

Crossbow Point Condominium (#0310034, re-division #0410395/0510165)

Annual Committee Meeting (ACM)

January 4, 2020 at 12:30 p.m. at the Coast Hotel

1. **Meeting call to order:** Meeting called to order at 1:42 p.m. by David Minifie. No objections to Becki Brouwer of PEKA recording the minutes.
2. **Approval of the January 5, 2019 A.C.M. minutes:** Motion by 111-175, seconded by 207-175 to approve the January 5, 2019 A.C.M. minutes as presented. Motion carried.
3. **Business arising from the January 5, 2019 A.C.M. minutes:**
 - a. Amenity hot tub doors: A handle has been installed and the door track updated. While the doors are still heavy, these improvements help.
 - b. Tire storage: Brent Robertson undertook the preparation of a report dealing with on-site Tire Storage Options. Use of a utility room was reviewed on a risk management basis and a determination made that such use represented an unacceptable level of liability for the corporation. The report was sent to all owners by email and posted to the Crossbow Point website. Comments were solicited from owners, and very little interest was expressed by owners. As a result, there was no change and owners continue to use their storage lockers for this purpose.
 - c. ACM time: The meeting times were reviewed by the Landing and the Point Board. It was decided that maintaining the traditional and historical order of the meetings was most appropriate in order to avoid confusion by owners.
 - d. Supplemental storage lockers: Anne Forbes undertook the preparation of a report on the history of the Supplemental Storage Lockers. Pricing of the lockers was confirmed as subject to annual review, based on the 'pricing model' outlined in the report, as a pre-budget planning activity. The pricing review also applies to the rental rates for the Great Room and Guest Bedrooms,. The report was sent to all owners by email and posted to the Crossbow Point website.
4. **Reports:**
 - a. **President's Report:** David Minifie, The Crossbow Point Board President presented a report:
 - i. Acknowledgements:
 - a) SPECIAL ASSESSMENT - On behalf of the Board, I thank all owners for the prompt payment of the first installment of this assessment; we had a very high compliance rate for the Nov 1 2019 payment; PEKA is working with owners as needed to facilitate any outstanding payments; the next payment remains due Mar 2 2020.
 - b) As you well know, these monies are essential to fund the structural rehabilitation project and thereby restore our Capital Reserve Fund that has been, effectively, borrowed against to provide much of the interim funding for the project. We must continue restoring the Reserve Fund to approximate the levels contained in the 2016 report, which positions the condo to pay for planned capital projects as they arise.
 - c) Further, I recognize and thank the owners/residents of the directly affected units in 175 - 107, 207, 307, 112, 212 and 312, for your co-operation and understanding as we continue to complete this project. Also, the owners of 207 and 311 who experienced temporary loss of use of their parking stall and storage unit, for which these owners were very understanding.
 - d) At Crossbow Point we have, over time, developed a condo community. One that goes beyond what many condos of our size achieve.

