

**Crossbow Point Condominium
Board of Directors Meeting Minutes
Held October 4, 2019 at 1:00 p.m. at PEKA**

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

Teleconference: None

Regrets: None.

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 1:10 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:** Ron occupies one of the affected units for structural repairs.
- 4) **Consent Agenda (CA):** Motion by Anne, seconded by Gottfried to approve the Consent Agenda items as noted herein. Motion carried.
- 5) **Approval of the previous meeting minutes:**
 - a. August 17, 2019 meeting minutes: The previous meeting minutes were approved as part of the CA. The August 30, 2019 and September 2, 2019 Board Resolutions were written and approved at the respective meetings.
 - b. Roof repair: The Board ratified their online decision to approve the roof repair of unit 313-175 and the preventative maintenance above the 155-stair entrance as part of the CA.
- 6) **Financial review:**
 - a. Budget/Operations review F'2019: Gibson reviewed the financials with those present. The Board would like to review the guest suite operations and governing documents as a due diligence measure. The Board discussed GST and the rental suites. PEKA will contact an accountant for a preliminary review of the current practice and implications for planning purposes.
 - b. Accounts receivable: None.
 - c. Reserve Fund Investments: Ron posted the summary spreadsheet on the One Drive prior to the meeting.
 - d. Structural de/re-construction:
 - I. Progress: The project is moving along well. Updates are posted on the website regularly.
 - II. Project Cost: Based on initial review, the project budget appears to be on target.
 - III. Communications: Owners were updated at the town hall meeting and regular updates continue to be posted on the website.
 - e. Bylaw rewrite: The invoice issue has now been sorted. Landing paid the full amount up front and Point will reimburse for their half. The committee discussions are ongoing, however due to deferral of regulations by the government, and the structural project, actions are generally deferred to an unspecified date.
- 7) **Business arising from prior Board meeting minutes:** Nothing to discuss currently.
- 8) **Action items:** The action list was reviewed.
 - a. Mineside Landscaping is working on a proposal to facilitate manlift access to the South side of Building 155. PEKA will request an update.

- b. Water infiltration (175 main stairwell and 212-155): The source of the water was from snow melt and ice dam; further Information is being gathered for review and action. The intent is to implement any necessary modifications to the drainage and envelope of the building to achieve the optimal function and longevity of the building structure and components. This could involve eavestrough/downspout replacements (larger volume) and snow guard/stops installations at various roof areas.
- c. Sliding door in pool area: PEKA will follow up with 11th Hour on this project. Given that 11th Hour is prioritizing the structural repair, PEKA will inquire on the timing to ensure it is completed this fall.

9) New Business:

- a. ACR 19: Board member attendance was discussed; we may not attend the conference this year due to priorities and personal schedules.

10) Correspondence PEKA:

- a. Structural feedback: An owner emailed PEKA requesting a historical agreement, believed to be during the Log Project in 2013. The query was discussed, and no such agreement exists. The owner will be asked to clarify the request.

11) Correspondence Board: None.

- a. Unit inspection report: While on the market, a unit was inspected. The report was given to the Board for feedback to determine if some of the issues raised would be a condominium expense. 11th Hour will be asked to assess and see if they can address any of the issues and recommend future actions .
- b. Information request: Owners have reached out to the Board requesting a copy of the letter from the Insurance company that denies the current structural issues as an insurable loss. This will be posted on the website once the official denial letter is available.
- c. Email correspondence: The Board will respond to the various owners who have reached out with feedback and information requests.
- d. Interior wall repairs: A 3rd floor unit had a previous roof leak which resulted in damage to the walls inside the unit. The repairs have been completed, however, given the other issues in the building, 11th Hour will assess the interior of the unit. The air inside the unit will also be tested as a due diligence measure. Signature Roofing has been approved to replace the section of roofing in question and is expected to commence the coming week.
- e. Emergency calls: An owner called the PEKA emergency line for a no heat call. As there were no other calls, the owner was directed to call a plumber. After a bit of back and forth, PEKA did call Banff Plumbing on the owners behalf. The Board and PEKA discussed the process. As the issue did turn out to be a failed zone valve, the owner will be assessed the cost of the call out.

12) Administrative:

- a. Owner and Tenancy Record: The Board reviewed prior to the meeting.
- b. Business Plan:
 - i. Succession planning: Each Board member discussed their willingness to run again and the importance of continuity to ensure proper transfer of information and preparedness as necessary.
- c. Website: Gottfried reviewed the current status and suggested some improvements.
- d. Committee Reports:
 - i. Landscaping: Anne provided an overview of the summer with Mineside Maintenance. Feedback has been positive and the Board is very pleased with the service provided.

- II. Social: A NYE event is being planned. Motion by Brent, seconded by Anne to waive the Great Room rental fee for this event. Motion carried. Spillet and Banff Fire will be advised that the alarm will be off until 2:00 a.m.
- e. Newsletter: Brent is working on the next draft.
- f. Bill 9: No further updates have been provided by the Government.

13) **Next meeting date(s):** Meeting Date: December 7th, 2019 after the Joint meeting at PEKA.

14) **Adjournment:** 4:23 p.m. by Gottfried.