extra armour stones transported to The Centre to enhance the new flower beds.
- An agreement was made that CLDC would invite members of the CTC to attend the pre-construction meeting and provide opportunities for the Committee to comment on the Construction plan. This has happened and we are still being consulted and involved.
- After a request from CTC, a trailer was supplied by CLDC to house the Canterbury office furniture, hold meetings and act as a venue for some recreational activities. CLDC financially supported the entire cost.
- CTC also negotiated with CLDC to install a new pathway and retaining wall from the parking lot to the new pool area.
- The parking lot was reconfigured and relined by CLDC and the portion of the parking lot from the postal kiosk south was repaved by CLDC and new curbing added in that area.

## **IMPACT ON CCRA ADMINISTRATION**

### **Integration**

The breakout meeting on integration of Geranium purchasers with CCRA residents was attended by Jeff Shankman, Mike Fowler, Harry Hough and Roger Doe and reached a tentative agreement in principle as to integration procedures. These include registration of protective restrictions and closing documents including, application for CCRA membership, an agreement to comply with the Protective Restrictions and CCRA rules and to pay annual assessment fees.

Since Geranium gives purchasers representations as to CCRA, it had to complete a due diligence review and ensure that there are no adverse changes until sales are completed. Geranium also suggested that as purchasers that they should have one temporary Board Director. To date this has not been actioned. Shankman completed the review and made specific proposals to CCRA with Mike Fowler preparing a report for us a week later. All the initiatives in those reports have been completed by CTC and where appropriate, handed over to the Board.

### **\$500 Initiation Fee**

During a discussion CTC was having with Geranium, about unexpected expenses being incurred at The Centre and the financial impact on CCRA resources of having 99 new homes and 180 plus news residents join Canterbury, Mario Giampietri mentioned that we should discuss a one-time initiation fee for the new residents buying through Geranium. We immediately reacted in a positive way to this. We knew through research conducted by Doug Thiemann that each of the owners of households in Canterbury had over the years contributed a bit over \$500.00 to various fund requests so it was considered they had an equity of that amount invested in The Centre.

We negotiated an arrangement with Geranium to collect a \$500.00 initiation fee at the time of closing with the understanding that this money would be used to finance existing and new activities at The Centre, to ensure that the newcomers had an equal investment, therefore a status equal to all other homeowners in the community. By the time the last new Geranium purchaser becomes a Homeowner in Canterbury the total amount of initiation fees collected will be \$49,500.00.

In order to be prepared for the influx of approximately 200 new residents in the 99 new homes being built by Geranium we knew we had to ensure that our administrative work instruments were all reviewed, up-dated and revised where necessary.

### **Revision and Update of Policies and Guidelines and By-Law No. 1**

The Board President at the time, Gord Simmons, initiated a complete review and revision of our Policies and Guidelines. The Board comprised of Harry Hough, Lauren Maher, Tallya Moore, Joan Rickert, Jane Smythe, Dave Sparling and David Thompson, supplemented by former Board members, Pat Procunier, Vern Reynolds, Ed Richards, Doug Thiemann and Jim Worsley, spent many long hours reviewing every line on every page to ensure that the Policies and Guidelines were relevant and up to date.

Following the completion and publication of the Policies and Guidelines, two of the most knowledgeable residents in Canterbury, Roger Doe and Ed Richards conducted an intense review and rewrite of By-Law No.1, assisted by Gord Simmons. This important task not only led to a rewrite but also updated and clarified the qualifications and rights of members and residents and provided consistency in the application of By-Law No. 1.

Also developed was an agreement and procedures with Canterbury Land Development Corporation and Perry Pines (Geranium) for new membership procedures as well as:

- Purchasers' and Homeowners' Acknowledgement agreement
- Procedures for restrictive covenant rulings and enforcement

CTC made several suggestions to the Board of Directors regarding the implementation and administration of the Homeowner's Acknowledgement Agreement which were unfortunately not accepted. They included hiring a qualified individual to ensure that all the important steps necessary to initiate the agreement are followed and that this project be launched immediately. It was also suggested that this initiative be carried out within a six-week period. As of this writing this project has not been initiated. In November of 2021 it was completed by Governance.

