

Canterbury Common Residents Association
Minutes of Board of Directors Meeting
May 10th, 2022

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

Regrets: George Clapham

Guests: LUC members David Cooper, Mary-Anne Mathews, and Wreyn Blimke
Director Dorothy Bull is also a member of the LUC.

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 1:28 p.m.

Land Use Committee Presentation:

David Cooper and the two members of the LUC reviewed the scope and expectations of their job, and their appreciation of the financial constraints involved.

Following their research, Mary-Anne Mathews and the “activities group” proposed implementing 4 low cost, low impact activities: pop-up badminton, croquet, “corn hole”, and 2 horseshoe pits. They identified locations for these, and outlined plans for residents to participate independently. The total cost was estimated at \$2,500. Volunteer Wayne Shannon has offered to build the horseshoe pits.

Mary-Anne listed three more activities for future consideration: Disc golf, Shuffleboard, and Bocce Ball. These are more expensive and need permits from Scugog and the Town of Kawartha Lakes as they involve digging and cement. Mary-Anne had also just been informed that outdoor ping pong is becoming popular in retirement communities. It needs only flat ground, so would be a very inexpensive option at an estimated \$1000. The committee hopes these activities could be implemented by July 2022.

Dorothy Bull reviewed options and challenges in developing the meadowlands due to the scope and expense of the project, and presented detailed costs for different levels of development. In order to improve the land and prevent further degradation of the meadows, up-front costs would be necessary. Once established, maintenance costs would decrease. We would need to get a “Naturalized Status” designation from Scugog Township, and permission from CCRA homeowners. Research on seed mixes, grass types, and knowledgeable advisors is ongoing.

It is possible for CCRA to get funding from Grassland Ontario, Kawartha Conservation Authority and others, but funding levels must be below \$10,000 per year to avoid tax implications. Both Grassland Ontario and the Kawartha Conservation Authority are very supportive of all efforts to rejuvenate golf course lands to a healthy state, which would also improve the water quality drainage into the Lake.

Dorothy noted that a first step in rejuvenating the meadows is the seeding of four lakeside bunkers. Weeds will be removed, some soil will be added, followed by seeding of grasses and flowers, for a

maximum cost of \$9000 if done by a contractor. Doing the work in house is under consideration. The work will likely begin in the late summer.

Wreyn Blimke presented a plan for the pathway development, which has two sections: the McCaw extension, and the Lakeside meadows trail which follows the old golf path for approximately 1500 feet and leads to the waterfront trail. Wreyn noted we need a path where service vehicles can enter the lands, thus requiring a 6 foot wide path, but pedestrian sections could be 4 feet wide. He explained that site preparation would be very important to allow for proper drainage to avoid erosion. Crushed limestone or recycled asphalt could be used as a surface. Asphalt is more durable but doesn't drain well, so choices would need further study. Wreyn has had estimates for McCaw extension at \$8000 and the meadow walk at approximately \$28,000. He also identified the difficulties in contacting and getting contractors to quote due to uncertain timelines, funding, Covid restrictions, and a very busy contract season for workers.

In addition to the monies requested by Mary Anne Matthews, Dorothy Bull and Wreyn Blimke, David Cooper, chair of Land Use Committee made a request for an additional \$25,000 to be used to complete the pathway the entire length of the Lakeside meadow. These additional funds were turned down by the Board since there is no funding allocated in the 2022-23 budget for the Land Use development.

Lee Maher suggested monies received from the 66 new homes in phase two (the \$500 initiation fee) could be used to complete the smaller three projects as requested, for a total of \$27,000 as follows:

1. The four bunkers on the first hole to be filled in with flowers and grasses as approved by the Kawartha Conservation Authority at a cost of \$9000.
2. Low cost activities near the Centre: Funds available \$10,000.
3. Extension of the pathway 50 to 60 feet for the homeowners of McCaw Court to have access to the activities area at a cost of \$8000.

Following discussion, the following motion was proposed:

MOTION: It was moved by Lee Maher and seconded by Nora Senechal that each of the above three project expenditures be approved and presented as three separate areas for development at the June 15th AGM.

Six in favour, one abstention, and one negative - CARRIED

These three projects will be turned over to the House and Property committee for implementation, and a full explanation will be presented to all members of the CCRA at the AGM on June 15th, 2022.

