

Crossbow Point Condominium (#0310034, re-division #0410395/0510165)
Annual Committee Meeting (ACM)
January 6, 2018 at 1:00 p.m. at the Coast Hotel

1. **Meeting call to order:** Meeting called to order at 1:11 p.m. by David Minifie. No objections to Becki Kochan of PEKA recording the minutes.
2. **Approval of the January 7, 2017 A.C.M. minutes:** Motion by 208-155, seconded by 212-155 to approve the January 7, 2017 A.C.M. minutes. Motion carried.
3. **Business arising from the January 7, 2017 A.C.M. minutes:**
 - a. Online booking and payment options: This request pertained to the Guest Suites and the Great Room. The existing contractors prefer to maintain the current process and the Board have agreed, given both operate on a minimal revenue and expense basis.
 - b. Security: A full assessment was completed of the security system and recently upgraded. More cameras were added around the property. The garage door timers were also adjusted and will close after approximately 20 seconds.
4. **Reports:**
 - a. **President's Report:** David Minifie, The Crossbow Point Board President took the opportunity to thank the following people:
 - i. The Social Committee operates under an approved mandate. Thank you to Bev Block and the committee members for their work over the year. Bev will expand on the members and the events hosted in her report later.
 - ii. Dorothy Staniforth and Susan Minifie for administering theatre access. Their support services ended this year with the introduction of fob access to the theater. As a note, the theater is now under video surveillance.
 - iii. Barb Mendaglio, Lynne Kemshead and Yolanda Machan make up the landscape committee. This is primarily an advisory role, however the group, along with Anne Forbes as the Board liaison, repaired the grass, kept everything watered during the extreme dry spells and helped maintain the mountain garden.
 - iv. Cliff Bock is a residential owner that also holds the contracts with Crossbow Point through his company, Mountain Springs Services, to provide a range of 'caretaker' services, including his high-quality operations concerning our swimming pool/hot tub - which is a top tier operation; we also acknowledge Al Dubeta who assists in this regard. Cliff is a ready volunteer when something needs to be done and when someone needs assistance.
 - v. Jim and Peggy Wiebe ensured the front entrance flower pots continued to look wonderful and welcoming.
 - vi. Mary Wright provided the seasonal decorations and the winter planters.
 - vii. Lynne Kemshead continued to monitor the 4 guest suites to ensure they remained up to standards.
 - viii. Thanks to all that assisted in Spring clean-up day, decorating of the amenities for the various events and to all in attendance today for taking interest in condominium business.
 - ix. PEKA Management, Gibson Rencz, his assistant Becki Kochan and their colleagues, for their professional services and supporting a valuable relationship.

- x. Special thanks to Ron, current Board Treasurer, for his extensive contributions towards the security updates. With his assistance, the fob distribution was almost seamless, and owners were not faced with the same business hour restrictions over the holidays that would have been in place if all of the fobs were at PEKA.
- xi. Thank you to Anne, Ron, Gottfried and Brent, the 2017 Board of Directors. These people have regularly devoted significant personal time during Board meetings, meeting preparation and email discussions.

The owners present also thanked Gottfried and David for their work on the website.

- b. The year in Review: David Minifie gave a brief overview of the year.
 - i. **Roam Bus**: The Roam bus now has inbound and outbound stops in front of Crossbow and is an asset to the owners and residents.
 - ii. **Board meetings**: The Board held 6 regular meetings, 1 special meeting to discuss security and 1 joint meeting with the Landing, plus the AGM last year for a total of 9 meetings. When practical, dialogue between Board members was done via email and then ratified at the next Board meeting. Each Board member spends approximately 2.5 days a month attending to condominium business.
 - iii. **Canmore Condominium Interest Group**: The Board participates in a Canmore Condo Interest Group where 6 condominiums are represented - sharing ideas, challenges, solutions, technical info.
 - iv. **Governance**: Annually the Board reviews its internal operating document that outlines the Governance standards, operations and the expectations for each Board member. Each member has chosen to sign their personal pledge to work to the standards set out therein.
 - v. **Fire Safety**: In February 2017 there was a small fire in the HVAC motor in building 175. An alarm was activated, and the Fire Department attended. People were able to wait in the amenities building. The Board thanks all individuals who left the building on their own accord. Unfortunately, there were some occupants who chose not to leave when the alarms sounded. Those individuals were potentially compromising the work and lives of the emergency responders. All occupants must vacate the building when an alarm sounds. As a result of this incident, a practice drill was not held.
 - vi. **Policy development**: The Visitor Parking Policy was updated to be more realistic with respect to the needs of owners and visitors use of the visitor lot. The maximum stay for a visitor is now 7 days. The lots are monitored and while it is understood that some owners will use the spots for brief periods of time, the expectation is that owners will use their titled spots and leave visitor parking for the guests.
 - vii. **Communications**: 3 newsletters were published. The website is updated and maintained regularly. www.crossbowpoint.com/ The Board also maintains an email distribution list to support more timely communications of these and other matters. Interested owners and tenants can subscribe through the 'contact us' button on the website to be added to the distribution list. Email correspondence is the fastest way to receive both primary and supplemental communications. The Board will send updates and notifications to owners via

