

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
Held August 20, 2016 at 9:15 a.m. at Crossbow Point**

**In attendance:** David Minifie, Anne Forbes, Brent Robertson, Don Lawrence and Gottfried Haase  
**PEKA:** Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 9:14 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 Brent to approve the agenda as presented. Motion carried.
- 3) **Conflict of interest declarations:** Anne and David declared a conflict of interest in regards to 12 b) Parking Unit Restrictive Covenant.
- 4) **Minutes of prior meetings:**
  - a. April 16, 2016 Meeting Minutes: Gottfried will ask PEKA for the approved version of the April meeting minutes for the website.
  - b. As per the business plan, PEKA will endeavor to have draft minutes to the board within 10 business days.
  - c. Motion by Don, seconded by Gottfried, to approve the June 25, 2016 Board meeting minutes as presented. Motion carried.
- 5) **Safety and security issues/concerns:**
  - a. Muster Point Sign: David met with Blair Birch from Crossbow Landing to discuss locations for signs. Cansign will install the signs for both buildings.
- 6) **Financial review:**
  - a. Budget/operative review F'2016-17: The approved Budget and 25-year analysis from the Reserve Fund Plan have been distributed to all owners. A full copy of the Reserve Fund Plan is available on the website for owners.
  - b. Accounts receivable: The second-floor unit in 175 is still in arrears. PEKA has attempted to contact the owner by phone, email and Canada Post to make arrangement to collect the outstanding fees. One last attempt will be made to connect with the owner; a caveat will be placed on the unit if a response isn't received.
  - c. Reserve Fund: Anne reviewed investments with those present. Will combine the investment opportunities of 8/20 and 8/26.
  - d. Reserve Fund investment policy: Proposed changes to the investment policy were reviewed and discussed. Amendments were suggested and the policy document will be updated by Anne to reflect these changes; the revised document will be formally presented for approval at the next meeting. Motion by Anne, seconded by Gottfried, to allow the Board Treasurer to invest up to \$150,000 without Board approval in accordance with the proposed revisions to the investment policy. Motion carried.
  - e. Reserve Fund 2016: Motion by Brent, seconded by Don, to ratify the Boards email decision to approve the Reserve Fund Study completed by Reliance Consulting in July 2016. Motion carried.
  - f. Social Committee funds: David provided an update on behalf of the Social Committee.

**7) Management monitor report – review:**

- a. Theatre Room: Connectors for the video feed were replaced, all seems to be working properly. Warranty of work resulted in no cost to Crossbow.
- b. Glycol leak in amenities building: An expansion tank was replaced on the fire suppression system. In an effort to be proactive, PEKA will ask Banff Fire and Safety to determine the location of the other expansion tanks, assess their status and advise recommended timeline for replacement. PEKA will also ask Banff Fire and Safety to confirm what material was used for the piping.
- d. Steam Room: 11<sup>th</sup> Hour has confirmed that there is a vapor barrier present, therefore, a partial rebuild is possible. The rebuild should be scheduled for late September/early October to allow exterior projects to be completed before snow falls. Website to be updated.
- e. Roofing leak above indoor hot tub: A leak was reported and subsequently investigated. The roof was inspected and appears to be okay; the Board will continue to monitor.

**8) Business arising from prior Board meeting minutes:**

- a. Mail boxes for Parcels & Outgoing Mail: The parcel box will be installed in the approved locations. Each box has an outgoing mail slot. Cliff has agreed to meet Canada Post onsite to facilitate the installation.
- b. LED T8 Replacement: The Board approved the purchase of 600 tubes and these will arrive after September 1, 2016, so the purchase is accounted for in the new fiscal year.
- c. Tanmanz Performance: The Board and landscape committee raised some concerns regarding the service being provided by Tanmanz. Gibson reviewed these concerns with Todd (owner of Tanmanz). It was noted that Tanmanz is providing good value for the work being done which is consistent with contractual terms.
- d. Landscaping & drainage work near 155-P1/P2 transition: The work will commence on August 25, 2016.
- e. Hot Water Tank replacements: The four tanks have been ordered and are due to arrive after September 1, 2016 so the expense will be accounted for in the new fiscal year. PEKA will ask Banff Plumbing if it is possible to add a heat exchanger to the tanks in an effort to control the swimming pool and hot-tub temperatures.
- f. Elevator Operations: PEKA has asked Otis to change the programming on the elevator so that the car will remain on the floor where it last stopped. Otis has confirmed this will be completed during the next preventative maintenance visit.
- g. Emergency Lighting: Mountain Springs (Cliff) maintenance proposal has been approved; Mountain Springs will complete the emergency light testing and battery replacements as needed. PEKA has notified Banff Fire & Safety that this portion does not need to be done during the annual inspection.
- h. Banff Fire & Safety 2017: Banff Fire to review the fire code that was in place during the construction of Crossbow Point plus any subsequent mandatory requirements. It is the Board's understanding that the items outlined as a deficiency in the annual inspection report would not appear again in future reports as they were not actually applicable to the Point buildings. Banff Fire apologized for the administrative error and has confirmed the items will no longer appear in the reports. PEKA will send the revised report to Don who will look after additional distributions.
- i. Facilities Inspection: Doug and Cliff have been asked to submit a proposal for an annual inspection. Both proposals will be reviewed once received.
- j. Three Sisters Creek flood mitigation: David provided an update and reviewed a memo from the Town of Canmore. The Town has indicated work will be completed prior to winter.

