

**Crossbow Point Condominium
Board of Directors Meeting Minutes
December 12, 2015 at 10:30 a.m. at PEKA**

In attendance: David Minifie, Don Lawrence, Anne Forbes, Murray Lambert and Lawrence Nyman
PEKA: Gibson Rencz.

1. **Call to order:** Meeting called to order at 10:30 a.m. by David. No objections from those in attendance to Gibson recording the minutes.
2. **Additions to the agenda / approval of agenda:** Motion by Anne, seconded by Don, to approve the agenda with the following additions; 11 c) interior touch ups; 8 b) 175 underage occupant & noise; 10 l) walk around items. Motion carried.
3. **Conflict of interest declarations:** Murray will abstain from discussions pertaining to any underage occupants.
4. **Minutes of prior meetings:**
 - a) Re-distribution of meeting minutes: Motion by Murray, seconded by Don to approve the amended June 27 and August 15 meeting Minutes regarding Reserve Fund investments. Motion carried.
 - b) Approval of October 24, 2015 meeting Minutes: Motion by Anne, seconded by Lawrence to approve the October 24, 2015 meeting Minutes as presented. 4 in favour, 1 abstention. Motion carried.
5. **Financial Review:**
 - a) Budget/Operating Audit F'2015: Motion by Anne, seconded by Don to ratify the online approval of the August 31, 2015 Audited statement. Motion carried.
 - b) Budget/Operating review F'2015/2016: Gibson reviewed with those present.
 - c) A/R report: The Board reviewed the report with no notable concerns.
 - d) Reserve Fund Investments: The investment schedule was reviewed with those present. Motion by Anne, seconded by Don to reinvest the GIC maturing January 13, 2016 with interest for an approximate total of \$51,000 at ATB in a non-redeemable GIC at the best available rate for a 1-2 year term. Motion carried.
 - e) Reserve Study: Three bids for a new Reserve Fund Plan and Study were reviewed and discussed. Motion by Murray, seconded by Don to approve the proposal submitted by Reliance Asset Consulting with the condition that the draft is received by March 31, 2016. Motion carried.
 - f) Social Committee funds: The quarterly financial report was produced by the Committee and reviewed by the Board. David will thank the Committee for its work over the past year and provide some general thoughts concerning potential fund utilization.
6. **Management monitor report - review:** Reviewed.
 - a) 3rd floor unit 175: The owner was contacted and subsequently responded to say they were not violating the age-related bylaws. PEKA will contact the unit again requesting additional information on the tenant.
 - b) Two 2nd and 3rd floor units in 155 are experiencing vibrations: The units and related infrastructure have being thoroughly investigated to date, however, the source is still unknown. The investigation is ongoing.
 - c) 2nd floor unit in 175: This unit received several warnings regarding visitor parking abuse. As the violation continued, a \$250 administrative penalty was assessed to the unit.
 - d) 1st floor unit in 175: A letter was sent to the owner to inquire about a suspected underage occupant. As no response has been received yet, PEKA will send a second inquiry letter.

- e) 3rd floor unit in 155: No response was received from the owner regarding the suspected parking stall rental to people not living in the building. As a result, a \$250 administrative penalty was assessed.
- f) Deck inspections: 11th Hour is expecting to have the inspection proposal along with the other items for the Board's review in January.
- g) Log caps: Motion by Murray, seconded by Anne to approve the \$3600 +GST aluminum powder-coated top cap estimate. Motion carried. The caps will be used throughout the condominium and will match the colour of the existing logs. The cap is intended to reduce water penetration of the posts and extend their life span.
- h) Pool deck tiles: A quote has been requested from 11th Hour to address the concerns noted similar to what occurred in the hot tub. As the tiles are not submerged in water there is no immediate concern. The quote will be circulated to the Board.
- i) Newsletter item: A reminder will be sent out, through Crossbow Chatter email, advising that zone valves are an owner responsibility. Signs of a failing zone valve can be if a resident is experiencing no heat, too much heat or hears a loud banging noise coming from the system inside the unit.

