

**Crossbow Point Condominium
Board of Directors Meeting Minutes
February 6, 2016 at 9:20 a.m. at PEKA**

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

Regrets: Don Lawrence

PEKA: Gibson Rencz.

1. **Call to order:** Meeting called to order at 9:20 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 Brent, to approve the agenda with the following additions; 12 i) Business priorities. Motion carried.
3. **Conflict of interest declarations:** None.
4. **Election of Officers for 2016:** Motion by Gottfried, seconded by Anne to approve the following Board positions as elected:
 - a) President: David Minifie
 - b) Vice President: Don Lawrence
 - c) Treasurer: Anne Forbes
 - d) Secretary: Gottfried Haase - Gottfried will also continue to administer the website
 - e) Director: Brent Robertson - Brent will also co-ordinate publication of the NewsletterMotion carried.
5. **Minutes of prior meetings:**
 - a) Approval of December 12, 2015 meeting Minutes: Motion by David, seconded by Anne to approve the December 12, 2015 meeting Minutes as amended. Motion carried.
 - b) Acceptance of December 12, 2015 joint meeting Minutes: Motion by David, seconded by Anne to accept the December 12, 2015 meeting Minutes as presented. Motion carried. Approval of the December 12, 2015 joint meeting Minutes will occur at the next joint meeting on December 10, 2016.
 - c) Acceptance of the January 9, 2016 ACM and AGM Minutes: Motion by David, seconded by Gottfried to accept the January 9, 2016 meeting Minutes as amended. Motion carried. Approval of the January 9, 2016 ACM and AGM Minutes will occur at the next ACM and AGM on January 7, 2017.
6. **Financial Review:**
 - a) Budget/Operating review F'2016: Gibson reviewed with those present.
 - b) A/R report: The Board reviewed the report with no notable concerns.
 - c) 11th Hour Fine Services estimate 070216 to add longer screws to support deck rails: Motion by Brent, seconded by Gottfried to approve the estimate in principal with the time and material for general caulking and maintenance to be completed. If there are any replacement items, they are to be reported with an estimate. Motion carried.
 - d) Amenities building pool area: Motion by Anne, seconded by Brent to approve the quote for \$2,200 provided by Banff Plumbing to replace the leaking drain lines and 11th Hour to complete the pool deck repairs for an estimated \$10,315 + GST. Motion carried. The project will be a reserve fund expenditure. PEKA will arrange the contractors so that the work can be coordinated.
 - e) Log rail replacement: Motion by Anne, seconded by Gottfried to approve estimate 070216 provided by 11th Hour for various log rail replacements around the hot tub, south stairs on 155 and three units in 175 for a total estimate of \$25,165 + GST. Motion carried. The project will be a reserve fund expenditure.
 - f) The Board agreed that the post cap colour will be 'gold vein'.

- g) Reserve Fund Investments: The investment schedule was reviewed with those present.
- h) Reserve Study: Reliance has completed the onsite review and have prepared a draft. A meeting will be set up with Reliance to review and edit as applicable.
- i) The Board reviewed bylaw 4e and is satisfied that the Corporation is operating within the overall parameters of the intended nature of the building.
- j) Social Committee funds: Nothing to report.

7. Management monitor report - review: Reviewed.

- a) Review additional items:
 - i. 175 HVAC (west end): The system was repaired. No further action required at this time.
 - ii. Amenities NE windows: It appeared that an ice dam on the roof was causing issues. As this may have been an anomaly due to unusual weather conditions, the Board determined no action will be taken. A repeat occurrence may warrant investigation.
 - iii. Pool table quotes: Motion by Gottfried, seconded by Anne to have Alberta Billiards replace the rubber cushions on the 2 pool tables and install new cloth on the cushions and slate surfaces with the cost not to exceed \$1800. Motion carried. PEKA will make contact with Alberta Billiards and advise that Bob Smerek will act as onsite liaison. Alberta Billiards will also be asked to confirm that the current sets of balls are appropriate for the table/bumper dimensions.
 - iv. Shuffle Board: Don obtained a quote for inserts and tops for the rocks. The work was approved. Don will obtain and install in due course.

8. Business arising from prior meeting minutes:

- a) Welcome package from PEKA: A new format will be used by PEKA by spring. The Board will review at that time.
- b) Security proposal: Trillium Home Services reviewed the system and feel that it is out of their scope of work. Brent volunteered to investigate other options.
- c) Interior touch up painting: The Board will continue to monitor. An owner/tenant volunteer to take on this task would be welcomed.

