

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held June 22, 2019 at 9:00 a.m. at Crossbow Point**

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

Teleconference: None

Regrets: None

PEKA: Becki Brouwer

- 1) **Meeting call to order:** The meeting was called to order at 9:10 a.m. by David. No objections from those in attendance to Becki recording the minutes.
- 2) **Additions to the agenda/approval of the agenda:** Motion by Anne, seconded by Gottfried to approve the agenda as amended. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda (CA):** Motion by Gottfried, seconded by Anne 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: Becki circulated the 9-month review in advance of the meeting.
 - b. Budget planning for F'2020: The Budget was previously approved.
 - c. PEKA's manager report: The draft report was reviewed. Revisions discussed. PEKA will circulate the budget and report by the end of July.
 - d. Accounts receivable: The accounts receivable was reviewed. No concerns raised.
 - e. Reserve Fund Investments: Ron reviewed the investments with those present.
- 7) **Business arising from prior Board meeting minutes:**
 - a. Parking stall lines: The exterior lot and the hill will be painted. PEKA to arrange. The interior stalls will be painted next season (2020).
- 8) **Action items:**
 - a. Interior designer: The Board opted to move forward with Sticks and Stones. A meeting will be set up for the second or third week of July.
 - b. Review additional items:
 - i. Retaining wall: The landscape committee will speak with Mineside Maintenance and request they review the 155 retaining wall to see if an engineering is required in advance of the berm construction. Gibson to work with Mineside and ISL if needed.
- 9) **New Business:**
 - a. Landing Board: Doug Macdonald resigned from the Board. Jim Bell is now the Board President.
 - b. 175 North fire lane: Ron will order a barricade and cones from a website that provides these items. The barricade will be installed in the fire lane as a parking deterrent.
 - c. Landing newsletter: The newsletter was reviewed. Gottfried will look into the parking app being used there to see if something similar would work at Point.

- d. Town hall meeting: A meeting will be tentatively held sometime in November.
- e. Bylaw project: The first draft is expected to arrive early next week from the lawyer.
- f. Fire Smart: The landscape committee is scheduling a walk around with the Fire Smart team to review the forest area around Point.
- g. Cannabis smoking: A complaint was received. PEKA reached out to the unit and no other issues have been reported.
- h. Act changes/AGM process: Given the changes to the condominium Act, the Board will need to review the ACM/AGM process further. To be discussed at the next meeting.
- i. Pet management: An email was received from the building cleaner requesting the Board review the approval process and consider implementing a pet deposit. After careful review and consideration, the Board opted to leave the process the same. If a pet causes damage and the unit is known, the clean up costs will be assessed back to the owner.

10) Correspondence PEKA: None

11) Correspondence Board:

- a. Owner inquiries: The Board reviewed various owner inquiries that were submitted:
 - i. Ping Pong table donation: An owner approached the Social Committee and offered to donate a Ping Pong table to the amenities building. After a walk around and careful consideration, the Board opted to deny this request given the lack of space. The local seniors center has a table that can be utilized and is set up to accommodate the activity.

12) Administrative:

- a. Board communication: Board communication was discussed briefly. Ron and Anne will learn how to use the Mail Chimp program.
- b. Owner/tenancy records: The Board reviewed prior to the meeting.
- c. Business Plan: The Board reviewed prior to the meeting.
- d. Risk Management: Brent reviewed with those present. The document was updated accordingly.
 - i. Sprinklers/irrigation will be moved to the Business plan and will be added to the newsletter.
- e. Website: All information is current.
- f. One Drive operations: The drive is updated regularly with relevant files and work. This will gradually replace the Google docs.
- g. Committee reports:
 - i. Landscaping: Anne, as Landscape liaison, provided an update. The weeds will be sprayed. Notice will be circulated via email and through signs around the interior and exterior.
 - ii. Social: A Governance letter was issued to the committee. As a response was not received, Anne will follow up.

13) Next meeting date(s):

- a. August 17, 2019 at 9:00 a.m.

14) Adjournment: 12:30 p.m. by Gottfried.