

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held December 10, 2016 at 11:15 a.m. at PEKA**

In attendance: David Minifie, and Don Lawrence

Teleconference: Anne Forbes

Regrets: Brent Robertson and Gottfried Haase

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 11:15 a.m. by David. No objections from those in attendance to Gibson recording the minutes.
- 2) **Quorum confirmation:** As stipulated in the bylaws, section 12, page 13, quorum for a Board meeting is 3. Quorum declared.
- 3) **Additions to the agenda/approval of the agenda:** Agenda approved as presented.
- 4) **Conflict of interest declarations:** None.
- 5) **Minutes of prior meetings:**
 - a. Motion by Don, seconded by Anne to approve the October 15, 2016 Board meeting minutes as revised. Motion carried.
- 6) **Financial review:**
 - a. Budget/operative review F'2016 and F'2017: The approved Budget and Audited year end financials were reviewed.
 - b. Accounts receivable: One unit is in arrears. PEKA is following up with the owner.
 - c. Reserve Fund: Anne circulated a summary of investments for discussion.
 - d. Social Committee funds: David reviewed with those present.
 - e. Gratuities: The Board will purchase a gift card for an owner as a thank you for continuously going above and beyond with his services so many of which are done at no cost and without seeking recognition.
 - f. LED hallway lighting: The hallway retrofit findings were reviewed. The Board determined the payback period was not suitable and did not support investment. Further discussion has been tabled until the April 2017 Board meeting.
 - g. Alberta Carbon Tax: The Board discussed the Carbon Tax. No further update.
- 7) **Safety issues:**
 - a. Roofing repairs: Gutterson Contracting confirmed there are no safety issues at this time and repairs required have been completed. Gutterson also suggested to replace the grouting with a membrane. A roofing consultant will be asked to review further and provide a recommendation to the Board. 11th Hour will be asked if they are interested in being the consultant or if an alternate company should be used.
- 8) **Business arising from prior Board meeting minutes:**

- a. Three Sisters Creek – flood mitigation by ToC: Discussion has been tabled until the April 2017 Board meeting.
- b. Smoke alarms per builder: Motion by Don, seconded by Anne to approve the quote provided by Banff Fire and Safety to supply and replace wired installed smoke alarms in all 114 suites plus the 4 rental units. New smoke alarms must have manufacturer date of within 1 year of the install date. Motion carried. PEKA will coordinate with Banff Fire and ask that they keep track of all work completed including number of detectors installed and manufacturer dates.
 - i. Motion by Don, seconded by Anne to approve for Board files, the ‘smoke alarm replacement’ rationale document dated December 10, 2016 version 2.1 as presented. Motion carried.

9) New Business:

- a. Smoking on balconies: Tabled.
- b. Insurance deductible/lower premiums: Tabled.
- c. Amenities TELUS option: Tabled.
- d. Cable/phone/internet: Tabled.
- e. AGM/ACM preparation: The Board discussed the upcoming AGM during the Joint meeting with Landing. ACM preparation was also discussed.
- f. Water softener and steamer: Banff Plumbing will be asked to review the equipment that is in storage at Landing to see if it’s worth salvaging.

10) Correspondence PEKA:

- a. Motion by Don, seconded by Anne to ratify the online approval of renovations in a unit in 155. Motion carried.
- b. Motion by Anne, seconded by Don to ratify the online approval of renovations in another unit in 155. Motion carried.
- c. Renovation request by a third unit in 155: This owner submitted questions concerning the flooring policy and the potential of changing some of the criteria. The Board asked 11th Hour for their opinion on the questions posed. A response will be forthcoming soon and will be advised to the owner by PEKA.
- d. After hours, hot tub use: An owner submitted a complaint that people were using the hot tub around 4:45 a.m. The video footage was reviewed with no observation of use.

11) Correspondence Board:

- a. Comment box: None
- b. Roofing tiles concern: An email was received regarding the roofing tiles. The Board responded to the query.

12) Next meeting date(s):

- a. ACM/AGM: January 7, 2017 at the Coast Hotel.
- b. February 11, 2017

13) Adjournment: The meeting was adjourned at 12:21 p.m. by David.