



# Canterbury Common Residents' Association

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

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## Board of Directors Meeting May 15, 2023

**Directors:** Lou Rocha, Carole Johnson, Lauren Maher, Jim Cushnie, Malcom Ward, Murray Smith, John Nesbitt

**Absent:** Dorothy Bull

**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.

### Motion to approve agenda

*Moved by Lauren Maher and seconded by Jim Cushnie*

*Carried.*

### Business arising

- A motion was carried on April 17 to allow the owner of 227 Waterbury Cres. to plant a tree in the common area behind the home to replace trees that were removed due to disease. The homeowner has agreed to pay the cost.
- A motion by email was unanimously carried on May 7 to allow the owner of 399 Waterbury Cres. to plant two trees in the common area behind her home. The homeowner has agreed to pay the cost.
- A motion was made to approve receipt of the lease agreement for 94 Holtby.

*Moved by Lauren Maher and seconded by John Nesbitt*

*Carried.*

### Correspondence

- LEV Living (Greenwood) reported that hydroseeding would start on April 21 in Block 100 with the removal of construction fences to follow after germination. The fences were taken down in early May.
- The President received feedback from the ONCA committee on a proposed amendment to Section 10 of By-Law No. 1 Vacancies. The amendment would have exempted service of less than one year from counting towards term limits. The feedback was helpful and the proposed amendment was withdrawn at this time.

- The President received information from Roger Doe about filing the Articles of Continuance following ratification of By-Law No. 1 at the Annual Meeting.
- The Board received a request to remove a tree in the common area behind 315 Waterbury. Malcom Ward presented his conversation with the owner. The Board gave a conditional approval pending further information to be gathered by House and Property. Malcolm and Lou Rocha will meet with the owner when the information is available.
- The Board received a complaint from two homeowners on Waterbury Cres. regarding verbal harassment by a neighbor on Waterbury while walking their dogs in the common area between the homes on Waterbury Cres. and McCaw Court. Lou Rocha asked Malcolm Ward to check the survey. Lou and Malcolm will meet with the respective homeowners.
- The President received the names of the proposed committee chairpersons for next year to be published in the June Chronicle: Suzanne Brolley, Administration; Nora Senechal, Communications; Jim Cushnie, Finance; Gord Simmons, Governance; Malcolm Ward, House and Property; Lauren Maher, Social; Municipal – TBA.

### **Strategic Plan**

- A final visit will be made to the Communications committee to present the draft strategic plan. The strategic directions will be sent to the Board and the respective committees to draft the specific plans. A town hall presentation will be scheduled for later in the summer to get broader resident feedback.

### **Committee Reports**

**Administration** – Complete Report on File

**Communications** – Nil report

**Finance** – Complete Report on File

- The Q4 2022-23 financial statements were presented to the board.
- The finance committee met with the auditor and expects a draft of audited financials at the end of May.
- Cash flow is becoming tight. \$16K has been put aside to cover this year's expenses until assessment money is collected. If needed a cashable GIC in the RRF will be cashed to cover until assessment is received.
- Assessment notice will be sent out the residents the week following the AM package.
- It was confirmed with Scugog Tax Office that they have received the MPAC authorization to cancel the new property tax bill.

*Approval of statements moved by Jim Cushnie and seconded by Malcolm Ward   **Carried.***

**Governance** – Complete Report on File

- Updated list of projects was received.

**House and Property** – Complete Report on File

- Funding for the new fob system for the pool was requested. Money will be allocated from the budget for improvements for the Centre.

*Moved by Malcolm Ward and seconded by Murray Smith*

*Carried*

- Centre external display repair – A short term repair will be made to the display case and adding the statement Adult Lifestyle Community. A request for \$1,000 to fund these repairs was presented to the board.

*Moved by Malcolm Ward and seconded by John Nesbitt*

*Carried*

- Solar Bollards – To meet safety requirements a total of 7 units (2 more than previously requested) will require an extra \$4,000.

*Moved by Lou Rocha and seconded by Jim Cushnie*

*Carried*

- Due to scheduling issues for the required pre-opening inspection, the opening of the pool has been delayed to the first week of June.
- A plan is in place to paint curb tops to mark access points to common areas.

**Municipal Affairs** – Complete Report on File

**Social Committee** – Complete Report on File

- The Strategic Plan presentation of April 27<sup>th</sup> was well attended. Coffee hours will resume in the fall.
- Happy Hour continues to be well attended.
- Let's Dance was well attended and received very positive reviews.
- There was a good turnout at the Canterbury Yard Sale.
- The Solo Social was well attended and was enthusiastically well received with future meetings being planned.
- Plans are under way for many more activities.
- A request was made by the social committee for the board to approve a fundraiser project for the 25<sup>th</sup> anniversary celebration.

*Moved by Lauren Maher and seconded by John Nesbitt*

*Carried*

## **Policies and Guidelines**

- Additional Amendments to Section 1 – Sub-section 1, 2, 10, 12 were made.

*Motion to approve made by Jim Cushnie and seconded by Murray Smith* **Carried**

- The approval of all committee amendments has been deferred to the next meeting.

## **Lease of Home**

- Lou Rocha presented a hand signed lease agreement for 94 Holtby. The lease complied with the required guidelines. The lease was received following a motion by Jim Cushnie, seconded by Carole Johnson. Lou Rocha will contact the owner/landlord.

