

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held June 25, 2016 at 9:15 a.m. at Crossbow Point**

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

Regrets: Don Lawrence

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 9:17 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 Gottfried, to approve the agenda with the following additions; 8 g) Three Sisters Creek Mitigation; 11 j) Secondary storage lockers; 12 f) Emergency lights; 12 h) Potential energy savings. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Minutes of prior meetings:**
 - a. Motion by Anne, seconded by Brent to approve the April 16, 2016 Board meeting minutes as presented. Motion carried.
- 5) **Safety and security issues/concerns:**
 - a. Pool equipment room ventilation: The second fan was located and serviced. The room seems to be cooler now due to more ventilation and the earlier removal of the HVAC condenser used to cool the workout room. No further action required.
 - b. Banff Fire & Safety update: The Annual report was reviewed by Don and a summary prepared for the Board. All items have been actioned accordingly. PEKA to confirm what areas are actually looked at during the "in unit" inspections. There are some areas in the report that appear as a 'requirement', however PEKA confirmed last year that this is only a suggestion, not a requirement in the Fire Act. PEKA to work with Banff Fire and Safety to redefine the scope of their annual inspection which is next due in January 2017.
- 6) **Financial review:**
 - a. Budget/operative review F'2016-17: Gibson reviewed the proposed budget with those present. After review and amendment, motion by Gottfried, seconded by Anne to approve the budget with a 3% increase to condominium fees. Motion carried.
 - b. Accounts receivable report: There are currently no concerns in regards to condominium contributions.
 - c. Reserve fund: The investment policy was discussed and revisions were suggested. Anne will draft proposed policy amendments and present to the Board for review at the next meeting.
 - d. Canada Revenue Agency: A penalty was assessed to Crossbow Point for late filing. As the cause of the late filing was due to delays within the Auditor's office, the Auditor will reimburse the condominium.

- e. Reserve Fund Study 2016: The expenditures projected in the 2016-17 budget will be accounted for in the final version of the study.
- f. Social committee – funds: A brief update was provided. There is approximately \$3,000 in the social committee account.

7) Management monitor report – review:

- i. Oil leak in 175 parkade and visitor parking: PEKA has sent letters to the owner.
- ii. Annual maintenance checklist: 11th Hour provided a suggested annual maintenance checklist. The list was reviewed and PEKA will document alignment between work to be done and the respective contractors (if known) and contact same for quotations to perform the work or to add to existing service contracts.
- iii. The pool deck area repairs have been completed. Some grouting remains in process in the hot tub area.
- iv. A heat welded patch was just completed to a first floor unit deck in 175.
- v. Theatre room update: Canmore Home Theatre (Allister) has assessed the equipment to determine why the feed continues to cut. The blue ray player was switched. No other complaints have been received since this was done.

8) Business arising from prior Board meeting minutes:

- a. Welcome package: The final copy was sent to the Board. A copy will be emailed to the owners via the Crossbow Chatter distribution list.
- b. Mail/Parcel boxes: The Board agreed that these boxes would be an asset for residents. A box can be installed beside the stairs in 155 and immediately to the right (east wall) of the double doors in 175. PEKA will coordinate. PEKA will also determine if the boxes contain a slot for outgoing mail. If not, another option will be requested.
- c. Energy savings with LED bulbs: David provided extensive information and quotes for the Board to review. Motion by Gottfried, seconded by David to proceed with the LED retrofit, which will be approximately \$14,000 with a projected 1.8 year payback to replace all 48" fluorescent tubes that are on 24/7 throughout the complex. Motion carried. PEKA will coordinate. All bulbs will be purchased in bulk for cost savings and work will be done early in the new fiscal year. Any bulbs that are not used will be returned for a credit. Post-meeting note: as a result of a more beneficial bulk pricing discount from the supplier, the calculated payback was subsequently determined to be 1.4 years.
- d. Dryer vents: The window cleaners completed the remaining vent cleanouts as needed.
- e. Fire Safety muster point: Landing agreed to the reciprocal muster point proposal and signage. PEKA will arrange for quotes on the signs, which will be installed on the amenity buildings.
- f. Steam room quotes: Motion by Gottfried, seconded by Anne to proceed with the \$18,200+GST repair for a partial rebuild option provided that the membrane/vapor barrier is salvageable. Motion carried. The Board is to be notified immediately for an onsite meeting if the membrane/vapor barrier is unusable and further options will need to be considered. This will be a Reserve Fund expenditure.