One of the most important discussions we had with our corporate lawyer was the importance of having stability and consistency in the administrative functions of our association which is going to experience a more than 30% growth of population. His recommendation was that it was important that CCRA hire a well-qualified person to manage The Centre office as the tremendous change we will experience over the next couple of years will place a significant strain on the organization. The constant turnover of Board members plus the increased complexity of the administrative tasks has created gaps in the smooth functioning of the administration of the organization. The hiring of a person for the office was recommended to the Board and while the Board recognized the necessity it chose to go in a different direction.

During the last few months Roger and Ed have been negotiating with the Township the transfer of the undeveloped golf course lands from the Township to CCRA and it is expected that the transfer will take place in August of 2021. It cannot be emphasized enough the value to Canterbury of the transfer of this property to CCRA. Not only would it have a huge monetary

value if ever sold for development but it basically stops all future development in Canterbury unless sanctioned by Canterbury itself.

### **Closure of The Centre**

- **Portable Office and Activity Trailer**

One of the concerns we voiced to Geranium was that with The Centre under construction we would have no place to meet or to house our office which had to be kept open in order to manage the business of the Community. Geranium agreed to rent and pay for a three-roomed trailer for us which was large enough, to accommodate an office, a meeting room and a larger central area for activities like cards and Board meetings.

- **Off-Site Storage**

Geranium also agreed with us that heated offsite storage was necessary and they funded the rental for us for the entire time we were out of The Centre.

## **FINANCIAL ACCOUNTING SYSTEM**

The renovation and expansion of The Centre, installation of the pool and subsequent landscaping costs were in excess of \$2 million paid in full by Geranium Corporation. As our building was over 22 years old there were a number of repairs, renovations and areas of modernization which were not covered by the developer.

We set up an accounting system which ensured that every expenditure was pre-quoted with written documentation. At each step of the way there was a paper trail which included quotes describing the work to be done, the name and contact information of the suppliers and time frames. CTC worked closely with Finance to identify the fund sources and to ensure that the funds would be available when required. An approval process was developed to ensure that the Board was fully aware of the rationale for the expenditures and act as a control point for the spending. All expenditures were presented to and approved by the Board.

Copies of all quotes and accounts paid along with the acquisition forms with accompanying explanations for the expenditures were compiled in a book and are presented as part of this report.

Please see Attachment #A for a synopsis of the quotations and payments made. This information has been shared by CTC with the Finance Committee and should be a duplication of their records. Upon validating that the information is in the Finance files these records can be destroyed or kept intact with the report presented and archived in the secure room on the lower level.

## **CCRA CENTRE RENOVATIONS**

We recognized that the extension and expansion of The Centre was going to be costly and we came up with cost saving measures, which would meet the needs of all parties. To this end we want to highlight two requests we made that we withdrew. We had asked that Geranium install an Automatic Transfer switch for future use with a generator for The Centre. After we were informed of the potential cost, we deemed that request excessive and withdrew it. After a conversation with Gary Nicholls, The Centre designer, we had requested two retractable walls

and upon reflection we determined that we did not need the second wall and therefore withdrew that request as well.

### **Main Floor Redesign**

We had a lot of discussion regarding the location of The Centre office being placed in the basement but it was decided that it was best to leave it where it was as the office is used by many people and is ideally placed in its current location.

We proposed to Geranium that the office remain where it is and that the universal washroom be relocated to the lower level. The code stated that the universal washroom can be located anywhere in the building. This saved a considerable amount of money, met code and allowed us to save space on the lower level by not moving the office.

Following the meeting hosted by Gary Nichols, the designer for Geranium, we participated in discussions regarding the expansion/renovation of The Centre and how best to utilize the new space and future amenities for the enjoyment of our Canterbury residents. We did further research which helped to implement a number of suggestions, outlined below.

### **Kitchen changes and equipment**

The original kitchen design called for two powerful exhaust hoods over the stove area. As the design evolved and the equipment costs became evident, Geranium came to us to say that the code required a fire suppression system resulting in considerable costs. Our committee agreed to investigate to determine if there was another way to solve the problem.

It was realized that only the stovetops required the hoods and if we could change our requirement from stovetops only a small kitchen exhaust would be necessary. The solution came with our suggestion to use two commercial grade microwave ovens based on advice from Lauren Maher that the microwaves would prove to be safer and better.

