

**Crossbow Point Condominium
Board of Directors Meeting Minutes
August 15, 2015 at 9:00 a.m. at Crossbow Point**

In attendance: David Minifie, Don Lawrence, Murray Lambert and Lawrence Nyman

Regrets: Anne Forbes.

PEKA: Gibson Rencz.

1. **Call to order:** Meeting called to order at 9:00 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 Don, seconded by Lawrence, to approve the agenda with the following additions; 9f) web correspondence; 11c) landscape proposal. Motion carried.
3. **Conflict of interest declarations:** None.
4. **Minutes of prior meetings:**
 - a) Approval of June 27, 2015 Board meeting minutes: Motion by Lawrence, seconded by Don, to approve the June 27, 2015 Board meeting minutes as amended. Motion carried.
5. **Financial Review:**
 - a) Budget/Operating review F'2015: Gibson reviewed with those present.
 - b) A/R report: All units are in good standing.
 - c) Reserve fund: Motion by Lawrence, seconded by Murray that upon maturity of Feb 26 2014 GIC on Aug 26, 2015, Anne to reinvest matured amount with interest (est. to be \$51,664) plus \$2,000 from ATB cash. Also to invest \$50,000 from CIBC account for 12 months at the best available rate of interest from ATB. Motion carried.
 - d) Social Committee funds: David provided an update. There is a BBQ next weekend that will be paid for by the Social Committee funds.
 - e) Budget F'2016: Motion by Murray, seconded by Don to accept and sign the new PEKA management agreement, commencing on October 1, 2015 for a 2 year term. Motion carried.
6. **Management monitor report - review:**
 - a) Light stand repair: 2 exterior lights are out. PEKA issued a work order to S2S and will follow up.
 - b) Leak in parkade: There is a new leak above stall 301-175. Not an urgent item and PEKA will issue a work order to tie in with other work.
 - c) Private rental of parking stall: A letter was sent to an owner in 155 with a 30 day response deadline. That date has lapsed. PEKA will issue a \$250 administrative penalty as indicated in the warning letter for lack of response.
 - d) 11th Hour maintenance list: Doug will be working on items over the next month to get them completed.
7. **Business arising from prior meeting minutes:**
 - a) Stairs replacement (exterior): The deficiency items are still being addressed.
 - b) Log and Railing:
 - i. Painting rails/spindles/facia logs: Work is being completed by Peak Performance as weather permits.
 - ii. Website: Don has been corresponding with Gottfried regarding the log portion of the website and will continue until that section is complete.
 - c) Policy development: Motion by Don, seconded by Lawrence to accept and approve the Operations Contingency Fund Policy V2.2 as written. Motion carried. Thank you to Ann for

working on the policy. David will work on the storage location and an internal policy for Board access.

- d) Insurance deductible (owner coverage): One owner has sent a query regarding coverage. PEKA and the Board will direct owners to the Condominium Insurance Broker, Rogers Insurance for specific coverage questions.

8. Correspondence PEKA:

- a) Renovation request: Motion by Murray, seconded by Don to ratify the online renovation approval by emails dated July 10, 2015 and July 27, 2015. Motion carried.
- b) Pet approval request: Motion by Murray, seconded by Don to ratify the approval of the small dog request submitted online. Motion carried.

9. Correspondence Board:

- a) Suggestion box: None.
- b) Web contact: An owner submitted a question through the website. David responded.
- c) Underage tenants: PEKA will contact the two units that appear to have underage occupants.
- d) Potential purchaser: A potential buyer submitted questions via the website. David will respond.

10. Administrative:

- a) Owner & Tenancy Records: Reviewed.
- b) Business plan review: Reviewed.
 - i. Cliff will change the access code in accordance with the managers report.
 - ii. RF Study quotes needed.
- c) Website: Nothing new to report.
- d) Committee Reports:
 - i. Landscaping: Most projects are underway. PEKA is following up on regular maintenance items. Gibson will discuss with Anne regarding the 155 crush project that was approved at the previous meeting for work to occur in upcoming fiscal year.
 - ii. Landscaping proposal received from an owner: Murray will let the owner know that the Board is interested in reviewing the proposal further.
- e) Security Log: Is being maintained and is up to date.
- f) Newsletter: A fall issue will be coming out soon.
- g) Bill 9, the Condominium Property ACT Amendment: No new information since the last meeting with the date the new Act will come into effect unknown.
- h) Board Governance training: The Canmore Condo Group is interested in having a meeting with Bernie Winters, a Condo specialist from Calgary. The cost associated would be split between several of the condo corps involved in the group. A general interest was expressed. David will discuss further with the Condo group.
- i) Visitor information sheet: The information sheet has been updated.

11. New business:

- a) Banff Fire & Safety: Murray prepared a report based on the document provided by Banff Fire & Safety. PEKA is to ask Banff Fire & Safety the following questions:
 - i. Why is there glycol in the system and where is it in the amenities building.
 - ii. Sidewall installation -. Is this an issue and how much will it cost to repair?
 - iii. Are heat detectors needed in the garbage chute?
- b) Managers report: The budget, fee schedule and Managers report was mailed to all owners.

12. Next meeting dates:

- October 24 – Internal walk around and Board meeting at 8:30 a.m.
- December 12 – after the joint Board meeting (11:15 approx.)
- January 9, 2016 AGM

13. Adjournment: 1:24 p.m. by David