

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held June 23, 2018 at 1:30 p.m. at Crossbow Point**

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

Teleconference: Brent Robertson

Regrets: None.

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 9:02 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 Gottfried, seconded by Ann, to approve the agenda as presented. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda:** 5a; 7b; 13c,f,g; 14; Pending Motions 1 and 2. Motion by Gottfried, seconded by Ron to approve the Consent Agenda items. Motion carried.
- 5) **Approval of prior meetings minutes:**
 - a. **CA** - Approval of the April 28, 2018 meeting minutes;
- 6) **Financial review:**
 - a. Budget/Operations review F'2018: Gibson reviewed the 8-month year to date and the estimate to year end with those present.
 - b. Budget F'2019: Motion by Gottfried, seconded by Anne to approve the 2018-19 budget with a 2% contribution increase, pending further review of the electrical cable repair occurring on July 23, 2018. Motion carried. [Post meeting note: repairs deferred pending review of other options; budget unchanged]
 - c. Account Receivable: The accounts receivable was reviewed. No concerns raised.
 - d. Reserve Fund Investments: Ron reviewed the investments with those present. New investments deferred given the upcoming Capital projects: exterior staining, log/rail replacements and the roof repairs are to be scheduled shortly.
- 7) **Safety issues:**
 - a. Security system review: An error was reviewed by Bordo, who was able to resolve it within 30 minutes. Ron is working on a user manual. It was noted that the fobs worked during a power outage, as expected. It has been reported the reader has a battery life of approximately 2 days.
 - b. **CA – ABLOY locks for main doors:** Canmore Lock Service is the new vendor for ABLOY.
 - c. Security review and Programming: It was discovered that the intruder alarms require further operational work. The Board discussed options, however, a follow up discussion with Bordo is needed before a recommendation can be established.
 - d. Fire Safety Plan: Prior to the meeting, Gottfried sent out a draft Fire Plan to the Board for review. The book and content were discussed. The Board is to send any further feedback to Gottfried before it is posted on the web and distributed to owners.
 - e. CO/CO2 Detector System Replacement: Motion by Anne, seconded by Ron to approve both CO and CO2 detector replacement quotes as presented. Motion carried. This is a full technology replacement and upgrade that serves to be pre-emptive as devices are reaching end of life.

8) **Business arising from prior Board Meeting minutes:**

- a. Interior Designer: Gibson will connect with the interior designer used at Landing and set up an onsite meeting with the Board for later in the summer.
- b. Roofing work consideration and approvals: Motion by Ron, seconded by Gottfried, to approve all 3 quotes from Signature Roofing. PEKA to coordinate with Signature Roofing to obtain a consolidated quote, which will be sent to the Board for final consideration and approval. Motion carried. Work to commence in August after the staining is completed.

9) **Management Monitor Report:**

- a. Review additional items:
 - i. The majority of the items on Doug's list will be complete by the end of June. The log rails have been ordered and will be installed once when they arrive.
 - ii. In line with an action item from the AGM last January, PEKA obtained additional quotes from alternate Accounting companies. The Board decided to remain with the same Auditor as the comparable quotes were significantly higher.
 - iii. The supplemental storage lockers are coming up for renewal. One locker will be vacated as the owner is selling. The next person on the wait list will be contacted. PEKA will implement a billing structure for both the new user and renewals.
- b. Directors/PEKA Action Items: The Board reviewed the action item list from the previous meeting.
 - i. Anne provided updates on some of the smaller landscape projects. The irrigation review is on hold until the electrical conduct issue is resolved.

10) **New Business:**

- a. Canmore Policing Committee: The Town of Canmore Policing Committee approached the Crossbow Boards to determine if residents/owners would be interested in receiving a presentation from representatives of the Committee and RCMP concerning the subject of Cyber Crime. David reviewed a potential survey tool and content, and will request feedback from the Landing Board before a decision is made.
- b. Review Draft Policy for Parking and Garage Use: Anne circulated a draft policy to the Board for review prior to the meeting to allow time for review. Motion by Gottfried, seconded by Ron to approve the policy as revised. Motion carried. The policy will be posted to the website and communicated through using the newsletter and email facilities.

11) **Correspondence PEKA:** None.

12) **Correspondence Board:**

- a. Kayak Rack: An owner requested the Board consider installing a kayak rack either in the parking lot or forested area. After careful consideration, the Board decided not to pursue as it would be on common property and require re-designation of property use.
- b. Automated External Defibrillator: An owner suggested the Board consider obtaining AED's to keep onsite. It would cost approximately \$2,200 per device, with a wall mount case. The Board will review this at a later date, along with other items, as listed on the risk management document

13) **Administrative:**

- a. Action Items from prior meeting:
- 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 will send via email or will present at the next Board 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: Nothing new to report on.
 - ii. **CA** – Social Committee: \$2250 is in the account as of June 11, 2018.
- h. Newsletter: Brent is working on the newsletter. This will be the last hard copy delivery for newsletters as future issues will be electronic delivery only.
- i. Bill 9, the Condominium Property Amendment Act, 2014:
 - i. Communicate to those that expressed interest: David will schedule an interest meeting, coordinated with CB Landing.
- j. Education: David circulated a Board member article from March 2018 Toronto Condo news.
- k. ACR-18 Conference: The Alberta Condominium & Real Estate Conference is being held November 2 and 3, 2018. Gottfried will plan to attend.

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

- August 18, 2018
- October 20, 2018
- December 8, 2018 (joint + CPT)

15) **Adjournment:** 11:54 a.m. by David.