

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
Held April 22, 2017 at 1:00 p.m. at Crossbow Point**

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

**Teleconference:** None

**Regrets:** None

**PEKA:** Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 1:15 p.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 as presented.
- 3) **Conflict of interest declarations:** None.
- 4) **Approval of the February 11, 2017 meeting minutes:** Motion by Ron, seconded by Anne to approve the meeting minutes as amended. Motion carried.
- 5) **Financial review:**
  - a. Budget/operative review F'2017: Gibson reviewed the year to date with those present. Accepted as presented.
  - b. Accounts receivable: The accounts receivable was reviewed. 2 units are in arrears; however, they have each committed to clearing the balance by May 1.
  - c. Reserve Fund: Ron reviewed a summary of investments with those present. Approximately \$104,500 will be re-invested for 2 years at the best possible rate on or about the date of maturity (April 27, 2017).
  - d. Social Committee – funds: The account balance as of March 30, 2017 is \$3,062.17. Nothing further to update at this time.
  - e. Alberta Energy Efficiency Program, <https://www.encyalberta.ca/>: PEKA contacted the program and was advised that condominium common areas do not have a specific section to apply for the program, however, if an owner submits for their unit the common area can be done at the same time. David has applied and will advise once a response is received.
  - f. Property Tax Assessment: The Municipality is now taxing titled parking stalls, including those registered to the condominium as visitor parking spaces. PEKA has contacted the assessor's office to inquire about areas that have been assessed that are not actually parking stalls. A response has not been received as of this meeting.
- 6) **Safety issues:**
  - a. Swimming area doors left open: PEKA discussed the severity of the situation with McKnight and an email apology was received.
  - b. Snow removal: During the winter season, ice buildup around 155 was a concern. This was discussed at length with Tanmanz and subsequently addressed. PEKA will obtain snow removal quotes for the next season.
- 7) **Business arising from prior Board meeting minutes:**
  - a. HVAC contractor: Motion by Brent, seconded by Ron to accept the preventative maintenance proposal submitted by ARH, to commence on April 1, 2017. Motion carried.

PEKA will advise Big Mountain their services are no longer required and thank them for their many years of service.

- b. Security cameras: The Board discussed the possibility of adding more security cameras. To be tabled for further discussion during the budget planning and has been added to the Risk Management document.
- c. Suites/Amenities bookings electronic facility: The Board reviewed one option that will cost approximately \$50.00 per month, however further investigation would be required.

**8) Management Monitor Report:**

- a. Roof review: 11<sup>th</sup> Hour provided feedback on the ridge caps of the roof. PEKA will ask if a 11<sup>th</sup> Hour can create an RFP to be used to tender the work and for 11<sup>th</sup> Hour to carry out quality inspections once the work starts.
- b. Exterior maintenance: 11<sup>th</sup> Hour reported that the exterior maintenance items will be started in the next month or two depending on weather.
- c. Hot tub/pool boiler supplementary unit: Banff Plumbing provided additional information and it appears the pay back would be approximately 5-6 years. As this is not a pressing need and indicates a weak business case, the Board will continue to monitor and watch for future grant opportunities from the government.
- d. Smoke alarms – in unit replacement: 229 detectors were replaced and all guest suites were done, with five suites remaining outstanding due to non-accessibility. The five units will be completed and any locksmith and extra charges incurred will be charged back to the units in question. PEKA will forward the final report when received.
- e. Oil stains in parking stalls: 3 oil stains in 155 were removed during the parkade cleaning. PEKA will review the invoice once received. If Men in Kilts charged extra to remove the stains, the associated cost will be assessed back to the applicable units.
- f. Amenity light fixtures: The new fixtures have been ordered through Starlight Lighting. Once they arrive, Starlight will install. Cliff will hold the old fixtures, which will be used in other areas as needed.
- g. Exterior log staining: Benjamin Moore will be asked to provide a scope of work and suggested material, along with a 3-4-year staining plan.