- g. Sauna: There is a thermostat sensor directly above the heater in the sauna that is likely affecting the temperature; PEKA will arrange for a contractor to assess and relocate the sensor if appropriate.
- h. Three Sisters Creek mitigation: A letter was sent to the Town of Canmore regarding the mitigation plan and asking if the owners will be given the opportunity to provide input. The Town responded indicating they supported the comments and plan to consult with area residents.

9) Correspondence PEKA:

- a. 155 unit renovation request: Motion by Anne, seconded by Gottfried to ratify the online approval of the renovation request. Motion carried.
- b. Copper pipe leak in parkade 155: Banff Plumbing repaired the leak.
- c. Guest in 175: PEKA has followed up with the owner of the unit in 175 regarding their guest's use of the amenities building. No response to date. The Board reminds owners and residents to call Spillet Security to report after hour security concern. PEKA will ask Russell Security to fix the time on the security camera and to show the Board how to efficiently operate the system.

10) Correspondence Board:

- a. Comment box: One anonymous note was received. A sign will be put up asking that contact information be provided so that the Board is able to respond accordingly.

11) Administrative:

- a. Owner and tenancy records: One unit has yet to provide a lease form. All other units are up to date.
- b. Business plan: Reviewed.
 - i. Insurance certificate: The certificate will be included with the fall newsletter.
 - ii. Exterior walk around: A walk around will be coordinated.
- c. Risk management: Previously reviewed.
- d. Website: Gottfried reported that the website is up to date.
- e. Committee reports:
 - i. Landscaping advisor(s): Barb; Lynn – Anne liaison: Anne provided an update to those present. A 5 year plan is being discussed. The quality of service being provided by Tanmanz is a concern. PEKA will follow up with Tanmanz on the areas of concern.
 - ii. Social committee: No report
 - iii. Potential project: Anne is looking at two different locations on the property for one or two seating benches. Anne will also ask 11th Hour for an estimate. Source of funding to be further explored.
- f. Newsletter: Brent is preparing the Summer newsletter for review.
- g. Bill 9 Condominium Property Act amendment: The province has not provided any further details as to when the new Act will come into effect.
- h. Board Governance: David circulated the revised policy document for review. Motion by Brent, seconded by Gottfried to approve the Board Governance document as amended. Motion carried. All members of the Board, plus PEKA,

signed the document as their formal indication of each member's commitment to good governance.

- i. ACR Conference: David and Anne will be attending the conference in September as part of Crossbow Point's governance process. Gibson and a few PEKA members will also be in attendance.
- j. Secondary Storage Lockers: There are 2 owners on the waiting list. David currently maintains the list on behalf of the Corporation and will respond to interested owners as needed.

12) New Business:

- a. May 22, 2016 – dog in amenities building and pool: No one came forward with additional information.
- b. Water runoff into P2/P3: Tanmanz provided a quote for the re-sloping around these problematic areas. Motion by Gottfried, seconded Brent to approve the quote for \$5487+GST as presented. Motion carried. PEKA will request a time frame from Tanmanz and ensure they commit to those dates.
- c. Hot water tanks replacement: Motion by Gottfried, seconded by Anne to approve the quote provided by Banff Plumbing to replace the four hot water tanks for \$33,550 + GST as a capital expense. Motion carried. The Board notes that this decision was made in support of preventative maintenance and in the interests of maintaining quality operational service to owners and residents.
- d. Elevator operations: PEKA to ask if the elevator would be more energy efficient if it remained at the last floor it was called to until it's called again. Currently the elevator returns to the main floor after every trip. If it's possible, this can be programmed on the next visit. The Board notes this action was taken in support of expense reduction initiatives while maintaining responsive elevator service to residents.
- e. HVAC annual maintenance: PEKA will obtain a comparable quote for service providers. This will be discussed at the meeting in February.
- f. Emergency lighting: PEKA will ask Mountain Springs Services (Cliff Block) to provide a formal proposal for the emergency lighting maintenance.
- g. Potential energy savings: An owner has offered to provide an assessment regarding energy savings for the Board to review. This item will be tabled until received.

13) Next meeting date(s):

- a. August 20, 2016 (note Social BBQ late afternoon)
- b. October 15, 2016
- c. December 10, 2016 (note annual condominium Christmas party in the evening)

14) Adjournment: The meeting was adjourned at 1:55 p.m. by David.