

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
February 22, 2014 at 12:15 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 12:32 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 Murray, seconded by Anne, to approve the agenda with the following addition; 10j) Security requirements. Motion carried.
3. **Conflict of interest declarations:** None.
4. **Approval of Minutes:**
  - a) December 14, 2013 Board meeting minutes: Motion by Don, seconded by Murray to approve the December 14, 2013 Board meeting minutes. 3 in favor, 2 abstentions. Motion carried.
  - b) January 4, 2014 Board meeting minutes: Motion by Lawrence, seconded by Anne to approve the January 4, 2014 Board meeting minutes with the following amendments: Date correction (2014); spell out the word 'and' throughout the minutes; 2 d2) remove the s from treasurer; 2f) remove the s from Director; 4 spelling correction for the word tentatively. Motion carried.
  - c) January 18, 2014 Board meeting minutes: Motion by Murray, seconded by Don to approve the January 18, 2014 meeting minutes with the following amendment; spell out the word 'and' throughout the minutes. Motion carried.
  - d) January 26, 2014 Board meeting minutes: Motion by Anne, seconded by Lawrence to approve the January 26, 2014 Board meeting minutes with the following amendment; spell out the word 'and' throughout the minutes. Motion carried.
5. **Business arising from the October 5, 2013 Board Meeting Minutes:**
  - a) Website – update: David provided an update. There is an owner who has volunteered to take on the web management. David will meet with Gottfried to review the tasks and procedures on what needs to be done.
  - b) Log & Railing:
    - i. Funding: No change since previous meeting. Work will commence once the weather permits.
    - ii. Legal update: Don (as log committee Chair & Board liaison) provided an update. At the end of December, expenses were under the allotted \$10,000. To file the Statement of Claim will cost approximately \$2,200.
    - iii. Log Memo: Motion by Lawrence, seconded by Murray that version 1.4.1 of the Crossbow Point Memorandum to owners, Update: Log Project 2012 and

beyond, as reviewed and accepted by both the Board and Gowlings through email as version 1.4, be approved and distributed to owners by the end of February 2014. Motion carried.

- c) Guest suite refurbishment – proposal/budget for next phase: Motion by Murray, seconded by Anne, to approve the recommendations provided by Lynne (new queen bed and box spring in each unit, along with new bedding), up to a maximum of \$4200 including GST. Motion carried.
- d) Storage lockers – approval of supplement storage lockers: David presented the revised plan (document V2.1). The Board treasurer will administer the collection of fees and provide funds to PEKA. Motion by Don, seconded by Anne to approve the storage document for distribution to interested parties. Motion carried.
- e) Update 103/203-155 flood repairs: Motion by Don, seconded by Anne, to move that in respect of water pipe leak and flood damage repairs to units 103 and 203 of 155 Crossbow Place, the Condominium Corporation self-insure costs estimated to be \$14,855.40 (as outlined in email quote from McKnight to PEKA dated Dec. 30/13) as agreed in Board email exchanges Dec. 31/13 and Jan 1/2014. Motion carried.
- f) Social Fund: David reviewed pre meeting and reported on the status.
- g) Board confidentiality – past members: Past Board members have been reminded about confidentiality. No issues have been raised but was done as due diligence.
- h) Tenant issues in 175: The letters were mailed to the owners as per previous instructions. The underage tenant has since moved out. Additional vehicles from the unit parking in visitor parking and leaking oil continues to be an issue. A \$250 administrative penalty to be assessed for all future repeat offences.

## **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: Motion by Lawrence, seconded by Murray to have Anne invest \$100,000, with 2 investments of 12 and 18 month terms at ATB as per the investment policy. Motion carried.

## **7. Correspondence PEKA: None.**

## **8. Correspondence Board:**

- a) 20140125 owner email – multiple items: An owner submitted an email outlining concerns regarding the hot tub, windows, elevator tile and the legal situation. David responded to the email on behalf of the Board. The email and response were reviewed. No further action needed at this time.
- b) 20140221 owner email – wifi/storage/privacy: An owner submitted an email requesting additional information regarding the possibly installation of building wide wifi, storage and a possible privacy policy now that there is a website up and running. David will respond to the email to provide an update on the storage lockers. The Board discussed the option of installing building wide wifi.

Currently the cons out-weigh the pros. As such, no further action needed at this time but the Board will continue to monitor. Implementing a privacy policy was discussed. The Board feels that privacy is taken very seriously and is being dealt with appropriately in current operations and no formal policy is needed.

## **9. Administrative:**

- a) Board Contact Listing: - No changes.
- b) Owner & Tenancy Records: No changes.
- c) Management monitor report: Report reviewed and few items to be updated:
  - i. Drywall damage from McKnight during the repairs of unit 103 and 203 were discussed. PEKA has notified McKnight that repairs were needed and will follow up on the status.
  - ii. There is a kayak fastened to the concrete ceiling of the storage locker. PEKA to contact the unit to advise the kayak needs to be removed and stored elsewhere and that items are not to be affixed to the common property without prior approval from the Board.
  - iii. The last unit to be repaired from the 311-175 leak has posed some challenges and has signed a waiver indicating work could commence. Work expected to be complete by the end of February.
- d) Business plan review: David reviewed with those present.
- e) Risk management: Don reviewed with those present.
  - The proposed landscape project on the south side of 155 will be further reviewed in June.
  - There were some trees that may have been affected by the flooding in June 2013. PEKA contacted the Town of Canmore to have those trees that were previously identified inspected as they are on Town property, not the condominium. The Town indicated they would review the area.
- 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): There was a meeting of volunteers in January. Committee members are: Beverly Block, Susan Minifie, Virginia Haase, Yolanda Machan, Shirley Thrale, Bob Smerek and Peggy Wiebe. The committee has a number of items that they will be responsible for, including a new February Blues Happy Hour!
  - ii. Landscaping advisors (Barb/Lynn): No report.
  - iii. Sales/Listings at Crossbow Point: Summary provided by David and was discussed as an info piece for the Board.
  - iv. Library – books clean up: A few owners that are part of a book club have volunteered to organize the Crossbow Point library. The Board approved this request and thanks those involved.

## **10. New business:**

- a) ACM – workout room wall covering: This request was reviewed. The Board will seek a proposal if the issue is raised again in the future.

- b) AGM –snow piles at Crossbow Pl and Three Sisters Dr: PEKA contacted Tanmanz as the snow removal contractor. This item has since been corrected but will continue to be monitored.
- c) AGM-Parking on Crossbow Place: The parking reminder will also be included in the next newsletter.
- d) Heat/smoke detectors in electrical room: David met with Banff Fire & Safety and asked for a recommendation, which has not been received yet.
- e) Canmore Condo news: A foreclosure case was discussed. Gibson reviewed PEKA's policy and procedures for recovering funds for units in chronic arrears.
- f) Hardwood flooring policy: A recommendation from an acoustical engineer that that David spoke with was discussed. David will review and investigate further.
- g) Crossbow Point real estate info sheet: The Board discussed creating an FAQ sheet for realtors. This item will be tabled until the log project is complete.
- h) Security – High Mountain: The Board has expressed concern that they may not being doing the job as contracted. Feedback from other owners suggests that they are. PEKA to request a log book.

**11. Long term administration:** Tabled for discussion when time permits.

- a) Committees –social, landscaping, funding/investments, facilities mgmt.

**12. Next meeting dates:**

- i. April 26 – 1:00 p.m.
- ii. June 21 – 9:00 a.m.
- iii. Aug. 16 – 9:00 a.m.
- iv. Oct 25 – 9:00 a.m.
- v. Dec. 13 after the joint Board meeting.

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