



Canterbury Common Residents' Association

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

Board of Directors Meeting

October 16, 2023

Directors: Lou Rocha, Jim Cushnie, Malcolm Ward, John Nesbitt, Dorothy Bull, Phil Egginton, Suzanne Brolley, Susan Allward.

Regrets: Carole Johnson

Guest: Todd Glenn

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 1:10 p.m.

Motion to approve agenda:

Moved by Susan Allward, and seconded by Phil Egginton

Carried.

Motion to approve minutes of the September 18, 2023 Board Meeting

Tabled until November Board meeting.

Motion to approve minutes of the October 6, 2023 Board Meeting

Moved by Dorothy Bull, and seconded by Suzanne Brolley

Carried.

Change of Director: (Letter of Resignation on File)

The Board accepted the resignation of John Nesbitt, who has served on the Board as Liaison to Governance and Liaison to Communications. The Board thanked John for his many contributions to the Association.

John left the meeting.

Motion:

It was moved by Lou Rocha, and seconded by Phil Egginton to appoint Todd Glenn to replace John Nesbitt for the balance of his term until June 2024.

Carried.

Correspondence: (Letters on File)

- The President reviewed a resident's concern about airborne silica dust in the Community.
- An article in a previous Chronicle will be re-issued to advise residents it is not good practice to feed wildlife, which may encourage seagulls as well.
- The new flag pole and Canterbury Common flag are ready for installation.

President's Report: (Complete report on file)

- Silt fences, Block 100...The Township By-Law Inspector has been asked to assist with resolution.
- Township of Scugog Surveys have been forwarded to all residents via email.
- \$322.00 was donated to Oak Ridges Hospice from the ticket sales for September Nights event.
- ONCA/Articles of Continuance: The corrected Restated Articles of Incorporation have been received and are ready for filing in our corporate records.
- Memorial Flag Pole & Canterbury Flag: The new pole has been erected, and the flag has been received and ready for installation.
- New wireless Microphone System has been installed.
- New TV package will provide more coverage on the TV in the lower level at The Centre.
- The Board has decided to pause the strategic planning process until more information is gathered about naturalization. Kawartha Conservation representatives will be invited to the November Board meeting.
- Town Hall scheduled for October 23rd is postponed pending further research.

Committee Reports

Administration – (Complete report on file)

- There is a new volunteer to assist with bereavement notification
- A review of the Security System will be undertaken
- Notification will be sent to residents when Covid/Flu shots are available
- Printed Monthly Calendars will be available at the Kiosk as needed

Social – (Complete report on file)

- Encouraging to see so many new residents attending events and activities

House & Property – (Complete report on file)

- **Motion:** *It was moved by Malcolm Ward, and seconded by Suzanne Brolley that we proceed with replacing the Balcony Doors (2 double door assemblies & 2 picture window assemblies)*
Carried
- Sidewalk remediation has been completed. Curb shaping TBD
- Acoustic Panels have been ordered, with installation planned before Christmas

Municipal Affairs – (Complete report on file)

- Meetings with Kawartha Conservation Authority and Councillor Terry Coyne were very successful, and factual. Future meetings have been planned.
- Issues with the Waterfront trail have been addressed, and the fall cleanup has been completed.

Communications – (Complete report on file)

- The 25th Anniversary issue of The Chronicle has been distributed to Canterbury residents
- Scheduling of eblasts to better serve the community will be discussed at a future meeting

Finance – (Complete report on file)

- Q2 financials' reports being finalized
- Meetings have begun with H&P and Admin for 6 month budget review
- Property Tax Bills still under review
- Insurance policies were approved: Officers and Directors, Legal.
- \$16,245 was raised at the Wine Tasting and Auction. Further work continuing on minor expenses and additional revenues.

Nominating Committee

- Current Board Members are being asked to confirm their plans for re-election next year
- Information will go out monthly regarding Committee Volunteer opportunities
- Micro Volunteering will be encouraged as we recruit new Volunteers

Governance – (No report)

- Chad Johnson and John Nesbitt have been working with Todd Glenn in transitioning the many procedures and records for Governance
- Recognition was given to Gord Simmons for his leadership in the past

CTC – (Complete report on file)

- Meeting on September 18 about Protective Restrictions
- Grading, sidewalks and driveway paving in Phase 2
- Grass sodding and terra-seeding of common areas
- Use of model homes for King's Bay development
- Final draft Amending Agreement with CLDC

Admission of New Members

- The following homeowners were admitted to the Association: Nirmalchandran Mailvaganam & Janany Ygorajah, Clifton & Lena Brown and Zahid Rasid & Jovita Caballero

Moved by Dorothy Bull and seconded by Jim Cushnie

Carried

Date Changes

- The Board Meeting in January has been rescheduled to January 29th
- The Annual Meeting will be scheduled for June 19, 2024
- The Board will hold Welcome to Canterbury on Nov. 4, 2023 at 10 a.m. for all newcomers to Canterbury Common.

