

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held April 16, 2016 at 9:30 a.m. at Crossbow Point**

In attendance: David Minifie, Anne Forbes, Brent Robertson, Gottfried Haase and Don Lawrence

Regrets: None

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 9:35 a.m. by David. No objections from those in attendance to Gibson recording the minutes.
- 2) **Additions to the agenda/approval of the agenda:** Motion by Anne, seconded by Gottfried, to approve the agenda with the following additions; 10 e) Parcel Mailboxes; 12 g) Landscaping. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Minutes of prior meetings:**
 - a. Approval of the February 6, 2016 meeting minutes: Motion by Gottfried, seconded by Anne to approve the February 6, 2016 meeting minutes as presented. Motion carried.
- 5) **Safety and security issues/concerns:**
 - a. Pool safety: There is a new Alberta standard for drain covers – updates are required by November 30, 2017. A solution is pending.
 - b. Painting center line on Crossbow Place road for safety: A response is pending from Crossbow Landing on this issue and is expected to be discussed at their upcoming board meeting. Crossbow Point Board supports the painting of a center line. To be reviewed once a response from Landing is received.
 - c. Pool equipment room ventilation: A quote has been requested from Big Mountain Services but has not yet been received. This is the last item outstanding from the previous walk-around. Banff Plumbing has been asked to provide a quote for replacement of the hot water tanks as well. To be reviewed upon receipt of both quotes.
 - d. Security: Brent reported on his investigation into online security using the Cloud. Given that there are not current issues the Board will review further at a later date.
- 6) **Financial review:**
 - a. Budget/operative review F'2016: Gibson reviewed with those present. No concerns. Planning for the F'2017 budget will need to include provisions for the new Alberta Carbon Tax being implemented in Jan 2017.
 - b. Accounts receivable report: All units are in good standing with respect to condominium contributions. Administrative fees are outstanding on 2 units. PEKA is following up.
 - c. Reserve fund: Anne reported on investments. Anne will provide a recommendation and seek direction from the Board via email on June 13 regarding upcoming maturities and when total funds and rates are known.
 - d. Reserve Fund Study 2016 – reviewed revised report/final report status: The Board agrees to the draft study in principal pending the amendment of the starting balance once the Reserve Fund expenditures for 2016 can be reasonably estimated.

Social committee – funds: Food will be provided by the social committee for the upcoming social event with Crossbow Landing on April 16, 2016. .

7) Management monitor report – review:

- i. Shuffle board: Don took the rocks to Calgary and picked up new cap inserts. Blue inserts replaced the green ones and all rocks are now functional.
- ii. 11th Hour update:
 - a) Log Rail Replacement: Deteriorating log rails on 3 units on building 175 have been replaced. The rails around the hot tub have been replaced. The back stair railing for building 155 is entering production. Several sections of rock veneer require repair and will be completed in conjunction with the log work sections.
 - b) Log Post Caps: The installation has begun and will continue in dry weather.
 - c) 175 Stair Rail Replacement: Replacement stair railings were picked up last month and stored. The end caps were painted to facilitate slow drying. The railings will be painted in warm weather and a plan for installation is being coordinated for May.
 - d) Pool deck deep cleaning is complete.
 - e) Grout installation is about to begin on sections of the pool deck.
 - f) Tile work on the replaced drains will be completed soon. A liquid waterproof membrane was added and new tile set. The flaking ceiling texture above the women's shower in the change room will be completed soon.
 - g) Steam room floor failure: During the replacement of the floor drains, the plumbers encountered a section of rotted floor around the drain in the steam room. The Board reviewed the issue onsite with 11th Hour during the meeting. 11th Hour is doing further investigation and will provide an estimate along with the detailed findings for the Boards review. 11th Hour will be asked to provide suggestions on bench options in the steam room.
 - h) 11th Hour has prepared a building maintenance scope document. Gibson will provide to the Board for review.
- iii. Pool table refurbishment: Alberta Billiards completed the refurbishment.
- iv. Blinds: The broken blind in 300-175 (guest suite) was replaced as this was more cost effective than a repair.
- v. HVAC: All of the HVAC work is complete with the exception of an outstanding vent quote for the pool mechanical room.
- vi. Vibration noise: A new report regarding the vibration was received from another unit on the second floor of 155. Banff Plumbing is investigating.
- vii. Review additional items:
 - a) Walk-around report – review: David circulated the walk around review for discussion; all work has been completed.
 - b) The security log will be removed as PEKA currently receives regular email updates from Spillett, making the log unnecessary.
 - c) All other items complete.

8) Business arising from prior Board meeting minutes:

- a. Welcome package – status update by PEKA: Welcome packages are expected to be completed by the end of April. PEKA will provide a sample of the package to David for the Board's review.
- b. Christmas trees in units: Motion by Gottfried, seconded by Anne to reaffirm the Board's policy that natural Christmas trees are not permitted as consistent with previous

communication to residents due to safety and cleanliness concerns. Motion carried. To be added to formal rules by the Board and added to the website.

