

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
December 13, 2014 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 11:09 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 with the following additions; 11o) Security quote; 11p) Pool standards update. Motion carried.
3. **Conflict of interest declarations:** None.
4. **Approval of October 25, 2014 Board meeting minutes:** Motion by Don, seconded by Murray, to approve the October 25, 2014 Board meeting minutes as presented. Motion carried.
5. **Previously approved minutes:** The previous meeting minutes for the last 2 Board meetings were distributed to the Board members for their records. The website will also be updated.
6. **Financial Review:**
  - a) Budget/operating review F'2014 and F'2015: Gibson reviewed the financials with those present. Motion by Lawrence, seconded by Anne to only have the window cleaning done once per year. Motion carried.
  - b) A/R report: The Board reviewed the report and advised no concerns.
  - c) Audit: The full Audit was reviewed and previously approved online.
  - d) Reserve fund reinvestment: Anne reviewed with those present. Anne has created an investment proposal, which will be circulated to the other Board members for review. Anne will prepare a report to present at the ACM.
  - e) Social Committee funds: No formal report for this meeting. Bev is preparing a report to present at the ACM.
7. **Business arising from the October 25, 2014 Board Meeting Minutes:**
  - a) Log & Railing:
    - i. Financials: No update since the previous meeting. The project can now be considered closed, although there will be ongoing maintenance items that still need to be done.
    - ii. Project plan for 2014- status update per Doug: A maintenance scope will be created by Doug after the stair project is complete.
    - iii. Legal action review: The Board investigated the option of borrowing money to fund the lawsuit. It was discovered that a condominium can only borrow funds for improvements, therefore another special assessment would be required in order to move forward with the claim. Motion by Lawrence, seconded by

Murray to drop the claim and not move forward any further. Motion carried.  
Thank you to Don for all of the hard work put into this project.

- iv. Communication – log project – new status report review: The report was reviewed and finalized. It will be issued to the owners subsequent to a summary report being presented to owners at the ACM/AGM.
- b) Stair replacement – status of work: Work has commenced on both stairs of 175 and is expected to be completed in approximately 4-6 weeks.
- c) Rail/post fix: The railing quote has been approved and the log work will be completed in the spring.
- d) Amenity building deck – ongoing use risk and replacement quote: Additional supports have been added. The railing will need to be replaced. The membrane will need to be removed before the full scope is realized.
- e) Theatre (Canmore Home Theatre): Canmore Home Theatre has been contacted. A site visit and discussion to be arranged. An upgrade may need to be done but is not urgent due to historically low usage.
- f) 'Social Host' insurance: The example provided by the insurance company was reviewed. PEKA suggested obtaining legal advice. David will create a scope, which will be sent with the proposed 'user agreement' for a lawyer to review.
- g) Surveillance system – UPS quote from Russell Security needed: PEKA has followed up with Russell Security. A quote was received but not for the UPS. The quote is still outstanding. PEKA will follow up again.

**8. Correspondence PEKA: None.**

**9. Correspondence Board:**

- a) Suggestion box: None.
- b) Crossbow Chatter: A unit contacted the Board and implied that they had been able to use the amenities building after hours. All of the information was reviewed and a security analysis completed with no breeches identified. The Board's policy with respect to operating hour of the amenities building remains unchanged and no further action is required.
- c) Stair construction: An owner contacted the Board regarding the stair construction. The concerns were reviewed and David responded. The matter is considered closed.
- d) Condo fee analysis: An owner completed a condo fee analysis and sent it to the Board for review. All agreed that the document was very substantial and informative. No action identified. Don to pass along the Board's thanks to the owner who prepared the document.
- e) Temperature monitoring systems analysis: An owner completed an analysis of various remote sensing systems to monitor the temperature within a residential unit. The Board found the document was very detailed and thorough. The Board decided to take no action with respect to remote sensing, but rather to focus on the core problem of the potential freezing of water within the base-board water heating system (see New Business for details).

**10. Administrative:**

- a) Gratuities for 2014: There are a large number of volunteers at Crossbow. The Board discussed and determined one gratuity was warranted.
- b) Board Contact Listing: No changes.