email that would not be distributed otherwise. Canada Post communications are still mandatory for most items as per the ACT, however with the new regulations coming into place, it's expected this will change and more items can be sent electronically.

- viii. **Amenities building:** The condominium moved forward with repairs to the HVAC. During this process, there were some issues with the systems in the pool equipment room and the gym. The repairs in each took longer than anticipated as the parts were not readily available.
- ix. **Boiler room:** Isolation valves were installed on the main baseboard heating line to minimize service disruption and will ultimately reduce the need for the third-floor units to provide access to the plumbers when maintenance work is required.
- x. **Management firm:** The Board signed a 2-year 11 month contract with PEKA. This will align the contract date with the fiscal year end in 2020.
- xi. **Security system:** A complete failure on the fob system occurred in August, which resulted in a full security review.
A security upgrade was approved, which included new fobs, a total of 16 security cameras with the option to add more in the future if needed. Fob access was also expanded to include the main residential doors, theater and gym.
There is a battery back up on the fob system that will last for 2 days in the event of a massive power failure. There is also a connection with the fire panel that will automatically open the fob doors in the event of an emergency.
Owners are allowed to have 3 fobs at no charge. If there are 3 owners in a unit, 4 fobs can be obtained, however the 4th fob will have an associated cost. If there are 4 or more owners, a maximum of 5 fobs will be permitted, again with the additional cost for the 2 extra fobs. The high security keys can still be used.
- xii. **Insurance:** The insurance coverage was reviewed and some changes to the deductibles made. This resulted in a reduced cost to owners and increased financial protection. Accidental Volunteer coverage is also in place. Please review the insurance certificate for deductible information and ensure adequate coverage is in place in your personal policy.
- xiii. **Roofing:** A contractor was retained to complete a full inspection of the roof tiles on 175, with some repairs being completed already. 155 and 165 will be reviewed in the spring with any preventative maintenance being completed as needed.
- xiv. **Landscaping:** A tree assessment was completed. This led to 3 trees being planted near the 155 corridor and an arborist selected a few trees for removal. All changes will support the growth of new and existing trees. The drainage around the south side of 175 was improved, which will promote the grass growth and reduce foundation damage risk. The Board is working with a rolling 5-year plan, updated annually.
- xv. **Log work:** Due to the age of the building, annual inspections and preventative maintenance will be done on the balcony railing and spindles. 6 balconies were addressed this past year, with similar work occurring in the coming years.
- xvi. **Snow removal:** A new contractor (Men in Kilts) was brought in for snow removal by both Point and Landing. Please feel free to submit feedback to either the Board through the 'contact us' feature on the website or to PEKA.

- c. Social Committee: Beverly Block, on behalf of the Social Committee, reported on the year's events.

The Crossbow Point Social Association is a volunteer group of six volunteers at present. Executive committee members for the year were:

Chairperson: Beverly Block;

Secretary: Susan Minife;

Treasurer: Virginia Haase;

Members: Yolanda Machan; Peggy Wiebe; Cheryl Dubeta.

Peggy resigned her position in the fall and Zena Crabtree has joined in her place.

A farewell party for Jim and Peggy Wiebe was held, with Mark Staniforth providing music and the Social Committee went with a sandwich and tea for the occasion.

The Crossbow Point activities that are managed by the Social Committee are the Summer BBQ, providing lunch for the Spring and Fall Clean-Up, Christmas decorating and the Christmas Dinner. The Social Committee also provides lunch for the Crossbow Point Board of Directors meetings as requested.

The addition of the red chairs on the property has provided a fresh resting and meeting place for Crossbow residents. The red chair parties have been very popular.

