



Canterbury Common Residents' Association

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

Board of Directors Meeting June 12, 2023

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

Recording Secretary: Carole Johnson

Guest: Suzanne Brolley, Phil Egginton

Call to order: A quorum of directors being present, the meeting was declared duly constituted by the President and began at 3:00 p.m.

Motion to approve agenda

Moved by Jim Cushnie and seconded by John Nesbitt

Carried.

Motion to approve minutes of the May 15, 2023 Board Meeting

Moved by Carole Johnson and seconded by Dorothy Bull

Carried.

Correspondence

- A letter of resignation was received from Gord Simmons as Chair of Governance effective June 14. He will continue his work with CTC.
- The Mah Jong group requested a doorbell to be installed at the entrance door of the centre. The Board discussed it but felt as all residents have a fob to enter the centre, a doorbell was not a priority at this time.
- The ongoing issue regarding the stone retaining wall at the back of 16 Candlelight Crt. was reviewed with the board. Further discussion with Geranium will continue and the board and H&P will then review to come up with a solution to resolve this safety issue.

Annual Meeting

Registration continues but so far 111 households have registered to attend.

The AM is scheduled to begin at 7 pm and plans are well in hand by the Administration committee for the handling of registrations, seating, voting cards and proxies.

AGM Potential Issues and Questions

The board discussed potential issues and questions that residents could bring up at the meeting. The members shared their thoughts to respond to the following items if questioned:

Financial: Fee increase, budget approval process, Capital Fund, Business plan

Property: Path lighting, use of parklands, dandelions, rental fees, elevator, master plan, environmental practices, boundaries

Policies: Term limits, pool schedule, nominations process, adult lifestyle signage

Committee Reports

Administration – Complete Report on File

Communications – Nil report

Finance – Complete Report on File

- A motion was made to approve the audited financials for the Annual Meeting.

Moved by Dorothy Bull and seconded by Malcolm Ward **Carried.**

- The Reserve Fund Study is under way as of June 12.
- Assessment notices have gone out and over 100 payments have been received so far.

Governance – Complete Report on File

- Updated list of projects was received.

House and Property – Complete Report on File

- The residents of 37 Waterbury planted a cedar hedge which falls 4 ft into CCRA owned property. As this doesn't create site line issues and is in line with a legacy tree line, a motion was made to allow the encroachment of 4 ft. The President will inform the owner by mail with a copy to the homeowner record.

Moved by Malcolm Ward and seconded by John Nesbitt **Carried.**

- Pool garden safety railing – As quotes came in at \$8,000 and up for a safety railing, the issue has been sent back to the committee to explore other options.
- The dead Ash tree behind 315 Waterbury Cres. is a safety hazard and will therefore be taken down. Malcolm Ward requested board approval for \$1,400 for the removal.

Moved by Malcolm Ward and seconded by Murray Smith **Carried.**

- Malcolm Ward requested to have the petty cash for House & Property increased to \$250 for this year.

Moved by Malcolm Ward and seconded by Jim Cushnie

Carried.

- The entrances to each common area paths will be painted. The board unanimously approved the request as discussed in the November board meeting.

Municipal Affairs – Complete Report on File

Following the complaint about speeding vehicles using our community streets, the municipality has agreed to install a temporary speed display machine on Country Estate Drive to study the issue. The machine will be installed in the coming weeks.

Social Committee – Complete Report on File

There are numerous upcoming events. The High Tea was an overwhelming success. Happy hours continue to be popular. Ticket sales are going well for the Paint and Sip, Canada Day and the Farm Tour.

The Social Committee has suggested creating a Fundraising sub-committee as members feel that fundraising is not part of their responsibilities.

Admission of New Members

- The following homeowners were admitted to the Association:

Chris and Melanie Pyke, Peter and Kym Imrie, Carla Neefjes and Darrell Waines, David and Pam Harlow, Laura Gaggi and Ken Kirk, Ying Liu, Lei Zheng and Dongying Zhai, Anna and Frank Donato, Kang Wei Qing and Liang Shan, Peter Evelyn and Penny Reid-Evelyn.