Approval of Minutes:

MOTION: Moved by Nora Senechal, seconded by Dorothy Bull that the Minutes of the Board of Directors meeting of April 12th, 2022, be approved. All in favour - CARRIED

Nominating Committee Report: Tom Phipps

Tom Phipps reviewed the process used by the nominating committee this year, with outreach to CCRA members by the nominating team. Nominees will supply resumes for the AGM package for residents. The board complimented Tom and the team on the resulting progress.

Business arising from previous Board minutes: nil

Correspondence received: An email was received from Doug Rogers describing his and his neighbours' frustration with the condition of the Greenwood property and their desire for trees. Jim Brady has now spoken with Doug, explaining the difficulties in contacting Greenwood. Doug Rogers was understanding of our lack of influence, and was satisfied with the response.

President's Report: Jim Brady

The Township has sent a memo to Greenwood advising that they must straighten up the fallen fences and must grass over the property. Jim Brady has had no reply to his calls to Akiva Wolfe of Greenwood.

Geranium has refused to put up a wall in the pinch point area of Holtby Court, so we may not be able to walk through this area. They have, however, agreed to build a berm along the Simcoe Street meadow. The Township has drafted a letter to Geranium permitting an entry for construction and service vehicles from Waterbury into the adjacent Holtby Court area homes, but we have no notification of this from Geranium as yet. CTC has asked for details ahead of time so residents can be advised. CTC has not heard anything back from the lawyers regarding control of decks etc. on McCaw Court.

Treasurer's Report: Lee Maher

- Lee Maher reported that Nora Senechal and Jim Cushnie will be responsible for the collection of the assessments this year. The invoices will be delivered the day after the AGM.
- The Capital & Replacement Reserve funds updates: The Replacement Reserve Fund has roughly \$75,000, and once the assessments are in it will be roughly \$100,000. We have budgeted \$10,000 to fix the lights in the parking lot, but we must be aware that the parking lot will require expensive re-paving in the future.
- The Capital budget is currently in a deficit of some \$10,000, partially due to the final payment of the deck/pool furniture, however this deficit will be addressed later this fiscal year. It may be increased to \$15,000 if more furniture is needed immediately.
- The Lease Settlement Fund has \$178,500 in principle reserves which could be accessed in emergency circumstances.
- The auditor is currently in the middle of the audit. A question has been asked as to why are we having a full audit instead of a less expensive "performance review" – a partial audit. Finance found that auditors in Scugog have offered large discounts to non-profit organizations if they were doing their books, so we would not save any money by doing the performance review.
- Lee discussed the need to adopt new technologies for handling finance. For example, we still must buy and write cheques. The need to have two signatures requires volunteers to use their own money to cover expenses, then wait until the cheques clear. Lee would like to go to the bank and change how the system operates.
- The Ontario Not-for-Profit Corporations Act (ONCA) exercise is underway and Bryan Teed will take the major lead. Lee explained that each member of the finance committee has taken the lead for one of the areas of financial responsibility.

COMMITTEE REPORTS:

Office Manager Report Nora Senechal

Nora Senechal reported on Ed Richards' advice for insurance coverage on barbeque use by caterers and renters of the Centre.

Ed Richards investigated, and his reply confirmed that CCRA's property insurance coverage would cover us in the case of fire or gas explosion, subject to our deductible. If caused by negligence by the operator, the operator or person in whose name the Centre was rented would likely have our insurance company require their personal insurance company to rebate ours. Ed's advice was to permit only hired and insured caterers to use the BBQs when required, and our current policy of not allowing renters to do so be continued. The Directors agreed with this position.

During discussion Lee Maher added that caterers will need to confirm that they will clean the barbecues following their use as per the kitchen cleaning rules, and that the caterers must be informed on the distance needed between the vinyl siding and the BBQ to avoid melting. All agreed.

Nora Senechal noted that Lauren Maher, assisted by Nora and Gary Carmichael spent considerable time cleaning out items from the upper and lower storage rooms in the Centre. Some items were thrown, useful items were kept, then Nora and Dorothy Campsall manned a table at the Community yard sale selling items no longer needed. They made \$45.00.

MOTION: Moved by Nora Senechal and seconded by Ellen Brewer that the money raised at the yard sale be donated to charity, possibly to support the Ukraine.

