

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held October 27, 2018 at 9:15 a.m. at Crossbow Point Boardroom**

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

Teleconference: None

Regrets: Gottfried Haase

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 9:15 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 Anne to approve the agenda as presented. Motion Carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda (CA):** Motion by Anne, seconded by Brent to approve the Consent Agenda items as noted herein. Motion carried.
- 5) **Approval of the August 18, 2018 meeting minutes:** August 18, 2018 meeting Minutes were approved as part of the Consent Agenda.
- 6) **Financial review:**
 - a. Budget/Operations review F'2018: The unaudited year end financials were reviewed. Four items will be moved from the operating account to reserve.
 - b. Accounts receivable: The accounts receivable was reviewed. No concerns raised.
 - c. Reserve Fund Investments: Ron reviewed the previously circulated investment summary with those present.
- 7) **Safety issues:**
 - a. Security System- any outstanding actions: The Board reviewed a VLC monitoring and new intruder alarm system proposal submitted by Banff Fire & Safety. Motion by Ron, seconded by Anne to approve. Motion Carried.
 - i. Banff Fire to coordinate with Ron to show him the new system.
 - ii. PEKA to advise Counterforce and Russell Protective Services.
- 8) **Business arising from prior Board meeting minutes:**
 - a. Cannabis/Smoking: A Policy was approved online and circulated to all owners and registered tenants. Feedback was requested, and the majority of responses received were in support of the newly implemented policy; none opposed the Policy.
 - b. Log Painting: The exterior painting project was unable to be completed this year due to the early September snowfall. Further review will be required for the upcoming projects slated for the Spring. PEKA will discuss the scope with Peak Painting. The last proposal from Peak Painting will need to be reviewed further and the cost clarified.
- 9) **Management Monitor Report:** The updated report was circulated prior to the meeting.
 - a. Review Additional Items:

- i. The Board is available to meet with the Interior designer on November 28. PEKA to confirm with designer.
 - ii. Brent reviewed the Banff Fire & Safety annual report.
 - iii. There are a few small items that 11th Hour still needs to complete, along with some log work.
- b. Directors/PEKA Action Items: The updated report was circulated prior to the meeting.
- i. The electrical conduit project is now complete. Substantial costs were saved by running the conduit through the parkade rather than digging up the old conduit and replacing it.

10) New Business:

- a. Town Hall meetings:
- i. A Cybercrime presentation was held in October. 39 people attended. The Board will look at hosting other events in the future. Some topic suggestions could include long term interior design plans or long-term landscaping plans.
- b. Swimming Pool/Hot Tub: With the new drainage covers installed, the swimming pool and hot tub are in compliance with AHS.
- c. Legal opinion re. Human Rights Act and Age 40 continuation to 2033 (per GF provision): The Board will continue to monitor this topic; no further discussion at this time.

11) Correspondence PEKA: None

12) Correspondence Board: None

13) Administrative:

- a. Succession Planning for 2019: The Board members will provide an update at the next meeting if they are planning to seek re-election.
- b. Risk Management (updates Feb, Jun, Oct): The updated report was circulated prior to the meeting.
- i. Electrical work: Brent noted on the document that the electrical work is now complete.
 - ii. The Board will maintain as a possible future action the purchase of one or more AED's.
- c. Google Docs: The Cannabis policy has been added to the Google Docs site.
- d. Landscaping:
- i. Anne is working with an Arborist to determine a plan with the common trees.
 - ii. Anne will be reviewing the Landing landscape maintenance and contract to determine if there would be some benefit to switching providers.
- e. Social Committee: The August 30, 2018 committee minutes were circulated. There is \$1,790 as of October 21, 2018.
- f. Newsletter: Brent is currently preparing the Fall newsletter. This will be distributed via email and website only moving forward. No hard copies will be circulated.
- g. Bill 9, the Condominium Property Amendment Act, 2014: The draft regulations were discussed in principle. Requirements in the new rules will require some changes to the operations of condo corporations. Details were not discussed. The Board will continue to monitor. PEKA has been preparing for the anticipated changes.
- h. ACR – 18 Nov 2&3, 2018: Gottfried is planning to attend the conference on behalf of the Board.
- i. Volunteer Recognition: The Board will be looking into a volunteer appreciation night.

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

- a. December 8, 2018 at PEKA.

15) **Adjournment:** 12:30 p.m. by David.