CLDC agreed to supply all the equipment and appliances installed in the kitchen. In order to provide more flexibility for serving and space flexibility we asked that the island we requested be a mobile unit and stressed that this was a necessary addition. Geranium did not recommend one rollable island because of its weight. They did supply two smaller stainless steel, rollable islands which are ideally suited to meet our needs.

We requested that the new kitchen have the sliding doors installed on the outside wall and that they be attractive barn type doors. We discussed the kitchen design at length and emphasized the need for warming ovens rather than conventional ovens and this too was agreed upon.

Our newly designed kitchen involved much consultation regarding the appropriate appliances, layout of sinks/receptacles, etc. This was an opportunity to confirm the needs of the “caterers” and the various CCRA groups using the kitchen. We were fortunate to be able to participate in these conversations with the designer and Geranium representatives and now have a state of art kitchen with movable stainless steel covered serving islands, a multi-tiered, mobile, warming station, commercial microwaves, wall ovens and added an exterior kitchen door. We also have the ability to completely close off the kitchen with the installation of new “barn doors”.



## **Flooring**

Prior to Geranium taking over The Centre for renovation and expansion, we had four different flooring surfaces. The designer proposed a “flexible dance floor”, which could be stored, and moved as needed. We quickly realized this would not work for us for many reasons, as discussed in earlier conversations. Following much research, and with the assistance of Jim Brady, a Canterbury resident with extensive knowledge in the flooring business, we suggested the possibility of using “luxury vinyl plank flooring” throughout The Centre. Of course, being aware that this flooring would also be our “dance” floor, we recruited a Canterbury couple, who love to dance, to bring out their dancing shoes and test it for us. After many pairs of shoes, and different dance steps, it passed! We can now dance anywhere in The Centre!

After confirming that the floor would be luxury vinyl, we requested that the main floor tile areas (with the exception of the outer vestibule) would be removed and replaced by the luxury vinyl flooring, which was to be used throughout the entire Centre. The flooring we selected is 5 mm thick, is one that we tested and had selected as being suitable for use as a dance floor, does not stain, has good abrasion resistance and, most importantly, has a 0.55 mm wearing surface.

It seemed to be an unnecessary and expensive use of funds to remove the existing tile floors in the washrooms (which meant removing and re-installing all the toilet partitions as well as the inner doors of both entrances) so for consistency and “wear life” we decided to retain them.

## **Furnishings and Window Coverings**

New chair designs and upholstery choices were presented to many of our residents who use The Centre on a regular basis, resulting in the replacement of all of our chairs, with a much more stable and safer product, equipped with caps to protect our new flooring.

Window coverings, on the main floor windows, were suggested in order to protect the floor from the sun, provide comfort for the residents while attending meetings/activities and provide some “acoustic” benefits. We were fortunate to know an Industrial Interior Designer, who recommended the appropriate window coverings for our needs, while considering the overall “finished” look of the upper and lower levels of The Centre.

Heavy duty vinyl table covers were proposed and approved, to complement the overall “finished” look of The Centre, as well as offer some additional acoustic efficiency. We have appropriate storage space for these covers when not in use.

## **Storage Facilities**

It was important to make sure the storage facilities were located on the main floor to provide safe, easy access for the volunteers, and residents. A storage space in the south west corner was established on the main floor. The entrance was made wide enough to swing open the doors and be able to put chairs and tables in there easily. We also purchased wheeled carrying platforms so that we could move several chairs and tables at the same time to cut down on the extra physical work required during set up and break down.

The waste that was previously stored in the north foyer area is now enclosed in an outdoor garbage facility thus eliminating the odours and unsightly mess.

## **Coat Room**

In order to improve the flow of people into and out of the coat room we enlarged it and created a doorway on the east side, which enters into the main hall. No more fighting your way in, hanging up your coat and fighting your way out.

## **Foyer Display Unit**

The future plan for the foyer is to install a screen on the right wall east of the coat room opening to allow for electronic messaging to take place. Wiring has been installed to allow us to do that. The foyer display unit will allow us initially to display the calendar of events scheduled at The Centre but will enable us to explore other uses over time.

## **Retractable Partition**

One of the highest priority needs emphasized by CCRA was to see a retractable partition installed which would divide the main floor hall into two sections, allowing for simultaneous use of the facility by different groups.

