

**Crossbow Point Condominium
Board of Directors Meeting Minutes
August 16, 2014 at 10:30 a.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 10:32 a.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 Murray, seconded by Anne, to approve the agenda as presented. Motion carried.
- 3. Conflict of interest declarations:** None.
- 4. Approval of June 21, 2014 Board Meeting Minutes:** Motion by Murray, seconded by Anne, to approve the June 21, 2014 Board Meeting Minutes as amended. Motion carried.
- 5. Financial Review:**
 - a) Operating review F'2014: Gibson reviewed the financials with those present.
 - b) Budget F'2015: The budget for the 2015 fiscal year end was approved online and mailed to all owners with the manager's report.
 - c) Manager's report: Addressed with the budget; no issues.
 - d) A/R report: All units are in good standing.
 - e) Reserve fund reinvestment: Anne reviewed with those present; all was in order.
 - f) Social Committee funds: The social committee mandate has been developed by the Committee and is in place. The committee seems to be functioning well.
- 6. Business arising from the June 21, 2014 Board Meeting Minutes:**
 - a) Log & Railing:
 - i. Funding: The remaining work is expected to finish on budget, but somewhat in excess of the original plan
 - ii. Project plan: Work is ongoing. Only 2 'squishy' posts left to complete. A manlift has been arranged to finish the caulking and touch ups.
 - iii. Rail/post fix – 175 west driveway: Two options were reviewed. Motion by Lawrence, seconded by Anne, to approve estimate #2 provided by 11th Hour to spot replace 3 rail sections and 4 posts for \$6,798.75. To be funded from the Reserve Fund. Motion carried.
 - b) Stair replacement (175): Motion by Don, seconded by Murray to proceed with option 1 which is the heated concrete stair option, provided by 11th Hour for an estimated \$44,806.88+GST per staircase. To be funded from the Reserve Fund. Motion carried. PEKA to clarify that estimate #3 from the 'log post and rail' quotes is included in the stair option and that the rail is not needed.
 - c) Tenant issues in 175: Motion by Lawrence, seconded by Anne to assess a \$250 administrative penalty to the unit. Motion carried. Motion by Lawrence, seconded by Murray to send a separate letter in regards to the underage adult children living in the unit. Motion carried.

- d) Kayak storage: The owner submitted a written request to install a bracket for the kayak. The Board approved this request online with the stipulation that the owner be reminded that nothing can be fastened to common property. The kayak brackets must emulate the ones previously used for the bike storage. There are still 2 bolts in the wall (common property) that must be removed and the holes repaired. PEKA will notify the owner.
- e) Surveillance system outages/replacement: Russell Security has installed a new system. More operation details are needed from Russell Security. The Board does not want the payment released until all of the information is obtained. PEKA will continue to follow up.
- f) Storage area – tire storage: Table to a future meeting as time then permits.
- g) Copper pipe insulation: The repairs are expected to be complete by the end of August.
- h) BFI rate: The monthly cost is \$659.01 per building, per month. BFI is currently preparing a new contract for the Board to review.

7. Correspondence PEKA: None.

- a) Hallway mats: During the building walk around, the Board reviewed the floor mats and 'welcome' ornaments. No action is required at this time but the matter will continue to be monitored. PEKA will inform the owner that raised the issue of the decision.
- b) 2xx-175 railing: The area was inspected by 11th Hour and found consistent condition and design as similar railings in the complex with no pressing issues. 11th Hour has proved very reliable and the Board intends to have ongoing log maintenance once the project is complete and the issue will be monitored as part of the future maintenance plan. PEKA will respond to the unit owner.

8. Correspondence Board:

- a) Underage occupant/visitor parking: A letter was sent to the unit owner addressing these concerns. The response back from the owner indicated that there is no issue. The Board would like PEKA to issue thanks to the owner for responding and add a friendly reminder regarding the rules and regulations.
- b) Suggestion box: No items were submitted.

9. Administrative:

- a) Board Contact Listing: - Don provided new contact information.
- b) Owner & Tenancy Records: Tenancy updates were distributed and reviewed.
- c) Management Monitor Report: Motion by Lawrence, seconded by Murray to approve an additional key pad purchase. It will be kept on site as a spare in the event that it is needed, or may be used for 175 based on 155 user access experience. Motion carried.
- d) Business Plan review: David reviewed with those present. Thanks to Lawrence for putting the Newsletter together.
- e) Risk Management: Don reviewed with those present. The document will be updated with the insurance cost projections due to the increases caused by the 2013 devastations.
- f) Website: The website is now complete and will be open to all with no passwords needed. The address will be advertised in the next newsletter, an announcement

will be sent to the email distribution list, along with a similar announcement to local realtor firms.

- g) Condo Act reviews – Alberta updates: Nothing has been implemented yet.
- h) Alberta Condo Owners Association: David will update the other Board members as material becomes available.
- i) Committee Reports:
 - i. Landscaping advisors (Barb Mendaglio and Lynne Kemshead): Anne will now act as Board liaison with the landscaping committee. David will provide the contact information so that Anne can correspond directly with the committee members. The plan is to remove 4 trees and plant 1 birch as suggested in the quote. Motion by Anne, seconded by Lawrence to remove the 4 trees. Motion carried. The committee will be asked to recommend a shrub as a replacement instead of trees along the 155 walkway.
 - ii. Sales/Listings at Crossbow Point: Summary provided by David and was discussed as a matter of information for the Board.
 - iii. Security Log: The log book is being maintained.

10. New business:

- a) Fire drill: The post analysis and plans for 2015 were discussed. The Board would like to see more participation. Moving forward, only the month will be advertised, not a specific date or time.
- b) Log project:
 - i. Communication: The next update will be included with the fall Newsletter. Don will take the lead with, David assisting.
 - ii. Lawsuit update: Don will produce a summary for the next meeting. The summary review will be added as an agenda item with the intention that a decision will be made on what the next steps in the process will be.
- c) Landscaping contract and level of service: The Board discussed the current level of service and will continue to monitor.

11. Next meeting dates:

- i. Oct 25 – 8:00 a.m.;
- ii. Dec. 13 after the joint Board meeting.

12. Adjournment: 2:30 p.m. by David.

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