

**SPECIAL MEETING MINUTES OF THE BOARD OF DIRECTORS
WEDNESDAY – JANUARY 13, 2021**

Call to order: A special meeting of the Board of Directors of Maple Leaf Estates Homeowners' Corporation was held on Wednesday, January 13, 2021. The meeting was convened at 12:00 p.m. President Gary Kobel presided. General Manager Mitchell Krach was in attendance.

Members attending: President Gary Kobel, V.P. Administration & Treasurer Karen Hamilton, V.P. Activities Mike Smith, Secretary Dave Rowan, and directors Tim Redmond, Ray LeClair, Jim Harrison and Mike Rooney. Martin Smyth was absent with regrets.

1. CALL TO ORDER and PRESIDENT'S MESSAGE by Gary Kobel:
 - a) Commented on Candidates Night, thanked Election Committee, Communications Group and Diane for coordinating and hosting; thanked candidates for good performance; still working to resolve audio issues. Mitch will include a reminder in weekly emails for members to vote early so ballots are received by 4 p.m. on Feb. 19.
 - b) RoundUp issue has been turned over to our insurance company. No further action or correspondence to be taken until further notice.
2. MINUTES APPROVAL by Dave Rowan:
 - a) Dave called for a discussion of the minutes. No comments were made. Mike Rooney moved that the minutes of the Jan. 6, 2021 special meeting be approved. Tim Redmond seconded. Motion carried.
3. TREASURER'S REPORT by Karen Hamilton:
 - a) End of year update not yet available but excess income is expected to be approximately \$69,000. Karen will research whether a vote is required on excess less than \$100,000.
 - b) Reviewed updated Capital Reserve study. Some projects, e.g., repairs/repaving Queensway Rd. may be done in phases. Over \$500k in deferred maintenance has been carried over; estimated \$1M needed for 2022; need \$300k over and above depreciation to meet capital needs and maintain cash position. Discussed imposing a special assessment in the range of \$200 to \$300. All agreed to a lump sum or optional 10-month payment plan. Will be discussed at Jan. 18 public board meeting and voted on at Feb. 15 meeting. Appropriate notices will be mailed and posted.
 - c) Discussed forming an Infrastructure Committee, to be a standing committee of the board. Gary will request newly acclaimed director Drew Robertson to chair. A new mandate will be developed incorporating directives of the previous irrigation committee, asset management, and facilities monitoring committees.
4. SECRETARY'S REPORT:
 - a) Reviewed and finalized agenda for Jan. 18 Board of Directors meeting.
 - b) Reviewed and amended the proposed AGM agenda; to be discussed at Jan. 18 meeting.
 - c) Discussed logistics for Organization Meeting to follow the AGM. Diane will identify viable options.
5. UNFINISHED BUSINESS:
 - a) Hiring Policy – a majority of directors were in favor of permitting qualified residents to be employed at Maple Leaf, at the discretion of the General Manger.
 - b) Directors agreed to continue, and attempt to complete, the bylaw review at the Jan. 27 special meeting.
 - c) Golf - additional golf carts arrived Jan. 12. Hand sanitizers needed at Pro Shop window.
 - d) Fitness Center member was suspended for 30 days for failure to wear a mask and wipe down machines.
 - e) Application for Residency – agreed that Mitch should move forward to develop a policy and procedures.

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6. NEW BUSINESS:

- a) Mike Smith requested clarification on Roberts Rules and the 3-minute time limit for homeowners to speak at a meeting. The 3-minute rule is a Maple Leaf policy to manage the time allotted for meetings.
- b) Mitch reported work is being done now to remove the skylights in the Country Club. Selkirk will be paved in the next two weeks. The other roads planned to be repaved this year will be done over summer.
- c) Gary Kobel, on behalf of the Communications Group, requested funds of \$3,000 to replace the failing analog audio board in Queensway. Consensus was to have the club appeal to other clubs for assistance. The corporation will cover any deficit.

7. ADJOURNMENT: Dave Rowan moved to adjourn. Tim Redmond seconded. All in favor.

The meeting was adjourned at 2:44 p.m.

Respectfully submitted,
Dave Rowan
January 13, 2021