

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
Held August 19, 2017 at 9:10 a.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 9:10 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 Gottfried, seconded by Anne to approve the agenda. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda:** Motion by Anne, seconded by Brent to adopt items 5a, 6c, 9, 9aI, 13a, 13b, 13e, 13fiI, 13hI, 13iI, 14a and pending motions 1 and 2 as consent agenda items. Motion carried. Consent agenda items are typically non-controversial or routine, or have already been discussed pre-meeting, and will not be further discussed when they appear on the agenda to facilitate a more efficient meeting.
- 5) **Approval of the June 24, 2017 meeting minutes:** June 24, 2017 meeting Minutes were approved as part of the Consent Agenda.
- 6) **Financial review:**
  - a. Budget/Operations review F'2017: Gibson reviewed the year to date with those present.
  - b. Budget review for F'2018: No discussion required
  - c. Accounts receivable: The document was circulated prior to the meeting and no further discussion required given the subject was approved as part of the consent agenda.
  - d. Reserve Fund Investments: Ron reviewed a summary of investments with those present. Motion by Ron, seconded by Anne to invest \$85,000 at the best possible rate at the time of investment for new 5-year springboard GIC investment. Motion carried.
- 7) **Safety issues:** None.
- 8) **Business arising from prior Board meeting minutes:**
  - a. Exterior painting: Motion by Gottfried, seconded by Anne to approve the Peak Performance Painting quote of \$31,846.50. Motion carried. The quote includes all structural vertical logs East, West and South exposure with the addition of all wood components with the same colour as the log to be done on the East exposure.
- 9) **Management Monitor Report:**
  - a. Review Additional Items:
    - i. Walk around October 16, 2016 (internal) & June 24, 2017 (external): The walk around list was updated and circulated prior to the meeting. None of the

items required further discussion at this time and was approved as part of the consent agenda.

**10) New Business:**

- a. Snow Removal Contract: The proposal from Men in Kilts for snow removal was discussed by the Board. David will discuss further with Crossbow Landing given shared road and the practicalities of having a single contractor for both groups. (post meeting note: Men in Kilts was approved as the contractor).
- b. Amenities building security access failure and replacement system:
  - i. A recent failure of the fob reader system was discussed. Some interim solutions have been implemented with further interim work required.
  - ii. Long term solution: The Board discussed potential long-term solutions at length. PEKA to obtain additional bids for a new security and entry system that would be a complex wide upgrade. The scope includes:
    - replace the existing seven cameras in the amenities building.
    - add cameras at each of the 3 garage doors.
    - add cameras at 2 lobby's (buildings 155 & 175).
    - must be able to add cameras at later date (25 slots at least).
    - 400 fobs quote vs cards quote.
    - 10 readers total, with battery backup and remote monitoring capabilities.
    - must be capable of adding 10 slots for doors

Once the proposals are received the Board will review further.

**11) Correspondence PEKA: None**

**12) Correspondence Board:**

- a. Comment box: None
- b. Storage room: The Board cleaned out a storage room and disposed of a lawn mower of no value and at no cost.

**13) Administrative:**

- a. Owner and Tenancy Records: The Board reviewed an updated Tenancy document prior to the meeting with no further discussion required given the subject was approved as part of the consent agenda.
- b. Business Plan: The document was circulated prior to the meeting and no further discussion required given the subject was approved as part of the consent agenda.
- c. Risk Management: Tabled for the October meeting.
- d. Website: Gottfried welcomes feedback or suggestions for the site.
- e. Google Docs: No updates and no further discussion required given the subject was approved as part of the consent agenda.
- f. Committee Reports:
  - i. Landscaping:
    - The grading quote from Tanmanz was reviewed by the Board to address the drainage on the north side of building 175. Motion by Brent, seconded by Anne to proceed with 140ft option. Motion

carried. PEKA will organize for the work to be completed this year.

- Anne reported that she is pleased with the work recently done by Paulco around the amenity building.
  - A new proposal is coming for rundle crush for the south-east side of building 155.
  - PEKA will be organizing for Natural Tree Solutions to remove 4 tagged trees.
- ii. Social Committee: The Minutes were distributed. Two more red chairs were purchased and installed (6 in total). As of August 13, 2017, the finances were \$3,045. No further discussion required given the subject was approved as part of the consent agenda.
- g. Newsletter: Tabled for October meeting.
- h. Bill 9, the Condominium Property Amendment Act, 2014:
- i. Alberta Government 'Open House': No further discussion as Gottfried provided a pre-meeting summary document to the Board and as the subject was approved as part of the consent agenda.
- i. Board Governance:
- i. ACR Conference – October 20 & 21, 2017: Ron is attending for the Board. No further discussion required given the subject was approved as part of the consent agenda.

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

- a. November 4, 2017 at 9:00 a.m.
- b. December 9, 2017 at 10:00 a.m. joint meeting with Landing at PEKA
- c. December 9, 2017 at 11:00 a.m. after joint meeting at PEKA

**15) Adjournment:** 11:24 a.m. by Brent.