- e) We have a number of owners and residents that have consistently worked to make and maintain Crossbow Point as a 'best' place. In this regard I extend my thanks, on behalf of all Owners and Tenants, to everyone who has supported our community, and in particular to the following individuals and groups.
- Cliff Bock, who I think everyone knows, is a residential owner that also contracts with the Board through his company, Mountain Springs Services, to provide a range of services, including his high quality operations of our swimming pool/hot tub; Cliff is also a ready volunteer and takes it upon himself to help anyone at any time.
 - Henri Ferguson who has worked with Cliff in carrying out this contractual work.
 - Lynn Kemshead has continued to monitor our 4 Guest Suites to ensure that they have appropriate furniture, fixtures, appliances and amenities.
 - Thanks to all that assisted in Spring clean-up day, decorating of the amenities building for events, and to those of you in attendance today and taking an active interest in your condo business.
 - Both owners and tenants play a vital role in the operation of Crossbow Point and contribute to success as a community.
 - If I've missed one or more acknowledgements I apologize for my oversight and we extend our thanks to you.
 - As a Board we also thank PEKA, both Gibson and his assistant Becki, and their 'behind the scenes' colleagues for their professional services to us. PEKA and your Board have worked to consistently maintain a great working relationship, and that benefits all of us.
- b. Updates and the Year in Review: David Minifie gave a brief overview of the year.
- i. **Board Meetings**: The Board held 6 regular meetings, but 2019 was a particularly challenging year due, in particular, to the structural rehabilitation work associated with 2 vertical columns in the complex. This called for their participation in a number of extra meetings both in person and by phone, along with working through a great many emails. In addition, Board members continued to conduct the more regular business of the corporation, having regular bi-monthly meetings and collaborating as a team on all significant decisions.
 - ii. **Structural Remediation Work**: Without a doubt, this work was a huge undertaking, which is now in the final stage. This project was complicated in many ways and demanded both immediate action and funding. Early in the summer of 2019, it was determined that 2 structural columns, north side 175 deteriorated with rot and could not be relied upon to remain stable through winter. A general survey of the complex did not identify problems with other structural columns. The cause was water infiltration from roof into the interior portions of the external wall (between the building wrapping and the interior vapour barrier). This resulted in rot within the wooden structural components. 11th Hour installed interim shoring posts in unit 107 pending a detailed examination of the problem. ISL Engineering was engaged to scope problem. A well known local contractor, Ultimate Construction, was engaged to complete the work. Once estimates were presented to fix the issues, the Board investigated funding options. A special assessment was called to fund the project. All costs and funding remain on target (\$821,000). Within this amount, contingency funding allocation remains within budget even though we approved 6 change orders. Work is expected to

- be completed, likely by the end of February, including the fascia rock work. Project details are located on the website www.crossbowpoint.com
- iii. **Log Work on balconies:** There were a few rail/spindle sectional replacements. This is planned ongoing capital replacement work (Reserve Fund). Due to age of our buildings, annual inspection, painting and replacements are part of our ongoing preventative maintenance and safety program. This work will continue over future years.
 - iv. **Main Electrical panel:** This was refurbished to address corroded electrical connections; damage resulted from an electrical short a few years ago and more recent water infiltration. To prevent an unplanned future and potentially lengthy electrical outage having much higher costs.
 - v. **Painting of major logs:** Painting as a preventative maintenance measure continued this past summer. With the south side of 155 remaining outstanding. This area of the buildings is problematic to maintain due to limited access by a mechanical lift. The solution, the Board is moving to re-grade the berm on the south side of 155 to facilitate the use of a mechanical lift which will reduce long term cost associated with ongoing log maintenance. In addition to the re-grading, a couple of trees will need to be removed and we plan to create 3 work zones or platforms for mechanical lifts. We are currently awaiting an engineering review of the retaining wall as originally constructed. (COST: \$13,300 plus engineering costs).
 - vi. **Interior updating:** Prior to the larger projects, the Board met with an interior designer to review the carpets and wall painting. These upgrades were put on hold given the structural project. The Board expect to review this area of work again in 2020 to establish a general project plan and timeline for work that would take place over the next few years.
- c. **Communications:** The Board and PEKA communicate with owners on 2 email systems. PEKA will email all owners through their distribution list. We encourage all owners to go to the PEKA website, select the Client Portal for Condominium Owner, and download, complete and submit the "email communication consent form". This helps to lower our operating costs. The Board, through Mail Chimp, will email owners and tenants who have previously agreed to this method. If you want to be added to the Board distribution list just send a request through the Contact Us tab on the website (www.crossbowpoint.com).
 - d. **Bylaw updates:** A Town hall meeting will be held on February 9, 2020 at 2:00 p.m. to discuss the proposed bylaw changes and the Condominium Act and Regulation changes. The majority of the bylaw changes were discussed during the Annual General Meeting as both Landing and Point will need 75% of all owners to vote in favour of the changes.
 - e. **Insurance:** The cost of insurance for condo corporations has been volatile, with some cost increases being astronomical and unaffordable. For some condos, this is highly problematic as in Alberta condominiums are required to have 100% coverage. Deductibles are also being increased for any claims. For the Nov 1 2019/2020 insurance year our actual costs went up by 17.8%, vs a budget increase of 5%. Some other condos have had increases in the 35 to 50% range. Others have been at 100% and some well beyond that and not affordable. The Board will continue to monitor and work with Rogers Insurance, the Broker for the Condominium.
 - f. **Electricity:** The costs in this area have been relatively consistent, but that may be subject to change in the near future, as the Federal Government has implemented a new Carbon Tax.
 - g. **Social Committee:** Virginia Haase, on behalf of the Social Committee, reported on the year's events.