Moved by Lauren Maher and seconded by Dorothy Bull

Carried

Adjournment

Moved by Lou Rocha and seconded by Lauren Maher

Carried.

Next Meeting

- June 23, 2023 – 1:00 Regular Board Meeting, North Hall, The Centre

Lou Rocha, President

Carole Johnson, 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.

Correspondence

- Gord Simmons submitted an email indicating that he will be retiring from the Governance committee effective June 14. Jim Worsley and Tallya Moore are also leaving the committee. Chad Johnson has offered to take the chair and has begun transition meetings with Gord. Fred Vorstadt remains on the committee with Chad. A new resident from Phase 2 has volunteered to join the committee.
- The Mah Jongg players sent a letter requesting a doorbell at the front door as a safety measure.
- Malcolm Ward submitted a recommendation to assist the homeowner at 16 Candlelight with a safety matter arising from the building of a retaining wall behind 103 Holtby.
- Malcolm Ward has requested that petty cash for House and Property be increase to \$250.
- Gord Simmons recommended permission to plant low hedges on the common area just beyond the property line at 37 Waterbury Crescent. Malcolm Ward and Lou Rocha visited the site on May 27 and agreed. A board motion is required to approve with a letter to the owner and a copy to the homeowner file in the office.

Records Management

- The Administration committee met on May 22 to review the procedures for Records Management. Following the meeting, a new report was created to congregate all information for new homeowners in a single form that was distributed to the various services: email distribution, telephone directory, website team, Meet and Greet team and the Board.
- The Geranium contact person has provided regular updates on homeowners who will be arriving this summer and fall. Less than half of the homes are occupied in Phase 2 and it appears that the final arrivals will be late in 2023.
- Todd Glenn and Phil Egginton will handle the acquisition of Homeowner Agreements from the resale purchasers. The HOA for Phase 2 residents will be sent to the Treasurer along with the \$500 initiation fee and the pro-rated assessment fee. The form and payment typically arrive 30 to 60 days after the closing date for each home. The HOA form is then given to the Records Manager to update the Membership database and to file in the office.

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

Two residents attended the second Town Hall meeting on May 23. An interesting question arose concerning quorum and the minimum number of homeowners to pass a motion on any matter. Lou subsequently clarified with Roger Doe that a simple majority of members present or by proxy could pass a motion even if quorum is lost during a meeting. This is found in Section 28 of By-Law No. 1 Quorum of Members: "If a quorum is present at the opening of a meeting of the CCRA Members, the CCRA Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting". Section 28 Adjournment of Meetings states: "Such adjournment may be made notwithstanding that no quorum is present".

Annual Meeting

The President met with the Administration committee on May 24 to review all procedures for the Annual Meeting. Directions were given for counting votes on the amendments to By-Law No. 1.

Visits to Committees

The President met with the Communications committee via ZOOM on May 26. He presented a summary of the Strategic Plan, amendments to By-Law No. 1, the Recruitment Policy and the status of nominations. The committee reviewed the strategic directions for Communications.

Jamie Tudhope, CCRA Lawyer

Lou Rocha and Lauren Maher visited Jamie Tudhope on June 2 to discuss several association matters including filing the Articles of Continuance after the Annual Meeting. Jamie also accepted an invitation to attend the Annual Meeting for a brief introduction to the membership.

Provisional Motions

The Board will approve provisional motions to elect officers, appoint committee liaisons and amend the banking authorization. The motions will be authorized after the Annual Meeting if all five candidates are acclaimed.

Strategic Planning

The Board meeting on June 19 will begin the next phase of strategic planning where 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.

Policies and Guidelines

The Board will review and approve the final drafts of the revisions to the Policies and Guidelines at its meeting on June 19.

Admission of New Members

The following homeowners will be admitted to the Association: Chris and Melanie Pyke, Peter and Kym Imrie, Carla Neefjes and Darrell Waines, David and Pam Harlow, Laura Gaggi and Ken Kirk, Ying Liu, Lei Zheng and Dongying Zhai, Anna and Frank Donato, Kang Wei Qing and Liang Shan.

Canterbury Transition Committee

The CTC met with Geranium and the Township on June 7, 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

June 14 Annual Meeting
June 19 First Meeting of the New Board