9) Correspondence PEKA:

- a. 155 renovation request: Motion by Don, seconded by Anne to ratify the online approval of the renovation request for a unit in 155. Motion carried.
- b. 175 tenants: Tenants from a unit in 175 have received a bylaw letter regarding parking infractions. The owner of the unit and the tenant, have been contacted and a resolution is currently being worked on. This will include the cleanup of oil and gas leaks.

10) Correspondence Board:

- a. Comment box: Empty.
- b. 155 2nd floor underage occupant: The situation has been resolved. No further action required.
- c. 155 1st floor underage occupant: Motion by Brent, seconded by Gottfried to ratify the online approval for the interim underage student. Motion carried.
- d. 175 2nd floor unit – 3 Sisters Creek flood mitigation: Brent will draft a letter to the Town of Canmore to support further prevention measures, but would welcome participation on visual appearance. David will then finalize the letter and send it to Town Engineering and Council.
- e. Parcel mail-box: PEKA to send dimensions to David. Outgoing mail options were also discussed.

11) Administrative:

- a. Owner and tenancy records: PEKA circulated tenancy records and has followed up on 2 that remain outstanding.
- b. Business plan: Reviewed.
 - i. Parkade cleaning: PEKA to update the notice to clarify parkade cleaning dates for the two buildings.
 - ii. Fire drill: Crossbow Landing was contacted regarding ‘muster point’ signage at the amenity building. The Point has agreed and is waiting on a response from the Landing. Fire drill to be deferred, likely to August.
 - iii. Newsletter: Summer newsletter to be done in July.
 - iv. Insurance certificate: To be sent out with Manager’s Report in August.
- c. Risk management: Don reviewed the 5 risk management items identified for 2016 and noted that 4 of them are now complete. The 5th item involves changes to the fire drill and this is being worked on. It was noted that this was the first winter that the Board has not had to deal with freezing water pipes. This was partially attributed to the addition of glycol to the hot water system in Oct 2015.
- d. Website: Gottfried reported that the website is up to date. No significant changes to report.
- e. Committee reports:
 - i. Landscaping advisor(s): Barb; Lynn – Anne liaison. Anne to work with the committee in creating a 5 year plan to present to the Board, with updates to be submitted on an annual basis. David will also add this landscaping plan to the business plan.
 - ii. Social committee: No further updates.
- f. Newsletter and other communications: The Reserve Fund Study to be posted to the Crossbow Point website once complete and will not be mailed to all units. This will be communicated to all owners in the Manager’s Report.

- g. Bill 9 Condominium Property Act amendment: No update on when the new Act will come into effect. A Bylaws revision may be prudent with the new Act. Crossbow Landing will need to agree with the process to move forward. PEKA to raise the item with Crossbow Landing and express the willingness of Crossbow Point to participate in a joint process.
- h. Board Governance – revised document for adoption:
 - i. Code of ethics documents review: A decision was made to attach the sample document as an appendix and speak to code of ethics in the body of the Board Governance document. David to prepare an update for the Board to approve.
 - i. Tanmanz contract approval and gravel cleanup: The Tanmanz contract was approved online. Some residents completed some of the gravel cleanup which will reduce some of the cost for the spring cleanup from the landscapers.
 - j. Searchable documents (OCR conversions): Brent created an OCR version of the Bylaws.

12) New Business:

- a. Energy savings business case and testing of LED T8 replacements in tunnel/garage: David reviewed the analysis that he completed on the LED retrofit. The results make a strong case to proceed. The Board is in agreement with proceeding with an LED trial to assess suitability of light level. Cliff Block will be asked to try a test area in the tunnel, if advisable and in selected locations of the parkade.
- b. Dryer vent clean-out requirements and schedule: The window cleaners have been asked to clean the vents when they are on site for the windows and to remove the covers from the vents as they go.
- c. Review of PEKA – financial security standards: Gibson reviewed and answered some questions from the Board.
- d. Bicycles review: The west garage of 175 is particularly bad. Only 4 out of 13 bikes are tagged. The next newsletter will include notice that bikes are required to be labelled or they will be removed. Only 2 bikes per row, 2 deep. David to place signage at the site. To be reviewed again in June.
- e. Parking signage (for towing): A discussion on parking and signage took place. No further action at this time.
- f. Landscaping: Anne to inquire with the Town of Canmore about outdoor seating in locations off of Crossbow Point property.

13) Next meeting date(s):

- a. June 25, 2016
- b. August 20, 2016 (BBQ)
- c. October 15, 2016
- d. December 10, 2016 (Christmas party)

14) Adjournment: The meeting was adjourned at 2:32 p.m. by David.