



Canterbury Common Residents' Association

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

Board of Directors' Meeting

November 21st, 2022

Directors: Lou Rocha, Todd Glenn (via Zoom), George Clapman, John Nesbitt, Jim Worsley, Murray Smith, Dorothy Bull, Jim Cushnie, Lauren Maher

Regrets: Carole Johnson

Guests: Malcolm Ward, Wreyn Blimke, Gord Simmons

Recording Secretary: Lauren Maher

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.

Motion to approve agenda

Moved by Jim Cushnie, and seconded by Dorothy Bull.

Carried.

Motion to approve minutes of October 17th, 2022 meeting

Moved by George Clapham, and seconded by John Nesbitt

Carried.

Email motion on October 25th, 2022

Moved by Lou Rocha and seconded by George Clapham that the Board allocate \$2,500 to contract secretarial help to update our corporate records and manage the admission of new residents to Canterbury Common.

Carried

Information Reports from House & Property (Complete Reports on File)

- Malcolm Ward presented a proposal for lighting of Barry's Path from McCaw Court to The Centre. The Board will consider the overall cost and timing of the installation.

Motion to receive: John Nesbitt, and seconded by George Clapham

- Wreyn Blimke provided an update on the status of the benches, eight of which have been received and are being stored in the enclosed pool area for placement in the Spring of 2023. The following motion was submitted:

- Moved by George Clapham, and seconded by Murray Smith, that, due to weather conditions, installation of concrete pads would be delayed until Spring, 2023.

Carried

- Information also received regarding the status of ongoing projects: extension of Barry's Path is scheduled for late November, 2022, and preparation of the Lakeside Meadows' bunkers for flower planting has been rescheduled to Spring, 2023.

Motion to receive: John Nesbitt, and seconded by Jim Cushnie

- George Clapham reported on the ongoing research for suitable Adult Lifestyle Signage

Motion to receive: Jim Worsley, and seconded by John Nesbitt

Correspondence:

- Letter from Greenwood Retirement Community regarding status of project

Motion to receive: George Clapham, and seconded by Dorothy Bull

Action: President, Lou Rocha, will report to Canterbury Residents via email blast.

Correspondence (continued)

- Request from Canterbury resident to have presentation by the Canadian Snowbirds Association at The Centre.

Motion to receive: Lauren Maher, and seconded by Murray Smith

Action: President, Lou Rocha, will respond to resident.

- Request from Geranium to host a brief meeting at The Centre.

Motion to receive: Lauren Maher, and seconded by Murray Smith

Action: Lauren Maher will respond

- Letter from Canterbury resident regarding chainsaw activity along Lakeside Meadows

Motion to receive: Lauren Maher, and seconded by Dorothy Bull

Action: Referred to H&P for response

Board of Directors (President's Report)

George Clapham was welcomed back to the Board of Directors, as Liaison Director to House and Property. Jim Worsley will continue to attend Board meetings, at George's request. George has notified the Board of his intention to retire as Vice-President.

Moved by: Lou Rocha, and seconded by Murray Smith to appoint Lauren Maher as Vice-President until the 2023 AGM.

Carried.

Committees

We are fortunate to have Suzanne Brolley take on a leadership role on the Administration Committee, Malcolm Ward is preparing for a leadership role on House and Property, Nora Senechal has joined the Administration Committee as Secretary, and Marylee Thompson will be managing the Accounts Payable for the Finance Committee.

Records Management

Procedures for recording new members in the Canterbury database have been finalized, as we prepare to register new members from recent resales and the 69 new homeowners from Phase 2 of the Geranium project.

Admission of New Members

The Board approved the admission of new members to the Association. The Phase 2 residents from Holtby Court are Ronald and Joan Young, John and Susan Redden, Che Jim and Yim Wong, John Waine and Margaret Hamel, William and Sarah Taylor, Scott Sullivan, William and Constance Apps, Michael and Carol Pistchik, Orwood and Deborah Mayne. New members from recent resales are Joe and Sandra Hunter, Phil and Sonya Cochrane, Tara and Bruce Laidley, Nance and Doug Findlay, Steve and Eleanor Knight.

