

**Crossbow Point Condominium
Board of Directors Meeting Minutes
February 28, 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 9:30 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 with the following additions; 9f) dance floor; 9g) owner email; 11f) pool refurbishment; 11g) landlord using the amenities. Motion carried.
3. **Conflict of interest declarations:** None.
4. **Minutes of prior meetings:**
 - a) Approval of December 13, 2014 Board meeting minutes: Motion by Murray, seconded by Lawrence, to approve the December 13, 2014 Board meeting minutes as presented. Motion carried.
 - b) Review draft minutes of Joint Board meeting: Motion by Don, seconded by Anne to accept the minutes as presented, pending approval at the 2015 Joint meeting. Motion carried.
 - c) Review draft minutes of the AGM: Motion by Don, seconded by Lawrence to accept the minutes as presented, pending approval at the 2016 AGM. Motion carried.
 - d) Review draft minutes of the ACM: Motion by Murray, seconded by Anne to accept the minutes as presented, pending approval at the 2016 ACM. Motion carried.
5. **Financial Review:**
 - a) Budget/operating review F'2014 and 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: Anne reviewed with the other Board members.
 - ii. Policy Appendix 1: Motion by Lawrence, seconded by Anne to change the minimum cash balance to \$100,000 as part of the reserve fund investment policy. Motion carried. Anne to update the Policy document for approval at the Board's next meeting. Anne to also review longer term GIC investment opportunities for potentially higher interest rates and will make recommendation(s) in due course.
 - d) Social Committee funds: No formal report for this meeting.
6. **Management monitor report - review:**
 - a) Banff Fire & Safety: PEKA will follow up with Banff Fire & Safety regarding the fire panel fault.
 - b) Vehicle in 175 parkade leaking oil: PEKA has issued 3 warning letters to this unit. The Board wants an administrative penalty to be assessed.
 - c) Underage tenant: A letter was sent to the owner who is suspected of having an underage occupant in the unit. The owner responded and indicated they were complying with the bylaws. PEKA to circulate the response to the Board.
 - d) Parking stall rental: A letter was sent to the owner of the unit to determine if the parking stall is being rented out to someone who is not a resident of the building. No response received yet. PEKA will follow up with the owner.

- e) 11th Hour check list: Doug has quite a few items on his list that will be reviewed after the stairs are complete.
 - f) Theatre upgrades: A quote was received and has been approved. PEKA will notify Canmore Home Theatre of the approval.
 - g) Surveillance system: PEKA to arrange a meeting with a new company regarding the security system.
 - h) HVAC update: PEKA has asked Big Mountain for an update. No response yet.
 - i) Log rail and post update: Doug has addressed the issues temporarily. PEKA to confirm that the quote 150714 provided (\$27,900+ GST) is still valid. Motion by Murray, seconded by Anne to approve the quote with the final cost not to exceed \$30,000 + GST. Motion carried. PEKA to negotiate original quote to see if it can be lowered.
 - j) Stairs update: The project is expected to be completed by next week.
- 7. Business arising from prior meeting minutes:**
- a) Great room use: Motion by Murray, seconded by Lawrence, that the ‘Amenities Building Policy’, as amended February 28, 2015, which includes minor editorial edits along with the new liability waivers, be approved for implementation effective with any new and yet to be signed ‘Use Agreement’. Motion carried. David to arrange for implementation through Cliff and the Condo's website.
 - b) Baseboard heating system: PEKA will investigate the cost to have a specialist/engineer review the system and make a recommendation in doing a glycol retrofit. PEKA to find a specialist that has experience with this.
- 8. Correspondence PEKA:** None.
- 9. Correspondence Board:**
- a) Suggestion box: A suggestion was submitted that cleaning be done on an exhaust fan in the ladies washroom adjacent to the 'work out' room. This has been addressed.
 - b) Dance floor info: The Board discussed the information presented. It is not considered a priority item. Some alternative solutions discussed. David will advise Bev of the Boards comments.
 - c) Oversized vehicle parking (temporary permission given): A request was received by an owner asking for permission to park in visitor parking temporarily. The Board will allow this vehicle to park in visitor parking until the end of March. The owner will need to find an alternative solution by then.
 - d) Satellite dish: An email complaint regarding a satellite dish was received. This particular dish installation (on a pedestal on a balcony) was ‘grandfathered’ several years ago and is not attached to the building.
- 10. Administrative:**
- a) Board ‘officers’ for Crossbow Landing – The Board indicated it was interested in considering any joint work opportunities: David met with Blair (the Landing President) to discuss general Crossbow business.
 - b) Board Minutes approval and posting process: PEKA to review the ‘disclaimer’ process. This ‘disclaimer’ will be removed from approved minutes.
 - c) 2015 objectives/goals/focus for the Board and/or members: All priority items have already been captured.
 - d) Owner & Tenancy Records: David will send the 'tenancy' revisions to Becki for updating.
 - e) Business plan review:
 - i. Next meeting dates:
 - April 25 at 1:30 p.m.
 - June 27 – time TBD – budget meeting and walk around
 - August 15 and October 24 – time TBD

- December 12 – after the joint Board meeting
 - January 9, 2016 AGM
 - ii. Tax notice: PEKA to provide the tax notice to David.
 - iii. Newsletter: Lawrence is drafting the spring newsletter.
 - iv. Spring cleanup: To be scheduled in May.
- f) Risk Management: Don reviewed with those present. S2S will be asked to complete a general common electrical inspection. Common electrical panels to be done in 5 year increments.
- g) Website: The new home page has been launched.
- h) Website log site: Motion by Don, seconded by Anne that the Board update and maintain information on the Log Committee Website on a regular basis as required, with access restricted by a password to current Board members. Motion carried. Don will coordinate the update and maintenance with Gottfried Haase.
- i) Committee Reports:
- i. Landscaping advisors (Barb Mendaglio and Lynne Kemshead): The committee will be meeting soon and will have a proposal for the next meeting.
 - ii. Security Log: Is being maintained.
 - iii. Communication actions per Dec meeting: A newsletter specific to insurance, premiums and deductibles will be drafted by Murray for the Board to review.
 - iv. Swimming pool standards update: Cliff has everything up to date.
 - v. December 1, 2014, Bill 9, the Condominium Property ACT Amendment: Gibson updated those present on the changes. Notable change is a provision for electronic communications.

11. New business:

- a) Coast Hotel fee and service level for AGM/ACM: PEKA to confirm the discount applied was 20% and that the microphone charge was not included.
- b) Arrears policy/procedure/-communication to owners: The current procedure was discussed. No further action required at this time.
- c) Painting log facia and rails: PEKA will arrange for a contractor to touch up the vertical logs. David and Don will do a walk around to determine the scope. The drip edges will be tested in strategic locations to confirm if they actual work prior to considering them complex wide.
- d) Registration of new storage area per 8(1) (i) of the CPA: PEKA will investigate to see if further action is required.
- e) Pool area refurbishment: Murray will get quotes for cushions and the purchase can be approved online. The grates will also be reviewed as they contribute to the larger moisture issue.
- f) Landlord use of amenity: The issue will continue to be monitored.

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13. Adjournment: 2:34 p.m. by Murray