

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held December 8, 2018 at 10:45 a.m. at PEKA**

In attendance: David Minifie, Gottfried Haase, Anne Forbes, Brent Robertson.

Teleconference: None

Regrets: Ron Davies

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 10:45 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 Brent, seconded by Gottfried to approve the agenda as presented. Motion Carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda (CA):** Motion by Brent, seconded by Anne to approve the Consent Agenda items as noted herein. Motion carried.
- 5) **Approval of the October 27th, 2018 meeting minutes:** The October 27th, 2018 Meeting Minutes were approved as part of the Consent Agenda.
- 6) **Financial review:**
 - a. Budget/Operations review F'2018:
 - i. A note will need to be included to reflect that the roofing repairs were paid in the 2019 fiscal year.
 - ii. Motion by Anne, seconded by Brent to approve the Audit as presented. Motion carried.
 - b. Accounts receivable: The accounts receivable was reviewed. No concerns raised.
 - c. Reserve Fund Investments: The investments were reviewed by those present. Motion by Brent, seconded by Gottfried to have Anne invest \$150,000 at the best available rate with ATB Financial for a 1 Year GIC. Motion carried.
 - d. Fire-proofing work: The quote from Ultimate Contracting for the fire proofing work was reviewed. Ultimate Contracting will be asked to submit an invoice for preparing the report and submitting pictures. PEKA will obtain a second quote for the same repairs for consideration.
- 7) **Business arising from prior Board meeting minutes:** None.
- 8) **Management Monitor Report:**
 - a. Review additional items: David will combine into one document the Management Monitor and the Action reports for easier review.
 - i. Banff Fire & Safety will be installing new intruder alarms next week. The ULC monitoring system will be in place and ready for the change in contractors by the end of January 2019.
 - ii. 11th Hour Restoration will be asked to provide a recommendation for the next phase of log repairs. The Board was advised of a deck railing that needs to be assessed. PEKA to ask 11th Hour to review.
 - iii. Motion by Brent, seconded by Anne to approve the drip edge quote submitted by 11th Hour Restoration. Motion carried.

b. Directors/PEKA Action Items:

- i. The action item list was reviewed and updated. The staining project costs were discussed as there was a significant amount of required sanding and preparation than originally anticipated. Peaks Painting completed the work to date at a loss to ensure that the job was done properly. Motion by Brent, seconded by Anne to approve payment to Peak Performance Painting at 25% above their cost of the project. Motion carried.

9) **New Business:**

- a. Volunteer Appreciation Night: Anne provided an update on the volunteer appreciation night, which has been scheduled for February 9th, 2019. There will be 32 people present and will cost \$27.00 per person. This will not be an annual event.
- b. Town Hall meeting Spring 2019: The Board is considering a Town Hall style meeting for some time in early 2019. This will be dependent on the topic.
- c. Landscape options: Anne met with another company to review landscape options. This information will be reviewed further before a recommendation is submitted.
- d. Parking: The Board reviewed the Town of Canmore towing procedures. While there are no specific issues currently, it's good to be aware of the process.
- e. Garburator use and communication: There have been several issues surrounding the plumbing stacks and garburators. Gottfried prepared a memo and will post it on the website.
- f. Posters-Use and placement: A policy for common area notices and postings was discussed. Cliff will be asked to install 2 new bulletin boards, one in each parkade, for general posters. The existing bulletin boards would then be removed. Requirements for notices/postings would be noted on each notice board.
Gratuity: The Board will purchase a gift card, as per past practice, to thank one exceptional individual for their support to the condo and its owners/residents.
- g. Insurance Certificate: The insurance certificate will be mailed out with the ACM package.

10) **Correspondence PEKA:** None

11) **Correspondence Board:**

- a. Security: The Board received an email from an owner expressing concern regarding security in the parkade. While the Board did discuss the topic at length, it will also be discussed further at the ACM and AGM with all owner's present. Reminders will also be included in the next newsletter.
- b. Tire Storage: A notice was posted on the tires that are currently stored in the parkade, which prompted a response from the owners of the tires. The Board is reviewing alternative storage ideas, including the one proposed by the owners of the tires. A response will be provided to the owners in question.

12) **Administrative:**

- a. Succession planning: All current members are willing to put their names forward again for re-election at the AGM.

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

- a. February 9, 2019 at 9:00 a.m.
- b. April 13, 2019

14) **Adjournment:** 1:54 p.m. by David.