- As most of you know, 2019 saw big changes in the make-up of the Crossbow Point Social Committee. At the beginning of the year, it was “governed” by the same members as the previous year (Bev Block, Cheryl Dubeta, Zena Crabtree, Barb Amping, Susan Minifie), with the exception of Virginia Haase who stepped down as treasurer in early January. During the course of the year, Cheryl moved away and Barb stepped down. New members filling the vacancies were Jenn Houston, Mary Wright, Jeanne Pickard and Helen Diotte.
- In July, a major restructuring of the Committee was necessary due to five of six members resigning unexpectedly. However, through the efforts of Susan Minifie, the only remaining member, several people agreed to come together to maintain the Committee. With the new team fully organized and underway in August, Susan then stepped down in support of fully refreshing the Committee.
- At this point I would like to express thanks, on behalf of all owners and residents to Beverly for several years of leading the Committee, and to Susan Minifie for her equally many years of service. Also, our thanks to every Committee member, former and current, who served the residents and owners of Crossbow Point during 2019. All jobs well done - Thank you all.
- Your current Social Committee members are Virginia Haase (Chair), Jenn Houston (Treasurer), Mat Boissonnault (Secretary), Barb Amping, Joan Kolubinski, and Dale McIntosh.
- Turning to the organized activities during the year, the Social Committee planned and carried out very successful events for the pleasure of all residents. The traditional happy hour on AGM-day attracted a big and happy crowd. On February 23, there was a Mardi Gras party at which guests were provided with a themed welcome drink and some snacks. Our own Mark Staniforth provided music for entertainment and dancing. On March 16, we were all invited to Crossbow Landing to celebrate St. Patrick’s Day with them. As usual, the Social Committee plied all the workers who turned out for the Spring Cleaning Bee with Timbits and pizza. And once again, Point invited Landing over for drinks at the Summer Solstice Happy Hour on June 22. With the new Committee members coming together in August, we soon got to work planning for the Summer BBQ on August 17. Jenn made some really cute gingham decorations and everybody brought salads. Nobody went home hungry! Next up was the Tree Trimming party. It was moved one week ahead this year to avoid the Grey Cup weekend. It was better attended than ever with 35 guests. Finally for 2019, the annual Christmas dinner was held on December 14. Sixty guests enjoyed turkey, mashed potato, stuffing, gravy, cranberry sauce and dessert bars provided by the Social Committee and a huge assortment of delicious hot vegetables and a salads.
 - Dates to note for next year:
 - February 22 - Winter party
 - May - cleaning bee
 - June - happy hour with Landing
 - August - Summer BBQ
 - November - Tree decorating
 - December - Christmas dinner
- Income this year for refundables collections was \$3313.45 and we spent \$3684.77, mostly on social activities. The income statement for the year will be posted on the website if you wish further detail.
- Finally, many additional thanks are due:
- To Robert Reid for over five years of organizing the bottle collections which fund the social activities which take place here. During the year, Robert’s team

consisted of Bernard, Rick, Mary & Doug, Gary & Judy, Angie & Jeff, Cheryl & Al, Cindy & Gary. Thank you to Kevin Houston for taking over from Robert and to a couple of new bottle collectors: Mat & Gary.

- To Cliff Block, who is the mainstay of activities around Crossbow Point. He is a man of many talents, always ready and willing to help the Social Committee set up or take down for events, and the man who knows where everything is - thank you, Cliff.
- To all Crossbow Point residents for your continued support of the refundables program, that provides the funding for our social activities.

h. Landscape Committee: Anne Forbes, on behalf of the Landscape Committee, report on the year.

