

**Crossbow Condominium
Board of Directors Meeting
Held December 10, 2016 at 10:00 a.m. at PEKA**

In Attendance:

CB Landing: Blair Birch, Lauren Davison and Jason Wilkinson;

CB Point: Don Lawrence, David Minifie and Anne Forbes (via teleconference);

Regrets: Loane Schryburt (CB Landing);

Brent Robertson and Gottfried Haase (CB Point)

PEKA: Gibson Rencz

1. **Meeting Call to Order:** 10:00 a.m. by David. No objections to Gibson hosting the meeting and recording the minutes.
2. **Additions to the agenda / approval of agenda:** No additions to the agenda. Approved as presented.
3. **Approval of the December 12, 2015 Board meeting minutes:** Motion by Blair, seconded by Don to approve the December 12, 2015 Board meeting minutes as presented. Motion carried.
4. **Business arising from the December 12, 2015 Board meeting minutes:** None.
5. **New Business:**
 - a) Preparation for AGM on January 7, 2017: The schedule of events was reviewed. Crossbow Landing will start at 9:30 a.m. this year. David will chair the A.G.M.
 - b) Consolidated financial statement: Each committee Audit has been approved. Motion by Anne, seconded by Lauren, to delegate the approval of the consolidated financial statement to each committee treasurer. Motion carried. Anne and Lauren will sign and approve the consolidated statements.
 - c) Fire Drill: Point has been conducting an annual fire drill. Landing is currently working on a Fire Safety Plan.
 - d) Amenity access in event of emergency: Access to each amenity building was discussed. PEKA will ask Russell Security and Spillet Security to be the main contact points that will facilitate access in the event of an emergency.
 - e) By-law review Act change: There have been no updates on the Proclamation of the new Condominium Act. It appears there is still a lengthy process ahead. Both Boards have agreed to work together and identify potential by-law revisions once the Act is Proclaimed and after Regulations are final.
6. **Set next meeting date:**
 - a) Joint meeting: December 9, 2017 at 10:00 a.m.
 - b) AGM: January 6, 2018
7. **Adjournment:** 10:52 a.m. by David