The main advantage of this arrangement is that the north door can be used for events in the area north of the partition and the main entrance can be used for events in the remaining portion of the main hall, south of the partition. We felt that this partition was absolutely necessary given the 50% increase in the number of persons who will be taking part in The Centre activities. Our original design had the objective of creating a much more versatile, usable space on the main and lower floors to comfortably accommodate the existing and new residents. With this partition we now have the ability to utilize three good size areas at one time.

## **Visual and sound display systems and WIFI**

Two Samsung UN75-7100 model 75-inch Smart TV Display units were installed on the main floor and strategically located to enable presentations and viewing by different groups. One screen is located in the main hall while the other is located in the north east extension. The TV display units are connected in such a way that they can be used during presentations, (e.g., the Annual General Meeting) and can be seen simultaneously by everyone seated in the separate areas. They are connected to the internet and have accessibility to varied applications that people can enjoy during exercise classes, line dancing, lectures, movie nights and hockey or baseball playoffs etc.

Our new sound system which consists of 10 TOA 1300 Box Speakers is designed for wide dispersion and is backed up by two TOA mixer/amplifiers and also has three digital wireless microphones. The speakers are mounted high on the walls and directed towards those seated, at ear level. This will improve the transmission of the sound, enhance the clarity and reduce the reflection of sound off the floor and tables. This will prove to be a vast improvement over past sound system. We have also installed volume control by zones which can be controlled from the electronics equipment room.

A dedicated room was built, to be used only to house the electronics equipment and it is highly recommended that this secured area only be accessed by trained individuals who understand the system in place.

Our WIFI system has been greatly improved as wireless access has been increased to three areas in the main hall, one in the extension and one in the lower level. The TV in the lower level has now been connected to the internet.

### **The New Lift**

When the new “barrier free” lift system surrounded by 8-inch concrete block for its entire height was installed we had to ensure that the entry width would accommodate all wheelchairs as it looked like this had less than 36-inches inside clearance. The lift was built so that the entry width would accommodate all wheelchairs.

### **Lower-Level Redesign**

One very important priority item was the amount of space the washrooms/change rooms and lockers in the lower level as originally designed would occupy. This discussion was crucial to ensure that we have adequate space to conduct the type of activities we are planning to organize and to accommodate the additional residents. The Occupancy Permit allows for up to 48 people in this area.

While recognizing the placement of a pool table, table shuffleboard, darts, etc. was important, we wanted to make sure there was enough “flexible” floor space to accommodate the various needs of the activities proposed for the lower level of The Centre. The floor space was left as open as possible and can now accommodate exercise classes, art discussion and painting sessions, as well as floor shuffleboard.

As we requested, the universal washroom was placed in the lower level and became the only washroom on that level. There is adequate space for changing in the Universal Washroom and it will be utilized as a unisex washroom. There are two other small rooms which can be used as change rooms if necessary and as a secure storage area or meeting room in the winter fall and spring seasons.

### **Air Flow System**

It was noted that the heating arrangement would be using a combination of existing supply duct extension and heat pumps. The lower lounge has split AC units (C3A&C4A) with evaporators on south wall and exterior condensers on north wall (C3B&C4B). Baseboard heaters were being installed to supplement heating for temperatures below -18C.

The upper dining area is heated/cooled by extension of the existing ductwork, supplemented by high wall-mounted H & C units (C1A&C2A) with exterior mounted condenser units (C1B&C2B) on north wall. These 4 condenser units and their height above ground should be shown on the elevation drawings. They are accessible from the ground for maintenance.

Barry Smythe noted that four condenser units were needed on the north elevation and that they should be located with consideration for appearance and maintainability. CLDC agreed with the location of the 4 mechanical units on new north wall and designed them in a visually pleasing manner.

Partway through the project Barry realized that the new additions to the air handling system were only to heat and cool the new section. One problem was that the original system was inadequate

and we remembered that the lower area was stuffy with little air movement. We also realized that our addition of the folding partition would cut off any air flow from the new addition to the return grills in the ceiling of the main hall.

The CLDC engineers, after some discussion, became convinced that they had to design the system for the total building. This supplemental design took place during actual construction. The following design work was then done:

- A return duct was added from the new upper hall to the main hall
- On the lower level an additional exhaust system was added from the locker room (now storage) to the outside and a heat exchanger was added in the locker room ceiling to recover heat from the air being exhausted

### **Entry Doors and Keys**

- **Door Accessibility**

The existing automatic front door operator is now in proper working order at the main entrance and ensures that The Centre will be wheelchair accessible.

