



Canterbury Common Residents' Association

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

Board of Directors Meeting August 21, 2023

Directors: Lou Rocha, Lauren Maher, Carole Johnson, Jim Cushnie, Malcom Ward, John Nesbitt, Dorothy Bull, Phil Egginton, Suzanne Brolley,

Absent: Susan Allward

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 as amended

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

Motion to approve minutes of the July 17, 2023 Board Meeting

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

Motion to approve minutes of the In-Camera meeting of July 17, 2023

Moved by Carole Johnson and seconded by Suzanne Brolley **Carried.**

Covid Update:

As there have been 17 cases of Covid reported in our community, the Board recommended that a special bulletin be sent out advising residents. As of the time of the meeting there were no response from Durham Health.

The Board recommended the Summer Nights event planned for Friday August 25th be postponed to a later date due to Covid concerns. The Board has also recommended that all scheduled activities at the Centre should be reviewed by their convenors and the decision would be left to them to go ahead or cancel. The Board further recommends that precautions like masking and social distancing be followed if activities go ahead.

Correspondence

LEV Living – Lou Rocha has been communicating with Yaniv Geler of LEV to inquire about the status of the project planned for the corner of Simcoe and Country Estate. Photos were also sent of the property and the contractor is being contacted to redo the hydroseeding of the area.

Inclusive Law - The Restated Articles of Incorporation was prepared by Cheryl Hurst at Inclusive Law. It was signed by the President and Secretary. Cheryl sent a second form that will require all directors to sign. This is a Special Resolution by the Board to accompany the Restated Articles of Incorporation.

Pool Rules – Another copy of the pool rules has been posted at the pool to address health and safety concerns.

MPAC Appeal – The Finance committee has been in touch with MPAC and a review of the current assessment is underway.

A resident's complaint regarding Generator noise was forwarded from Governance to the Board.

Invitations to our 25th Anniversary celebration have gone out to the following: Mario Giampietri, Cheryl Shindruk, Wilma Wooten, Terry Coyne, Harvey and Joan Graham.

Special Resolution for Restated Articles of Incorporation

As the meeting was held via Zoom due to Covid, the signing of the Special Resolution has been deferred to the next meeting.

Policies and Guidelines

- Section 1, Sub-section 2 – Corporate Records has been amended to add the duty to submit a list of the directors to our corporate lawyer following every Annual Meeting.
- The Board reviewed Section 2 – Administration

Strategic Planning

- Committee representatives met with the Steering Committee on July 28 and August 11 to review the Strategic Directions.
- An online survey was completed by 20 members. The results were reviewed and recommendations made for the Steering Committee. Community consultation and financial planning were identified as major themes. The need for volunteers was strongly endorsed by all participants.
- The committee will meet to streamline the project by separating operational and strategic items.
- The proposed Town Hall meeting on August 28 was postponed until more work can be done to prepare for a community presentation.

25th Anniversary Celebrations

- Summer Nights scheduled for August 25th is being postponed to a later date due to Covid concerns
- Planning for the Auction and Wine Tasting on September 9th is coming along well with many donations for the auction from the community and business owners.

Committee Reports

Administration – Complete report on attached

- The Admin committee is looking into getting a CCRA Flag installed on a separate pole to be lowered in respect on the death of a resident instead of the Canadian flag. For the time being we will continue to lower the Canadian flag.

Finance – Complete report attached

- Finance is in discussion with H&P to get quotes for projects stemming from the Reserve Fund Study
- There are only 2 annual assessments still outstanding
- Finance is in talks with MPAC on challenging the current assessment

Governance – Complete report attached

- Projects in progress as of July 31st 35
- Projects acquired this month 11
- Projects completed this month 4
- Scheduled visits for August 4
- Other enquiries/correspondence 2
- The Board approved a recommendation by Governance to allow an oversized trellis on an exceptional basis at 46 Waterbury. A letter of approval will be delivered to the owner by Governance.

Moved by John Nesbitt and seconded by Malcom Ward

Carried.

House and Property – Complete report attached

- The footings for the solar bollards have been installed, delivery of the bollards scheduled by the end of August
- A quote for replacement balcony doors is in process
- There has been a request for a bike rack at the Centre, price is in the \$500 range. A location for installation is being reviewed by H&P

Municipal Affairs– Complete report attached

- The renovations to the filtration sub-station near the Centre are being concluded.
- The municipality has recently trimmed some of the overgrowth along the lake side path

Social– Complete report attached

- Solo Social and Summer Nights events have been cancelled and will be rescheduled due to Covid
- Future events are being planned for the fall

Nominations

- There's a need for new volunteers and a volunteer fair is being planned for the fall. Current Board members are being asked to confirm their plans for re-election next year for planning purposes.

Admission of New Members

- The following homeowners will be admitted to the Association: Margaret and Dean Herschell, Gary and Helen Chitiz, Anna and Frank Donato, D.J. Konstantinopoulos and Judith Mollinda, Eric and Kimberly Eeuwes, John and Patricia Whitehead, Peter and Daisy Liu, Jose and Dawn Pamintuan.

Moved by Carole Johnson and seconded by Lauren Maher

Carried.

Next Meeting

- September 18, 2023 – 1:00 Regular Board Meeting, North Hall, The Centre

Adjournment

- The meeting adjourned at 3:55 p.m.

Moved by Dorothy Bull and seconded by Jim Cushnie

Carried.