**9) New Business:**

- a. Fire Drill for 2017: The Board has set the next fire drill date for September. Notice will be posted in advance; however, the exact date will not be advertised.
- b. Interior lighting: The Board would like to switch the bulbs in the common areas to LEDs but still maintain the current ambience. Additional information from the Alberta Energy Program will also be required.
- c. Town of Canmore Flood Mitigation, 3 Sisters Creek: No new update.
- d. Crossbow Landing: The Landing Board hosted a Town Hall meeting on March 4<sup>th</sup>: Gottfried attended the meeting and provided an overview of the discussion.
- e. Snow Removal contract: Doug (President of CB-Landing) and David will discuss further as it is prudent for both phases to use the same contractor.
- f. Home Sharing insurance: David circulated an article on home sharing insurance as a FYI item. No further action.
- g. Human Rights Act: The Board circulated the Macleod Law letter via mail and email to all owners. As a result, 14 units (or more) have advised they have submitted letters to the local MLA.

#### 10) Correspondence PEKA:

- a. Guest Suite policy (cancellation): An owner in 175 questioned the guest suite cancellation fee after it was charged for a short notice cancellation. As the cancellation policy is contained within the agreement, the charge was upheld by the Board. (Post-meeting note: the owner paid the stipulated fee).
- b. Garbage in hallway: A 3<sup>rd</sup> floor unit in 175 left garbage unattended in the hallway for an extended length of time. A warning letter was sent to the owner.
- c. Anonymous letter: A letter was received regarding the placement of gravel on the trails. The Board discussed, noting that most of the adjacent trails are within Crossbow property lines, and decided no further action is required.

#### 11) Correspondence Board:

- a. Comment box: None
- b. Owner request: PEKA responded to the owner requesting the Gowlings report as directed.
- c. Rowing machine request: An owner offered to donate a rowing machine to the amenity room, however after reviewing the space, the Board determined there isn't adequate space available. David will respond.
- d. Property tax assessments: An owner provided a very informative detailed analysis regarding the tax assessment. The topic was discussed and as each unit is responsible for their own assessment, the Board has advised owners to follow up with the municipality directly with any concerns.
- e. Security concern: An owner notified the Board that someone is propping the amenity front door open. A note was sent out via the Crossbow Chatter distribution to remind owners and tenants of building security.
- f. Underage occupant: It has been brought to the Board's attention that there is a potential underage occupant in building 175. This is being monitored.

#### 12) Administrative:

- a. Owner and Tenancy Records: The Board reviewed both documents.
- b. Business Plan: The plan was reviewed and will be updated accordingly.
  - i. PEKA will forward a copy of the tax return to the Board.
  - ii. PEKA will operationalize the standard 'Off Plan Room' letter to be sent to the applicable units annually.
  - iii. PEKA to send David parkade cleaning dates.
- c. Risk Management: Brent reviewed the plan and will update based on feedback and discussion.
- d. Website: Gottfried has been keeping information up to date as much as possible. A section with a link to the Roam Bus is to be added.
- e. Committee reports:
  - i. Landscaping: Gibson to follow up on the timing for the project. Arborist to review potential deadfall when onsite.
  - ii. Social committee: Minutes are distributed as available.
- f. Newsletter: The spring newsletter was distributed to owners and known tenants.
- g. Bill 9, Condominium Property Amendment Act, 2014: No update available from the Government. (Post meeting note: Service Alberta website updated with a "Spring 2017" heading)
- h. Board Governance:

- i. ACR Conference – September 15 and 16, 2016: David and Anne reviewed their notes from the conference with those present. There is another conference on October 20 and 21, 2017 that Ron will tentatively attend.
- ii. Governance document V1.4: Motion by Gottfried, seconded by Brent to adopt the revised Board Governance document V1.4. Motion carried.
- i. Master and specific keys: PEKA to confirm who has a master mechanical key and what other keys have been signed out long term.
- j. Real estate review of CPt/Canmore by realtor (Dan Sparks): Dan met with the Board prior to the meeting and answered the Boards questions. The meeting was very positive and informative.
- k. Board Room use: Guidelines for the use of the Board room have been posted onsite and it seems to be working well.

**13) Next meeting date(s):**

- a. June 24, 2017 at 9:00 a.m.
- b. August 19, 2017 at 9:00 a.m.
- c. November 4, 2017 at 9:00 a.m.
- d. December 9, 2017 at 10:00 a.m. joint meeting with Landing at PEKA
- e. December 9, 2017 at 11:00 a.m. after joint meeting at PEKA

**14) Adjournment:** 5:11 p.m. by David.