

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held February 3, 2018 at 10:00 a.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 10:04 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 Ron, to approve the agenda as presented. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda:** 5a; 10a; 13a,b,e,f-II; and pending motions 1 and 2.
- 5) **Approval of prior meeting minutes:**
 - a. December 9, 2017 Board meeting minutes: Motion by Anne, seconded by Gottfried to approve the December 9, 2017 Board meeting minutes as presented. Motion carried.
 - b. Agreement with December 9, 2017 joint draft Board meeting minutes: Motion by Gottfried, seconded by Anne to accept the December 9, 2017 Board meeting minutes as presented, subject to agreement by the Landing Board. Motion carried.
 - c. Agreement with draft January 6, 2018 AGM minutes: Motion by Anne, seconded by Gottfried to accept the draft January 6, 2018 AGM minutes as amended, subject to agreement by the Landing Board. Motion carried.
 - d. Agreement with the draft January 6, 2018 ACM minutes: Motion by Gottfried, seconded by Anne to accept the January 6, 2018 ACM minutes as amended. Motion carried. PEKA will mail the draft minutes to owners once the AGM minutes are accepted by Landing.
- 6) **Board Member elections to Executive positions:** Motion by Ron, seconded by Gottfried to accept the Board Executive positions as volunteered:
President: David Minifie
Vice President: Anne Forbes
Treasurer: Ron Davies
Secretary: Gottfried Haase
Director: Brent Robertson
Motion carried.
- 7) **Financial review:**
 - a. Budget/Operations review F'2018: Gibson reviewed the 4-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. Motion by Ron, seconded by Anne to move \$100,000 from the CIBC PIA account to a new GIC at ATB. Motion carried. The upcoming roof and potential log railing projects were discussed. Thank you to Ron for all his work on the investments.
- d. Auditor review (per 2018 AGM discussion): PEKA will obtain comparable quotes for a full audit from other companies.

8) Safety issues:

- a. Security system update and FOB distribution (CA pending motion 1):
 - i. That the access FOBs be issued in the amount of the greater of 3 per unit, or the number of Owners plus one, and that the cost of any FOBs in the excess of 3 be charged to the Owner(s). Further, that upon a unit's change of ownership, the related FOB entitlement for the owners will automatically be reset to 3, unless otherwise supported by ownership numbers for the unit in question.
 - ii. Feedback on new system: Ron reported that feedback has been positive and the system is working well.
 - iii. The existing Abloy locks will be left intact for now, however the Board will continue to monitor them.
- b. Banff Fire & Safety quote: Motion by Ron, seconded by Anne to approve the quote presented to install a new Chubb Edwards panel for \$3025. Motion carried. PEKA will notify Banff Fire & Safety.
- c. Abloy and locksmith: PEKA created an initial draft letter for the Board to review. After some revisions, the letter will be approved and mailed to the regional Abloy representative.
- d. Exercise room signage: Aviva Insurance conducted a walk around of the building and indicated a more comprehensive sign was needed on the gym door. The Board created a sign, which was sent to Aviva for approval and subsequently approved by them. The sign will be made at Bow Valley Basics and installed once ready.

9) Management Monitor Report:

- a. Review Additional Items:
 - i. January 10, 2018 walk around:
 - 1. The property tax assessor will reduce the parking stall assessment. Details (financial change) outstanding and to be advised to PEKA.
 - 2. PEKA will follow up with 11th Hour regarding the 155 and 165 exterior stair paint feasibility option.
 - 3. The Board will discuss using a Designer for the common area carpet replacement and related long term plans. A few options are expected to be reviewed.
 - 4. No action is needed for the 175 intercom re the current installation of non-manufacturer transformers. The equipment will be left as is.
 - 5. PEKA will investigate options to reduce the monthly cost for the phone lines.
 - 6. Men in Kilts have acknowledged they damaged the post (175 garage driveway) and will fix it in the spring.

10) New Business:

- a. **PEKA Standards of Operation:** David and Gibson have had correspondence on this and the policy wording is being amended.
- b. **AGM/ACM follow up:** The Board discussed both meetings, which went very well.
- c. **Bylaw Committee:** 4 owners have expressed interest in volunteering. Little action is likely warranted over calendar 2018.
- d. **Fire Safety Plan:** The Board will be working on this over the course of the year, using the Landing's Plan as a reference once it is finalized
- e. **Correspondence PEKA:**
 - i. Approved a Motion That the request from a unit owner in 155 for parents to park a camper van in Visitor Parking for up to 4 weeks be approved on compassionate grounds.
- f. **Correspondence Board:**
 - i. Comment box: None
 - ii. Ice damming concerns: An email was received regarding the ice build up in the eaves and was discussed at length. No immediate action identified.
- g. **Administrative:**
 - i. A key pad policy was discussed for Common Property unit doors. David will prepare the first draft.
 - ii. CA – Owner and tenancy records were reviewed prior to the meeting.
 - iii. CA – The business plan was reviewed prior to the meeting.
 - iv. Website: Gottfried confirmed the website is up-to-date.
 - v. CA – Google docs update: up-to-date
 - vi. Landscaping: The rundle crush needs to be completed. PEKA will do an introduction between Anne and the landscape company at Landing – Mineside Maintenance for irrigation. Motion by Anne, seconded by Ron to approve the 2018 projects up to \$2500. Motion carried.
 - vii. CA – Social Committee: \$2830.64 in the account as of January 26, 2018.
 - viii. Condominium Act of Ontario: David completed this training session for information purposes, and will share online training access with the Board.

11) Next meeting date(s):

- a. April 28;
- b. June 23;
- c. August 18 and
- d. October 20, 2018.

12) Adjournment: 1:44 p.m. by David.