

**Crossbow Point Condominium
Board of Directors Meeting Minutes
June 21, 2014 at 12:45 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 12:55 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 Anne, seconded by Murray, to approve the agenda as presented. Motion carried.
3. **Conflict of interest declarations:** None.
4. **Approval of April 26, 2014 Board Meeting Minutes:** Motion by Murray, seconded by Anne, to approve the April 26, 2014 Board Meeting Minutes as amended. Motion carried.
5. **Business arising from the April 26, 2014 Board Meeting Minutes:**
 - a) Log & Railing:
 - i. Funding: No change since previous meeting. No invoices have been received since fall 2013.
 - ii. Project plan: Work is currently underway. 11th Hour work has progressed to the second 'squishy post'.
 - iii. Rail/post fix – 175 west driveway: 11th Hour is working on a solution. Full replacement is not suggested in the interest of cost effectiveness.
 - b) Stair replacement (175): One quote has been received. The Board consensus is the concrete option with snow-melt cable. A second quote is expected soon.
 - c) Privacy per PIPA: PEKA's privacy policy was circulated online. Murray created a "statement of Information Privacy Policy" specific to Crossbow Point. Motion by Lawrence, seconded by Anne, to approve the document. Motion carried.
 - d) Tenant issues in 175: The unit in question will continue to be monitored.
 - e) Kayak mounted on common property: The owner will restore the common property to the original condition. They have also proposed a free standing option. Additional information has been requested. Once received, the Board will review.
 - f) Library book cleanup: The cleanup has been completed. Thank you to Susan and Virginia.
 - g) Surveillance system outages/replacement: There have been some recent issues with the system. Russell Security has recommended a replacement, which will cost approximately \$1500. Motion by Murray, seconded by Lawrence to approve the quote from Russell Security. Motion carried.
 - h) Storage area – tire storage: Defer discussion until next meeting if time permits.
 - i) Copper pipe insulation: The material has been purchased. Cliff and Bernard will complete the repairs soon.
 - j) Insurance coverage-175: First floor unit work is now complete. Second floor unit flooring still needs to be done. Motion by Don, seconded by Lawrence, to proceed with the insurance claim as the expense is estimated at \$20,000. Deductible to be assessed to second floor unit owner. Motion carried.

- k) WIFI (amenities): Shaw Go-Wifi is now installed. This is a free service offered by Shaw. Information will be included in the next newsletter.
6. **Financial Review:**
- a) Operating review: Gibson reviewed with those present. The Budget Committee will meet in July to discuss the 2014-15 budget.
 - b) Accounts receivable: Gibson reviewed with those present. All units are in good standing.
 - c) Reserve Fund and reinvestment: Anne reviewed with everyone. Investments are in line with the Board's Investment Policy. The next maturing GIC will be held in cash to support anticipated upcoming expenditures from the Fund.
 - d) Social committee funds: The fund is growing nicely.
7. **Correspondence PEKA**: None.
8. **Correspondence Board:**
- a) Post/rail concerns (175): 11th Hour reviewed the areas of concern. No issues noted.
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 steam room repairs are complete. Everything appears to be in good working condition. The sauna will continue to be monitored.
 - ii. HVAC 175: The proposal from Big Mountain has not been received. The estimated cost will be factored into the F-2015 Budget.
 - iii. Baseboard Heating Water Line freezing: Glenco is not concerned but the Board is to be aware that it could happen again. The item will be closed unless new information is brought forward. A reminder will be issued to all units regarding heating safety and that all windows should be closed.
 - iv. Step boxes: Tanmanz added more rundle crush to the 'step boxes' on the west side of the property.
 - v. Spare door from 155: The door is beyond repair. 11th Hour has indicated the only replacement option is to order an original builder style door.
 - d) Business plan review: David reviewed with those present. Newsletter items to be sent to Lawrence. PEKA to determine if 'off plan' units can be registered on title.
 - e) Risk Management: Don reviewed with those present. The Board to consider, at the F'2015 Budget planning meeting, the potential purchase of a heart defibulator (AED) for approximately \$1800 for the pool area.
 - f) Banff Fire & Safety: All items reviewed. Motion by Anne, seconded by Murray, to approve Banff Fire & Safety items recommended (approximately \$2000). Motion carried.
 - g) Website: The website is nearing completion.
 - h) Condo Act reviews – Alberta updates: Bill 13 has been released. It is expected to be passed in the fall. This will continue to be monitored.
 - i) Alberta Condo Owners Association: David will update the other Board members as material becomes available.

- j) **Committee Reports:**
 - i. **Social (Bev):** The committee revised the guidance document. A fourth signing authority has been added to the account to assist with the operations although the account still belongs to the condominium corporation as do all the funds.
 - ii. **Landscaping advisors (Barb/Lynn):** David has done some work and trimming around the property. Tanmanz has not provided a quote yet. PEKA to follow up.
 - iii. **Sales/Listings at Crossbow Point:** Summary provided by David and was discussed as a matter of information for the Board.
 - iv. **Security log:** The log book is being maintained.

- 10. **New business:**
 - a) **BFI garbage collection:** A 5 year contract was presented to the Board for review. Motion by Lawrence, seconded by Murray to approve the contracts as presented. PEKA to confirm why there are 2 different prices noted on the proposal. The Board expressed its thanks to PEKA for this cost saving initiative.
 - b) **Roofing replacement tiles:** The Board reviewed the quote provided by 11th Hour. No action required at this time as the condo appears to have sufficient inventory on site. Don to review and provide suggestions on possible storage locations.
 - c) **Tabled items:** Landscape project (south side of 155) was discussed during the walk around prior to the Board meeting.

- 11. **Next meeting dates:**
 - i. Aug. 16 – 9:00 a.m.;
 - ii. Oct 25 – 8:00 a.m.;
 - iii. Dec. 13 after the joint Board meeting.

- 12. **Adjournment:** 4:04 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.