

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
Held February 11, 2017 at 9:30 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 9:35 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 as presented.
- 3) **Conflict of interest declarations:** None.
- 4) **Board Positions:** Motion by Anne, seconded by Gottfried to approve the Board positions as established. Motion carried.
  - a. President: David Minifie
  - b. Vice-President: Anne Forbes; Landscaping liaison.
  - c. Secretary: Gottfried Haase; Website coordinator.
  - d. Treasurer: Ron Davies; Anne will have Ron added as a signatory on the investment account at ATB. Anne Forbes will remain a signing authority also.
  - e. Director: Brent Robertson (Risk and other duties)
- 5) **Governance review and signing of commitment:** All Board members and PEKA reviewed and signed the document.
- 6) **Minutes of prior meetings:**
  - a. Motion by Gottfried, seconded by Anne to approve the December 10, 2016 Board meeting minutes as amended. Motion carried.
  - b. The Board reviewed the December 10, 2016 Joint meeting minutes. The Landing Board still needs to review before the Draft is ready for circulation.
  - c. January 7, 2017 AGM and ACM minutes are under review and will be circulated to the owners once accepted.
- 7) **Financial review:**
  - a. Budget/operative review F'2017: Gibson reviewed the year to date with those present.
  - b. Accounts receivable: The accounts receivable was reviewed with no major concerns. Units in arrears are followed up with by PEKA.
  - c. Reserve Fund: Anne circulated a summary of investments for discussion. Ron will take over the investments moving forward as the new Treasurer. Anne will invest \$51,000 from available funds (move from CIBC to ATB) at the best possible rate at the time of investment for up to 2 years.
  - d. Social Committee funds: David reviewed with those present. The committee is looking into buying exterior chairs and placement around the property. The condominium will cover the cost of having the chairs secured into the ground.

- e. Alberta Carbon Tax: The new levy was implemented on January 1, 2017. This increase was factored into the new budget. The first natural gas invoice showed an increase of approximately 15%.

**8) Safety issues:**

- a. Stairs to dog area at west end: Brent will purchase the necessary supplies to address the snow clearing concerns and submit the invoice for reimbursement as per the policy.
- b. Swimming pool doors left unsecured: An email was received from McKnight; however, the Board does not feel enough attention and understanding to the severity of the situation was acknowledged. PEKA will discuss the Board's concern with McKnight.
- c. Snow removal/ice on driveway: There have been some issues regarding the snow removal and these have been raised with the contractor to address. To be monitored.

**9) Business arising from prior Board meeting minutes:**

- a. Emergency access to amenities (Point and Landing): As discussed during the Joint Board meeting, both Russell Security and Spillet Security have now both agreed to assist with access to the applicable amenity building in the event of an emergency.
- b. Water Softener and Steam Generator: The Landing equipment was assessed and it has been determined that nothing is useable. No further action required.

**10) Management Monitor Report:**

- a. Ceiling leak above hot tub: The actual source of the water has not been determined as the leak could not be reproduced. The joint in the drain in the leak location was reinforced and cement board was used to replace the ceiling to prevent mold should the area leak in the future.
- b. Roof review: 11<sup>th</sup> Hour provided an estimate to assist with the proposed roofing tile grout replacement project. The Board approved 11<sup>th</sup> Hour to proceed with reviewing the proposed materials and producing a scope of work to be done.
- c. Hot tub/pool boiler replacement: Banff Plumbing provided an estimate of \$30,000 for a smaller boiler exclusive to the hot tub and pool areas only. This would allow the larger boilers to be turned off in the summer months resulting in energy and cost savings as well as a greener condominium footprint.. PEKA to ask Banff Plumbing to provide additional information to help determine the projected payback period.
- d. Railing inspections: Motion by Ron, seconded by Brent to approve option 2 (11<sup>th</sup> Hour proposal) for the decking option and all other annual inspections suggested for the upcoming year. The list can be reviewed and modified as needed for future years.. Motion carried.
- e. Walk around notes:
  - i. Interior painting touch ups: Most the touch ups have been completed. There are 2 areas that still need to be painted. PEKA will follow up with Peak Painting.
  - ii. Grass: Tanmanz has been advised for 2017 summer to monitor the grass around the rock wall. It should be cut a few times a year when it reaches approximately 12 inches.

- iii. Amenity light fixtures: Starlight will be asked to provide options to replace the light fixtures on the first floor of the amenity building near the entry way. This would allow current fixtures will be moved upstairs to replace the broken ones.
- iv. Exterior log staining: Quotes will be obtained in the spring for the log columns in need of staining.