We also ensured that the new east door installed on the lower level is accessible as is the new door on the south wall which will give direct access to the pool and will be wheelchair accessible.

- **Digital entry system**

Due to excessive cost and a tight Geranium budget Canterbury agreed to keep the existing key system on the two main entrances and use the same for the new downstairs doors. We further explored the use of fobs and installed a fob entry system for use as well as keys. The same entrance key is also used for entry to the pool. Wiring has been extended to the two gates of the pool which has proven to be a wise decision as the Board is now exploring installing a fob system to increase security.

## **SWIMMING POOL AND EXTERNAL DECK AREAS**

The swimming pool was relocated and expanded from a 37 ft. x 16 ft. pool to a 50 ft. x 20 ft. pool. CTC determined that the existing pool equipment was not suitable for the new and enlarged pool and requested an inventory showing the proposed new pool equipment that would be installed, along with the necessary associated pool accessories. From that list we were able to determine what was appropriate or suitable for use with the new pool and were able to sell the rest.

We were also provided with the opportunity to design the depth of the pool and did so with the primary goal of being able to accommodate more Aquafit participants.

We identified the need for a door on the south side of the lower floor to access the pool and also had an area built under the deck which allows for space to accommodate the pool pump, heater and some limited storage.

We requested that a shower be placed outside where it would be well used and there will also be outdoor lockers which will be used on a seasonal basis, while the pool is open.

Geranium agreed to place a shower(s) outside on the south wall and to add a wheelchair width door in a convenient location on the south wall of the extension to access the pool. We agreed that a more normal sized door could be used in the east wall instead of the double door which was shown on the drawings however Geranium pointed out that the double door should be retained for the architectural appearance.

We needed storage under the north-west corner of the main deck and required access to it outside from the pool area. We also needed to ensure that the outside entrance was not blocked by the retaining wall on the east side of the pool.

### **Swimming pool deck furniture**

Furniture and umbrellas for both the patio and pool deck surround were seen in the drawing provided earlier by Geranium but were only included as part of the design elements of the new pool and patio environment, and would not be supplied by CLDC. CCRA purchased good quality tables, chairs and umbrellas for the pool deck and the same will be purchased for the upper deck for the 2022 season. CCRA assumed the few items of odd furniture that surround our current pool deck would not be needed and they were disposed of or sold.

### **Upper deck flooring, railings and furniture**

CTC was very reluctant to see a wooden guard rail system installed on the deck putting it in the category of a future maintenance item. We requested that it be the same material as the pool security fence, namely aluminum and black in colour, so as to match. In addition, the well-worn existing wood deck needed to be replaced and composite decking was chosen in order to avoid this becoming a future maintenance issue as well. The joists and posts supporting this deck were also all renewed and where necessary repositioned.

## **ROOFING**

When the addition was added to The Centre it was found that there was a slightly different shade to the new shingles installed compared to the north side of the roof. Upon inspection of the north side of the roof it was discovered that the severe windstorm a couple of years ago had done some damage and several shingles needed to be replaced. Geranium agreed to have their contractor work with us to install new roofing and we were able to save a considerable amount of money with this arrangement.

## **SIDING**

When we were reviewing various drawings, we noticed they called for “pre-finished vertical wood siding to match existing” finish. We knew that the existing siding was vinyl and pointed this out to Geranium who confirmed that they would supply new siding which would match the existing siding.

## **PATHWAYS**

### **Path from south parking lot to pool**

The original plans did not show a path to the south pool entry gate so we insisted that such a path was necessary based partially on the fact that the old pool was directly accessible from the parking lot. We required consideration be given to allow for a car drop off for people with mobility issues and to provide an access to get emergency vehicles close to the pool area. The path which required a small retaining wall was approved and was installed and is appropriate to our needs.

### **Path from north end of McCaw Court to The Centre**

The original site plan showed no path for the future residents from McCaw Court to use in order to access The Centre, but showed only new sod for this access route. Realizing that 60 or so new residents on McCaw and the original Waterbury residents bordering the common area would not have access to The Centre we insisted that a hard surface path be constructed.

