

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held Aug 18, 2018, 9:00 a.m., at Crossbow Point**

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

Teleconference: None.

Regrets: None.

PEKA: Becki Kochan

- 1) **Meeting call to order:** The meeting was called to order at 9:03 a.m. by David. No objections from those in attendance to Becki recording the minutes.
- 2) **Additions to the agenda/approval of the agenda:** Motion by Gottfried, seconded by Ann, to approve the agenda as presented. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda (CA):** 5a; 7e; 12a,b,d; 13b,c,f,g-ii,k. Motion by Anne, seconded by Brent to approve the Consent Agenda items. Motion carried.
- 5) **Approval of prior meetings minutes:**
 - a. **CA - Approval of the June 23, 2018 meeting minutes;**
- 6) **Financial review:**
 - a. Budget/Operations review F'2018: The 11-month year to date was reviewed and most items are tracking well. The approved budget was mailed to all owners, although it hasn't been received by most owners yet. The Board will circulate the Managers Report and budget through the Chatter distribution list, along with posting on the website.
 - b. Accounts Receivable: The accounts receivable was reviewed. No concerns raised.
 - c. Reserve Fund Investments: Ron reviewed the investments with those present. No changes since the last review. Some of the 'Spring Board' GIC accounts will be coming up for renewal over the next few months.
- 7) **Safety issues:**
 - a. Security system review: Ron continues to correspond with Bordo. PEKA is waiting for a quote from Banff Fire and Safety regarding the alarm panels and intruder monitoring. New panels would be required if a switch is made. The Board would like confirmation on what happens to the old panels. PEKA will ask Banff Fire if there will be a credit for the old panels or if they will be left on site.
 - b. Fire Safety Plan: Gottfried will incorporate the suggested changes into the final document and circulate for additional feedback. The final printing will be done at Bow Valley Basics once approved and hand delivered to each unit. The electronic version will be emailed to owners and posted on the website.
 - c. CO Gas Detector System Replacement: Gasonic has tentatively booked the installation of the new detectors for the week of August 20.
 - d. Emergency response review: Gottfried conducted a review of the website and will update the applicable areas with the correct phone numbers and contact information. Owners should call PEKA's 24 hour emergency line for assistance. For immediate response between the hours of 2200-0600 (per our contract with them), Spillet Security will respond to. The non-emergency RCMP complaint line can be used for noise or other potentially illegal activities at any time, and outside of Spillet's hours.
 - e. CA – 155 walk way lighting: The new lighting has been installed and looks good.

8) Business arising from prior Board Meeting minutes:

- a. Interior Designer: A meeting will be set up for some time in September with the designer to discuss carpet options and do a walk through of the buildings.
- b. Supplemental storage lockers: PEKA will circulate the new contracts to owners who have rented a supplemental storage locker.
- c. Canmore Policing Presentation: Approximately 50 people responded in favour of attending a presentation on Cyber Crime. The presentation has been set for October 25 and will be open to Landing residents as well. A portable projector screen (70x70) will be purchased in advance. David will circulate another survey closer to the event to confirm attendance.
- d. Electrical conduit replacement: Motion by Brent, seconded by Gottfried to approve the quote prepared by S2S Electric as presented. A Safe Work Procedure will be requested in advance of the work for Board records. Motion carried.

9) Management Monitor Report:

- a. Review additional items:
 - i. Balcony repairs: Work will commence in September.
 - ii. Balcony log railing repairs: work will commence in September. Access to 3rd floor units will be required.
 - iii. PEKA to send the annual Banff Fire and Safety report to Brent for review.
- b. Directors/PEKA Action Items: all items previously discussed.

