

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
October 24, 2015 at 8:30 a.m. at Crossbow Point**

**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 8:35 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 i) Storage waitlist; 11 j) Security operations review. Motion carried.
3. **Conflict of interest declarations:** Murray indicated there is a conflict with agenda item 9 b iv) and will abstain from meeting attendance, the conversation and decision process during this item.
4. **Minutes of prior meetings:**
  - a) Approval of August 15, 2015 meeting minutes: Motion by Don, seconded by Anne to approve the August 15, 2015 meeting minutes as amended. Motion carried.
5. **Financial Review:**
  - a) Budget/Operating review F'2015/2016: Gibson reviewed with those present.
    - i. Motion by Don, seconded by Lawrence to ratify the decision to approve the additional \$20,000 that was added to staining project to account for the increase in scope since the April meeting. Motion carried. Note: The work is limited to specific areas that require staining and does not include all features of the building exterior.
  - b) A/R report: All units are in good standing.
    - i. Reserve Fund: Anne had a meeting with ATB, where a more favorable interest rate option was available than discussed at the August 25<sup>th</sup> meeting. Anne, as Board Treasurer, accepted the better rate. Motion by Lawrence, seconded by Don to approve the revised action taken by Anne to invest \$50,000 plus interest for a total of \$53,500 from the CIBC PIA account into a GIC at 1.25%. Motion carried.
    - ii. Motion by Lawrence, seconded by Murray to move \$100,000 from the CIBC reserve account for 12 months in a non-redeemable GIC at ATB at the best available rate. Motion carried.
  - c) Social Committee funds: There is approximately \$3,000 in Crossbow Point Social account.
6. **Management monitor report - review:** Reviewed.
  - a) Underage occupant – One unit has not responded. PEKA will send the second letter as part of the standard procedure.
7. **Business arising from prior meeting minutes:**
  - a) Stairs replacement 175 west and east – status of work: 11<sup>th</sup> Hour to stain replacements over winter and install in spring.
  - b) Log and Railing:
    1. Painting of rails / spindles / fascia logs
      - i. Progress made to date: spot crack filling of columns and deck drip edges work scheduled Oct 26 – 30. Amenity deck redo scheduled to begin Nov 1<sup>st</sup>. Stair railing replacements are in production, to be delivered mid-November and painted then installed in the spring.
      - ii. Railings (Update from 11<sup>th</sup> Hour): A couple of deck rails have been failed and two units have had the railing secured but need replacing. This can be done at same time

as the amenity deck. The railing on the rear stairs of building 155 are secure but need replacing. Amenity hot tub railings and a variety of ground level posts and railings are showing signs of deterioration and will be reassessed in the spring.

- iii. Ongoing preventative maintenance: As part of the scope for the ongoing preventative maintenance 11<sup>th</sup> Hour will provide a price to replace single deck screws with a structural (3/8" x 7") screws for added support. 11th Hour to also provide estimate for full balconies inspection over the winter in order to determine maintenance scope of work in spring/summer 2016.
2. Log Website (limited access): Don provided an update on the progress of the website. It is expected that the new section will be completed by the end of the year.
- c) Board Policies: David has uploaded documents on Google Docs. This will allow better access to Board documents for future Board members in a secure location
- d) Banff Fire & Safety: PEKA provided answers to the Board from their previous questions. There is glycol in the amenities building and in the pool area specifically. Heat detectors in the garbage room are not a requirement, but can be added upon request. A reply wasn't received on why the side wall installation was included in the report.
- e) West end landscape stairs: 11<sup>th</sup> Hour has proposed a hand rail be installed to assist with the transition from the path to the stairs. This work has been completed without the addition of a handrail.
- f) Stairs - 175 west: The Board noted a deficiency with the parging that will need to be addressed.
- g) Glycol Update: Banff Plumbing expects to complete the last of the project by the end of the month. During the course of the work, some zone valves were changed. The invoices for the zone valves will be charged back to the specific units.
- h) Landscaping proposal: A proposal was received and reviewed. Murray will let the owner who submitted the proposal know that more detail needs to be included.