## **SECURITY SOFTWARE UPGRADES**

Prior to Geranium's takeover of The Centre, A & S Security provided us with new upgrades to our existing software: an alarm system and a card access system. The software for both systems is compatible with our new computer, which is dedicated to the security systems. The alarm system was activated prior to construction in 2019 and the key fob access system was deferred for activation until September 2020 with the prerecording of residents' identity for each key fob with access to The Centre.

### **General Security Upgrades**

A & S Security negotiated a direct service contract with CCRA for all security work performed during the renovations.

1. The former glass breakage units, motion detectors, door alarm contact units and smoke detectors with multiple years usage were removed together with the existing wiring throughout The Centre, upper and lower levels.
2. New motion detectors, door alarm contacts and smoke detectors were installed in the existing and new levels of The Centre replacing all obsolete units. New wiring (CAT 5E FT6) was installed to meet current standards. Glass breakage units are no longer in use as the motion detectors provide similar warnings of intruders.
3. Eleven motion activated cameras and five high-intensity, motion activated LED lights were installed on the external areas of the new structure and around the swimming pool. The cameras operate on a 24/7 basis and images generated by motion detection are stored within our computer systems. They are viewed only if an incident occurs. Cameras are not installed within the building due to our concern for the privacy of our residents.
4. The range of camera coverage includes:
  - three units - the west wall of the building; our main entrance, the parking areas at the front and the postal kiosk.
  - two units - the south wall of the building; the pathway to the swimming pool and the steps to the external deck.

- two units - the north wall of the building; the main parking lot and north door entrance to The Centre.
- four units - the east wall of the building; the lower-level entrance, the swimming pool, the upper-level deck and the pathway entrance to the Lake Scugog walking trail.

5. The five-high intensity, motion activated LED lights are installed; two in the swimming pool area, two on the north wall and one on the north east corner of the building covering the pathway entrance to the Lake Scugog walking trail.

6. New exterior doors with automated opening and locking capabilities were installed at the main entrance and the lower-level entrance on the east wall. A limited number of keys to open these doors during the overnight lock up period are issued to a few members of the House & Property Committee and our First Responders. The doors are locked at 11:00 pm and unlocked at 7:00 am. These times may be altered within the system as needed.

7. New interior doors within the main entrance lobby are locked during the day and may be opened with resident key fobs plus a push button for handicapped access. The key fobs are issued to individual residents within a household and the holders' identity and time of day is recorded upon entry within the security system.

8. The Fire Department has their own locked storage box mounted on the exterior wall beside the main entrance. Keys for the doors and a key fob are held within this storage box to give them access to The Centre and the electrical room with the fire alarm security system.

9. Our First Responders have access keys for use in response to a monitoring call to their home about an alarm at The Centre. Key pads for entry of their PIN and telephones for communication with the monitoring company are adjacent to the north entrance and the lower-level entrance of The Centre for their exclusive use.

## **MONEY-SAVING MAINTENANCE ISSUES**

During the build several very significant issues were corrected or improved upon which should save us a lot of money in the future. It was discovered that the main floor of The Centre had not been properly installed originally and that air pockets had developed under the floor which made it very unstable. Repairs had been made years before in the office area by inserting a foam which expands and hardens to fill the gaps in between the floor and the earth foundation. This treatment was applied again at a cost of approximately \$23,000 and has stabilized the floor. Had this not been done at that time we were told that the floor, which was already cracking, could have caved in. Repair costs after the new floor was installed would have been extensive and cost in the \$100,000.00 range. Barry Smythe spent the day observing the quantity of expanding foam as the work progressed and we are sure in hindsight that the decision to stabilize was the right one since, a large quantity of expanding foam was needed.

Another discovery which was made was that we had a twelve-year old drainage problem issue in the sewage pipes. When the floor was excavated it was discovered that the elbow joint and the pipe were no longer connected and raw sewage was flowing directly into the ground under The Centre. A very deep hole was dug and appropriate repairs were made. The work on both these projects was headed up by Wayne Shannon and Jim Worsley. The cost of this project was around

\$7,500.00 and again would have been much more if Wayne and Jim had not discovered the problem at the time.

The door operators on the east door and the north door were not functioning properly and neither was the access button for people with disabilities. These were repaired or replaced and are now working smoothly.