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

- Yaniv Geler – Photos of Block 100 were sent to LEV Living on August 14. Yaniv scheduled a contractor to redo the hydroseeding of the area.
- Cheryl Hurst – Several communications were exchanged to update the Record of Directors. The current list has been submitted to the Ontario Business Registry. This step will satisfy our CIBC bank inquiries. There was a correction regarding the Articles of Continuance. See below.
- Rick and Bronwyn Quirk – A letter was forwarded by Governance regarding generator noise.
- Jim Cushnie – Email indicated consultation with our auditor and lawyer regarding the tax appeal.
- Joan Cushnie – Pool Rules were updated and posted at the gate.
- 25th Anniversary Invitations were sent to Geranium, the mayor and councilor, and Joan and Harvey Graham.

ONCA / Articles of Continuance

- The Restated Articles of Incorporation was prepared by Cheryl Hurst at Inclusive Law. It was signed by the President and Secretary. Cheryl sent a second form that will require all directors to sign. This is a Special Resolution by the Board to accompany the Restated Articles of Incorporation.

Policies and Guidelines

- The Board will approve an amendment to Section 1, Sub-Section 2 – Corporate Records. The amendment will add a duty for the Secretary to submit the list of directors to our lawyer following every Annual Meeting. The lawyer will submit the information to the Ontario Business Registry. The information is important for our corporate and banking records.

Strategic Planning

- Committee representatives met with the Steering Committee on July 28 and August 11 to review the Strategic Directions.
- An online survey was completed by 20 members. The results were reviewed and recommendations made for the Steering Committee. Community consultation and financial planning were identified as major themes. The need for volunteers was strongly endorsed by all participants.
- The committee will meet to streamline the project by separating operational and strategic items.
- The proposed Town Hall meeting on August 28 was postponed until more work can be done to prepare for a community presentation.

Records Management

- A new Universal Report has been created for distribution to the communications team and the administration chair for the office records.
- Geranium has provided contact information for the last 13 homes in Phase 2. All homes should be occupied by the middle of October 2023.

- A new Access database has been created to record all director and officer appointments and retirements. Nora Symington will be completing this work in late August.
- Individual Membership Records will be completed this fall for all the new home and resale buyers.
- Todd Glenn has met with several resale purchasers to review the Homeowner Agreement and to have them signed.

Office Management

- The office furniture, computers and printers have been relocated in the office. Printers have been connected to the LAN for access by both computers.
- The old computer was removed. Email distribution is now done remotely by Dave Brolley.
- A second filing cabinet has been added for the Homeowner files that were downstairs.
- The Administration and Board drawers have been reorganized.
- The new office number lock has been fixed and the shelves have been raised above the fob computer.

Canterbury Transition Committee

- CTC has submitted the minutes of the monthly meeting with Geranium that was held on August 1, 2023. The minutes are included in the Board package.
- Ed Richard, Gord Simmons and Roger Doe will join the Board meeting at 3:30 p.m. They will review the remaining tasks for the Canterbury Transition Committee and the Board will renew the CTC mandate to continue its work.
- The CTC will share its views on the options for Block 100 in the event that LEV Living does not proceed with its plans for a Seniors Residence at Country Estates and Simcoe.
- Following the Board meeting, CTC will meet with the Governance committee to review the history and implementation of the Protective Restrictions in 2002. Important documents have been retrieved and prepared for this meeting. All directors are invited to stay for this meeting if they wish.

25th Anniversary Celebration

- The Board has invited adult residents to “Summer Nights” on August 25 to enjoy the music of Jay Franco, the One Man Big Band. Ticket sales are managed by the Social committee. Jay will set up at 4 p.m. The event will run from 5 to 9 p.m.
- The Auction committee has been meeting every Tuesday afternoon to prepare for its event on September 6. New owner Ana Natividad has joined Nora Senechal and Dawn Wilson on the leadership team. Committee members include Joan Cushnie, Dorothy Bull, Malcolm Ward, Lou Rocha, Lauren Maher, David Cooper, Phil Cochrane, Pam Woodruff, Ken Hurst, Suzanne Brolley, Theodor Scholz and Joy McDonald.
- Over 80 items have been received to date including many gift certificates and cash donations. The committee will separate items for the Live Auction, Silent Auction and Raffle.

Annual Meeting

- The draft minutes of the Annual Meeting on Jun 14, 2023 have been posted on our website.
- A copy has been sent to Inclusive Law for filing with our corporate records.

Admission of New Members

- The following homeowners will be admitted to the Association: Margaret and Dean Herschell, Gary and Helen Chitiz, Anna and Frank Donato, D.J. Konstantinopoulos and Judith Mollinda, Eric and Kimberly Eeuwes, John and Patricia Whitehead, Peter and Daisy Liu, Jose and Dawn Pamintuan.

Action Items from 2022-2023

- House and Property will develop a policy for tree removal
- All committees to submit officers’ names by July 15.
- Administration is going to schedule a training day for using the defibrillator.
- All committees requested to prepare a brief description of volunteer roles.
- Board will approve a policy for contacting volunteers.
- Communications will propose a plan for cloud-based backup of office files.
- Sound Baffling to be installed after auction in September.
- Two committees are still missing
- Scheduled for Oct. 20
- Required for the website and the October Coffee Hour

Calendar of Meetings

September 18, 2023	Regular Board Meeting
October 16, 2023	Regular Board Meeting
October 23, 2023	TOWN HALL – Strategic Planning
November 20, 2023	Regular Board Meeting
December 18, 2023	Regular Board Meeting
January 15, 2024	Regular Board Meeting
February 19, 2024	Regular Board Meeting
March 18, 2024	Regular Board Meeting
March 25, 2024	TOWN HALL – Strategic Planning
April 15, 2024	Regular Board Meeting
May 13, 2024	Regular Board Meeting
May 21, 2024	Special Board Meeting – AGM Preparation - TUESDAY

June 10, 2024

Final Board Meeting

June 12, 2024

Annual General Meeting