- c) Owner & Tenancy Records: Tenancy updates were distributed and reviewed.
- d) Management Monitor Report:
  - i. The 175 sign will be reviewed in the spring.
  - ii. The dip near the drain will be tabled until spring.
  - iii. PEKA will follow up with S2S Electric regarding the sauna.
- e) Business Plan review: David reviewed.
- f) Risk Management: Don reviewed with those present.
- g) Website: A new 'activity oriented' home page is currently being prepared.
- h) Committee Reports:
  - i. Landscaping advisors (Barb Mendaglio and Lynne Kemshead): Nothing to report.
  - ii. Sales/Listings at Crossbow Point: Summary provided by David and was discussed as a matter of information for the Board.
  - iii. Guest suite maintenance: Minor maintenance items were completed by David.
  - iv. Security Log: Is being maintained.
  - v. Newsletter: The next edition will be issued in the spring.
  - vi. Succession planning: All members of the Board are willing to let their names stand for election at the AGM.
  - vii. Master keys: The recycling room has been rekeyed. The master keys still work. Jim and Glen currently each have a copy. Glen can keep the key he has. Jim to exchange his key for a new one.
  - viii. December 1, 2014, Bill 9, the Condominium Property ACT Amendment: The newly proposed changes were discussed. No action at this time.

## 11. New business:

- a) Suspected underage resident in 175: The adult son of the owners appears to be living full time on the third floor. David will investigate further and advise PEKA what the action will be.
- b) Multiple vehicles in 175 and visitor parking abuse: A unit in 175 appears to have several nonfunctioning vehicles. They have been rotating the vehicles between visitor parking and their designated parking space. David will investigate further and advise PEKA what the action will be.
- c) 214/114-155 water leak: An insurance claim has been made and the restoration work is in progress. The cause of the freeze up was due to a window in the unit being left open. Motion by Lawrence, seconded by Anne to assess the \$10,000 insurance deductible back to the unit 214. Motion carried.
- d) 315/215-175 water leak: A \$25,000 quote has been received for the restoration of these units. A zone valve failed in the unit which caused the pipes to freeze and break. Motion by Lawrence, seconded by Anne to assess the \$10,000 insurance deductible equivalent back to the unit 315. Motion carried. Motion by Don, seconded by Anne to approve the quote provided by McKnight Restoration. The Board agrees to self-insure this event. Motion carried.
- e) Security concerns (hot tub): A warning letter will be issued to the offending unit. Any future infractions of a similar nature by this unit will receive an immediate \$500 administrative penalty.
- f) Security system proposal: Russell Security submitted a quote for review. To be discussed at a later meeting.

- g) VBO (vacation by owner): No current situations that anyone is aware of. No action required.
  - h) Smoking bylaws: Complaints will be handled on a case by case basis relative to Alberta's 'Tobacco Reduction Act, Statutes of Alberta 2005-Chapter T-3.8'. No concerns have been reported at this time.
  - i) Non-resident car storage: It is suspected that a car is being stored in the P1-155 parkade that does not belong to the owner or a resident of the building. David will investigate further and advise PEKA what the action will be.
  - j) Smoke alarms (in unit) replacement plan: Maintenance, repair and replacement is an owner responsibility. A reminder will be put in the newsletter with helpful hints on how to get this done.
  - k) Asphalt repair – near 175 entrance: A quote was received to complete this work. The area will be reviewed in the spring.
  - l) Heating (baseboard) risk: Banff Plumbing submitted a quote to test how much glycol is needed. Motion by Murray, seconded by Lawrence to accept the quote from Banff Plumbing to have the lithium test completed. Motion carried. Quotes for the glycol and installation will be requested after the testing is complete.
  - m) Insurance communication re deductibles: Lawrence will create the first draft for the Board to review.
  - n) Tabled items:
    - i. Real Estate info sheet for realtors
    - ii. Committees: facilities management
    - iii. Tire storage
    - iv. Landscape work on south 155.
  - o) UPS: Russell Security is to prepare a quote.
  - p) Pool standards: Alberta Health updated the pool standards. A copy of the revisions was distributed. Cliff is aware of these changes and is acting accordingly.
- 12. Next meeting dates:** February 28, 2015 at 9:00 a.m. and April 18, 2015 at 10:00 a.m.
- 13. Adjournment:** 3:35 p.m. by David.