All in favour - CARRIED

Nora Senechal reported that she and Murray Smith have analyzed and written updates to the Policies and Guidelines for Administration, and asked if the Board could approve them. Jim Brady suggested that since it is so close to terms end, the review/approval process should go to the new Board to handle. The exception would be the changes made to funeral charges which were already approved by the Board but not yet in the text. Donna Easter is working on the wording of a motion for approval for the June 14th Directors meeting.

A discussion was held on a request to delay the AGM due to Covid concerns, but it was decided that we cannot change the dates on events already planned, especially the AGM.

Administration: Murray Smith

Murray Smith has been asked to reduce cleaning costs. After much discussion, it was felt that a major cleaning once every ten days should be adequate, with the toilets done on a weekly basis. Administration will work out the schedule.

Martha Simmons has asked the Board to determine if friends and family should be allowed in the pool this year, restricted only by the pool's capacity. The following motion was made:

MOTION: Moved by Murray Smith and seconded by Lee Maher that guests should be allowed in the pool this summer.

All in favour – CARRIED

- Murray Smith discussed the format and organization for the All Candidates meetings at the Centre on May 16th. Admin. will be setting up on the 15th, and members of the Chamber of Commerce

will be present. Representatives of the 4 main political parties will attend. Masks are mandatory in the Centre for all of May.

- The pool furniture will arrive on May 26th.
- The gate fob situation is a problem. The supplier, A & S, has had our deposit for over a year and cannot deliver the fobs. Murray has learned that a new Canterbury resident is in the fob business. He has investigated our situation and feels we have been paying too much. Lee Maher would like to reach A & S and get our money back. The problem must be fixed as it is a safety issue.
- Murray reported that 50 chairs have been reserved for the AGM as we don't have enough seating. Should we decide they are not needed we have two weeks to cancel. The cost is \$500 including delivery and pickup.
- A mask mandate for the AGM will be recommended. Masks will have to be worn for events already booked for May.

Communication: Nora Senechal

Nora Senechal asked for the next Chronicle submissions, and requested that she be informed of the space needed for printing them.

Nora noted that the committee needs two more volunteers, one of whom could be short term.

A new layer of security was added in April to the resident sign-on page of the website, and one must now identify objects in a picture such as traffic lights to show one is not a "bot". The addition of this feature is a result of discovering attempts by outsiders to access the residents' pages. There is no evidence they were able to do so but site security is essential.

Governance: Tom Phipps (update on file)

Tom Phipps reported that there were two new homeowner project requests. Efforts are ongoing to streamline the approval process with Geranium, with details in the hands of the lawyers.

House & Property: Jim Worsley for George Clapham

Jim Worsley reported that a contract to fix sunken steps in front of the Centre doors has been issued, as it is a tripping hazard. The job will start on May 17th and will probably take 2 days. During that time, entry will be by the North door.

The pool is on schedule for opening on the 24th, and Durham health department inspector is coming on the 17th for a final decision for the opening. Martha Simmons will make sure "no food, no drinks" signs are posted as usual. Only water is permitted.

Pathway signs are ordered but not being delivered; we may have to change suppliers.

Municipal Affairs: Dorothy Bull

Dorothy Bull has been researching "Adopt a Bench" styles that could be donated by CCRA residents for placement in the community. There are pro's and con's on choosing reclaimed plastic or metal benches, including costs which range from approximately \$800 to \$2600 plus tax and shipping. For example, metal ones like those near the waterfront trail start at about \$2595.

All benches would need to be secured on a base prepared by a contractor or possibly by CCRA volunteers. To date four residents have expressed an interest in donating a bench.

Dorothy also has information on a program to donate "Memorial trees". She offered to write an explanation of these two projects for the Bulletin, and gauge the level of interest in our community.

Social: Ellen Brewer

Ellen Brewer reported that the yard sale went well, although with fewer people attending. The date for the drone flyover has been confirmed for showing at the “This Is Us” celebration. The committee expects a large number of people at the celebration, but masks will be mandatory. People will be invited to come, hear the speakers, and visit the various booths for information on activities. No food or drink will be served at the event, but members will be given a packaged dessert to take home.

Canada Day will probably be outdoors only, and no food or drink will be provided. Rulings for masking for future events will have to be evaluated as we go.

New Business: nil

Adjournment: It was moved by Nora Senechal that the meeting be adjourned at 4:35 p.m. The next Scheduled Meeting is on June 14th at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