## QUOTATIONS AND PAYMENTS MADE – Updated July 8, 2020

QUOTATIONS FOR CENTRE	TOTAL	BOARD APPROVAL	FUNDING SOURCE	TIMEFRAME
Structural Rework of Deck	12,250.33	Oct 8, 2019	RRF 12,250	Completed and Paid
Install Deck Surround to Grade	9,279.56	Oct 8, 2019	RRF 9,278	Completed and Paid
Composite flooring - Deck	23,691.58	Oct 8, 2019	RRF 16,967 Capital 6,724.58	Completed and Paid
42" Aluminum Railing	6,126.86	Oct 8, 2019	RRF 3,018 Capital 3,019	Completed and Paid
New Sound System for Centre	14,108.05	Nov. 12, 2019	RRF: 14,108.05	Completed and Paid
Visual Display System for Centre	9,715.74	Nov. 12, 2019	Capital: 9,715.74	Completed and Paid
104 Straight back chairs- 82.00	9,636.64	Nov. 12, 2019	RRF 9,636.64	Completed and Paid
56 Chairs with arms – 102.00	6,454.56	Nov. 12, 2019	RRF 6454.56	Completed and Paid
Metal Glides for Chairs 160 @ 6.00	1,084.80	Nov. 12, 2019	RRF 1,030.80	Completed and Paid
2 – Table Carts	824.90	Nov. 12, 2019	Capital 824.90	Completed and Paid
Shipping Charges	282.50	Nov. 12, 2019	RRF 282.50	Completed and Paid
6 FC-18 48 x 48 Laminated Tables @650.00	4,407.00	Not Accepted By CTC	RRF:4,407	Cancelled Replaced by card tables
6 Card tables 48 x 48 @150.00	1,017.00	May 15, 2020	RRF: 1,017.00	Completed and Paid
Wi Fi Access Points Network Switch	1,663.93	Nov. 12, 2019	RRF: 1,664.00	Completed and Paid
Key Fob Purchase of 200 initially @5.23 per(300 already approved)	2,966.25	Nov. 12, 2019	Capital 2,966.25	Completed and Paid
Card Access	8,494.21	Nov. 12, 2019	Capital: 8,494.00	Completed and Paid

<b>QUOTATIONS FOR CENTRE</b>	<b>TOTAL</b>	<b>BOARD APPROVAL</b>	<b>FUNDING</b>	<b>TIMEFRAME</b>
<b>Pre-Construction Camera Installation</b> Add 2 Cameras to Original @ 385.05 + HST 50.05 = 435.05	<b>7,147.25</b>	<b>Nov. 12, 2019</b>	<b>Capital: 7,147.25</b>	<b>Completed and Paid</b>
<b>Replacing Existing Alarm Devices and Wiring</b>	<b>4,344.85</b>	<b>Nov. 12, 2019</b>	<b>RRF: 4,345.00</b>	<b>Completed and Paid</b>
<b>Wiring for TV's \$480</b> Telephones \$320	<b>904.00</b>	<b>Nov. 12, 2019</b>	<b>RRF: 904.00</b>	<b>Completed and Paid</b>
<b>Extend Card Access to Pool in Future</b>	<b>4,446.55</b>			<b>Completed and Paid</b>
<b>Wheelchair Access –</b> Replace 20 yr. old doors and push button controls	<b>14,012.00</b>	<b>Sept. 24, 2019</b>	<b>RRF: 14,012</b>	<b>Completed and Paid - 7,006.00</b>
<b>Replace 5 Toilets</b> old toilets on main floor plus installation	<b>3,361.75</b>	<b>Dec. 10, 2019</b>	<b>RRF: 3,361.75</b>	<b>Completed and Paid</b>
<b>Hot Water Heaters</b>	<b>24.97 month</b>	<b>Approved</b>	<b>Operating Budget</b>	<b>Rental Agreement in place</b>
<b>Water Softener</b>	<b>48.53 month</b>	<b>Approved</b>	<b>Operating Budget</b>	<b>Rental Agreement in place</b>
<b>Shelving</b> for storage areas	<b>1209.04</b>	<b>Approved</b>	<b>RRF</b>	<b>Completed and Paid</b>
<b>Purchase and Install 5</b> Outdoor Hyperikon LED Security 100Watt Motion Sensors Lights	<b>609.97</b>	<b>Dec. 10, 2019</b>	<b>Capital Budget</b>	<b>Completed and Paid</b>
<b>Savaria Lift Maintenance Agreement</b>	2,475.00 Annual	<b>Dec. 10, 2019</b>	<b>Operating Budget</b>	<b>Completed and Paid</b>
<b>Eavestrough</b>	<b>5,876.00</b>	<b>Nov. 12, 2019</b>	<b>RRF 5,876</b>	<b>Completed and Paid</b>
<b>Remove and replace shingles to match new roof</b>	<b>5,220.60</b>	<b>Nov. 12, 2019</b>	<b>RRF 5,220</b>	<b>Completed and Paid</b>
<b>Safety Railing for West storage Room</b>	<b>838.12</b>	<b>Feb. 18, 2020</b>	<b>Capital</b>	<b>Completed and Paid</b>
<b>Solar Blanket and Roller - Acapulco to replace solar blanket next year</b>	<b>2,825.00</b>	<b>May 25, 2020</b>	<b>RRF: 2,825.00</b>	<b>Completed and Paid</b>
<b>Renew and replace The Centre sign and address over front door</b>	<b>375.00</b>	<b>January 14, 2020</b>	<b>RRF</b>	<b>Completed and Paid</b>

