

**Agenda and Minutes MSCC #644
Tuesday, December 15th, 2020**

**Hazel Lanes
Board of Directors' Meeting
10:00 am
Virtual Meeting due to Covid 19**

Attendees: David Girvan (DG), Jim Wagner (LW), Angie DiFruscia (AD), Vince Anthony (VA), Lynne Finn (LF) and Phil Nagle (PN)

Agenda

1. Approve Minutes of November 11th, 2020

Moved to approve (AD) and seconded (JW), all in favour

2. Financial Update: Jim Wagner

Significant discussion with regard to the current financial situation of the Corporation. Due to unforeseen cost increases and adjustments after YE, we have a deficit for YE 2019, and forecast a shortfall for YE 2020. The Budget for YE2021 also forecasts a deficit, which must be resolved.

Approximate deficits: YE2019 \$20K, YE2020 \$24K and forecast 2021 \$27K. While the corporation has a lot of fixed costs, there are / or have been significant increases in insurance, pool maintenance, landscape issues, and ongoing maintenance. Late bills and adjustments have also impacted forecasting as budgets have been set and then impacted by prior year adjustments that were not forecast.

As a result, over time, the surplus that was available has been eroded, and we are in a deficit position as noted above:

Approximately, \$44K – 2019/20 and a forecast of \$27K for 2021 (and ongoing) as costs are not going down, and it is noted that Reserve Fund contributions are increasing as well.

The Board engaged in discussion as to how to cover the shortage through fee increases and / or one time payments from each home owner in 2021.

Board to return suggestions for final approval in the next few days.

3. 2021 Budget: Jim Wagner

As per above, the Board is considering a fee increase that will cover the projected Budget deficit, while also working to work towards a return to a surplus of 1 to 2 months fees (\$50k approx.) in order to provide ongoing cushion against unforeseen expenses.

4. Old Business:

a. Driveways and Insurance – Phil Nagle

Phil raised that the replacement of the paving stones in the driveways should be considered as a Reserve Fund item as going forward, they will need to be replaced. While it might not be imminent, we should discuss with the Engineer.

He also raised that by our Declaration, unit holders own to the end of their driveways, so we need to clarify responsibility / liability with unit holders. While TLC is contracted as a service to salt our front porches/side walks, they are not contracted to salt our driveways, only to remove snow.

Owners are liable for any incident as a result of slipping/falling on their driveways and sidewalks and are required to take the appropriate action i.e., shovelling/salting as necessary.

There was no clarification of this item in the AGM minutes, and it is felt that owners need to understand their responsibility as the question continues to be raised. As a result, Phil will consult with Scott Petrie and seek his input for a letter to clarify for unit holders, and document for the Board/corporation etc, that the corporation / TLC has no assumption of liability.

b. Lighting Committee

Vince will lead a committee to look at lighting replacement and cost. It was noted at the AGM, that we want to maintain our community and improve lighting. While this may not be an immediate project, this investigation will support next step considerations.

c. Security Cameras

High costs will not be considered at this time, and some unit holders have suggested that unit holders should maintain their own security versus expense at the community level. We will hold in abeyance for the time being.

d. Remote Mowers

Phil and Frank to review contract and finalize contract. With the Remote mowers are costs remain the same for 2021/22, without them, we can likely anticipate an increase.

5. New Business:

It was raised that unit 69 is to be leased; and unit 9 is for sale. DG contacted both realtors to clarify that there are only 2 parking spots per unit not 4 as stated in their sales documents.

6. Future Meeting Date – December to prepare for Budget

Board Members are to reply all with their Budget suggestions, and we will determine if a meeting is required at that time.

Meeting adjourned 11.34 am.