

**Crossbow Point Condominium (#0310034, re-division #0410395/0510165)**  
**Annual Committee Meeting (ACM)**  
**January 9, 2016 at 1:00 p.m. at the Coast Hotel**

1. **Meeting call to order:** Meeting called to order at 12:45 p.m. by David Minifie. No objections to Becki Kochan of PEKA recording the minutes.
2. **Approval of the January 3, 2015 A.C.M. minutes:** Motion by 208-155, seconded by 309-155 to approve the January 3, 2015 A.C.M. minutes. Motion carried.
3. **Business arising from the January 3, 2015 A.C.M. minutes:** None.
4. **Reports:**
  - a. **President's Report:** David Minifie, The Crossbow Point Board President took the opportunity to thank the following people:
    - i. The Crossbow Point owners for helping make a wonderful community.
    - ii. Cliff Block for acting as the custodian of Crossbow Point. He does custodial and other work around the complex in an effort to keep the buildings in great shape. Cliff, with the assistance of Al Dubeta, also service the pool and hot tub areas. Cliff can always be counted on to volunteer and assist other owners as needed.
    - iii. The Social Committee operates as a defined committee under a documented mandate since January 2014. Thank you to Bev Block, Virginia Haase, Susan Minifie, Yolanda Machan, Peggy Wiebe and Cheryl Dubeta for their contribution in supporting our community.
    - iv. The refundable program is the primary source of income for the Social Committee. Thank you to Cliff Block, Bernarad Ouellette, Jim and Peggy Wiebe, Rick Thrale, Kent and Wendy Ahrens and Al Dubeta. These individuals have been a huge asset to this program and the community.
    - v. Dorothy Staniforth and Susan Minifie for administering theatre access.
    - vi. Lynne Kemshead who continues to identify, research and recommend refurbishment requirements pertaining to the guest suites.
    - vii. Barb Mendaglio and Lynne Kemshead for continuing to develop and update landscaping plans for consideration by the Board.
    - viii. Virginia Haase and Susan Minifie for cleaning and maintaining the library in the amenities building.
    - ix. Thank you to all those that assisted in the Spring clean-up day, decorating of the amenities building for events and those of you in attendance today for taking an active interest in our condo business.
    - x. PEKA Management, Gibson Rencz, his assistant Becki Kochan and their colleagues, for their professional services and supporting a valuable relationship.
    - xi. All of the many owner and tenant volunteers for their hard work and contributions over the year. Thank you to everyone involved in helping our community run smoothly.
    - xii. Thank you to Don, Anne, Lawrence and Murray, the 2015 Board of Directors. These people have regularly devoted significant personal time during Board meetings, meeting preparation and email discussions. This team has collaborated in developing various business decisions for the

benefit of the condo corporation and all owners. They take great care to represent both corporation and the community interests. Their due diligence and constructive thought and active engagement has proven very valuable.

The current Board members (Don, Anne, Murray and Lawrence) thanked David for all of his hard work and dedication to the condominium over the years.

- b. The year in Review: David Minifie gave a brief overview of the year.
  - i. **Flower Pots**: There weren't any flowers or planters this past summer as there were no volunteers to take over the maintenance. The flowers in prior years looked beautiful and made the complex more welcoming. If anyone is interested in volunteering for this activity or any other activity, please let a Board member know or contact the Board through the website.
  - ii. **Board meetings**: The Board held 6 regular meetings and 1 joint meeting with the Landing. When practical, dialogue between Board members was done via email and then ratified at the next Board meeting.
  - iii. **Canmore Condominium Interest Group**: A member of the Board initiated and participates in a Canmore interest group where 5 condominiums are represented, including the Landing. In 2016 there will be a training session for Board members. Most of the Point Board will be participating to help ensure that the owners continue to have a Board in place that understands their accountabilities for Community, Governance, and Operations and manage themselves accordingly.
  - iv. **Internal policy development**: This consisted of a policy governing Operations Contingency funding.
  - v. **Communications**: 3 newsletters were published. An insurance coverage notice, a water damage prevention notice and an updated resident and visitor information sheet were distributed. A 'final' log report was also provided. The Board also maintains an email distribution list to support more timely communications of these and other matters. Interested owners and tenants should contact [crossbow.chatter@gmail.com](mailto:crossbow.chatter@gmail.com) if they wish to have their email added. The Board would welcome a volunteer to assist in producing the newsletter.
  - vi. **Website**: [www.crossbowpoint.com](http://www.crossbowpoint.com) was launched in September 2014. Gottfried Haase volunteered to manage and develop the website and works closely with the Board to post new and updated documents. Some enhancements were completed in 2015. Owners are encouraged to browse the website regularly for change announcements. It is the Board's goal to respond to queries received through the 'Contact Us' feature within 24 hours. The Board would welcome a volunteer to assist with maintaining the website.
  - vii. **Log work -Posts/rails and spindles of 175 driveway**: The initial plan was to replace selective portions of the log work. It was determined that the most cost effective approach was to replace the entire wooden structure. This work is now complete.
  - viii. **Amenities building**:

- a) Swimming pool: This area was refurbished with an improved shower stall to prevent over-splash into the ventilation. Drywall was replaced with water proof panels on the south side walls and some loose tiles were repaired. Some of the tiles require additional work. The pool operations were modified to ensure compliance with the latest changes to Alberta Pool Standards.
  - b) Steam room: The grouting in the steam room was resealed and minor drywall damage from water infiltration was repaired as required.
  - c) Theatre: The projector and sound amplifier were replaced. A HDMI input was added to facilitate the use of computers, which can be connected to the Shaw Go Wi-Fi that is installed in the amenities building.
- ix. **Fire Drill:** A fire drill for all residents and visitors was held on Saturday June 27. Not including Board members and volunteers, there was a reasonable level of participation. 40 residents/visitors and 4 dogs vacated the building. The first exit occurred 1 minute after the alarm sounded. The last exit occurred approximately 4 minutes after the alarm sounded. A fire drill is identified in our 'Risk Management' plan as an annual activity. While the Board recognizes the minor inconvenience to the occupants of the building, the drill helps to ensure the safety and security of the residents and visitors in the event of a real emergency. Thank you to the 7 volunteers that assisted with this exercise.
- x. **Snow:** In mid-November, 50cm of snow fell in the Canmore area. Snow clearing was immediately a major challenge for both the Town and the various private contractors, including Tanmanz. As a matter of interest, the average snow fall for the last 30 years is 31cm over 9 snow events. Canmore received 50cm in 1 snow event. It's safe to say that no one was satisfied with the snow plowing and removal anywhere in Canmore. Tanmanz was responsive to our specific requests, however we appreciate everyone's understanding and apologize for any personal inconvenience. The Crossbow Place road is a priority due to its slope and related safety concerns.
- c. **Social Committee:** Beverly Block, on behalf of the Social Committee, reported on the years' events. Six volunteers currently form the Crossbow Point Social Association. Executive committee members for the year were Chairperson: Beverly Block; Secretary: Susan Minifie; Treasurer: Virginia Haase; other members are Yolanda Machan, Peggy Wiebe and Cheryl Dubeta.

The Crossbow Point activities that are managed by the Social Committee are the Summer BBQ, providing lunch for the Spring & Fall Clean-Up and the Christmas Dinner. The Social Committee also provides lunch for the Crossbow Point Board of Directors meetings.

All of the events were a great success this year and included the Rock 'n Roll February event that was planned by a member of the community who approached the Social Committee for assistance. Assistance was given for the rental of the dance floor and bottles of wine for the members of 'The Critters'

who provided our entertainment at no charge!

Happy Hour with our neighbours from the Landing in April was much appreciated and will be organized again this year. Plans are well underway for the Mardi Gras party on February 6. Stay tuned for more events in 2016!

Refundables continue to be our only source of revenue. Major thanks need to be given to the refundable volunteers: Bernard Ouellet, Jim and Peggy Wiebe, Robert Reid, Al and Cheryl Dubeta, Rick Thrall and Cliff Block.

The Crossbow Point Social Association Mandate is available for your perusal at any time. It clarifies purpose, organization and duties. As stated in the mandate, all owners and residents of Crossbow Point are automatically members of the Association. With this in mind, please approach members of the executive committee if you have an idea for a social gathering or event that would be open to all owners and residents!

The Social Committee has been formed to serve the community of Crossbow Point and our desire is for the community to be enhanced by the activities that the committee supports.

- d. Insurance Claims: In late October 2015, and as mentioned at last year's ACM as a possible initiative, the Board commissioned the installation of polypropylene glycol antifreeze into the baseboard heating system as a preventative measure against frozen and bursting hot water heating pipes, which had proven quite costly for the condominium in insurance related expenses. More significantly is the fact that such incidents are often highly personally disruptive for residents. Insurance is now our 2nd largest expense. Water damage represents the number one insurance claim submitted by all condominiums. The insurance deductible for water damage is \$25,000. This amount may be charged back to the unit in question for the owner to pay or claim on their insurance. It is very important that all owners and tenants review their insurance to ensure adequate coverage, and understand their responsibilities concerning, amongst other things, water damage, personal effects damage, loss of use (requiring temporary alternate rental accommodation).
- e. Capital Projects:
  - i. In addition to the log work, exposed log post tops will be capped to prevent wood rot. The original builder used logs made of spruce wood. The new log work is either cedar or fir, both of which have a longer life span.
  - ii. The landscaping was refreshed. Rundle crush rock and landscaping fabric were installed along the south side of 155, replacing wood chips.
  - iii. Stairs on building 175 were replaced in 2015 and the south stairs on 155 are scheduled for replacement in 2016.
  - iv. The amenities barbeque was replaced in 2015. This feature is available for use as part of the Great Room exclusive use option.
- f. Stopping/Parking on Crossbow Place road: This continues to be a problem, but is most notable when contractors stop and park outside the Landing amenities

building. Parking and stopping along the road way is not permitted and it is everyone's responsibility to keep our road safe.