Miscellaneous

- The Board members and their partners will gather for a Christmas luncheon at their own expense.

Next Meeting

- November 20, 2023 – 1:00 p.m. Regular Board Meeting, North Hall, The Centre

Adjournment

- The meeting adjourned at 3:45 p.m.

Moved by Todd Glenn and seconded by Suzanne Brolley

Carried

Lou Rocha, President

Lauren Maher, Acting 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

- Ann Miles discovered that some CCRA minutes and documents were accessible without logging in through the Resident's page. The matter has been referred to the website team.
- One of the three supplementary hard drives failed on the office computer. It was replaced with an SSD that is cloned to the boot drive. The failed hard drive was replaced under warranty and has been installed to provide additional storage.
- The FOB computer was out of commission due to an incorrect setting when connected to new BELL network. The matter has been corrected after several calls to our security service.
- Bryan Hazelton has submitted letter of concern regarding branch disposal in the trees around the north fairway. He is also very concerned about silica dust in the air from dry cutting stone. The matter was raised with Ward 5 Councilor Terry Coyne and a reply indicated that there is no municipal by-law that can be enforced.
- Compliments were received from Lee and Lauren Maher, Gord and Martha Simmons, Andy and Robin Stamper for the 25th Anniversary edition of the Chronicle.
- Lisa Fitton (CAO for Township of Scugog) provided 50 copies of the Scugog Service Level Review for distribution at the Coffee Hour on October 5. The survey was also forwarded by email to all residents.
- \$322 was donated to Oak Ridges Hospice from the tickets sales for the September Nights event.
- Mary-Anne Matthews raised concerns about the seagulls that have overrun the grounds and houses around the Centre. It has been suggested that residents refrain from feeding wildlife during the summer months.
- Block 100 remains an eyesore with the parched grounds and falling silt fences. The township by-law officer has been asked to assist.

Admission of New Members

- The following homeowners and tenants will be admitted to the Association:
Nirmalchandran Mailvaganam & Janany Yogorajah, Clifton and Lena Brown, Zahid Rasid & Jovita Caballero.
- There are four homes that are still unoccupied plus the two sales offices on Coulter.

Leasing Tenants

- Contact information has not been received for some new leaseholders. Several emails have been unanswered so it is not possible to schedule Meet and Greet or to provide keys and fobs.

ONCA / Articles of Continuance

- The corrected Restated Articles of Incorporation have been received and are ready for filing in our corporate records. This matter is now complete.

Memorial Flag Pole and Canterbury Flag

- The new pole has been erected and the new flag has been received. The Board will consider an official ceremony for the installation of the new flag.

Sound System

- The non-working wireless microphone system was removed and sold for \$600. A new system with two microphones has been purchased and installed at a cost of \$670. This gives us three wireless microphones that can be used in the future.
- It may be possible to use the Scramble Golf sound equipment for musical events. This can be tested with the permission of the Scramble Golf committee.

TV Service

- Thank you to John Nesbitt for finalizing the terms for the TV package with 30 channels for use in the Lower Level. There were changes from the original information and the package will not run on WIFI so a receiver is needed for each TV. One receiver has been provided by BELL at no charge. It may be possible to move the receiver upstairs for some social events.

Strategic Planning

- There have been exploratory meetings with Kawartha Conservation regarding naturalization.
- The Board will receive more information and discuss timing for proceeding with the strategic plan.
- The Town Hall scheduled for October 23 is postponed while more research is done.

Canterbury Transition Committee

- Ed Richard, Gord Simmons and Roger Doe met with Chad Johnson, John Nesbitt, Malcolm Ward and Lou Rocha after the Board meeting on September 18. Various aspects of the Protective Restrictions were discussed and there was a clarification about the Guidelines for the Administration of the Protective Restrictions.
- The monthly meeting with Geranium was held on October 2, 2023. The minutes are included in the Board package. All remaining items are progressing on schedule. In the last few days the black silt fences have been removed around Holtby court and final grading is being done. There has been much work done on sidewalks and driveways. The street paving will take place in the next week or two. Holtby residents have been given Parking Permission forms for the month of October.
- The status of the Amending Letter has not progressed as there has been no reply from Geranium's letter. This is a critical matter that will return CCRA's sole authority for approving items in accordance with our Protective Restrictions. A report from CTC will be shared with the Board.

- CTC has received documents dealing with the Maintenance periods for Phase 1 and 2. The documents have been issued by the Township of Scugog and the Region of Durham. These documents determine the end of the period for which Geranium has responsibility for infrastructure. After that period Geranium buyers will not require additional permission and deposits in order to proceed with decks and landscaping. It is very important to note that the CCRA Protective Restrictions are always in force before, during and after Geranium’s Maintenance period.
- The status of the two model homes is still not settled but Geranium has sent workers to clean up the property. The item has been raised again by CTC and a preliminary set of discussion points has been prepared to share with the Board.

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.
- 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
- A contractor has been booked.

Calendar of Meetings

October 23, 2023	TOWN HALL – POSTPONED
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