10) New Business:

- a. Concrete work: The curbing at the rear of 175 has been repaired.
- b. Log painting: The Board reviewed three quotes from Peak Performance Painting. Motion by Ron, seconded by Anne, to approve quote 12519 to complete the remainder of the 2018 exterior staining project on the southside of 155 inner courtyard and the north side of the 175 full corner, along with the east facing wall for \$25,725. Motion carried. Quotes 12483 and 12484 will be deferred for next season. PEKA to request maps containing the scope of work be used to track work completed moving forward for all work.
- c. Age restriction:. Legal considerations to be discussed further at the next meeting.
- d. Cannabis/Smoking/Vaping policy: Motion by Anne, seconded by Gottfried to approve in principle the draft policy for Tobacco, Tobacco-Like Products and Cannabis use. The policy will be circulated to all owners once finalized. Motion carried. The policy will also be posted on the website.

Brent left the meeting at 12:04 p.m.

11) Correspondence PEKA: None.

12) Correspondence Board:

- a. Hot tub incident-July 19, 2018: The Board received a noise complaint from an owner, stemming from an incident involving the outdoor hot tub. After extensive discussion, the Board will look at installing a sign to advise of noise transfer. 11th Hour Fine Services will be asked to provide options for installing a sound dampening material if possible. PEKA will respond to the owners concerns and advise the Board is investigating options.
- b. New Years Eve party: The Social Committee requested permission to host a NYE party in the amenity building. After careful review, the Board approved the party with the following conditions: *The pool will close at the regular time. The event will end no later than 1:00 a.m.* PEKA will notify Security and Alarm monitoring company. David will notify the Social Committee.
- c. CA – Signage for parking stall and storage area: The Board received an email regarding the signage for the parking and storage areas. A response was sent to the owner.

- d. CA – anonymous complaint: An anonymous complaint was received regarding a first-floor unit in 175. The Board affirmed it is hesitant to act on anonymous complaints, notwithstanding safety and security matters.
- e. CA – Sign on door: A complaint regarding a sign on a first-floor unit in 155 was reviewed.

13) **Administrative:**

- a. Action Items from prior meeting: Reviewed.
- b. CA – Owner and Tenancy Records: Records were reviewed prior to the meeting.
- c. CA – Business Plan: The business plan was reviewed prior to the meeting.
- d. Risk Management: Brent circulated to Board members prior to the start of the meeting. The new format looks good. Some items require further clarification. Follow up will be done at the next meeting.
- e. Website: Gottfried is keeping everything current.
- f. CA – Google Docs updates: Electronic code lock information has been updated.
- g. Committee Reports:
 - i. Landscaping:
 - a) The service provided by Tanmanz has been lacking this summer. Anne will be reviewing all of the invoices submitted to date. A Tanmanz truck was observed leaking oil on the roadway. PEKA to follow up for the cleaning.
 - b) Anne will arrange for Natural Tree Solutions to remove a few trees in the fall that are too close to the 155 building and to facilitate exterior building maintenance.
 - c) The irrigation review is on hold until the electrical repairs have been completed.
 - ii. **CA – Social Committee**: \$2078.51 is in the account as of August 9, 2018.
- h. Newsletter: Brent will begin working on the fall edition.
- i. Survey Monkey: This is an extremely useful tool based on experience to date, and will be used again in the future.
- j. Bill 9, the Condominium Property Amendment Act, 2014:
 - i. Fidelity Bonding coverage: RF balance at the beginning of the fiscal year and maximum balance of operating account of previous 12 months, plus 3 highest monthly fees contributing in prior fiscal year to be covered. PEKA will ask Rogers insurance for an opinion.
 - ii. All RULES to be communicated to Owners and Occupants within 90 days of the Regulations being approved.
 - iii. Communicate to those that expressed interest: David will schedule an interest meeting, coordinated with CB Landing.
- k. ACR-18 Conference: The Alberta Condominium & Real Estate Conference is being held November 2 and 3, 2018. Gottfried will attend.

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

- October 27, 2018
- December 8, 2018 (joint + CPT)

15) **Adjournment**: 1:03 p.m. by David.