7. Business arising from prior meeting minutes:

- a) Stairs 'log work' replacement 175 west and east: The work will be delayed until spring due to supplier issues. 11th Hour and the supplier are aware that the entire railing requires replacement.
- b) Stair 'log work' replacement 155 south: A quote has been requested and will be circulated to the Board.
- c) Hot Tub enclosure: Post/spindles/rail replacement requirements will be assessed in the spring to determine the full extent of what is required.
- d) Amenities deck status: The final installation stage of the vinyl membrane is being completed by 11th Hour. Fabrication of two custom grills is in progress. The log railings have been ordered now that the final dimensions have been determined. The deck edging has been extended to create a drip edge over the rock veneer.
- e) Website: Don met with Gottfried to update the Board's limited access website with the log project details.
- f) Banff Fire & Safety: PEKA will request that any mention of the side wall will be removed from future reports as it wasn't determined what the relevance to the report was.
- g) Landscaping proposal: The owner retracted the proposal. No further discussion required.
- h) Barbeque replacement: The new barbeque was purchased and assembled.
- i) Welcome packages from PEKA: A new format will be used by PEKA in early 2016. The Board will be advised of details.
- j) Security quote: Trillium is willing to investigate the security system and will provide a date for the review.

8. Correspondence PEKA:

- a) Pet request (2nd floor unit 175): Motion by Anne, seconded by Murray to ratify the online pet approval request. Motion carried.
- b) Noise: A letter was received from an owner on the 3rd floor of 175 regarding children and the subsequent noise. A general reminder will be given at the ACM about noise.

9. Correspondence Board:

- a) Suggestion box: None.
- b) 155 west driveway ramp: An owner sent an email regarding the lack of heat in the west 155 parkade ramp. This topic was discussed extensively in previous years and was ultimately deemed to be cost prohibitive. The snow removal company ensures the area is cleared and sanded as needed. The owner is satisfied with the Board's response.

- c) Snow removal complaints: There were several complaints regarding the snow removal during the last large snow fall. PEKA has discussed the issues with the contractor.

10. Administrative:

- a) Owner and Tenancy Records: Reviewed. PEKA to follow up on any tenancy forms not received.
- b) Business plan review:
 - i. 2 Board members will not be seeking re-election to the Board. David will review the Board Governance process with them.
 - ii. A Canmore condo interest group meeting on March 5th 2016 will provide board governance training. There are approximately 14 people attending (board members; including likely 4 from Crossbow Point). The group has invited PEKA and Asset West representatives.
 - iii. The heating notice is being revised to include the new addition of glycol to the system, and will be structured as a water damage prevention document. Once it is ready, the Board will provide an updated version to all of the units through door to door delivery, and Crossbow Chatter email.
- c) Seasonal gratuities: Motion by Lawrence, seconded by Anne to approve the purchase of a \$150 gift card. Motion carried.
- d) Website: The hosting renewal fee is \$257 and was paid by Gottfried. The Board will reimburse him this expense.
- e) Committee Reports:
 - i. Landscaping: Tanmanz removed a tree as instructed.
- f) Security Log: Is being maintained and updated. PEKA will ask Spillet Security to provide an annual update of their logs for verification details of their attendance. The onsite log can be eliminated if Spillet logs prove to be suitable.
- g) Bill 9, the Condominium Property ACT Amendment: Gibson attended the RECA open house in early December. It was reported that the regulations could be passed in the spring of 2016.
- h) Purpose of the bylaws per an Alberta Supreme Court case: David reported on the case as a FYI matter.
- i) Risk Management: Don reviewed the latest update, which was administrative in nature, with those present.
- j) Succession planning for 2016: As 2 members have indicated they will not be seeking re-election, David has approached a few other owners to see if they would be interested in candidacy for the Board.
- k) Google Docs (Board secure access): The Visitor Information sheet was updated and posted. It was also included with the newsletter that was distributed to owners and residents last month.
- l) 'Walk-around' list update: Most of the items are now complete. PEKA has requested SML Entertainment assess the pool tables on their next scheduled visit to Canmore. 11th Hour will re-attach the rubber baseboard molding in the hallway. Big Mountain will be asked to repair the noisy fan in P2.

11. New business:

- a) Great Room rental agreement: The agreement was reviewed. No revisions required.
- b) Ice build up: It has been noted that with the large volume of snow that was received, there is some ice buildup around the eaves. This has not been noted in previous years. 11th Hour is investigating and will advise if this can be prevented in the future. The Board will continue to monitor. If the problem persists the Board will consider more preventative action, which could mean reviewing somewhat costly alternatives.
- c) Interior touch ups: Some touch ups are required. The Board will bring this up at the ACM to see if there are any volunteers interested in carrying out the work. Failing that, PEKA will arrange for a contractor to complete.

12. **Next meeting dates:**
 - January 9, 2016 AGM
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13. **Adjournment:** 2:58 p.m. by Anne.