

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
Held February 9, 2019 at 9:30 a.m. at Crossbow Point**

**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 9:45 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 Ron to approve the agenda as presented. Motion Carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda (CA):** Motion by Gottfried, seconded by Ron to approve the Consent Agenda items as noted herein. Motion carried.
- 5) **Officer Elections:** Motion by Brent, seconded by Gottfried to keep the executive positions the same as previous years. Motion carried.
  - a. President: David Minifie
  - b. Vice President: Anne Forbes
  - c. Treasurer: Ron Davies
  - d. Secretary: Gottfried Haase
  - e. Director: Brent Robertson
- 6) **Approval of the previous meeting minutes:** The previous meeting minutes were approved as part of the Consent Agenda.
- 7) **Financial review:**
  - a. Budget/Operations review F'2019: Gibson reviewed the financials with those present.
  - b. Accounts receivable: The accounts receivable was reviewed. No concerns raised.
  - c. Reserve Fund Investments: The investments were reviewed by those present. Ron will be meeting with ATB to go over optimal investment opportunities for available new monies and reinvestments and will update the Board at the next meeting.
  - d. Account ownership/user at ATB: While at ATB, Ron will ask that PEKA's name be removed from the account as owner and replaced with that of Crossbow Point as the owner of the account.
  - e. PEKA financial reporting: There are some concerns with the new reporting system. Ron will provide examples to PEKA for further review.
  - f. Fire-proofing work: PEKA asked both Banff Fire & Safety and 11<sup>th</sup> Hour Restoration. Both declined to provide a quote for this work. PEKA will source alternatives for the Board to review.
  - g. Range purchase: After the stove in the amenities building failed, the Board approved the purchase of a new one. Ron sourced a new Range from Country Wide Furnishing. They will send the invoice to PEKA to be paid.
  - h. Budget for outdoor planters: A budget was submitted by an owner relating to the summer maintenance of the planters near the main lobby doors of the buildings. The Board reviewed it and allocated \$300 for new flowers and supplies.

- i. Landscaping: Motion by Anne, seconded by Ron to proceed with Mineside Maintenance for the upcoming season. Motion carried. PEKA will notify Tanmanz that their services are no longer required.
- 8) **Business arising from prior Board meeting minutes:**
- a. Volunteer Appreciation night: The budget for this event was approved via email.
- 9) **Management Monitor Report:**
- a. Review additional items: All items were reviewed.
    - i. Parking Restrictive Covenant (RC): It would appear the RC was only registered on building 155, which was likely an administrative oversight during development. Motion by Anne, seconded by Gottfried to apply the same rules in the RC of 155 as a rule for 175 to maintain consistency. Motion carried.
    - ii. Banff Fire & Safety will be installing new intruder alarms next week. The ULC monitoring system will be in place and ready for the change in contractors.
  - b. Directors/PEKA Action Items:
    - i. Main Electrical panel: Motion by Ron, seconded by Gottfried to approve option 1 submitted by S2S Electric for an approximate \$6000 to disconnect the breaker and test the operation. Motion carried. S2S will coordinate the repairs. A full electrical shut down of both buildings will be required.
- 10) **New Business:**
- a. Crossbow Chatter email: The [crossbow.chatter@gmail.com](mailto:crossbow.chatter@gmail.com) address will be decommissioned as the Board now uses an alternate email through the website.
  - b. Townhall: The Board is looking to hold a Townhall meeting in the Spring with a primary focus on landscape topics.
  - c. AGM and ACM minutes: The Point Board reviewed their Committee minutes and provided feedback on the AGM minutes. Landing will review the AGM minutes prior to distribution.
  - d. Tire Storage: At the ACM, the Board was asked to review tire storage. As suggested at the ACM, the Board prepared an assessment of the storage room (the report is on the website) and the owner recommendation of leaving tires in the parking stalls. Owners were asked to provide feedback. The majority of owners did not respond. After careful consideration, the Board opted to leave the policy the same. Motion by Gottfried, seconded by Ron to keep storage policies the same. Motion carried.
  - e. Supplemental storage lockers: The Board prepared a report outlining the supplemental storage lockers and the wait list. The report is on the website.
  - f. Security software:
    - i. Banff Fire has completed the installation of the new software and monitoring panel. Banff Fire is now under contract for the security monitoring.
    - ii. Bordo Security proposal for security cameras and system maintenance received. It was reviewed and discussed at length. The Board opted to not proceed with a monthly contract and will continue to use Bordo's services as needed. Bordo will be asked to do a maintenance review once per year.
  - g. Bylaw review: Two owners (Landing and Point) will be on the Bylaw Committee. No further update.

11) **Correspondence PEKA**: None

12) **Correspondence Board**:

- a. Owner inquiry: An owner has expressed concern over the carwash etiquette. The Board will add this to the next newsletter.

**13) Administrative:**

- a. Governance: Each Board member signed an updated Board Governance agreement.
- b. Owner/tenancy records: The Board reviewed prior to the meeting.
- c. Business Plan: The Board reviewed prior to the meeting.
- d. Website: Gottfried updated the website, including information on garburators and supplemental storage lockers.
- e. Committee reports:
  - i. Landscaping: The Land Use Bylaw (LUB) fire smart regulations have been updated. The Board will review and consider adopting portions of the regulations.
  - ii. Social:
    - a) The August 30, 2018 minutes were reviewed.
    - b) As of December 6, 2018, the Committee has \$1953.
    - c) Virginia resigned as Treasurer. David Minifie and Bev Block are still signatories on the account.
    - d) Anne and Ron attended the January 24, 2019 Committee meeting, and plan to attend future meetings.
- f. 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.

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

- a. April 6, 2019 at 1:00 p.m. at PEKA – budget meeting

**15) Adjournment:** 2:18 p.m. by David.