

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held April 28, 2018 at 1:30 p.m. at Crossbow Point**

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

Teleconference: None.

Regrets: Brent Robertson

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 1:30 p.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 Ron, to approve the agenda as amended. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda:** 5a; 11a,b; 13b,c,f,g; and pending motions 1, 2 and 3 (concerning two renovation requests and the window cleaning contract for 2018);14. Motion by Anne, seconded by Gottfried to approve the Consent Agenda items. Motion carried.
- 5) **Approval of prior meeting minutes:**
 - a. February 3, 2018 Board meeting minutes: Motion by Anne, seconded by Gottfried to approve the February 3, 2018 Board meeting minutes as presented. Motion carried.
- 6) **Financial review:**
 - a. Budget/Operations review F'2018: Gibson reviewed the 7-month year to date with those present.
 - b. Accounts receivable: The accounts receivable was reviewed. PEKA is following up with the unit owners as applicable.
 - c. Reserve Fund investments: Ron reviewed the investments with those present.
- 7) **Safety issues:**
 - a. Security system review:
 - i. PEKA will contact Bordo to have them review the project. Ron will be the main contact.
 - ii. PEKA will respond to Abloy on behalf of the Board. Crossbow Point would like to have Canmore Lock Service as the provider, replacing Bow Valley Locksmithing. Motion by Ron, seconded by Anne to have PEKA respond to Abloy with this information. Motion carried.
 - b. Carbon Monoxide detectors: The Board will consider updating all parkade sensors with the 2018-19 budget. PEKA will get a quote for the 3 parkades.
 - c. Fire alarm protocol: Different scenarios were discussed. Ron will investigate further.
 - d. Banff Fire and Safety quote: Everything has been installed and programmed.
 - e. Snow removal: The Board thanked Men in Kilts for the service over the previous year. A reminder will be issued that the fire lane behind 175 is not to be used for snow pile storage.
 - f. Fire safety plan: A fire plan was discussed. Gottfried will work on a plan for the next meeting and will ideally be added to the website.
- 8) **Business arising from prior Board Meeting minutes:**
 - a. Interior Designer: Gibson will circulate the contact information for the Designer used at Landing for their carpet project. A meeting will be set up over next few months to develop a plan for carpet replacement.
- 9) **Management Monitor Report:**

- a. Plexiglass addition around the hot tub area is progressing.
- b. PEKA to ask 11th Hour if there are select locations for the drip edges rather than throughout the building.
- c. Motion by Gottfried seconded by Ron to approve the 11th Hour railing replacement and epoxy quote. Motion carried.
- d. PEKA will follow up with the Town of Canmore regarding the property taxes on the 2 common area parking stalls as a response has not been received.

10) New Business:

- a. **Guest Suites:** David will provide some suggestions for the revised agreement.
- b. **Cannabis article:** Circulated during the pre-meeting.
- c. **Owner submissions to the Board:** The format in which owners submit correspondence to the Board was discussed. No action at this time.
- d. **Oversized dog in 175:** PEKA has requested documentation from the owner of the unit as it has been reported this is a service dog in training.
- e. **Unauthorized tree cutting and pruning:** An owner in 175 has cut trees and pruned several trees on the common property and the natural reserve. PEKA will contact legal counsel to have a 'cease and desist' letter drafted and sent to the owner at their registered address.
- f. **Water leak from a second-floor unit in 175:** PEKA reported on the leak from a second-floor unit and the subsequent damage to the unit below and common property. The owner of the second-floor unit is aware the cost will be assessed back for the repairs as it is under the condominium's deductible amount.
- g. **Smoking on balconies:** An occupant has been observed flicking cigarette butts into the grass. PEKA will send a warning letter.
- h. **Supplemental storage lockers:** PEKA will review further and make a recommendation on how best to handle payments and administration.
- i. **Stairwell damage:** There is a small nick on the wall near a second-floor unit in 175. No action at this time as it is small.

11) Correspondence PEKA:

- a. **Renovation request** – consent agenda pending motion 1: Move to ratify Board prior approval of flooring renovation request from a unit in 155, dated February 6, 2018 as submitted.
- b. **CA:** Web query – question regarding flooring in unit above: Previously discussed.

12) Correspondence Board:

- a. Comment box: Has now been physically closed. Owners are directed to the website Contact Us facility.

13) Administrative:

- a. CA – Owner and tenancy records were reviewed prior to the meeting.
- b. CA – The business plan was reviewed prior to the meeting.
- c. Risk Management – tabled.
- d. Website: Gottfried confirmed the website is up-to-date.
- e. CA – Google docs update: up-to-date
- f. CA – Social Committee: \$2707.56 in the account as of April 15, 2018.

14) Next meeting date(s):

- a. June 23;
- b. August 18 and
- c. October 20, 2018.

15) Adjournment: 4:36 p.m. by David.