

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held October 15, 2016 at 8:30 a.m. at Crossbow Point**

In attendance: David Minifie, Anne Forbes, Don Lawrence and Gottfried Haase

Regrets: Brent Robertson

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 8:28 a.m. by David. No objections from those in attendance to Gibson recording the minutes.
- 2) **Additions to the agenda/approval of the agenda:** Agenda approved with the following additions; 7a iv) Brick fascia; 10 a) Comment box: Smoke alarms.
- 3) **Conflict of interest declarations:** Anne and David declared a conflict of interest in regards to 8 b) Parking Unit Restrictive Covenant.
- 4) **Minutes of prior meetings:**
 - a. Motion by Gottfried, seconded by Anne to approve the August 20, 2016 Board meeting minutes as revised. Motion carried.
- 5) **Safety and security issues/concerns:**
 - a. Muster Point Sign: All Muster Point signs have been installed at both Point and Landing.
 - b. Building evacuation info: Gottfried will update the website with the building evacuation plan and provide guidance regarding use of the elevator.
 - c. Roofing repairs: The 2016 roof inspection noted that there were some safety concerns, which were addressed at the time. All other repairs are scheduled to be completed in November. PEKA will arrange for an annual roof inspection by a roofing contractor to occur each Spring. Previously a visual inspection was done from each building roof hatch annually; the change in process will improve due diligence. The Business Plan is to be updated accordingly.
- 6) **Financial review:**
 - a. Budget/operative review F'2016 and F'2017: The approved Budget and unaudited year end financials were reviewed.
 - b. Accounts receivable: Both problematic units have been addressed.
 - c. Reserve Fund: Anne reviewed investments with those present, and advised that ATB will be taking corrective action to regularize two GIC investments (June and August investments).
 - d. Reserve Fund investment policy: Anne reviewed the revised investment policy. Motion by Anne, seconded by Gottfried to approve the revised investment policy as presented. Motion carried. A clean copy will be circulated as version 4.
 - e. Social Committee funds: The Committee has a November 1 meeting scheduled. No further updates at this time.

The meeting paused at 9:40 a.m. to conduct the previously scheduled fire drill. The drill was a success. Meeting reconvened at 10:15 a.m.

- f. Alberta Carbon Tax: The Board reviewed the potential impact of the carbon tax on the budget. The Board will continue to monitor.
- g. LED hallway lighting: All LED's have been installed in the parkade and stairwells. This will minimize the impact of carbon tax on a portion of electrical costs. The Board reviewed the hallway retrofit option further. There is an approximate 5 year pay back for the halls if the retrofit is completed. PEKA will get a quote for bulk pricing on 400 'plug and play' 2 pin LED 6 watt lights (replacements for existing CFL 13 watt bulbs).
- h. Suite/Great room payment: The Board discussed the guest suite and Great room payment method. Currently cheques are used and seems to be sufficient for now. The Board notes that there was a recent request by an owner that the cheque payment process be changed to an electronic format. The Board will consider electronic payments again at some future date. To be monitored.

7) Management monitor report – review:

- a. Heating supply lines: The Banff Plumbing quote for the work was approved online. PEKA to confirm the work status.
- b. Hot water tanks: Banff Plumbing installed 4 new hot water tanks.
- c. Otis: The elevator default programming (remain at last floor until called) has been completed. This is expected to provide more convenience to residents, reduce wear and tear on equipment, and contribute to electricity cost savings due to fewer 'starts'.
- d. Dog sign: Two new signs requesting that dogs be kept off the lawn have been installed.
- e. Parcel box: Canada Post will be installing the new parcel box soon, which includes an outgoing mail slot.
- f. Swimming Pool and Hot tub boiler: A quote is coming for a smaller boiler that is exclusive to the hot tub and swimming pool that would allow the large boilers to remain dormant during the warmer months. Once all costs associated with a new boiler are known, further analysis will be undertaken.
- g. Monthly and annual building inspections: Motion by Don, seconded by Gottfried, to accept Mountain Springs Services August 23, 2016 proposal to conduct monthly and annual inspections of the condominium property, which will be billed monthly. Motion carried.
- h. Stucco damage: It appears that Tanmanz may have caused damage to the stucco, either during the drainage project or through the regular maintenance. Anne will send a photo and PEKA will follow up with Tanmanz.
- i. Steam room: The partial demolition is ongoing. All exterior items for 11th Hour will be completed prior to winter, then the completion of the steam room will be 11th Hour's priority.