9. Correspondence PEKA:

- a) Underage occupant in building 175, 3rd floor: The owner response was reviewed. As there is no violation noted, no further action is required.
- b) Underage occupant in building 175, 1st floor: The owner of the unit called PEKA to discuss further. The Board was satisfied with the response and no further action is required.
- c) Noise/vibration complaint by tenant in building 155, 2nd floor: The Board discussed this situation at length. There doesn't appear to be an obvious solution as only the symptom has been identified, and no one has been able to identify the actual source problem. PEKA will ask the tenant for additional information.
- d) Parking stall rental: An owner in 155, 3rd floor, was contacted numerous times in regards to renting their stall out to people who do not own or rent in the condominium. As no response was received, an administrative penalty was assessed. After the full situation was reviewed, it was determined that the penalty will not be reversed as it is a direct charge by PEKA and not the Condominium.

10. Correspondence Board:

- a) Suggestion box: None.
- b) Tenant, 175 building 2nd floor, request to park on common property: The Board reviewed the By-laws and a previously set precedent. It was agreed that owners and tenants are not permitted to park vehicles on common property (other than the visitor parking lot subject to limitations per By-laws). This includes the space in front of the storage lockers where such space is part of common property. David will notify the original requester.

- c) Fire plan: Don Maveal from Landing and David have been discussing ways to improve the fire plan for both the Point and the Landing.

11. Administrative:

- a) Owner and Tenancy Records: Reviewed. PEKA to follow up on any tenancy forms not received.
- b) Business plan review: The plan was reviewed with those present. PEKA to forward a copy of the fiscal 2015 tax return.
- c) Risk Management: The plan was reviewed with those present. Brent will provide further input to the plan post-meeting.
- d) Website: Gottfried has updated the website and all duplicates have been removed.
- e) Committee Reports:
 - i. Landscaping: Nothing new to report.
 - ii. Social Committee: The Minutes of the committee were circulated to the Board.
- f) Security Log: The log is being maintained. As Spillet has started sending weekly email reports the log will no longer be required.
- g) Newsletter: Brent, along with Kim, will work on the first newsletter for Spring.
- h) Bill 9, the Condominium Property ACT Amendment: Nothing new to report pending publication of regulation development.
- i) Board Governance training: Bernie Winters has been booked for March 5 and the Board will participate along with other members of the Canmore Condominium Interest Group.
- j) Google docs: Brent and Gottfried have been given access.
- k) Sales/Listings: The summary was circulated.
- l) Board contact listing: Updated list circulated.
- m) Master keys and tour: Gibson will provide the keys for Brent and Gottfried. David will provide the 'tour'.

12. New business:

- a) Energy savings: The Board discussed potential ways to save energy. No action at this time but further discussion to occur. A test area of LED fixtures will be considered in the parkade. David to discuss further with Cliff.
- b) Great room rentals: Concern has been raised regarding unsupervised children 'spilling over' into other areas of the amenities building when the Great room is being rented. Cliff will reiterate the policy during the initial rental process.
- c) Guest suites: Eight new pillows have been approved. Lynne Kemshead will arrange. The broken blind in 300-175 is being fully replaced as fixing it was cost prohibitive.
- d) Christmas tree policy: The Board would like PEKA to investigate the origin of this policy.
- e) News article: The Board reviewed an article regarding risks of uncontrolled dogs on common property.
- f) Hard floor and related noise concerns: Information will be put into the newsletter as a reminder about the policy and consideration for adjacent neighbors.
- g) Pool equipment room ventilation: Banff Plumbing has recommended installing an air circulation vent in the pool chemical room. Big Mountain previously supplied a quote to move the condenser. PEKA will locate the quote and ask if there are any other recommendations.
- h) HVAC recommendations: Big Mountain sent a letter to the Board regarding potential enhancements. An onsite meeting to review the location and details would be beneficial. The Board will then consider the matter further as appropriate.
- i) Business priorities: The Board discussed implementing a classification system to help with prioritizing financial decisions. David will update the Board's governance document for review at the next Board meeting.

13. Next meeting dates:

- March 4, 2016 at 3:00 p.m. with Reliance
- April 16, 2016
- June 25, 2016
- August 20, 2016
- October 15, 2016
- December 10, 2016

14. Adjournment: 3:40 p.m. by Brent.