

**Crossbow Condominium
Board of Directors Meeting
Held December 9, 2017 at 10:00 a.m. at PEKA**

In Attendance:

CB Landing: Doug MacDonald, Lauren Davison and Virginia Haase;

CB Point: David Minifie, Anne Forbes, Ron Davies and Gottfried Haase;

Regrets: Todd Long & Ron Suttie (CB Landing);

Brent Robertson (CB Point)

PEKA: Gibson Rencz

1. **Meeting Call to Order:** 10:02 a.m. by David. No objections to Gibson hosting the meeting and recording the minutes.
2. **Additions to the agenda / approval of agenda:** Motion by Gottfried, seconded by Anne to approve the agenda as presented. Motion carried.
3. **Approval of the December 10, 2016 Board meeting minutes:** Motion by David, seconded by Anne to approve the December 10, 2016 Board meeting minutes as presented. Motion carried.
4. **Business arising from the December 10, 2016 Board meeting minutes:**
 - a) Fire Drill: Point had a real fire alarm and the evacuation process was reasonable. Landing has created a fire plan and will discuss fire drills in the future.
 - b) Amenity access in event of emergency: Russell Security and Spillet Security will facilitate access in the event of an emergency.
 - c) By-law review Act change: The first phase of the Act change will commence on January 1, 2018. A bylaw committee will be required eventually once the Act is fully implemented.
5. **New Business:**
 - a) Preparation for AGM on January 6, 2018: The schedule of events was reviewed. Crossbow Landing will start at 9:30 a.m. this year. David will chair the A.G.M.
 - b) Consolidated financial statement: Each committee Audit will be approved by the treasurer once completed. Motion by David, seconded by Virginia, to delegate the approval of the consolidated financial statement to each committee treasurer. Motion carried. Ron and Todd will sign and approve the consolidated statements.
 - c) Onsite smoking: David and Doug have discussed smoking on Crossbow property. Landing will raise the issue at the ACM for discussion. Point will continue to monitor the issue.
6. **Set next meeting date:**
 - a) Joint meeting: December 8, 2018 at 10:00 a.m.
 - b) AGM: January 5, 2019
7. **Adjournment:** 10:39 a.m. by Gottfried.