#### **8. Correspondence PEKA:**

- a) Flooring renovation request: Two units' submitted renovation request forms. Both units were in compliance with the flooring policy and both units were given approval.
- b) Rundle Crush Project: Tanmanz completed the project in a timely fashion.
- c) Parking violation: After two warnings were issued, a \$250 administrative penalty was assessed to the unit.

#### **9. Correspondence Board:**

- a) Suggestion box: None.
- b) Underage tenants:
  - i. First floor unit in 155: A response received on September 29 from the owner, no further action required at this time.
  - ii. Third floor unit in 175: No response has been received in response to the first letter. PEKA will send a second letter.
  - iii. First floor unit in 175: A letter has been sent to the owner. No response yet.
  - iv. Second floor unit 155: (*Murray left meeting, 11:20 a.m.*): An owner (also a Board Member) advised the Board on August 15<sup>th</sup>, outside of the Board meeting, that an underage occupant was residing in his unit since May 26. A formal e-mail complaint was received on September 30<sup>th</sup>. The owner advised the Board that the underage occupant will vacate by November 9<sup>th</sup>, 2015. The Board is satisfied that there will be a resolution to the issue and that the situation was treated in the same manner as other underage issues dealt with in the past. (*Murray returned to the meeting at 12:01p.m.*)

#### **10. Administrative:**

- a) Owner and Tenancy Records: Reviewed. PEKA to follow up on any tenancy forms not received.

- b) Business plan review:
  - i. Joint meeting: The annual Point & Landing meeting has been scheduled for December 12, 2015 at PEKA.
  - ii. Reserve fund quotes: PEKA has requested quotes. They will be sent out via email once received.
  - iii. Visitor information sheet: The Resident and Visitor Information Sheet was updated. The new version will be posted in the guest suites and mailed out to owners and tenants with the newsletter.
- c) Website: Nothing new to report.
- d) Committee Reports:
  - i. Landscaping: The landscaping committee is to advise the Board on landscaping recommendations.
- e) Security Log: Is being maintained and updated.
- f) Newsletter: A November issue will be put together.
- 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: There is an upcoming meeting planned
- i) Risk Management (Feb / June / Oct): Don reviewed with those present.

**11. New business:**

- a) Replace BBQ in Amenities building – grates worn: Motion by Murray, seconded by Anne to approve the replacement of the barbeque to a maximum budget of \$1,000 and Cliff will assemble. Motion carried.
- b) Satellite dish: A third floor unit in 155 with a satellite dish that was previously given ‘grandfathered approval’ is now up for sale. As a condition in the approval, when the unit sold the satellite dish would need to be removed. PEKA has reminded the seller of this requirement.
- c) Wasp concerns: A unit in 175 found some dead wasps on their deck. An investigation was initiated but found no signs of a nest. No further action required.
- d) Hot tub tiles replacement: Some of the tiles around the hot tub have been falling off. 11<sup>th</sup> Hour reattached the tiles and refreshed the grout as needed. Similar work is required on the tiles around the pool area. 11<sup>th</sup> Hour will be submitting a quote for the Boards review.
- e) Temperature in unit: An owner notified the Board that their unit is excessively hot. It is suspected that a zone valve may be stuck open. The owner will be advised that a plumber is likely required and that the repair is their responsibility.
- f) Sink backups: A second floor unit has been experiencing sink backups. The business plan will be updated to recommend the stacks be cleaned every five years.
- g) Vibrating noises in unit: A tenant on the second floor is experiencing a vibration issue during the night which is interfering with sleep. 11<sup>th</sup> Hour is investigating to determine the source of the vibration. Some progress has been made but the source of the vibration still remains unknown.
- h) Storage: There is currently a waiting list for the rented storage lockers.
- i) Security: Trillium Home Services has been asked to provide alternate options for the security. The current system is nearing the end of its life span and new technology is available. PEKA will request an update from Trillium.

**12. Next meeting dates:**

- December 12 – joint meeting and regular CPt meeting
- January 9, 2016 AGM

**13. Adjournment:** 12:30p.m. by David.