Motion to approve: Lou Rocha and seconded by Lauren Maher. Carried

Masking at The Centre

Under President Lou Rocha's guidance, and supported by the chairs of Administration and Social, the Board was notified prior to a notice being sent to all residents requiring masks to be worn in The Centre.

Strategic Planning

The Steering Committee will review the Board's input into Strategic Planning Themes, and present to the standing committees in December and January.

Office Services

Canterbury volunteer, Nora Senechal, has left the position of Office Manager, and we will be undertaking a review of the current and future needs to maintain a reasonable level of administrative support for the Board and its committees.

Canterbury Transition Committee (A Complete Report is on File)

At this time, Gord Simmons, CTC, joined the meeting to give a detailed update on the remaining work to be completed by Geranium; i.e. a request for a berm on the old sixth fairway to reduce noise between Simcoe St. and the homes on Candlelight Court, and the waterflow problem at the north end of Barry's Path will be addressed by Geranium. The Township has planted 18

trees above the retaining wall behind the homes on Waterbury at the Greenwood site. Gord also reported on the status of the Greenwood project. The President thanked Gord and the CTC for their patience and persistence over the last seven years.

Committee Reports

Finance (A Complete Report is on File)

Treasurer, Jim Cushnie, reported 83% of expected revenue for the year has been collected, and expenses YTD represent 43% of the annual budget. Marylee Thompson, a volunteer on the Finance Committee, has taken over the role of managing Accounts Payable.

The following motion was put forward for the Board's approval.

It was moved by Jim Cushnie, and seconded by Lauren Maher, that we approve the Q2 Finance Report, recognizing there could be some minor adjustments to the accruals. Carried

It was also reported that the financial reports are available, upon request, at office@canterburycommon.ca

Administration (A Complete Report is on File)

Communications (A Complete Report is on File)

Governance (A Complete Report is on File)

Municipal Affairs (Report Presented at Meeting)

- A Canterbury resident has suggested that since we are welcoming so many new residents to Canterbury, consideration should be given to identifying the East & West Commons more clearly, as areas open for all residents to enjoy a walk through. We received approval from the Township. It was suggested the simplest way would be to paint the curbs at the access points "green". To be discussed further.

Social Committee (A Complete Report is on File)

- The Board approved a request to have a Food Drive for Operation Scugog in the parking lot at The Centre. Date to be advised.

ONCA Review of By-Law #1 to be discussed at a Special Board Meeting. Date to be advised.

Adjournment

Moved by Jim Cushnie, and seconded by George Clapham Carried

Next Meeting

Monday, December 19th at 1:00 p.m. at The Centre

Lou Rocha, President

Lauren Maher, Recording Secretary

Date

Date

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

Board of Directors

George Clapham has returned to the Board as Liaison Director to House and Property. Jim Worsley was appointed to the position during George's absence and Jim will continue to attend Board meetings at George's request.

George has retired from the position of Vice-President. Lauren Maher will be the Vice-President for the remainder of this term. Lauren was appointed Acting Vice-President during George's absence.

Committees

Suzanne Brolley has agreed to a leadership role in the Administration committee. Murray Smith will be sharing his duties as chair for the remainder of the year. The House and Property committee is preparing Malcolm Ward for a leadership role next year. He has been working on a review of property survey maps and a lighting proposal for Barry's Path. Nora Senechal has volunteered to be the secretary for the Administration committee and will continue to prepare fobs for the residents. The Finance committee has assigned Marylee Thompson to manage Accounts Payable for the Association.

Canterbury Transition Committee

Gord Simmons will provide an update on the remaining work to be completed by Geranium. Discussions have continued about restoring a berm along the west side of the former sixth hole west of Candlelight Court. Geranium will conduct an acoustic analysis to determine the height of a berm needed to effectively reduce road noise. A determination will be made when the results are received. The Township has approved a small retaining wall behind the homes on Holtby Court (North) that will support the required drainage in the common area behind those homes. Geranium has agreed to address the issues with water flow into the settlement pond beside Barry's Path. Eighteen trees have been planted above the retaining wall at the east end of the Greenwood site. The trees were planted by the Township which has assumed responsibility for replacing trees that were removed during construction.

