

# **Sherwood Forest Lot Owner's Association**

## **Board of Director's Meeting**

**Sunday June 2, 2024**

**FINAL**

**Present:** Kevin Green, Jo Marchand, Michael Connors, Goldie Betts, Bob Betts, Peter Short, Aaron Mason, Laurie Fraser

**Convened at 1:05 pm**

**Welcome – Kevin**

**Review of October 15, 2023 Action Items - Laurie**

- i) **ACTION:** Jo to follow up with Sylvie in a couple of weeks to determine council's final decision. *completed*
- ii) **ACTION:** Jo to provide Aaron with a list of contractors contact information *completed – list is available on SFLOA website*  
  
[www.sherwoodforestloa.com](http://www.sherwoodforestloa.com) contractor referrals  
  
<https://docs.google.com/spreadsheets/d/1Ir6nR0y2GSjBfy18mB41pWZj93M9ajwyQvgt6NtLijw/edit?pli=1#gid=0>
- iii) **ACTION:** Jo to update the Board of Director's duties and provide to Laurie to attach to minutes *completed*
- iv) **ACTION:** Laurie to attach to minutes *completed*
- v) **ACTION:** Laurie to send to Brenda/Cece to post on the SFLOA webpage *completed*
- vi) **ACTION:** Aaron would like to "map" out the road as to when *culverts* were completed *completed*
- vii) **ACTION:** Peter, Kevin, Aaron to reach out to Cecil for his historical knowledge *ongoing*
- viii) **ACTION:** Road Committee, including Kevin, will take inventory of all culverts along the road to ensure they are clear from debris before the winter months and will take any corrective actions *completed*

### **New Business**

1. "Chester" update – Jo

- a. Received our first cheque from the Municipality of Chester for road dues. A list of landowners, total amount of funds collected and the total amount of the percentage taken by the Municipality was included with the cheque.
- b. We are now required by the Municipality to provide them with an annual budget – this will be presented, discussed and approved at the 2024 AGM – ~~we are also required to maintain the list of landowners and provide any changes to the Municipality~~
- c. We received the 2024 Renewal Notice for the Registry of Joint Stock Companies (RJSC). This year's dues are \$31.15.
- d. Kevin will have to be added as the president.

**ACTION: Jo and Michael will pay the dues by cheque and update the list of names on the Registry**

- e. Peter continues to receive mail from the RJSC. Discussed whether or not getting a dedicated Canada Post mailbox would be easier than having to update the Registry each time names change. The president and one other board of directors would have access to the mailbox.

**ACTION: Peter to enquire at Canada Post as to the cost and requirements for an Association mailbox.**

**Update (June 6, 2024)** – Canada Post advises in order to receive mail at a mail box we would need to provide an actual civic address. Option would be to rent a P.O. Box at the Chester Post Office. There is an annual fee of \$200.00. Peter will continue to receive any association correspondence.

## **2. Date and location for 2024 AGM and Summer Party**

- a. Due to extenuating circumstances, Kevin and Nancy will have to bow out of hosting this Summer Party.

**ACTION: Jo and Michael will reach out to Brenda and Cece to enquire if they would like to host**

**Update (June 6, 2024)** – Brenda and Cece are unable to host. Party will be held at Laurie & Jim's on Saturday August 17, 2024.

- b. Plan B – Laurie and Jim will host
- c. Tentative date Saturday August 17, 2024. AGM at Jo and Michaels same date at 1 pm

## **3. Collection of Refundable Cans/Bottles**

- a. Currently Kenin and Nancy have collected \$137.00 from refundable cans/bottles dropped off by landowners.

**ACTION: Kevin and Nancy will continue to receive refundable cans/bottles and take them to the depot for cash.**

**4. Planter by the garbage/recycle huts needs to be fixed.**

**ACTION: Kevin and Nancy will fix the existing planter by the garbage/recycle huts and use some of the money received from the refundable cans/bottles to purchase plants for the planter by the garbage/recycle huts.**

**ACTION: Association will pay for the building materials to have the planter fixed.**

**5. Road Work Planning**

- a. Kevin continues to maintain the roadway as required.
- b. There will be additional gravel required to be spread over the base in some places to top up the road surface

**ACTION: Kevin will contact Clyde Zinc to take a look at the road to survey where gravel is required. May need a bushhog to brush the sides of the road.**

**ACTION: Kevin to contact Millet to see if they have the appropriate equipment to brush the sides of the roadway.**

- c. There is an ongoing issue in front of Jo and Micheals – roadway continues to flood – culvert may be too small for the amount of water running through. Culvert should be replaced with a larger culvert. We could keep this one and use it somewhere else as it is believed to be in good shape.

**ACTION: Aaron to contact companies for a quote.**

- d. There is also a “sink hole” west of Robert and Paula’s. Kevin has recently maintained this and will continue to monitor.

**6. Financial Update**

**Paid Invoices**

Travis (snow removal and sanding road)	(\$3795.00)
NOTE: 12 plows and 4 sandings	
Kevin (safety cones and Big Yellow usage)	(\$470.00)

Cash in bank	\$6400.00
Received from Municipality of Chester	\$11,275.00
4.76% owed to Municipality of Chester for collecting	

Road dues	(\$536.90)
Cash in bank	\$17,100.00
Road dues paid to Michael in cash	\$900.00
Party Fund	\$495.00
Total funds (cash and in bank)	\$18,500.00

#### Outstanding invoices

Rob and Paula (road dues)	(\$275.00)
**Peter & Susan (road dues)	(\$275.00)
**Corbin (1 lot road dues)	(\$275.00)
Ongoing Road maintenance (snow, sand, grading)	(\$9000.0) average

\*\* see Other Business below for explanation

## 7. Spring Newsletter

Information to be included in newsletter

- Proposed date of AGM and Summer Party
- What to expect at the AGM and the Summer Party
- Ideas or volunteers for the AGM and the Summer Party welcome
- Remind landowners of the speed limit and that there are children playing and people walking/cycling on the road – to advise their visitors too
- Drop off refundable cans/bottles, in clear or blue recycle bags, at the end of Kevin and Nancy's driveway (list the address number). They do not need to be at home. Please no garbage. If the refundable items are in bags the items won't blow away if Kevin and/or Nancy are not able to pick up right away.
- Municipality of Chester is now collecting road dues, on behalf of SFLOA as part of our annual property taxes.

**ACTION: Jo to draft newsletter and share with Board of Directors before sharing with landowners**

**ACTION: Peter to organize a Paper Airplane Race for the Summer Party**

**ACTION: Goldie to organize a scavenger hunt for the Summer Party**

## 8. Other Business

- a. Approved Work parties/community building events will be provided with refreshments that will be paid for by the SFLOA.
- b. There are 2 lots that have not paid their road dues for 2023. (See financial update above).

**ACTION: Jo and Michael will send out letters to these landowners, with a reminder and a due date for payment.**

c. The last time the dam at the end of the lake was examined was in 2015.

**ACTION: Peter and others will examine the dam to determine if any maintenance is required.**

Meeting adjourned at 2:35 pm

Next meeting TBD