

**Crossbow Point Condominium
Board of Directors Meeting Minutes
June 27, 2015 at 11:30 a.m. 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 11:30 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 Anne, seconded by Lawrence, to approve the agenda with the following additions; 10 b) Renters; 11c) Pool tables. Motion carried.
3. **Conflict of interest declarations:** Lawrence indicated there is a conflict with agenda item 9 h) and will abstain from the conversation and decision process during this item.
4. **Minutes of prior meetings:**
 - a) Approval of April 25, 2015 Board meeting minutes: Motion by Don, seconded by Murray, to approve the April 25, 2015 Board meeting minutes as presented. Motion carried.
5. **Financial Review:**
 - a) A/R report: The Board reviewed the report. Motion by Lawrence, seconded by Murray to waive the administration fees for the 2 units that were assessed a deductible as the delay in payment receipt was due to each owner's insurance company issuing the payment of the deductible. The owners were acting in good faith with their insurance claims and keeping Management informed. Motion carried. Owners will be advised in future correspondence that when an insurance deductible is assessed, late fees and admin penalties will apply for all late payments.
 - b) Reserve fund: Anne reviewed with those present. Motion by Lawrence, seconded by Don to reinvest May 29, 2015 maturing GIC, plus Reserve Fund cash, for a total investment of approximately \$101,800 for 1 yr in a non-redeemable GIC at ATB at the best available rate, and to invest \$50,000 in non-redeemable GIC at the best available rate for 2 years.
6. **Banff Plumbing/glycol update:** David, Murray and Gibson met with Banff Plumbing earlier in the week. The synopsis of the meeting was discussed. Motion by Lawrence, seconded by Anne to install glycol (mixture rated at -22 degrees Celsius) in late September or early October as recommended by Banff Plumbing for the estimated price of \$17,641.50 + labour and GST. The total cost is not to exceed \$25,000. Motion carried. The Board had an independent consultant review the estimate provided by Banff Plumbing. It was confirmed that this was a fair price. David will prepare a memo to advise the ownership of this decision.
7. **Budget Planning F'2016:** Motion by Lawrence, seconded by Murray to approve the amended budget as presented with a 3% condo fee increase. Motion carried.
 - a) Landscaping projects: Two landscaping projects were discussed: One to have a railing installed at the top of the stairs connecting to the path at the West end of the property. The intent is to improve the ease of access to the stairs as the current configuration could be improved. 11th Hour will be asked to advise. The second project is to remove the mulch and replace with appropriate landscaping cloth and rundle crush along the South side of building 155. Tanmanz had submitted an estimate to do this previously. Based on previous estimates: Motion by Murray, seconded by Don to allocate up to \$10,000 for these two projects. Motion carried. Both projects to be done in the next fiscal year for budgetary reasons.

8. Management monitor report - review:

- a) 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 send another follow up letter to the owner of the unit. It will be stipulated that if a response is not received within 30 days, a \$250 administrative penalty will be assessed.
- b) Amenity deck: Motion by Don, seconded by Lawrence to approve the estimate that was originally submitted by 11th Hour to replace only the necessary areas in accordance with the original design. Motion carried. This will be a reserve fund expenditure.

9. Business arising from prior meeting minutes:

- a) Stairs replacement (exterior): The stair replacement is complete with the exception of the railings. 11th Hour has been following up with the contractor to have the railings replaced.
- b) Log and Railing:
 - i. Painting rails/spindles/facia logs: Peak Painting has indicated that the work will commence in July.
 - ii. Website: The 'log' portion of the website still needs to be refined. Don is working on this.
 - iii. Balcony rails and spindles: Doug has been reviewing reported areas and has repaired items as needed.
- c) Swimming pool standards – update: Soap dispensers have been installed. All standards related work is complete.
- d) Landscaping – ratification of May 30, 2015 email approval to level the grassed area on the South West side of building 175 for \$1,207.50: PEKA will follow up with Tanmanz regarding the timing of the work. Anne will also contact Tanmanz.
- e) Theatre equipment receiver/processor/touchpad: Motion by Murray, seconded by Anne to ratify the May 1-2, 2015 online approval of the \$4,500 quote provided by Canmore Home Theatre. Motion carried.
- f) Pool wall and bench plus steam room: The proposal submitted by 11th Hour was reviewed and approved online May 1-2, 2015. Motion by Lawrence, seconded by Don to ratify the online approval of this quote. Motion carried.
- g) Security proposal: The Board reviewed the proposal submitted. As the fob and key system works fine, no further action is needed at this time as there is a large amount of information to review in the proposal. PEKA will notify the security company. PEKA will set up a meeting with Trillium Home services to see if there is a simple solution for the camera system. The Board will review the LED lighting options periodically as technology improves.
- h) 175 tandem parking request: An owner requested permission to use the common space around the parking stall for additional parking. This request was thoroughly discussed and researched by the Board and ultimately denied.

10. Correspondence PEKA:

- a) Renovation request: Motion by Don, seconded by Murray to ratify the online renovation approval by emails dated May 21, 2015. Motion carried.

11. Correspondence Board:

- a) Suggestion box: None.
- b) Sprinkler system: PEKA to confirm with Banff Fire & Safety regarding what chemicals are present in the fire suppression system. The entire system is extensively reviewed on an annual basis and will continue to be monitored.
- c) Sensor system to detect leaks and temperature: The idea of the sensor system to detect leaks was discussed during the meeting with Banff Plumbing. It was indicated Crossbow

Point has a complex infrastructure that would likely not be suitable for this type of system. David and Murray will arrange a meeting with the owner that suggested the item to learn more about the temperature sensor function.

12. Administrative:

- a) Owner & Tenancy Records: Reviewed.
- b) Business plan review: Reviewed.
 - i. The Manager's Report will be issued by August 15, 2015.
 - ii. David will draft a memo regarding the glycol that will be distributed to owners with the report.
 - iii. Lawrence will draft the next newsletter
 - iv. The garage code will be changed and will be included as part of the Manager's Report.
 - v. The grout in the steam room will be added to the scheduled maintenance to be done every second year.
 - vi. PEKA will send the Banff Fire & Safety report to Murray once it is received.
- c) Website: Nothing new to report.
- d) Committee Reports:
 - i. Landscaping advisors (Barb Mendaglio and Lynne Kemshead): Anne, as Board liaison, will discuss the pruning with the committee, along with the possible expansion of the committee. Some projects have been pre-approved already.
 - ii. Security Log: Is being maintained and is up to date.
 - iii. 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.
 - iv. Risk Management: The fire drill was successful. There was more participation this year due to the unannounced date and time of the drill.

13. New business:

- a) Walk around action items: Items reviewed.
- b) Pool tables: The pool tables are starting to show some wear and tear and may need to be refurbished. PEKA will ask SML Entertainment to assess next time they are in Canmore.

14. Next meeting dates:

- August 15 – time 9:00
- October 24 – time 8:30
- December 12 – after the joint Board meeting (11:15 approx.)
- January 9, 2016 AGM

15. Adjournment: 3:45 p.m. by David