

**Crossbow Point Condominium  
Board of Directors Meeting Minutes  
Held April 16, 2020 at 1:00 p.m. via Zoom**

**In attendance by Zoom:** David Minifie, Ron Davies, Gottfried Haase, Anne Forbes and Marthe Boissonnault.  
Teleconference: None

**Regrets:** None

**PEKA:** Gibson Rencz

**Guest:** Doug Brown, 11<sup>th</sup> Hour Fine Services

- 1) **Meeting call to order:** The meeting was called to order at 1:05 p.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 Anne to approve the agenda as presented. Motion carried.
- 3) **Conflict of interest declarations:** None.
- 4) **Consent Agenda (CA):** Motion by Marthe, seconded by Ron to approve the Consent Agenda items as noted herein. Motion carried.
- 5) **Approval of the previous meeting minutes:**
  - a. February 7, 2020 meeting minutes: The previous meeting minutes were approved as amended as part of the Consent Agenda process.
- 6) **Financial review:**
  - a. Budget/Operations review F'2020: Gibson reviewed the financials with those present.
  - b. Accounts receivable: The receivables were reviewed.
  - c. Reserve Fund Investments: Ron reviewed the investment fund. The Special Assessment payments will be added to the Reserve account.  
*Doug Brown joined the meeting at 1:30 p.m.*
  - d. Structural de/re-construction:
    - i. All reports have been received.
    - ii. Funding: The project is complete and ended under budget. Noted that there may be some additional work required to restore some flooring damage in a unit.
    - iii. Doug will put together a proposal to address future priority items in the eave report and issues of concern raised in the ISL Engineer report.  
*Doug Brown left the meeting at 2:24 p.m.*
- 7) **Business arising from prior Board meeting minutes:** Discussed previously.
- 8) **Action items:** The action list was reviewed.
  - a. Landscape berm on south side of 155: Mineside Maintenance is working on this project now.
  - b. Modified proxy: The proxy will be amended and then sent to the Landing Board for review.
  - c. Fitness equipment: Quotes were reviewed; however, this is not a prudent expense at this time.
  - d. 11<sup>th</sup> Hour task list: The list was reviewed.
    - i. Doug will be given approval to complete the membrane patches in areas of the 155 building. He will be asked to provide a quote for full replacement.
    - ii. Leaking parapet will be reviewed once weather permits.
    - iii. Pool area repairs will be completed while it's closed.
    - iv. There have been ordering challenges regarding the heated stairs. To be monitored.

**9) New Business:**

- a. Patio gate: The Board discussed and decided that there will not be any formal rule published in 2020 regarding resident use of their patio gate.
- b. Banff Fire & Safety quote: After reviewing the quote, the Board requested some clarification in order to consider approval of proposed work items.

**10) Correspondence PEKA:**

- a. Cold weather heating issues: No current issues with the warmer weather. To be monitored.
- b. Window hardware: Owner correspondence was reviewed. No further action at this time. Clarification will be added to the new bylaws.

**11) Correspondence Board:**

- a. Owner correspondence: A number of owners have reached out by email directly to the Board and were responded to accordingly.

**12) Administrative:**

- a. Owner and Tenancy Record: The Board reviewed prior to the meeting.
- b. Business Plan: The document was reviewed.
- c. Website: Content is up to date.
- d. Newsletter: Gottfried is currently preparing the spring edition.
- e. Committee Reports:
  - i. Landscaping: Anne provided an update. There is an onsite meeting tomorrow.
  - ii. Social Committee: Minutes are on the OneDrive.
  - iii. Bylaw review: Tabled.

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

June 23, 2020 at 1:00 p.m. (F'2021 budget focus)  
August 14, 2020 at 1:00 p.m.  
October 16, 2020 at 1:00 p.m.  
December 5 or 12, 2020 at 1:00 p.m.

**14) Adjournment:** 3:33 p.m. by David.