



Canterbury Common Residents' Association

127 Waterbury Crescent • Port Perry • Ontario • L9L 1S2 • 905-985-5258

Board of Directors Meeting

Oct. 17, 2022

Directors: Lou Rocha, Todd Glenn, George Clapman, Carole Johnson, John Nesbitt, Lauren Maher, Jim Worsley, Murray Smith, Dorothy Bull, Jim Cushnie

Recording Secretary: Carole Johnson

Call to order: A quorum of directors being present, the meeting was declared duly constituted by the President and began at 1:00 p.m.

Strategic Planning Discussion: The first half of the Board meeting focused on Strategic Planning. Lou Rocha reviewed the Development Plan and Themes. Board members contributed additional thoughts. The Steering committee will meet and create a presentation to the seven standing committees in November and December.

Motion to approve agenda

Moved by Carole Johnson and seconded by Jim Cushnie.

Carried.

Motion to approve the minutes of the Sept. 12, 2022 meeting

Moved by Lauren Maher and seconded by Todd Glenn.

Carried.

Business Arising

The Board approved an email motion on Oct. 3, 2022 to approve \$5000 advance for the construction of the concrete pads for the Adopt a bench project. The actual cost will be recovered from the donations made by the sponsoring residents.

Correspondence

A letter was sent to Greenwood Retirement Communities on October 4 requesting a start date for the construction of the retirement residence at Country Estates and Simcoe. The letter also asked Greenwood to comply with the direction from the Township of Scugog regarding the condition of the undeveloped property.

Recruitment Policy

The Board adopted a new Recruitment Policy to provide consistency in the nomination of candidates for positions on the Board and the chairpersons of standing committees. The next step will be the preparation of job descriptions for the various positions. This process will involve the seven standing committees.

Moved by Dorothy Bull and seconded by Carole Johnson.

Carried.

ONCA Review

The Board received a draft of the proposed changes to CCRA By-Law #1 that will bring it into compliance with the Ontario Not For Profit Corporations Act. The ONCA committee will present the changes at a special Board meeting on Oct. 25. A Town Hall meeting is planned for next spring to review all of the amendments with residents prior to formal adoption at the Annual General Meeting in June 2023.

Lakeside Meadows Project

The Adopt A Bench project received a quick and enthusiastic response from the community. Seven donors have submitted their payments and have been taken on a site tour to secure locations. The House and Property committee has made arrangements for a local contractor to pour the concrete pads at the end of October or early November. The benches are ready for delivery and will be installed if weather permits. A second phase will be offered next spring.

Admission of New Members

Homeowners from Geranium's Phase 2 will start to arrive in early November. They will be welcomed at Meet and Greet meetings. The Board will admit the next group of new Members on December 19, 2022.

Committee Reports

Finance (Complete Report on File)

The request was made by the Finance committee to approve the renewal of the three insurance policies – Commercial Property and Liability, Directors and Officers and Legal Expense. The policies were reviewed and recommended for approval by the Insurance sub-committee. Due to time constraints at renewal time, a recommendation was made that the Finance committee be authorized to renew insurance policies with the approval of the President and Treasurer of the Board. If the recommendation is accepted, a change will be made in the Policies and Guidelines.

Moved by Jim Cushnie and seconded by George Clapman.

Carried.

Assessments Report – All assessments have been collected for this year. Finance is expecting some initiation fees and pro-rated assessment money from Geranium from house closings before the end of the calendar year.

Investment Report – Seven GIC investments of different terms have been made with Edward Jones and CIBC. The investments include fixed term GIC's ranging for 4.0% to 4.4% and flex GIC's at 2.85%

House and Property (Complete Report on File)

1. The 2023 grass cutting contract was approved at the Sept. meeting. There will be an increase of 12 to 15%.

2. The committee requested cancelling sidewalk salting but the Board recommended that winter maintenance of all sidewalks continue to include salting after snowfalls of 5 cm or more.
3. Barry's Path – The committee agreed to clear the snow, to provide a box of calcium chloride for walkers to put down as required and to post 2 signs "Use at Own Risk". The committee recommends using calcium chloride instead of sand to avoid extensive cleanup in the spring.
4. Recommendation for Adult Lifestyle Signage – The Board agreed with the committee that the addition of "An Adult Lifestyle Community" to the stone monuments at both entrances would be expensive and risk damaging the structures. The Board directed the House and Property committee to investigate other options and to report back to the Board. John Nesbitt stated on the record that he disagrees with the Board's decision.
5. Resident Contact with Volunteers - The House and Property committee has asked the Board to remind residents that volunteers should not be called at their homes except in the case of an emergency. Concerns and suggestions should be directed to the committee chairpersons by contacting the office at 905-985-5258.
6. New Walkway - The Board approved \$3,500 additional funding for the new path from Barry's Path to the first fairway. The cost increased because the previous quote expired while waiting for permits. The Board also approved \$9,000 to prepare the bunkers on the first fairway for planting and landscaping. Both projects were approved last year and reported at the Annual General Meeting in June 2022.
7. Lighting for Barry's Path – Malcolm Ward will present his findings at the November 21st Board meeting.

