

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
Held April 6, 2019 at 1:00 p.m. at PEKA**

**In attendance:** David Minifie, Ron Davies, Gottfried Haase, Anne Forbes and Brent Robertson.

**Teleconference:** None

**Regrets:** None

**PEKA:** Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 1:09 p.m. by David. No objections from those in attendance to Gibson recording the minutes.
- 2) **Additions to the agenda/approval of the agenda:** Agenda approved as presented.
- 3) **Conflict of interest declarations:** David and Anne will abstain from any storage locker discussions.
- 4) **Consent Agenda (CA):** Motion by Gottfried, seconded by Ron to approve the Consent Agenda items as noted herein. Motion carried.
- 5) **Approval of the previous meeting minutes:** The previous meeting minutes were approved as part of the Consent Agenda.
- 6) **Financial review:**
  - a. Budget/Operations review F'2019: Gibson reviewed the financials with those present.
    - i. Exterior staining: Motion by Ron, seconded by Anne to approve the quote submitted by Peaks Painting. Motion carried.
  - b. Budget planning for F'2020: Motion by Ron, seconded by Anne to approve up to a 3% increase in contributions based on first draft budget. Motion carried. Ron will continue to work with PEKA on final budget.
    - i. Great room rentals: The rate for the rentals was reviewed. No increase needed at this time.
    - ii. Supplemental storage: *(David and Anne left the room while the other Board members discussed the supplemental storage.)* Motion by Gottfried, seconded by Ron to review rental rates every several years as an annual increase would be negligible. This will be reviewed again in the future. Motion carried.
  - c. Accounts receivable: The accounts receivable was reviewed. No concerns raised.
  - d. Bylaw review project: Online approval was given to engage MacLeod Law as a joint venture with Landing. The bylaw committee will meet and provide feedback to the respective Boards.
  - e. Reserve Fund Investments: Ron reviewed the investments with those present.
  - f. Account ownership/user at ATB: Motion by Brent, seconded by Gottfried to ratify execution of account update. PEKA was removed as an account holder and replaced with Crossbow Point Board members. Motion carried.
  - g. Fire-proofing work: A Calgary contractor was engaged to provide a quote. The Board reviewed. Motion by Brent, seconded by Anne to proceed with the quote submitted by Adler Fire Stopping. Motion carried.
- 7) **Business arising from prior Board meeting minutes:**
  - a. Volunteer Appreciation night: The Volunteer Appreciation night was a huge success.
  - b. Town Hall (March 23/19): The Town Hall meeting was discussed. No further action required.

## 8) Management Monitor Report:

- a. Review additional items: All items were reviewed.
  - i. Bulletin board: PEKA will follow up with Cliff to get an update on the bulletin board.
  - ii. Electrical work: The work on the main panel is expected to commence in May.
  - iii. Pool doors: This is on Doug's list and he is working on them.
  - iv. Oil stain in parkade: The Board will continue to monitor this Motion by Brent, seconded by Gottfried to allow the owner to use of an oil drip pan on a temporary basis as suggested by the owner, provided any oil that drips on common property is promptly cleaned at the owner's expense. Motion carried.
  - v. Interior designer: The Board met with an interior designer. As the proposal was received past the agreed upon deadline and did not have much detail, the Board asked PEKA to source additional designer options.
  - vi. Log railing work and drip edges: 11<sup>th</sup> Hour continues work on the balcony log replacements and will do the drip edge installations and spot balcony repairs in July.

## 9) New Business:

- a. Dryer vent cleaning: The online ratification to approve the dryer vent cleaning quote by Clean Aire 2000 was approved as part of the consent agenda.
- b. Window/wall leak in 175: 11<sup>th</sup> Hour Fine Services has investigated the leak, found the source and has addressed the issue. An estimate will be coming to complete the repairs. The contractor will be asked to assess the other areas of the roof to see if there is a similar design flaw that can be proactively addressed.
- c. Banff Fire and Safety: The annual inspection was completed. A quote was provided and reviewed by the Board. Motion by Brent, seconded by Anne to proceed on the approved items. Further details will be requested on the remainder of the items. Motion carried.

## 10) Correspondence PEKA: None

## 11) Correspondence Board:

- a. Owner inquiries: The Board reviewed various owner inquiries that were submitted:
  - i. Tire storage concerns were discussed.
  - ii. Lighting: A suggestion was submitted to have automatic doors and motion sensors installed in the garbage chute rooms. The automatic doors are cost prohibitive; however, the motion sensor light switches seem like a good idea and will be pursued.
  - iii. Noise: A noise complaint was received and discussed. To be monitored.
  - iv. Locker question: An owner expressed concern over the location of their locker as they think it may have been moved from original location. The owner was provided with information and will investigate further.

## 12) Administrative:

- a. Board communication: Board communication was discussed briefly.
- b. Owner/tenancy records: The Board reviewed prior to the meeting.
- c. Business Plan: The Board reviewed prior to the meeting.
  - i. A fire drill will be held this summer.
  - ii. A binder containing a summary on how to operate the security system is in the mechanical room. Ron has the electronic copies.
- d. Website: Gottfried updated the website, including information on the storage lockers.

- e. One Drive operations: The drive is updated regularly with relevant files and work. This will gradually replace the Google docs.
- f. Committee reports:
  - i. Landscaping: Anne provided an update as Landscape liaison. Plants will be added to the walk way by amenities and building 155. The budget for the upcoming projects will be submitted soon.
  - ii. Social: The minutes have been added to the One Drive.
- g. Newsletter: nothing to update.
- h. Bill 9, Condominium Property Act Amendments: Gibson provided a general update on the upcoming changes. Significant administrative changes are coming. PEKA will be providing future communications.

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

- a. June 22, 2019 at 9:00 a.m. – Becki will attend this meeting as Gibson is away.

**14) Adjournment: 4:37 p.m. by Brent.**