

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
April 25, 2015 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 1:35 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 additions; 5a) remove 2014; 9b) door blocked; 11a) 11<sup>th</sup> Hour quote; 11c) 301-175 parking. Motion carried.
3. **Conflict of interest declarations:** Lawrence indicated there is a conflict with agenda item 11c) and will abstain from the conversation and decision process during this item.
4. **Minutes of prior meetings:**
  - a) Approval of February 28, 2015 Board meeting minutes: Motion by Murray, seconded by Don, to approve the February 28, 2015 Board meeting minutes as presented. Motion carried.
5. **Financial Review:**
  - a) Budget/operating review F'2015: Gibson reviewed the financials with those present.
  - b) A/R report: The Board reviewed the report and advised no concerns.
  - c) Reserve fund:
    - i. New GIC purchase, durations and reinvestments: Motion by Anne, seconded by Lawrence to invest \$50,000 for a 2 year term. Motion carried.
    - ii. Update investment policy: Motion by Anne, seconded by Murray to accept the 2015 2.0.1 Reserve Fund investment policy as revised. Motion carried.
  - d) Social Committee funds: David provided an update on behalf of the Social Committee. No action on the floor is required at this time.
6. **Management monitor report - review:**
  - a) Security proposal: PEKA will follow up with Security Depot and circulate their proposal once received.
  - b) Theatre upgrades: Some work has been completed. Remainder of work will be completed shortly pending assessment of the amplifier repair quote.
  - c) Hot tub: When the signs are being updated around the pool, PEKA to see if Fahrenheit can replace Celsius on the sign. A new heater for the sauna is required and will be a capital expenditure through the Reserve Fund.
  - d) Visitor parking abuse: There is a unit in 175 that continues to abuse visitor parking. PEKA will contact the owner with the next stage of progressive discipline.
  - e) Vehicle leaking oil/visitor parking abuse: The same unit in 175 has a vehicle that is leaking oil which has not been fixed. Another administrative penalty will be assessed to the unit.
  - f) Private rental of parking stall: An owner in 155 is possibly renting their parking stall out to a person who doesn't live in the building. PEKA has sent a letter to inquire about this but has yet to receive a response from the unit owner. PEKA will follow up.
7. **Business arising from prior meeting minutes:**
  - a) Stairs replacement (exterior): The work is nearly complete.

- b) Baseboard heating system: Banff Plumbing will be invited to attend the next meeting. Don will put together a list of questions regarding glycol and conversion. Once the list is complete, a meeting will be set up with Banff Plumbing to discuss. A question will also be raised to McKnight Cleaning.
- c) Log and Railing:
  - i. Painting rails/spindles/facia logs: Motion by Lawrence, seconded by Don to approve the quote provided by Peak Painting up to a maximum of \$10,000. The work is to exclude log columns and the upper decorative braces. A tracking sheet will be updated to show what areas have been done and will be reviewed annually.
  - ii. Log railing above the 175 garage entrance: The railing system replacement has been completed. The wood is cedar and they were delivered pre-stained and pre-built.
  - iii. Website: The Board discussed and will update the website accordingly. David will provide stats on website 'hits'.
- d) Swimming pool standards – update: Cliff will be asked to install a soap dispenser near the showers.

**8. Correspondence PEKA:** None.

**9. Correspondence Board:**

- a) Suggestion box: There was a concern regarding a blocked door. The Board reviewed and discussed. No further action required.

**10. Administrative:**

- a) Owner & Tenancy Records: Reviewed.
- b) Business plan review: Reviewed.
- c) Website: The website is being updated as needed.
- d) Committee Reports:
  - i. Landscaping advisors (Barb Mendaglio and Lynne Kemshead): Anne, as Board liaison, met with Tanmanz and a quote was obtained. Anne will provide more details to Tanmanz to help clarify the quote received. Motion by Lawrence, seconded by Murray to provide a maximum of \$2000 in additional landscaping. The Committee can use their discretion for spending. Motion carried.
  - ii. Security Log: Is being maintained.
  - iii. Newsletter: A newsletter was sent to all owners and registered tenants.
  - iv. Bill 9, the Condominium Property ACT Amendment: No new information since the last meeting.
  - v. Risk Management: The fire drill will be 'unannounced'; it has been scheduled for June 27, 2015.

**11. New business:**

- a) Deck: The Board reviewed the quote submitted by 11th Hour. PEKA is to confirm that this is the best design as the Board has some concerns regarding the cost and would like to consider alternatives.
- b) Shower area: The Board reviewed the quote submitted by 11th Hour. PEKA to investigate if there is a more cost effective solution.
- c) 175 parking request: Lawrence, due to stated conflict of interest, departed the meeting at 4:30 p.m. for the following discussion. A Unit has requested permission to use the common property behind the stall as a second parking stall as there appears to be sufficient space. PEKA will confirm with the Town of Canmore what the requirements are around parking stall clearance and the Board will review the request further. Lawrence returned to the meeting at 4:42 p.m. once the discussion was finished.

**12. Next meeting dates:**

- June 26 – 3:00 p.m. spring walk around / June 27 – 11:15 a.m.– Board and budget meeting
- August 15 – time TBD
- October 24 – time TBD
- December 12 – after the joint Board meeting
- January 9, 2016 AGM

**13. Adjournment:** 4:47 p.m. by Murray