The Hawaiian Luau was well received, and the decorating group had a fun time making the palm trees. Mark Staniforth and group did a fabulous job of Hawaiian music for the evening.

Refundables continue to be our only source of revenue. A donation was also made from some part time residents, which was used to supplement the events this summer. Major thanks need to be given to the refundable volunteers: Bernard Ouellet, Al and Cheryl Dubeta, Rick Thrane, Mary Nabonsiak, Anne-Marie MacIsaac, Robert Reed, Gary Hanson, John Silvester, Jeff and Angie Campbell, Cliff Block and Linda Benson. Apologies if a name was missed. A special thank you to all community members who are diligent in rinsing their refundables before placing them in the collection bins and a reminder to everyone else to consider doing so!

The Crossbow Point Social Association Mandate is available for your perusal on the website. It clarifies purpose, organization and duties. As stated in our mandate, all owners and residents of Crossbow Point are automatically members of the Association. Please approach members of the executive committee if you have an idea for a social gathering or event that would be open to all owners and residents!

The Social Committee has been formed to serve the community of Crossbow Point and our desire is for the community to be enhanced by the activities that the committee supports.

Prepare for a country hoe down in early March this year.

- d. Internet access in amenities building: There is currently a Shaw Open connection in the amenities building at no cost to the condominium. This is available to Shaw customers only. A TELUS hot spot will be investigated and implemented if there is a similar no cost program available.
 - e. Lighting improvements: The lighting of the 155 walkways near the loading zone and stairs is under review. The Board is also investigating the cost of installing additional splash proof lights in the wash bays. Motion lights are also being considered for the gym and the light switch is inconveniently located well away from the door.
 - f. Electric car charging: There are no facilities or services for charging electric vehicles at Crossbow. This is also mentioned on the website.
 - g. Human Rights Act changes: The Government has changed the Act to incorporate age discrimination as a prohibited matter. This means that current bylaw 82 named Restrictive Covenant -Age will eventually lose legal status. There are some steps the Board can take if decided, however this change does not commence until December 31, 2032 so there is some time to determine which path to take. A bylaw committee will be needed with owners from both Point and Landing. Interested owners can get in touch with either Board through the respective websites or let PEKA know. A change to the bylaws will require approval from 75% of the owners, this includes both Point and Landing.
 - h. Treasurers Report: Ron Davies, as Board Treasurer, reported on the following financial items:
 - i. **Reserve fund and investments**:
 - a. In keeping with a previous Board decision to invest the Reserve Fund deposits in interest bearing GIC's, 2017 saw an increase of investments with earned interest and additional investments from the Reserve Fund. Crossbow Point has invested in GIC's at the Alberta Treasury Branch with the best available interest rate. These GICs are rolled over on maturity and the earned interest is included in the new investment.
 - b. This year, ATB has started offering a 5-year springboard investment with a 1.4, 1.7,1.7,1.85, 2.0 return (1.73% combined) redeemable on the anniversary without penalty. All ATB GIC's are 100% guaranteed.
 - c. The maturity of the investments is staggered to allow funds to become available if required, two or three times per year. If extra funds are not immediately required, the GIC is rolled into a new investment.
 - d. 2017 started with \$461,863 in GIC investments and will grow in keeping with the reserve fund plan to cover anticipated and unanticipated costs for the next fiscal year. The investments increased to \$604,721 this year and will earn approximately \$27,000 over the course of the GIC.
6. **Financial review**: Gibson Rencz of PEKA reviewed the financial statements as provided. Cremers and Elliot produce an Audit exclusive to Crossbow Point. There was an administrative error during the final Reserve Fund transfer; as a result, the monthly transfers will not be made until the schedule and amount is balanced.

- i. The Independent Auditor's report, conducted by Cremers and Elliot has found the financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. The audit has reviewed accounting procedures, financial instruments, annual budgets and management of the Reserve Fund. They are satisfied there are no material misstatements and the financial management procedures are in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. Both Board and Management have complied with policies established by the Corporation and in accordance with Alberta's Condominium Act.

7. **New Business:**

- a. Amenity building doors: The glass door is extremely heavy. Owners would like the Board to investigate installing a better handle or a lighter door.
- b. Hot tub cover: An owner would like the Board to consider moving to a hard top hot tub cover to help keep in the heat and save on electricity.
- c. Happy hour: A reminder that there is a potluck and happy hour in the Great Room after the ACM.

8. **Adjournment:** 2:44 p.m.