

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
October 25, 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 8:45 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 August 16, 2014 Board meeting minutes:** Motion by Murray, seconded by Lawrence, to approve the August 16, 2014 Board meeting minutes as presented. Motion carried.
5. **Financial Review:**
  - a) Operating review: Gibson reviewed the unaudited 2014 year end financials with those present.
  - b) Manager's Report: The Report, with included budget, was mailed to all owners. Minimal feedback received from owners.
  - c) A/R report: All units are in good standing.
  - d) Reserve fund reinvestment: Anne reviewed with those present; Anne will move approximately \$65,000 funds from the cash account at ATB to CIBC in support of significantly higher rate of interest earnings..
  - e) Social Committee funds: David reviewed with those present.
6. **Log project – legal action:** PEKA to explore options to borrow money on behalf of the condominium corporation for legal costs should the claim be pursued.
7. **Business arising from the August 16, 2014 Board Meeting Minutes:**
  - a) Log & Railing:
    - i. Financials: The 'squishy' posts are now complete. The invoice received in September was the last invoice for this portion of the project. Some caulking still needs to be completed on a few columns and balconies. 11<sup>th</sup> Hour will be asked to create a maintenance scope, with the understanding that they will be requested to provide a quote for the required work. PEKA to contact 11<sup>th</sup> Hour to initiate.
    - ii. Communication – log project – the draft of a new status report was reviewed: It was suggested that owner feedback and queries should be submitted in writing. Additional information still needs to be incorporated into the document in order to finalize the draft.
  - b) Stair replacement – status of work: Work has commenced on both stairs of 175.
  - c) Rail/post fix: The railing quote has been approved and the log work will be completed in the spring.

- d) Tenant issues in 175: The administrative penalty was applied to the unit. A new tenant has now moved in. No further action required.
  - e) Kayak storage: PEKA contacted the owner requesting the eye hooks be removed. No further action required.
  - f) Copper pipe insulation: The repairs are now complete where applicable.
  - g) BFI rate: BFI has not provided a better rate. PEKA will follow up one more time. A quote from Waste Management will also be obtained.
  - h) Theatre (Canmore Home Theatre): PEKA to contact Canmore Home Theatre for an assessment. David would like to be present during the review.
- 8. Correspondence PEKA:**
- a) Response from Realtors regarding new website: No feedback has been received.
  - b) Garage cleaning – alternative provider required: PEKA to obtain parkade cleaning quotes for the spring. The parkade will be monitored for the winter to determine if a cleaning is required sooner.
- 9. Correspondence Board:**
- a) Suggestion box: 2 anonymous suggestions were received. The Board reviewed.
  - b) Rick Thrane – condo fee analysis: Tabled until December 13 meeting.
- 10. Administrative:**
- a) Board Contact Listing: No changes.
  - b) Owner & Tenancy Records: Tenancy updates were distributed and reviewed.
  - c) Management Monitor Report:
    - i. 11<sup>th</sup> Hour to assess the current condition of the deck (amenities building) and determine if the work can wait until spring.
    - ii. Russell Security to provide a quote for an uninterrupted power source. PEKA to follow up.
    - iii. The eave and downspout work is done with the exception of one area on 155.
    - iv. HVAC: Big Mountain will complete the approved work on the West end of building 175 when the temperature is cool enough to allow for proper testing when the work is complete. The West end of building 155 will continue to be monitored per the suggestion from Big Mountain.
  - d) Business Plan review: David reviewed with those present.
  - e) Risk Management: Don reviewed with those present. Thanks to Don for all of his hard work.
  - f) Website: The website is now complete and live.
  - g) Heating levels in parkade: The temperature in the parkade is often above the set temperature due to various radiant heat sources. This means the condominium corporation is not specifically paying to heat the parkade to this temperature, rather, it is a byproduct of surrounding factors, such as mechanical and hot water pipes.
  - h) Condo Act review- Alberta update: Due to the change in Government, the revision to the Condominium Act does not appear to be a priority. No update is expected any time soon. To be removed from the agenda moving forward.
  - i) Alberta Condo Owners Association: No updates at this time. In the future, this item will only appear in the meeting agenda as an exception report matter should circumstances warrant.

- j) **Committee Reports:**
  - i. Landscaping advisors (Barb Mendaglio and Lynne Kemshead): Anne, as the landscaping liaison, presented the suggestions made by the landscaping committee. The Board would like to see a proposal with the different items prioritized and the associated cost of each. Anne will advise the committee.
  - 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.
  - iv. Newsletter: Lawrence is working on the next edition. PEKA will be provided with the final copy for distribution.
  - v. Succession planning: All current members of the Board will be willing to let their names stand again at the AGM for election.
  - vi. Master keys: The recycling room has been rekeyed. The master keys still work. The old keys need to be exchanged. Don will email Bev with the instructions.
  
- 11. New business:**
  - a) VBO (vacation by owners); No current issues. The Board will discuss further at the next meeting.
  - b) Repair 3 sand filters: Motion by Don, seconded by Anne to approve the repairs to the 3 sand filters for the hot tub and replace the sand in those filters. AquaFire will do the work for \$5070.03 as per the quote submitted. The Reserve Fund will be used to cover the expense. Motion carried.
  - c) Smoking – bylaws & rules applicable: Tabled for a future meeting.
  - d) Smoke alarms (in unit): Tabled for a future meeting.
  - e) ‘Social host’ insurance: PEKA to inquire with the insurance company if additional insurance is required for social functions. Once an answer is obtained, PEKA will forward the information to the Board for review.
  
- 12. Next meeting dates:**
  - i. Dec. 13 after the joint Board meeting.
  
- 13. Adjournment:** 1:00 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.*