## **Admission of New Members**

- The following homeowners were admitted to the Association:

Mary-Lou and Steve Finlay, Kris and Wayne Marks, Ana Natividad, Bette and Richard Kowalczyk, Matthew and Amy Usherwood.

*Moved by Carole Johnson and seconded by Lauren Maher* **Carried**

## **Annual Meeting**

Plans for the annual meeting and possible issues were discussed. All members of the board will prepare to address any potential issues like:

- |                                 |                           |                                    |
|---------------------------------|---------------------------|------------------------------------|
| • Fee increase                  | • Approval of the budget  | • Role of the nomination committee |
| • Our policy on the environment | • Property boundaries     | • Master Plan                      |
| • Term limits                   | • Pool Hours              | • Dandelions                       |
| • Summary of completed projects | • Elevator                | • Capital Fund – what is it for    |
| • Sports use of the meadowlands | • Process of approval     | • Multi year business plan         |
| • Lighting on paths             | • Adult Lifestyle Signage |                                    |

A motion was made to approve the information circular and the new proxy forms for the annual meeting

*Moved by Carole Johnson and seconded by Jim Cushnie* **Carried.**

**Adjournment at 3:45 p.m.**

*Moved by Lauren Maher and seconded by John Nesbitt*

***Carried.***

**Next Meeting**

- June 12, 2023 – 3:00 Regular Board Meeting, North Hall, The Centre

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Lou Rocha, President

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Carole Johnson, Secretary

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Date

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Date

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

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### **Correspondence**

- LEV Senior Living (Greenwood Retirement Communities) reported that hydroseeding began on April 21. The construction fences will be removed after the germination has occurred. Photos have been sent to Debbie Hemmens to illustrate the coverage that has been applied.
- Three emails were received from the ONCA committee regarding a proposed amendment to Section 10 Vacancies on the Board. This item is on the agenda.
- Two emails were received from Roger Doe regarding Section 56 Application and Repeal. This item is on the agenda.
- Jim and Carol Pennett – Request to remove dead tree behind property.
- Phil Egginton, Tim Olson – Verbal abuse by another resident over common area

### **Second Town Hall for Amendments to By-Law No. 1**

Six residents attended the Town Hall meeting on April 17. A second session is scheduled for May 23 at 3 p.m. The amendments were re-circulated by email on May 12.

### **Visits to Committees**

The President visited the House and Property committee on May 3 to review the Strategic Plan, By-Law No. 1, Recruitment Policy and Nominations. A final visit will be made to the Communications Committee in late May.

### **Strategic Planning**

The next phase of strategic planning will occur after the Annual Meeting. The Board and the standing committees will create action plans to align with the Strategic Directions.

An evening meeting will be organized in August to share the Strategic Plan with residents.

### **Annual Meeting**

The Board will finalize the Information Circular and Proxy Form at today's meeting. The Administration committee is working on all procedures for the Annual Meeting.

### **Annual Committee Reports**

The annual reports were received on April 17. The reports and the Annual Meeting package will be sent to Port Perry Print on May 17. Hand delivery to all homes is scheduled on or before June 1.

### **Nominations**

There are five positions open for election. Two incumbents and three residents have applied at of the May 5 deadline. The fifth candidate was interviewed by the Nominations committee on May 10. A second Call for Nominations was issued on May 10.

The May Bulletin will include a summary of the role of the committee, the nominations process and the procedures for elections at the Annual Meeting.

### **Policies and Guidelines**

The chairpersons of all committees met on Monday, May 1 to review proposed changes. Several amendments were made and a final version has been received from most committees. The Board will review the proposed changes on May 15 and give the required approvals.

The Board will review additional changes to Section 1 – Board of Directors. Sub-section 12 Leasing requires major changes. Sub-sections 1, 2 and 10 have minor revisions.

### **Committee Chairs for 2023-2024**

The standing committees were asked to preview their chairpersons for next year. Committee elections take place after the Annual meeting. The following are the tentative list: Administration – Suzanne Brolley; Communications – Nora Senechal; Finance – Jim Cushnie; Governance – Gord Simmons; House and Property – Malcolm Ward; Municipal – TBA; Social – Lauren Maher.

### **Records Management**

The Records Manager position has been transferred to Administration. Trish Irven will continue to serve as Records Manager until Phase 2 is occupied. A transition meeting will be held on May 22 with the volunteers involved in the various aspects.

### **Lease Approval**

The Board will receive a lease agreement for 94 Holtby Court. The tenants will be approved for membership.

### **Admission of New Members**

The following homeowners will be admitted to the Association:

Paul Molinaro, Bob and Julie Gibbons, Martin and Rhona Smith, Steve and Mary-Lou Finlay, Wayne and Kris Marks, Ana Natividad, Bette and Richard Kowalczyk, Matthew and Amy Usherwood (tenants).

### **Canterbury Transition Committee**

The CTC met with Geranium and the Township on May 8, 2023. The confidential minutes have been forwarded to the Board. The CTC is still awaiting a reply from Geranium's lawyer with regard to the Amending Agreement that was discussed with the Board on April 17.

### **Calendar of Meetings**

|                 |                       |
|-----------------|-----------------------|
| May 15          | Regular Board Meeting |
| Tuesday, May 23 | Town Hall – ONCA      |
| June 12         | Regular Board Meeting |
| June 14         | Annual Meeting        |