- Landscaping at Crossbow Point has benefited from a new contractor in 2019, Mineside Maintenance, owned and operated by Andrew Cochran. We extend a big thank you to our Committee members who are Barb Mendaglio and Lynne Kemshead who, along with myself, have done a range of things from pruning shrubs to remediating urine burned grass.
- Now, thanks to our new contractor, we no longer need do these tasks.
- The Board is always working with a rolling five year landscaping plan. Sometimes we actually roll backwards if there is an unanticipated expense, as was the case this past year; we yield to the higher priority for our Corporation's funding and we place the project on next year's plan. We did, however, spray once for dandelions and broad leaf weeds and hope to continue a weed eradication program as needed within the landscaped area of our property. Our neighbours at the Landing are delighted that the number of dandelion seeds blown from the Point to the Landing property are being reduced.
- PLANTERS - Thank you to Jen and Kevin Houston who embellished the east corner of #155 and the red chair area with flowers which was a nice touch. Also to Mary and Doug Wright who continued to arrange and maintain planters at the entrance areas to our buildings. Also our thanks to everyone else who may have assisted in this work.
- FIRESMART - This year the Board added the wooded surveyed property, our small forest that belongs to Crossbow, to the Advisory Committee's responsibility. Going forward this will be under a FireSmart Management Program, which we intend to execute over a number of years.
- Some of you may remember seeing a forestry company thinning and removing dead trees from an area adjacent to the Landing and Point's woods. This work was contracted by the Town of Canmore on their land.
- Following that work, the Board met with the Town of Canmore FireSmart specialist, Stew Walkinshaw, to help us understand what should be done with our property and identify where the priorities are, knowing that not all FireSmart work need be done at once, and that FireSmarting is an ongoing operation.
- Once the Advisory Committee creates the FireSmart plan, there will be opportunities for owners to participate in the program beginning this year.
- We are so fortunate to live at Crossbow Point where we are surrounded by beautiful and diverse landscapes; take time to enjoy. And, if you are so inclined, consider helping us to reduce wild fire risks associated with our property and buildings.

i. Treasurers Report: Ron Davies, as Board Treasurer, reported on the following financial items:

i. **Reserve fund and investments:**

- a) In keeping with a previous Board decision to invest Reserve Fund deposits in interest bearing GIC's, 2018 saw an increase of investments with earned interest and additional investments from the Reserve Fund. Crossbow Point has invested in GICs at the Alberta Treasurer Branch with the best available interest rate, usually greater than the Branch advertised rates. These GICs are rolled over on maturity and the earned interest is included in the new investment. All Alberta Treasury Branch GICs are 100% guaranteed. The maturity of the investments is staggered to allow funds to become available if required, two or three times per year. If extra funds are not immediately required, the GIC is rolled into a new investment.
- b) 2018 started with \$604,721 in GIC investments and will grow in keeping with the reserve fund plan to cover anticipated and unanticipated costs for the next fiscal year. Our investments increased to \$635,944 this year.

- i. **Financial review:** Gibson Rencz of PEKA reviewed the financial statements with those present. The Independent Auditor's report, conducted by Cremers and Elliot has found the financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. The audit has reviewed accounting procedures, financial instruments, annual budgets and management of the Reserve Fund. They are satisfied there are no material misstatements and the financial management procedures are in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. Both Board and Management have complied with policies established by the Corporation and in accordance with Alberta's Condominium Act.

6. **New Business:**

- a. Access ramp: The west end ramp leading to the 155 parkade is not heated. The snow removal contractor does a good job keeping it clear, however, in heavy snow fall events; it is hard for the contractors to keep up. The result is it is quite difficult for some cars to navigate the ramp in and out of the parkade. Owners present acknowledge the Board has investigated this previously and it appears to be cost prohibitive, but they would like this to be reviewed again. This particular ramp is the only one not heated and needs to be addressed.
- b. Thank you: Owners present thanked the Board and PEKA for their hard work and prompt responses. It is not easy managing a condominium of this size and the Board, along with PEKA do a very good job keeping the budget in line and communication flowing.

7. **Adjournment:** 2:50 p.m.

DISCLAIMER: Until reviewed and approved at a future Annual Committee meeting, at which time changes may be made, minutes are unapproved.