**9) Correspondence PEKA:**

- a. Renovation request: Motion by Anne, seconded by Don to ratify Boards email decisions to approve the Flooring Renovation requested by an owner on the second floor of 175 in July 2016. Motion carried.
- b. Sidewalk repair: There is a section on the sidewalk near unit 105 175 that needs to be repaired. PEKA will send a work order to Mountain Springs to determine if this is something they can do.

**10) Correspondence Board:**

- a. Comment Box: Signage was added. No comments were received.

**11) Administrative:**

- a. Owner & Tenancy records: The tenancy records were updated and reviewed. The owner list was circulated.
- b. Business Plan: Plan was reviewed by the Board. PEKA will send out the updated insurance certificate to owners with the newsletter. The fall walk around will be done October 16.
- c. Risk Management: Tabled for the October meeting.
- d. Website: Gottfried reported that all items on the website are up to date. Google docs is being used to archive all Board working documents. This is separate from the website and is to be used only by the Board. David and Gottfried to review further.
- e. Committee Reports:
  - i. Landscaping:
    - 1) The Landscaping Committee did a walk around with an arborist. A general overview and 5-year plan was created from the details of the meeting. These details were reviewed and a more extensive proposal is being prepared for the Boards review. The work so far has been very positive.
    - 2) PEKA will remind Tanmanz to be cognizant of the trees when using the weed wacker around them to avoid damage.
    - 3) The volunteer group has been doing some very positive work on the grounds and everyone has been enjoying it.
    - 4) David and Anne to investigate and arrange for 'dog' signage that reminds dog owners not to use groomed lawns for dog urination and excrement.
  - ii. Social Committee: None.
- f. Newsletter: Fall newsletter to be completed.
- g. Bill 9, Condominium Property Amendment Act, 2014: No update.
- h. Board Governance:
  - i. Don signed 'commitment' - the updated version is on Google Docs.
  - ii. ACR Conference – September 16 & 17, 2016 - David and Anne are attending on behalf of the Board.
- i. Google Docs:
  - i. Supplemental Storage wait list amended.
  - ii. Revised governance doc uploaded.
  - iii. Signatures sheet to be uploaded.
- j. Succession Planning: One owner has expressed interest in joining the Board in the future. In the meantime, volunteer opportunities are available.
- k. Policy Document Review: The Rules Contravention - Warnings, Costs and Admin Fee schedule policy documents were reviewed. PEKA to review and re-draft point 5 for the Board's review at the next meeting. Gottfried to check the covenant page on the website and find a more appropriate web location in relation to the By-Laws; the intent is to make it easier for users to find both.

**12) New Business:**

- a. Leasing Bylaws (54 through 56): The bylaws regarding the 28-day rule and Town of Canmore zoning were reviewed and discussed; David to review related Town of Canmore zoning and regulations.
- b. Parking Unit Restrictive Covenant: (*Anne and David declared a conflict of interest and left the room; David turned the meeting over to Don as the Vice President*). Parking more than one vehicle in a stall is the issue that was discussed in contemplation of section 7 and 9 of the Restrictive Covenant relating to Parking Units. After discussion, it was agreed that the Board will allow owners and residents to make an application (pursuant to section 7) to park more than one motor vehicle in a single stall. Don and Brent will work on the Board's Decision Criteria for approval and an Application Form that owners will be required to submit to the Board for additional use of the parking stall. Owners currently parking multiple vehicles in their stall will be sent the application form and must meet the criteria for approval by the Board. This will help standardize the parameters and process around the issue. (*Anne and David returned to the room at 1:38 p.m.*).
- c. Real Estate review: An owner created an information item and the material came to the Board's attention from another owner. The material was reviewed and discussed.

**13) Next meeting date(s):**

- a. October 15, 2016
- b. December 10, 2016 (note annual condominium Christmas party in the evening)

**14) Adjournment:** The meeting was adjourned at 2:00 p.m. by Gottfried.