



## SENIORS VILLA OF EAST FERRIS

**MINUTES – Sept 8, 2025**

**TIME: 6:42 pm**

**LOCATION: Library**

**PRESENT – M Bechard, D Linn, C Barham, M Bos, D Stone**

**GUESTS - Associate Directors -**

**REGRETS - D Heerschap**

1. **Call to order & quorum at 5:45**
2. **Declarations of Conflicts of Interest - None**
3. **Approval of Previous Meeting Minutes dated June 2, 2025 - Approved**
4. **Business Arising from last meeting**

**Reviewed NDHC issues**

**Shed for Recycling / Garbage - Shed -**

**Ditching - Check with Elements**

Cracked plugin post for 450-3 – Who will repair when? See NDHC report this month – Ask NDHC to put post repair on their list	NDHC Paralegal concerns re lease Ask paralegal to attend August meeting and explain the risk as ONPHA has already reviewed the lease.
Fire Chief – Will attend units and prepare list of issues Will send list to Mike	NDHC Monthly reports – Spreadsheet with Cost &/or Time – Cost & time will come through finance
Exterior Lighting – Installation of solar light? Two 6X6 posts with solar lights installed by NDHC	Property Inspection reports – To be emailed to Phil for filing? Mike will look into obtaining these reports
Energy Audit costs? Will talk to tenants about plugging in vehicles short term NDHC did seal replacement report for this month NDHC to be given instruction to proceed with repairs – reassess in winter	Heat Exchanger Quote – 450 Hwy 94 NDHC has reached out to DenKar, KRB & BRL Nothing received yet
NDHC opinion of roof replacement – Facilities committee to ask NDHC - Status? Bay roofing will assess July 10 <sup>th</sup>	Septic Pump repair Catherine – Quote to move connection out of pit – Completed as of June 3 <sup>rd</sup> – invoice to follow
Campfire Policy? - Info from Fire Chief received?	NDHC Handbook Committee – Move to Aug meeting?
Workspace reorganization – Deborah will continue working on the File Listing – and distribute by email	Communication Protocol for Tenants to request unit changes – Will be in handbook

**5. Treasurer Report (D. Linn)**

Audit complete – Auditors will attend Sept 8<sup>th</sup> Meeting at 5:30 pm  
 RBC has not been able to provide information as to the renewal rate for July 1<sup>st</sup> – Debbie will forward when available – it is their responsibility to provide the information, so we will not pay any penalty  
 Mortgage that renews in September is the bigger one and we pay it.  
 Peni will go into CRA website and verify address has been corrected.  
 Propane adjustments have been issued  
 Quickbooks has increased their monthly charge and our payment has been changed to an annual payment saving \$150  
 North Bay Hydro bills have been mailed to 440 Hydro and are overdue. The paper bills do not show enough detail to be able to ascertain what we are paying for. Phil will contact North Bay Hydro and find out details and auto payment and if there is a rebate on the HWT.  
 Discussion about the amount of work falling on the treasurer and the fact that time involved is too much.  
 Debbie will investigate SSL Solutions as a bookkeeping service.  
 Phil will advertise again for an associate director with accounting experience



## 6. Chair's Report (M. Bechard)

## 7. Vice President Report (P. Koning)

## 8. Committee Reports

### Waitlist & Selection

Move in date for 5-2 Edmond – Aug 1<sup>st</sup>

Complaints from tenant moving in – not enough information – NDHC not easy to contact

Mike will find out about moving in report and the report separation in the floor

And will have NDHC arrange the inspection with the new tenant.

### Facilities

Hot Water Tank Rental process – Rental HWT have been installed at Hwy 94 and Catherine

### Governance & Nominating

Tenant Move out-Move In - addendum to Tenant Selection Policy

Directors will review and provide comment

DRAFT Board Orientation Handbook – Directors have approved and Phil will upload to Google workspace

### Finance & Audit

Monthly Financial Reports

### Edmond Septic

Tulloch has presented an engineering quote and SVEF will accept.

MOTION

Due to the necessity of obtaining professional advice to properly repair the Edmond Septic the Tulloch quote will be accepted.

Moved PP Seconded PK

## 9. Tenant Rep Reports (C. Barham)

One tenant concerned about the light at Catherine

Ruts in driveway at Catherine – Will be inspected by Dave

Flower gardens are becoming an issue for seniors to maintain

May need to hire a gardener to maintain the main SVEF planter at each location.

## 10. Property Manager Report (NDHC) – see reports

### 11. New Business/Correspondence

B Ridsdale – Expansion of patio request - approved

D Nadon & L Crain – Golf Cart request - withdrawn

Change Visitor parking sign to Reserved at 104-4 Catherine

Unit 3 and Unit 4 at 450 Hwy 94 are getting new AC units installed by KRB

Mike will notify NDHC that there is a brand new portable AC unit in the Mechanical Room in 440 Hwy 94

### 12. Review Action List Items

Tenant created electrical connection in Edmond shed Mike

Physical Records Management Mike, Peni

Motion to adjourn the meeting at 656 pm