Greenwood Retirement Communities

A reply was received from Debbie Hemmens, President of Greenwood Retirement Communities and a videoconference was convened to discuss the status of the project. Following the meeting a letter was received for distribution to the residents of Canterbury Common. The letter states that the feasibility of the Greenwood project will be reviewed in the spring of 2023. In the meantime Greenwood has agreed to take down the construction fences and to hydroseed the site next spring. Gord Simmons will give a detailed presentation to the Board on behalf of the Canterbury Transition Committee.

Records Management

Following the Board's approval on October 25, Trish Irven was contracted for secretarial help to update our corporate records and to manage the admission of new residents to Canterbury Common. Funding was allocated from the unused balance of the ONCA budget.

Gord Simmons, Lauren Maher and I met with Trish on two occasions to review all of the procedures for registering new members from recent resales and the 69 homeowners from Phase 2 of the Geranium project. I conducted three online training sessions for Trish to learn the steps for using various software programs to complete her tasks.

A complete procedure was finalized after several drafts and field tests. The procedure covers the step for recording new members in the database, updating records on the website, creating a Membership Record and distributing the required information to the appropriate volunteers to complete their tasks. The Board will receive a copy of the procedure which will also be filed in the Procedures binder in the office.

Seventeen Phase 2 homeowners have been added to the membership database in addition to six resale residents. The registration processes will continue until every new homeowner has been registered in CCRA records. This work will continue until next summer when all of the Phase 2 residents have moved into Canterbury.

Admission of New Members

In accordance with By-Law No. 1, section 22, the Board will admit new members to the Association this month. The Phase 2 residents from Holtby Court are Ronald and Joan Young, John and Susan Redden, Che Jim and Yim Wong, John Wayne and Margaret Hamel, William and Sarah Taylor, Scott Sullivan, William and Constance Apps, Michael and Carol Pistchik, Orwood and Deborah Mayne. New members from recent resales are Joe and Sandra Hunter, Phil and Sonya Cochrane, Tara and Bruce Laidley, Nancy and Doug Findlay, Steve and Eleanor Knight.

Masking in The Centre

A notice was sent to all residents on November 17, 2022 requiring masks to be worn in The Centre. The decision was based on the strong recommendation of Dr. Kieran Moore, Ontario Chief Medical Officers of Health, to wear masks for indoor activities in public places. The chairs of Administration and Social supported the decision and the Board was notified prior to distribution of the notice.

Strategic Planning

The steering committee will meet to integrate the Board's input into the Strategic Planning Themes for presentation to the standing committees in December and January. Based on the feedback from committees, a Town Hall presentation is planned for the early spring of 2023.

Office Services

The role of the Office Manager was handled by volunteer Nora Senechal since April 2021. Nora has left the position and is now working on the Administration committee while she continues to chair the Communications committee and organize Aquafit. I am monitoring the messages on the office telephone and the office@canterburycommon.ca email account.

The current budget does not contain funds to hire personnel to manage the office. I am therefore requesting a committee be established to review the current and future needs to maintain a reasonable level of administrative support for the Board and its committees for the rest of this term.

The office is used by several individuals to complete their respective duties and the work of the standing committees. The main computer has a user profile for Office Manager, Treasurer, Secretary and I.T. Support. Each profile has its own login, password and dedicated email account. A new user profile will be added for the Records Manager with its own email address – records@canterburycommon.ca. All profiles are backed to a second internal hard drive. 15 GB of offline storage is available with a free CCRA Gmail account.

There is a second computer on the other desk that is used by Administration to create fobs and a third computer used by John Rintoul to send email notices to residents. A dedicated DELL laptop is used to run the electronic message board which is managed remotely by Dave Brolley. The HP computer system will be reset and made available for residents in the Library. A refurbished DELL mini-computer has been set up to take over the email services when a transition can be scheduled.

House and Property Presentations

Malcolm Ward will present the recommendation for lighting on Barry's Path. Wreyn Blimke will provide and update on the status of the Lakeside Meadows project and the extension of Barry's Path to the first fairway. George Clapham will present the current information for signage with the words "An Adult Lifestyle Community".