

**Crossbow Point Condominium
Board of Directors Meeting Minutes
April 26, 2014 at 1:10 p.m. at Crossbow Point**

In attendance: David Minifie, Don Lawrence, Murray Lambert, Lawrence Nyman and Anne Forbes.

PEKA: Gibson Rencz.

1. **Call to order:** Meeting called to order at 1:10 p.m. by David. No objections from those in attendance to Gibson Rencz recording the minutes.
2. **Additions to the agenda / approval of agenda:** Motion by David, seconded by Don, to approve the agenda with the following addition; 5h) security log; 10i) community watch; 10j) amenity policy (pending motion). Motion carried.
3. **Conflict of interest declarations:** None.
4. **Approval of February 22, 2014 Board meeting minutes:** Motion by Murray, seconded by Anne to approve the February 22, 2014 Board meeting minutes as amended. Motion carried.
5. **Business arising from the February 22, 2014 Board meeting minutes:**
 - a) Website – update: David provided an update during the pre-Board meeting. A June launch is targeted.
 - b) Log & Railing:
 - i. Funding: No change since previous meeting. No invoices have been received since fall 2013.
 - ii. Project plan: Work is expected to commence mid-late May with the completion date estimated to be in late summer.
 - iii. Communications and feedback: There has been very minimal feedback to date.
 - iv. Stairway post – 175 west: PEKA to obtain quotes (2) to replace either side of the 175 ramp. 11th Hour to assess the safety of the existing ramp and secure it temporarily until a permanent fix is put in place.
 - v. Legal status; financials: Don (as log committee Chair & Board liaison) provided an update. All expenses have been paid to date. The initial budget was approximately \$11,000 and is primarily on target for initial investigation and assessment. Motion by Lawrence, seconded by Murray to accept the total expenditures to date. Motion carried.
 - c) Privacy matters/actions: PEKA to provide a copy of their privacy policy. Murray will draft a privacy statement on behalf of the Board. Both to be considered for the website. Board confidentiality was also reviewed.
 - d) Guest suite refurbishment update: All of the upgrades have now been completed and the Board is satisfied with how it turned out. Motion by Don, seconded by Anne, that as agreed through email discussion by the Board, an additional amount of \$300 be allocated for Guest Suite refurbishment, bringing the total amount approved (including the \$4200 approved at the February Board meeting) to \$4500. Motion carried.
 - e) Tenant issues in 175: A \$250 administrative penalty was assessed to the unit for the visitor parking abuse.

- f) Kayak mounted on common property: The Board reviewed the response from the owner of the kayak. Motion by Lawrence, seconded by Murray to enforce the previous letter and advise the owners that the kayak and corresponding hardware need to be removed and the property returned to the original condition. Motion carried.
 - g) Library book cleanup: The social committee will be organizing and cleaning up the books. Some books may be shared with Landing as they have also started a library.
 - h) Security log: The log book for High Mountain is stored in the small furnace room next to the pool. The book is being used.
- 6. Financial Review:**
- a) Operating review: Gibson reviewed with those present.
 - b) Accounts receivable: Gibson reviewed with those present. All units are in good standing.
 - c) Reserve fund & reinvestment: Anne reviewed with everyone. Investments are in line with the Board's Investment Policy.
 - d) Social committee funds: David distributed the update from the committee.
- 7. Correspondence PEKA: None.**
- 8. Correspondence Board:**
- a) 2 emails (wifi proposal): Anne reviewed with the Board in the pre-Board meeting. Motion by Anne, seconded by Lawrence to have Shaw install "Go Wifi" hotspot at no cost in the amenity building. Shaw is to focus on the north side of the building and specifically the Board room. Anne will also authorize PEKA to correspond on the Board's behalf. Motion carried.
- 9. Administrative:**
- a) Board Contact Listing: - No changes.
 - b) Owner & Tenancy Records: The updates were distributed and reviewed.
 - c) Management monitor report: Report reviewed and few items to be updated:
 - i. Steam room update: The steamer was sent to a specialist in Calgary for repair. It is anticipated that the steamer will be back in place next week.
 - ii. HVAC: Temporary solutions were used during the colder months to keep the temperature up. Now that the warmer temperatures are here, a permanent solution can be put in place. Big Mountain is preparing a quote.
 - iii. Baseboard Heating Water Line freezing: The Board would like to know if Glenco Plumbing is concerned about future incidents and if further investigation is needed.
 - iv. Repairs to x11 series of units: Repairs remain outstanding for one unit. Work will be completed once the current tenants move at the end of May.
 - v. PEKA to have Tanmanz add more rundle crush to the 'step boxes' on the west side of the property.
 - vi. The door from unit 311 was saved by McKnight. PEKA to confirm the location of the old door as it will be used in a different location.
 - d) Business plan review: David reviewed with those present. The 'off plan' letter is overdue to be sent out again. PEKA will facilitate.
 - e) Risk management: Don reviewed with those present.

- Fire evacuation drill has been scheduled for June 21 at 11:00 AM. Banff Fire & Safety conducted the annual inspection. The Board would like to know what a booster pack is and why it cost's so much. PEKA to get additional information.
- f) Condo ACT reviews – Alberta updates: This will continue to be monitored.
- g) Alberta Condo Owners Association: David will update the other Board members as material becomes available.
- h) Committee Reports:
 - i. Social (Bev): No updates.
 - ii. Landscaping advisors (Barb/Lynn): No updates.
 - iii. Sales/Listings at Crossbow Point: Summary provided by David and was discussed as an info piece for the Board.

10. New business:

- a) Storm sewer or sewage: The Town of Canmore is in the process of drafting bylaw changes. The Board will continue to monitor the changes and if they pass to determine if it affects the car wash (use of certain types of soap) in the parkade.
- b) Surveillance system outages: There have been issues with the surveillance system. David will contact Russell Security to discuss.
- c) Storage lockers: All of the lockers are rented and the funds collected. Motion by Lawrence, seconded by Murray to approve the 36" tire rack proposal (up to a maximum of \$700). Motion carried. David to organize.
- d) Renovation request approval form: Motion by Lawrence, seconded by Don to approve the revised renovation request approval form (version 2014 FINAL). Motion carried.
- e) Flooring modification policy: All information in the old policy is captured in the new version (2014 FINAL). Motion by Lawrence, seconded by Don to approve the new flooring modification policy. Motion carried.
- f) Copper pipe (reinsulating as required): The proposal was reviewed by the Board. All work will be completed by Cliff and Bernard. Materials will cost approximately \$170. Motion by Lawrence, seconded by Murray to approve the proposal as presented. Motion carried.
- g) Stairs replacement: PEKA will get two quotes. It was noted that the build design will likely be different for each quote received and the Board will factor that in to their decision.
- h) Water damage (212/112 overflow): Both unit owners have been contacted. McKnight is currently working on a rebuild quote. Until the quote is received and approved, the Board won't know if insurance needs to be involved.
- i) Community watch: This is a Canmore awareness initiative. This will be sent to the owners via email and will be included in the newsletter.
- j) Amenity policy: Motion by Lawrence, seconded by Don to approve the updated policy as amended. Only minor changes to the wording was done. Motion carried.

11. Next meeting dates:

- i. June 21 – 11:30 a.m. walk around with a Board meeting after;
- ii. Aug. 16 – 9:00 a.m.;
- iii. Oct 25 – 9:00 a.m.;
- iv. Dec. 13 after the joint Board meeting.

12. **Adjournment:** 4:02 p.m. by Murray.

DISCLAIMER: Until reviewed and approved at a future Board of Directors meeting, at which time changes may be made, minutes are unapproved.