<b>QUOTATIONS FOR CENTRE</b>	<b>TOTAL</b>	<b>BOARD APPROVAL</b>	<b>FUNDING</b>	<b>TIMEFRAME</b>
<b>Replace Medallion</b> over front doors of Centre	<b>415.97</b>	<b>January 14, 2020</b>	<b>RRF</b>	<b>Completed and Paid</b>
<b>Tables, drying rack and hang up system</b> for Artist group – <b>Rack not yet received</b>	<b>1223.54</b>	<b>May 15, 2020</b>	<b>Capital</b>	<b>Invoice paid for tables &amp; hang up system</b>
<b>Pool Patio Furniture</b> 20 Chairs @ 25.00 and 2 – 42” Round tables @ 100.00		<b>May 25, 2020</b>	<b>RRF:</b>	<b>H&amp;P 2020 To be actioned in 2021 Budget</b>
<b>Foyer TV Display</b> Info Sign for Centre	<b>1,310.80</b>	<b>June 15, 2020</b>	<b>Capital 1,310.80</b>	<b>Approved Not yet actioned</b>
<b>Automatic Pool Cleaner</b>	<b>1,808.00</b>	<b>June 1, 2020</b>	<b>Capital: 1,808.00</b>	<b>Completed and Paid</b>
<b>Paving of Parking Lot</b> – Geranium will do south lot – CCRA to fill cracks and blacktop central + north lots	<b>22,713.00</b>	<b>July 29, 2020</b>	<b>RRF 22,713.00</b>	<b>Completed and Paid</b>
<b>Window Coverings</b> – Kitchen, Upstairs and downstairs + Installation	<b>13,753.24</b>	<b>May 15, 2020</b>	<b>Capital 10,028.19 RRF 3,725.05</b>	<b>Completed and Paid from Admin budget</b>
2 FC-D Chair Dollies @ \$250.00	<b>565.00</b>	<b>DEFERRED</b>	<b>Capital 565.00</b>	<b>Admin 2020 Budget</b>
72 Regular straight back chairs - 82.00	<b>6,671.52</b>	<b>DEFERRED</b>	<b>Capital 6,671.52</b>	<b>Admin 2020 Budget</b>
20 Chairs with arms – 102.00	<b>2,305.20</b>	<b>DEFERRED</b>	<b>Capital 2,305.20</b>	<b>Admin 2020 Budget</b>
Metal Glides for Chairs 92 @ 6.00	<b>623.76</b>	<b>DEFERRED</b>	<b>Capital 623.76</b>	<b>Admin 2020 Budget</b>
9 - 60“Round Tables @ 265.00	<b>2,695.05</b>	<b>DEFERRED</b>	<b>Capital 2,695.05</b>	<b>Admin 2020 Budget</b>
Shipping Charges	<b>282.50</b>	<b>DEFERRED</b>	<b>Capital 282.50</b>	<b>Admin 2020 Budget</b>