

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held June 24, 2017 at 9:00 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 9:08 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 Anne, seconded by Gottfried to approve the agenda with the following additions; 6 a i) Banff Fire & Safety, 10 b) Gym Equipment
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda:** Motion by Anne, seconded by Brent to adopt items 5, 6c, 9, 9a, 10a, 11a, 11b, 13a, 13b, 13e, 13fii, 13h, 13i, 14 and pending motions 1, 2 and 3 as consent agenda items. Motion carried. Consent agenda items are typically non-controversial or routine and will not be further discussed when they appear on the agenda to facilitate a more efficient meeting.
- 5) **Approval of the April 22, 2017 meeting minutes:** April 22, 2017 meeting minutes were approved as amended as part of the consent agenda.
- 6) **Financial review:**
 - a. Budget/Operations review F'2017: Gibson reviewed the year to date with those present and the proposed fiscal 2018 budget. The miscellaneous item was increased to \$10,000 for the Board to pursue such items as safety, security or energy conservation initiatives. Motion by Gottfried, seconded by Anne to approve the budget with a 1% increase in condo fees. Motion carried.
 - i. Alberta Energy Efficiency Program: Item discussed, no further action required at this time.
 - ii. Banff Fire & Safety Invoice: There was a significant administrative error, identified by a Board member, on the invoice for the in unit smoke detectors that has since been rectified. Gibson also apologized for PEKA not catching the error.
 - b. Budget planning for F'2018 and related Manager's Report: The fiscal 2018 budget was approved under the budget review. Gibson will create a manager report for the Board's review prior to distribution to the ownership.
 - 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 Brent to re-invest the upcoming maturities at the best possible rate at the time of investment for up to 2 years. Motion carried.

- 7) **Safety issues:**
- a. OTIS: PEKA will ask OTIS if at the next servicing the doors can be adjusted so they close with less force.
 - b. Fire Drill: Given that a recent fire alarm provided for a real fire drill event it was discussed whether there will still be a drill in September. After discussion the fire drill will occur as planned.
- 8) **Business arising from prior Board meeting minutes:**
- a. Exterior staining / painting: The scope of the exterior staining was discussed and decided that it will include all vertical structural log columns with 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. Benjamin Moore did review the site and provided a product recommendation of solid paint and they have found it to be outlasting the solid stains. Further investigation will be conducted prior to a decision being made.
- 9) **Management Monitor Report:**
- a. Walk around October 16, 2016: 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. HVAC replacement – pool equipment room: Motion to accept, as previously approved by Board email, the May 7, 2017 quotation from ARH to improve ventilation in the pool equipment room through the installation of a replacement exhaust fan at a cost of \$3718.00 + GST. Ratification occurred as part of the passing of the consent agenda motion.
 - b. Gym equipment: A quote from Beyond the Basics was circulated to repair some of the fitness equipment. The Board directed PEKA to initiate the work.
 - c. Theatre compressor: Motion to accept as previously approved by Board email, the June 6, 2017, quotation from ARH to replace compressor in the Theatre (165) at a cost of \$1916.00 + GST. Ratification occurred as part of the passing of the consent agenda motion.
- 11) **Correspondence PEKA:**
- a. 175 bylaw violation: No further discussion required given the subject was approved as part of the consent agenda.
 - b. 155 flooring request: A unit in building 155 made a flooring modification request. Motion to accept, as previously approved by Board email, the June 2, 2017 request for flooring modifications. Ratification occurred as part of the passing of the consent agenda motion.
- 12) **Correspondence Board:**
- a. Comment box: None
 - b. Email: The Board received an email from an owner suggesting a light to be installed above the car wash area in building 175 as it is quite dark. The Board will review further for both building 175 and 155.

13) Administrative:

- a. Owner and Tenancy Records: The Board reviewed both documents 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: Brent reviewed the updated plan with those present.
- d. Website: Gottfried has recently updated the website and welcomes feedback or suggestions for the site.
- e. Google Docs: No further discussion required given the subject was approved as part of the consent agenda.
- f. Committee Reports:
 - i. Landscaping: Spring pruning and removal of dead bushes needs to be completed. PEKA will organize for Tanmanz to do this. The Paulco Landscaping project, which includes new trees planting, is to commence soon between the amenity building and building 155.
 - ii. Social Committee: The minutes were distributed. Red chairs were purchased and installed. As of June 2017, the finances were \$3,788. No further discussion required given the subject was approved as part of the consent agenda.
- g. Newsletter: Brent will be preparing the next newsletter.
- h. Bill 9, the Condominium Property Amendment Act, 2014: No update and no further discussion required given the subject was approved as part of the consent agenda.
- i. Board Governance:
 - i. ACR Conference – October 20 & 21, 2017: No further discussion required given the subject was approved as part of the consent agenda.

14) Next meeting date(s):

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

15) Adjournment: 11:58 a.m. by Brent. The Board and PEKA then did a 'walk-around' of the property (external), with items identified to be noted, actioned and monitored.