

# MINUTES OF THE NEIGHBOURS COMMITTEE

March 19<sup>th</sup>, 2014

Present: Marsha Melnik (chair), John Hardie (acting as Board Liason), Lillian Mierzwa,  
Pauline Walsh, Niloofer Irani, Renate Dickman

Guests: Betty and Bill Vance

Absent: Aline Henderson, Gord Hamilton

Minutes: Renate Dickman

1. February Minutes – accepted

## 2. New Residents Kit

Plan:

Contact with new residents will be initiated with a welcome card that will request a contact phone no. Lillian and Marsha to work on the wording of the welcome card.

The “Kit” will be personally delivered shortly after the new residents has moved in and after someone from Neighbours has called them. If agreeable to the new residents, a 1:1 visit can be arranged for a more personal welcome and to answer any additional questions.

Content:

Basics: Condominium Living handbook of YCC323, Resident’s Guide, Emergency #s

Additional: Betty and Bill Vance , who are new residents, suggested also including information about – dryer vents, garage remotes, parcel delivery, air filters, recycling, renovation procedures, use of facilities, the website and “Meet the Board” mtgs. These could be presented in the form of “Did You Know” fact sheets.

Other suggestions: to include information about the Fire Dept. list and the Emergency Assist list and also several back copies of the newsletter. Of great importance would be a reminder to update personal information with the office . This would include changes in phone numbers, locks and changes in their health.

### **3. Welcome Reception**

Suggested date: June 5, 2014

As well as the newer residents, we will reinvite those that were not able to make it the last time.

Plan:

Marsha and Lillian will send out the invitation 2 weeks before the reception (May 22) and a reminder one week before.

Purchasing of supplies:

Lillian - Cheese

Marsha - Fruit

Renate - Cookies / sweets

Niloofer - Plates, napkins, cutlery, glasses  
- Wine, juice, water

### **4. Renovation Tour**

Best time? – during the last 2 weeks in May and when most can come

Additional considerations – security, footwear

Plan: Marsha and Lillian will work on an information sheet for the hosts

### **5. Hobbie and Craft Show**

“Shout Out to 50 Quebec” memo discussed and some changes made.

### **6. For Further Discussion**

John suggested using a different font for the Neighbours Committee, to make it more easily identifiable

**NEXT MEETING: Monday April 14<sup>th</sup> at 2:30**