**11) New Business:**

- a. Fire Safety: The smoke detectors are scheduled to be replaced on February 15. Banff Fire will be asked to determine if new extinguishers are needed.
- b. HVAC contractor: The renewal is April 1. 30 days' notice is required if switching providers. PEKA will ask each contractor to submit a proposal.
- c. Smoking on balconies: The Board discussed the matter and as there are no documented complaints noted, no action is required at this time.
- d. Insurance deductible/lower premiums: The Board discussed the risk versus reward of adjusting the all loss insurance deductible. Motion by Ron, seconded by Gottfried to increase the 'All Loss' deductible to \$15,000. Motion carried. The condominium will save \$13,208 annually.
- e. Insurance service fee: Motion by Ron, seconded by Anne to pay remainder of the insurance premium balance to save on the service charge that is the equivalent of 7.3% interest. Motion carried. For the next contract period, the Board will determine the lump sum amount that can be paid up front at the time of renewal (November).
- f. Telus: The Board determined that adding Telus services in the amenity building would increase the monthly payments. No further action.
- g. Cable/phone/internet: PEKA is investigating options to see if bulk rates are available.
- h. Policy amendment review/approval of Rules Contravention document: The revised policy was reviewed. Motion by Gottfried, seconded by Anne to approve the February 11, 2017 version. Motion carried.
- i. Alberta Energy Efficiency Program: The Board is monitoring the rebate program.
- j. Landscaping proposal: The Board reviewed a tree proposal from Paulco Landscaping. Motion by Anne, seconded by Gottfried to approve the proposal from Paulco for \$7,750. Motion carried. PEKA will notify Paulco of the approval and will advise Tanmanz that tree pruning is not required as part of the summer maintenance.
- k. Human rights Act: The Board reviewed the CBC news article that discussed the approved changes to the Alberta Human Rights Act. The Board will continue to monitor these changes to determine the potential effect on the condominium.
- l. Security cameras: An owner at the ACM requested the Board investigate the possibility of adding more security cameras. This has been added to the Risk Management document and will be discussed further during the budget planning process.
- m. Electronic bookings: An owner at the ACM requested the Board consider implementing an electronic booking feature for the guest suites. The current process was reviewed and discussed at length. To be tabled for future discussion.
- n. Garage door timing: PEKA requested the timing on the 175-garage door be shortened to help maintain security. Trillium will complete at the next

preventative maintenance servicing. This action was based on a request from an owner at the ACM.

- o. Hallway touch up painting: Motion by Ann, seconded by Gottfried to ratify the online decision to approve quote 11793 submitted by Peak Painting; not to exceed \$2000. Motion carried.

12) **Correspondence PEKA:** None.

13) **Correspondence Board:**

- a. Comment box: None
- b. Owner email: The Board reviewed an email that was submitted through the website, specifically discussing the grass cutting. The item was discussed; customizing the landscaping has proven challenging in the past, and the Board determine that no further action was required.
- c. Smoke detectors: An owner queried who was responsible for smoke detector maintenance/replacement. The Board had earlier determined that the smoke detectors were to be condominium responsibility.
- d. Owner request: An owner has requested a copy of the Gowlings report from 2013. After discussion, the Board determined sufficient information was provided during the project. PEKA will respond accordingly on behalf of the Board.
- e. Flooring renovations: There has been some concerns brought forward from an owner on the second floor of 155 regarding the proper installation of flooring over top of the gypcrete as lamination is not permitted. The Board has suggested the contractor contact PEKA directly to discuss and present new options. PEKA will advise the owner.

14) **Administrative:**

- a. Orientation of new Board members: Complete.
- b. Owner/tenancy records: The Board reviewed both documents.
- c. Business Plan: The plan was reviewed and will be updated accordingly.
- d. Risk Management Report: Tabled for next meeting.
- e. Website: Gottfried is updating the information as applicable. Feedback has been very positive.
- f. Committee reports:
  - i. Landscaping: previously reviewed.
  - ii. Social committee: previously reviewed.
- g. Newsletter: A spring newsletter will be drafted shortly.
- h. Bill 9, Condominium Property Amendment Act, 2014: No update available from the Government.
- i. Board Governance:
  - i. ACR Conference: Tabled for future meeting.
- j. Master key data base: Each Board member has a common door master key. Cliff Block also has a key.
- k. Real Estate review: Dan Sparks will be invited to attend the next Board meeting to provide feedback any feedback or advice to the Board with respect to his experience with Canmore condominium real estate transactions and at Crossbow Point.

1. Supplemental Storage lockers: There are 3 owners on the wait list. Each locker has been pre-paid until 2019. The funds collected were used to build the lockers and no action is required until 2019.

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

- a. April 22, 2017 at 1:00 p.m.
- b. June 24, 2017 at 9:00 a.m.
- c. August 19, 2017 at 9:00 a.m.
- d. October 21, 2017 at 9:00 a.m. (Post meeting notation: meeting date changed to November 4)
- e. December 9, 2017 at 10:00 a.m. Joint meeting with Landing at PEKA
- f. December 9, 2017 at 11:00 a.m. after Joint meeting at PEKA

**16) Adjournment: 3:58 p.m. by David.**