8) Business arising from prior Board meeting minutes:

- a. Three Sisters Creek flood mitigation by the Town of Canmore (ToC): No further information has been released by the ToC. David will follow-up with the Town.
- b. Parking Unit Restrictive Covenant:

Anne and David declared a conflict of interest and left the room at 11:26 a.m.; David turned the meeting over to Don as the Vice President.

Motion by Don, seconded by Gottfried to ratify the online approval to uphold the Restrictive Covenant-Parking (clause #7) allowing owners and tenants the opportunity to make an application to the Board to park multiple motor vehicles in their titled parking stalls. Motion carried.

The new procedure and policy will be advertised in the next newsletter scheduled for November. Owners and tenants will be advised that if this is applicable to them, an application can be completed and submitted to PEKA for consideration by the Board. Don will send PEKA and Gottfried a final version of the documents. *(Anne and David returned to the room at 11:35 a.m.).*

- c. Unit leasing; ToC zoning: David provided an update on his research which confirmed that 30 days is the minimal rental/leasing period for Crossbow units.. No further action.

9) Correspondence PEKA: None.

10) Correspondence Board:

- a. Comment Box: A comment was received regarding the smoke alarms and the recommended replacement after 10 years. Replacement of smoke alarms is under review by the Board. The next newsletter will ask owners to confirm to the Board if their in-unit wired smoke alarms have been replaced. PEKA will request quotes to determine what the cost of smoke alarm replacement for the entire complex would be.
- b. Flooring: The owner of a second-floor unit in 155 received permission to renovate the flooring. After consulting with the flooring contractor, the owner became aware of an alternate product and submitted a request to change the previous approval. The owner was advised that a new renovation request form would be required for the Board's review.

11) Administrative:

- a. Owner & Tenancy records: The tenancy records were updated and reviewed.
- b. Business Plan: Plan was reviewed by the Board.
 - i. PEKA will send the Board the 2017 Proxy form for the AGM. This will be posted to Crossbow's website.
 - ii. The insurance certificate will be mailed to all owners with the next newsletter.
 - iii. PEKA to confirm when the irrigation blow out was completed.
- c. Risk Management: Don reviewed the updated document.
- d. Website: Gottfried reported that all items on the website are up to date.
- e. Committee Reports:

- i. **Landscaping:** The 5-year plan proposal was reviewed and top priority areas for the coming year identified; Anne will continue to work on the proposal. Anne also submitted a proposal for new plantings between buildings #165 and #155. Don suggested another quote be sought before an approval for expenditures was made; Anne will seek another quote.
- ii. **Social Committee:** The Committee meeting minutes are distributed as available.
- f. **Newsletter:** The newsletter will be completed in November.
- g. **Bill 9, Condominium Property Amendment Act, 2014:** No update available from the Government.
- h. **Board Governance:**
 - i. ACR Conference – September 16 & 17, 2016 - David and Anne attended on behalf of the Board. Further discussion tabled.
- i. **Google Docs:** The documents have been updated.
- j. **Succession Planning:** One owner has expressed interest in joining the Board.
- k. **Policy Document Review:** The Rules Contravention - Warnings, Costs and Admin Fee schedule policy documents were reviewed and discussed. David and Gibson will work further on the document and present to the Board at a later date.

12) New Business:

- a. Smoking on balconies: Tabled.
- b. Otis proposal: The Board discussed the proposal submitted by Otis Elevators and decided not to proceed with AUT-O-SAFE. This item has been updated in Risk Management document for regular review and consideration.
- c. VRBO rentals: There is a unit on the first floor of 175 that has an active listing online. PEKA contacted the owners who indicated they live in their unit full time but will submit a unit leasing form if they rent their unit in the future.
- d. Reliance testimonial: A testimonial was prepared by the Board and sent to Reliance. The Board was thanked for their time and effort.

13) Next meeting date(s):

- a. December 10, 2016 at PEKA (joint meeting with Landing at 10:00 a.m. with the Point Board meeting to follow).

14) Adjournment: The meeting was adjourned at 1:36 p.m. by Gottfried.