- g. Painting touch ups: The Board completed its annual interior inspection of the property this fall and noted some of the common areas require painting touch ups. Any volunteers that are experienced in this area are encouraged to contact the Board. All out of pocket costs will be reimbursed.
- h. Noise: All owners/tenants are reminded that the buildings are of wood frame construction and therefore can transmit levels of vibration and noise to adjacent and lower level units. This can be particularly important to bear in mind if/when children are visiting since they usually have more than an abundant level of energy. While this is an age 40 plus complex, children are certainly welcome and families are part of our condo community. However, some children may require a greater level of supervision when here compared to within a single family dwelling. Soft soled shoes/runners can help to reduce noise levels. Your understanding and cooperation will be very much appreciated.
- i. Alberta Condominium Property Act: Bill 9 which, on December 10, 2014, was 'passed' by the legislature. Royal Assent on Dec 17 2014; It will come into force 'on proclamation'. There are approximately 50 changes to the Act, with many of these relating to new construction and rules related to the obligations of developers/builders. In addition, there are improved Board governance and voting procedures, plus communications regarding certain meetings and changes to insurance coverage. The amendments also delegate to the Real Estate Council of Alberta to regulate and set standards for condo managers, such as PEKA. Further, the changes set a framework for a dispute resolution tribunal as an alternative to courts. The passing of the legislation has resulted in a regulatory review which will lead to future amendments to the Condominium Property Act Regulation. The first phase of that work is underway, dealing primarily with factors concerning developers and builders. The Board will continue to monitor the development of Regulations and determine what, if any, steps are appropriate to take to ensure compliance. We do not anticipate any difficulty nor added expense in achieving compliance. If you want to find out more about the Act and amendments, you will find more information at the Service Alberta website and various news services.
- j. Fiscal Management initiatives: The Board is very conscious of the need to properly manage revenues and balance them with well managed expenses. The source of income is predominately condominium fees. It is important to maintain an appropriate level of expense to ensure that a suitable level of preventative maintenance is completed, which will maximize the return on, or cost-effectiveness of, any expense item in order to serve the benefit of all owners and residents. The Board continues to investigate fiscally effective improvements around the condominium and owners are asked to do the same within their unit.
- k. Treasurers Report: Anne Forbes, as Board Treasurer, reported on the following financial items:
  - i. Reserve fund and investments:
    1. This fund is on target based on the requirements outlined in the Reserve Fund Study of July 30, 2011, which is available to all owners through the Crossbow Point website. The Reserve Fund is currently funded on a monthly basis through a portion of condominium fees.

2. The Board continues to regularly review funding adequacy, and invests using a GIC laddered investment approach which is supported by the Board's approved Investment Policy. Over the longer term, GIC terms and interest rates are adjusted as needed to align with expected requirements. In the interim, there is sufficient cash on hand to meet our capital budget requirements as well as unanticipated needs.
  - ii. Operations Contingency fund (OCF): During the past year, the Board developed a guidance Policy to support such costs as unexpected operating expenses, discretionary capital projects and condo fee mitigation. By maintaining an OCF, the Board is not required to draw funds from the Reserve account for smaller Capital replacement items. The OCF will not be funded as an operating expense line item but through any operating surplus that may arise from time to time through conservative budgeting.
  - iii. 2015 Audited Statements: The Independent Auditor's report, conducted by Cremers and Elliot has found the financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. The audit has reviewed accounting procedures, financial instruments, annual budgets and management of the Reserve Fund. They are satisfied there are no material misstatements and the financial management procedures are in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. Both Board and Management have complied with policies established by the Corporation and in accordance with Alberta's Condominium Act.
6. **Financial review**: Gibson Rencz of PEKA reviewed the financial statements as provided. Cremers & Elliot produce an Audit exclusive to Crossbow Point. Insurance and utilities are the highest expenses in the budget. The Board reviews all expenses and investigate opportunities to keep expenses down. The cost of incorporating the glycol in the heating system to mitigate against freeze ups in the hot water radiator system was factored into the fiscal 2016 budget.
7. **New Business**:
  - a. Condominium Property Act of Alberta: An owner (110-155) prepared and presented a document pertaining to the new Act and changes that could be applicable to owners. Copies were provided to interested owners. It was noted that the new Act has been passed and will 'come into force' upon proclamation.
  - b. Noise/children: An owner (208-175/315-175 via proxy to 106-155) is concerned that some units with children exceed the 60 day mark noted in the bylaws. Owners/residents who feel there is an issue should contact PEKA or the Board to discuss further.
8. **Adjournment**: 2:21 p.m.

*DISCLAIMER: Until reviewed and approved at a future Annual Committee meeting, at which time changes may be made, minutes are unapproved.*