

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
Held November 4, 2017 at 9:10 a.m. at PEKA office**

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

**Teleconference:** Brent Robertson from 9:30-10:35 a.m.

**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:** The agenda was approved as presented.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda:** Motion by Ron, seconded by Gottfried to adopt items 5a, 6d, 9, 9aii, 9aiii, 13a, 13b, 13e, 13fi, 13fii, 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 August 19, 2017 meeting minutes:** August 19, 2017 meeting Minutes were approved as part of the Consent Agenda.
- 6) **Financial review:**
  - a. Budget/Operations review F'2017: Gibson reviewed the unaudited year end with those present.
  - b. Budget review for F'2018: No discussion required
  - c. Accounts receivable: Gibson reviewed the accounts receivable with those present.
  - d. Reserve Fund Investments: Ron reviewed a summary of investments with those present.
- 7) **Safety issues:**
  - a. Amenities building security access failure and replacement system: Proposals for new camera and fob systems were reviewed. Motion by Ron, seconded by Brent to have PEKA invite Volkan from Bordo Security as a finalist to a meeting with the Board to review their proposal. Motion carried. Ron will prepare a list of questions to be sent to Bordo in advance of the meeting.
  - b. Hand railing re 155 building steps: An assessment was completed by the primary insurance underwriter, Aviva. During their inspection of the property, it was suggested that a hand railing be installed at the 155 entrance. Motion by Ron, seconded by Anne to take no further action on this recommendation after reviewing the area, given there have been no reports or incidents and factoring the opinion provided by the insurance Broker. Motion carried. The issue of light in the area was discussed as a potentially better addition. PEKA will ask S2S for a quote to install a motion sensor light at the 155 entrance.

8) **Business arising from prior Board meeting minutes:** See item 7.

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.
- ii. Roof work (ridges and tiles): Remedial work was done prior to winter to ensure roof is safe. Motion by Ron, seconded by Anne to approve the Signature Roof Tile quote of \$93,912.00, with work to commence in the spring. Motion carried. The Reserve Fund will be used for this project. PEKA will request a quote to have the other two buildings inspected for maintenance items.
- iii. Abloy Locks: PEKA has been corresponding with an Abloy representative to assist with the Abloy locks onsite. A long-term plan was discussed with respect to Abloy locks and how to configure in contemplation of the incoming fob system.

10) **New Business:**

- a. Use of Titled Parking stalls: The Board discussed updating the parking policy. Anne and David will work on the revisions.
- b. Parking (visitor): Options were discussed by the Board. Motion by Ron, seconded by Gottfried to change the visitor parking allowable time to 7 days from 48 hours to be consistent with the Crossbow Landing policy. Motion carried.
- c. Call Box system – warranty: Ron met with a Mircom representative onsite to review security and the front buzzer. There was a concern with the installation of the Mircom panel and the subsequent warranty. PEKA will take the concerns to Trillium Home Services for feedback as they installed the panel.
- d. Smoking – update regarding the Landing: Crossbow Point and Landing Board members have discussed smoking as a generic topic around the property and suggestions on how to deal with any issues that arise.
- e. Hot Tub – Lexan installation: Motion by Anne, seconded by Ron to proceed with the installation of Lexan sheets to protect the newly replaced log and rock structure from the hot tub moisture. Motion carried. It is believed the Lexan sheet will also act as a security deterrent.

11) **Correspondence PEKA:**

- a. Request for winter parking of 2 ATVs in Titled stall: Motion to approve request from a second-floor owner in 175, per Board email discussion, to park 2 ATVs over the winter (to June 21, 2018) subject to certain conditions and as per vested Board authority per By-laws. CA
- b. Request for flooring modification (see Motion): Motion to approve request from a third-floor owner in 175 for flooring modification as outlined in their Sept 21, 2017 application, and as supported by the Board through email discussions. CA

12) **Correspondence Board:**

- a. Comment box: None

**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.
  - i. Walk around (inside): The Board will tentatively conduct an interior walk around after the meeting with Bordo Security if time permits.
- c. Risk Management: Tabled for the December 9, 2017 meeting.
- d. Website: The website is current. Gottfried provided an overview on the website updates.
- 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: No further discussion required given the subject was approved as part of the consent agenda.
  - ii. Social Committee: The Minutes were distributed. As of November 1, 2017, the finances were \$3,075. No further discussion required given the subject was approved as part of the consent agenda.
- g. Newsletter: Brent is currently working on the Winter issue will be sent once complete.
- h. HR Act- pending changes re age discrimination – action planning: The Board will consider a legal opinion to substantiate actual legislation once the Act passes.
- i. Bill 9, the Condominium Property Amendment Act, 2014: Phase I Act is to come into effect January 1, 2018, which will mostly impact developers. Gibson will report at future meetings.
- j. Board Governance:
  - i. ACR Conference – October 20 & 21, 2017: Ron attended the conference and provided a report to the Board.
- k. Succession planning for 2018: The Board discussed for planning purposes.
- l. Fire Drill scheduled for Oct 2017: The fire drill was not completed and will be done at a future date.
- m. Condo Group meeting Nov 3, 2017: The group met yesterday and discussed condo related matters. PEKA will check into WCB coverage for volunteer workers.

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

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

**15) Adjournment:** 1:07 p.m. by Gottfried.