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**ESSEX CONDOMINIUM CORPORATION #3**  
**P.O BOX 27063 7720 Tecumseh Road East, Windsor, On. N8T 3N5**  
**Telephone 519-945-1473**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**HELD MONDAY NOVEMBER 16<sup>th</sup>, 2015**

**Present:** Sheri Delacretaz, Dorothy Loscher, Shelley Stieler, Brenda Ritchie, Jack Forcett, Mary Wiseman, Ray Gorissen, Inga Vassilieva, Moe Gagner, and Joe Mazzotta,

**Regrets:** none

The meeting was called to order at: 6:00 pm.

**Delegation-** Discovery Landscaping attended the meeting to review concerns over winter maintenance and billing charges. The landscape contractor agreed to address all concerns and they feel that they can do a better job as they have been become more familiar with the property. Sidewalk clearing is to be widened to acceptable levels and missed sidewalks are to be avoided. Snow piles are to be pushed onto the grass areas, markers can be used to outline areas to be cleared. Discovery Landscaping stated that their office staff have been advised of the billing issues in past months and future invoices should be correct.

**Financial Report -** Joe Mazzotta reviewed the monthly financial report. Motion to approve the report by Shelley Stieler, seconded by Ray Gorissen, all in favour, the motion was approved.

**Minutes of Previous Board Meeting - October 19<sup>th</sup>, 2015 -** Motion to approve the minutes as presented by Ray Gorissen, seconded by Mary Wiseman, all in favour, the motion was approved.

**Reports -** Moe Gagner reviewed his report as presented to the Board of Directors.

- Joe Mazzotta reviewed his report as presented to the Board of Directors.
- Jack Forcett presented the Community Centre report.

**New Business:**

- Roofing and Insulation Project Details - Roofing quotes were requested from three companies to work in conjunction with SR Environmental. Cleroux Roofing provided the best pricing and specifications to remove and reinstall shingles on the 77 units that are being insulated. Motion to accept the quote by Cleroux roofing by Jack Forcett, seconded by Shelly Stieler, all in favour, the motion was approved.
- A letter was received from Aviva Insurance asking that the Corporation inspect units for improper wiring changes. We have corresponded with them to make them aware of the issues regarding their request, we will await a reply from them on this matter.
- Mary Wiseman provided copies of letters that describe harassing behavior from neighbouring units. Mary will let us know when she would like the Corporation be become involved in the matter, we will wait until the new year to review this matter further.
- Unit 2713's request to keep an awing on the rear of the unit was reviewed and the request was denied. The unit owner will be required to remove the awning, if a future leak occurs the Corporation will address the issue.
- Unit 2608 has a patio at the front of the unit that is tilted towards the unit. The owner is responsible to maintain the item to reduce the chance of leakage into the unit. A hedge is to be trimmed along th sidewalk as well.
- Unit 6725 patio - wood forms and four chairs are to be removed.

The meeting was closed at 8:00 pm. The next meeting to be held Monday January 18<sup>th</sup>, 2016.