

Crossbow Point Condominium
Board of Directors Meeting Minutes
Held February 7, 2020 at 12:30 p.m. at PEKA

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

Teleconference: None

Regrets: None.

PEKA: Gibson Rencz

- 1) **Meeting call to order:** The meeting was called to order at 12:33 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:** Ron and Marthe occupy two of the affected units for structural repairs.
- 4) **New Board Year:**
 - a. Board Governance: All Board members and Gibson from PEKA signed the Director and Management commitment document as done in previous years.
 - b. Fob distribution: Ron provided an update.
 - c. Board Positions: Motion by Gottfried, seconded by Ron to approve the Board Positions as volunteered. Motion carried.
 - i. President: David Minifie
 - ii. Vice President: Anne Forbes
 - iii. Secretary: Gottfried Haase
 - iv. Treasurer: Ron Davies
 - v. Director: Marthe Boissonnault
 - d. Orientation: Returning Board members offered to meet with Marthe if there are any areas requiring clarification or background on specific topics are needed.
- 5) **Consent Agenda (CA):** Motion by Gottfried, seconded by Anne to approve the Consent Agenda items as noted herein. Motion carried.
- 6) **Approval of the previous meeting minutes:**
 - a. December 7, 2019 meeting minutes: The previous meeting minutes were approved as amended as part of the Consent Agenda process.
 - b. Agreement with Draft minutes of the AGM and ACM: The ACM and AGM minutes were approved for distribution as part of the Consent Agenda process.
- 7) **Financial review:**
 - a. Budget/Operations review F'2020: Gibson reviewed the financials with those present.
 - b. Accounts receivable: 2 units have not paid the first installment of the Special Assessment.
 - c. Reserve Fund Investments: Ron reviewed the investment fund.
 - d. Structural de/re-construction:
 - i. Funding: Costs were reviewed and are on track. Motion by Ron, seconded by Gottfried to proceed with the second installment of the special assessment, with amounts to remain the same as those projected in the original correspondence. Motion carried. PEKA will send a reminder to owners in advance of the due date.

- ii. First floor window installation: The new window is larger and required a retrofit.
- iii. Engineering report: PEKA to follow up to see when it will be ready.
- iv. Thankyou event held for construction crew: The event was well attended and went very well. The crew expressed much appreciation as this type of event had never previously occurred for any of them over their career.
- v. Phase II: A document, dated Feb 4, 2020, dealing with eavestrough, ice and drainage, was received from 11th Hour Fine Services. The Board reviewed and discussed the items. Doug (11th Hour) will be asked to attend the next meeting so that the Board can determine a plan of action.
- vi. Stair melt sensor (175 east stairs): Motion by Anne, seconded by Marthe to approve the quote to replace the failed sensor for \$4,200. Motion carried.
- e. Director liability coverage: A quote has been requested from Rogers Insurance.

8) Business arising from prior Board meeting minutes:

- a. Emergency Evacuation: Gottfried reviewed with those present. This will continue to be an ongoing discussion between Point and Landing.
- b. Town Hall meeting: The material for the February 9 meeting was reviewed.
- c. AGM Proxy: The Board will review with Landing prior to the next AGM. PEKA will discuss some ideas internally with their key team members and report back.
- d. Landscaping: Tabled until next meeting.

9) Action items: The action list was reviewed.

- a. Landscape berm on south side of 155: Tabled until next meeting.
- b. Spring newsletter: A draft is currently being prepared.
- c. Standard Insurable Unit Description (SIUD): Go West Valuations Corp. will be visiting the property to view units and then will prepare a draft for the Board to review. Board members will endeavor to be available to meet with them.
- d. Rules communication: Anne and Ron have been consolidating the rules. The Board will provide to the ownership prior to the March 31 deadline.
- e. Interior design: Tabled for next meeting.
- f. Fire committee: Anne met with the Landing Fire Committee to review their Fire Prevention plan. The Fire Department will be asked to assess and provide recommendations. Further discussion tabled for next meeting.
- g. Maintenance list: Outstanding items will be reviewed at the next meeting.

10) New Business:

- a. Snow storage: The Board discussed the quote for hauling snow off site and found the cost to be prohibitive. On site snow storage will be monitored and removal reconsidered if circumstances warrant.
- b. 155 west driveway: The historical options were discussed. Alternative cost effective solutions will be considered if and when identified.
- c. Sound system for Town Hall meetings and related events: The Board discussed purchasing a PA system for the Great Room. Ron will look into options for a PA system and storage options to hold equipment.
- d. Succession planning: The Board discussed the need for Board member knowledge and operational continuity planning.
- e. Baseboard heating system: There have been several issues lately with heating concerns. The source appears to be excessive air in the lines. Banff Plumbing has speculated on the cause but has not been able to confirm definitively. To be monitored.

11) **Correspondence PEKA:** None.

12) **Correspondence Board:**

- a. Inspection report: A first floor unit in 175 provided their home inspection report. Some items identified have been added to the spring review list.
- b. Guest suite access: An owner asked the Board to consider having a front door fob handed out with the guest suite key. The Board discussed and determined the policy would remain the same.
- c. Fitness equipment: An owner asked the Board to consider adding an inclining weight bench to the fitness equipment. A quote for commercial quality equipment will be obtained by PEKA.

13) **Administrative:**

- a. Owner and Tenancy Record: The Board reviewed prior to the meeting.
- b. Website: Structural updates are added weekly.
- c. Committee Reports:
 - i. Landscaping: Tabled.
 - ii. Social Committee: Minutes are on the one drive.
 - iii. Bylaw review: Tabled.

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

April 16, 2020 at 1:00 p.m.
June 23, 2020 at 1:00 p.m.
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.

15) **Adjournment:** 4:05 p.m. by David.