

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held Aug 17, 2019 at 9:00 a.m. at Crossbow Point**

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

Teleconference: None

Regrets: Brent Robertson

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 9:11 a.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:** Ron occupies one of the affected units for structural repairs.
- 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: Manager's Report and Budget have been sent to all owners.
 - b. Accounts receivable: None.
 - c. Reserve Fund Investments: Investments were reviewed with the consideration of structural repairs. Funding will be required during the next renewal. Ron will contact ATB to determine access to various investments. Ron reviewed access to cash to fund upcoming projects. After seeking legal opinion, it was advised that the project is reserve fund applicable.
 - d. Structural de/re-construction:
 - I. Project Manager determination: Motion by Gottfried, seconded by Ann to approve 11th Hour Fine Services as the project manager based on the proposal submitted, along with ISL Engineering being engaged to provide quality oversight as determined from review of ISL proposal from Aug 9, 2019. Motion carried. Cost will be determined once the units that have been shored and areas contained for proper mold abatement. The action plan allows for this to be accomplished and areas exposed to determine the extent of the damage. A construction proposal will be required. PEKA will notify 11th Hour Fine Services and ISL Engineering of the Board's decision.
 - II. Project Cost: The overall cost is unknown, but a rough estimate of the project will be \$500,000.
 - III. Mold Report: There is mold present, but after testing, the report provided confirms that it is non-toxic.
 - IV. Communications: The presentation draft was discussed in preparation for the town hall meeting. PEKA will notify the 6 affected units that 11th Hour has been engaged and that the current plan is to build a containment wall in the unit so occupants will not need to vacate. All owners will be advised that 11th Hour has been retained by the Condominium as the Project Manager and that ISL Engineering will provide the oversight, along with the early estimates for the projected costs. The Assessment will be called in the new fiscal year when more information is known.

7) **Business arising from prior Board meeting minutes:** Nothing to discuss currently.

8) **Action items:** The action list was reviewed.

- a. Mineside has been asked to prepare a scope of work for the potential berm project. As a lift will be required, Mineside is determining if it the weight will be supported.
- b. There is a tree that will need to be removed to facilitate the repair work. 11th Hour to confirm which one it is so an arborist can be brought in.
- c. The Board met with Interior designers -Sticks and Stones. A proposal was received and reviewed, but due to unforeseen structural project, not funds will be allocated in this fiscal year. Anne will continue to work on this plan.

9) **New Business:**

- a. Security cameras: The Board reviewed an article regarding security cameras and privacy.
- b. Fob access: The Board will contemplate Fob access for all doors in the future.
- c. PEKA – PayQuad: With the new Act changes, PEKA brought in a new program to accommodate the changes, prior to them being put on hold. This program also allows owners to pay by credit card.
- d. Bylaw project: The Bylaw Committee has continued to work on the draft bylaws.

10) **Correspondence PEKA:** None

11) **Correspondence Board:** None.

12) **Administrative:**

- a. Owner and Tenancy Record: The Board reviewed prior to the meeting.
- b. Business Plan: The Board reviewed prior to the meeting.
- c. One -drive operations: The Board reviewed prior to the meeting.
- d. Ratify online decisions:
 - i. Motion to ratify Board approval S2S quote of June 19, 2019 of \$10, 089 + GST and cost of permit, for CDP repair concerning the main electrical panel (165 building).
 - ii. Motion to ratify Board email approval to reallocate the cost of this year’s electrical conduit replacement work and materials to the Capital Replacement Reserve Fund for F’2019.
 - iii. Motion to ratify Board email approval to retail ISL Engineering to review structural concerns re: external water damage to 175 building.
- e. Committee Reports:
 - i. Landscaping: Anne has been working directly with Mineside and the regular maintenance is going well.
 - ii. Social: Nothing to update.

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

- a. Meeting Date: October 5th and December 7th, 2019.

14) **Adjournment:** 12:37 p.m. by David.