Administration – Complete Report on File

Communications – Nil Report

Governance – Complete Report on File

Municipal Affairs – Nil Report

Social Committee – Complete Report on File

- The Coffee Hour on Oct. 27 will feature Joan and Harvey Graham as Canterbury celebrates their 65th Anniversary,

Adjournment

Moved by Carole Johnson and seconded by George Clapman

Carried

Next Meeting

Monday November 21st at 1:00 p.m. at The Centre.

Lou Rocha, President

Date

Carole Johnson, Secretary

Date

This report is provided for the information of the Board of Directors and will be attached to the Minutes of the Board Meeting.

Canterbury Transition Committee

The committee met with Victor Szeghalmi on October 4 to review progress on items from the previous month. The minutes of the meeting are not ready but Geranium has indicated that 24 new homeowners will receive their closing dates by the end of December. Gord Simmons has preliminary contact for seven homeowners and has sent notices to eight others. Some homeowners are expected in early November.

Greenwood Retirement Communities

On Oct. 4 I mailed a letter to Debbie Homens, President of Greenwood Retirement Communities. I asked for a firm date for the start of construction in the property designated for a retirement home. If the date was more than four months away, the property should be properly hydroseeded as directed by the Township of Scugog and the construction fencing should be removed. No response from Greenwood at this time.

Adult Lifestyle Signage

Two vendors were contacted and preliminary information was received but the House and Property committee has sent a report to Board asking that this item be tabled for a community vote at the next Annual General Meeting in June 2023.

Adopt A Bench

Seven residents have come forward to donate funds for benches in the common areas. The residents met with Dorothy Bull and Ren Blimke on October 11 to review locations. Ren will confirm sites with the Mogridge who will pour the concrete pads. The benches are available for delivery and will be shipped to Canterbury in the next few weeks. The installation will take place this fall if weather allows.

ONCA Review

On October 25 the ONCA committee will present its draft recommendations for changes to By Law #1 to comply with the Ontario Not For Profit Corporations Act. Pending Board approval, the changes will be presented to the residents for ratification in June 2023.

The ONCA committee will then proceed to consider further changes to By-Law #1 that will affect current policies and procedures. These changes will be presented to a future Board meeting in 2023.

Nominating Committee

The committee met on October 7 to review a draft Recruitment policy. The draft will be presented to the Board for review and approval on October 17.

Several residents have been interviewed regarding positions on committees and the Board. The request for volunteers will be re-issued in the Bulletin.

Personnel Policy

Gord Simmons has offered to work with a committee to prepare a Personnel policy for CCRA. This item will be discussed on October 17 to determine the Board's interest.

CCRA.Email Computer

I am donating a used computer system to replace the HP Pavilion that is used to send email blasts. The older computer will be available for use in the library.

Strategic Planning

The first hour on Oct. 17 will be devoted to a discussion on Strategic Planning. The outcomes will be reviewed by the steering committee and meetings will be held with all of the standing committees in November and December.

Ward 5 Candidates Meeting

About 50 residents attended a Coffee Hour on October 13 hosted by the Social committee. Mayor Elect Wilma Wotten spoke to residents along with candidates Terry Coyne, Ivo Finotti and Louie Mohammed.

Town of Scugog Strategic Planning

The Town of Scugog has invited residents to voice their opinions in the town's strategic planning process. Gord Simmons and Chad Johnson are collaborating with township staff to arrange a meeting with Canterbury residents before the end of October.

Admission of New Members

New members will be admitted in November after several resales have been completed and homeowners have arrived in Canterbury. There may also be some new Geranium owners at that time.

Activities Coordinator

Suzanne Brolley has accepted the role of Activities Coordinator under the direction of the Administration Committee. She has been working diligently in her new role with the assistance of Murray Smith.

Corporate Records

1. A meeting will be scheduled in November to consolidate and streamline the procedures for welcoming and admitting new residents to Canterbury Common.
2. The upgraded Membership Database is still in development. Several residents have accessed their Membership Record on the website and requested updates.
3. The electronic copies of past Board minutes are being archived on the office computer.
4. The listing of past Board members after 2017 is being completed.
5. The indexing of Board minutes has been completed for the period 2015 to 2022.
6. A new Google account has been created to provide online storage for backing up corporate records.