

MEETING NAME: APRIL (May 2nd) 2012 Meeting	The PEAKS Board of Directors Meeting (Regular) Eagle Ridge Condominium # 0728880
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Meeting Date: May 2nd, 2012	Location: Eagle Ridge Bldg 136A, Amenity Room A	
Chaired By: Jason Ranni		Recorded By: Deanna Hebert
Attachments:		
Present: Board Members	Administration & Guests	Absent
Jason Ranni (President)	Amanda Loveless (Building Superintendent)	Sandra Pierce (Condominium First Management)
Craig Squires (Vice-President)		
Dave Diebel (Treasurer)		
Deanna Hebert (Recording secretary)		
Frank Lewis		
Jay Schmidt		
Chuck Smith		

No.	DESCRIPTION	ACTION BY	DUE
1.	Call to Order: At 6:40 pm. by Jason R.		
2.	Adoption of the Agenda: 2.1 Changes to the Agenda: Addition of items 9.1 - 9.7. due to PM out of town last week; Jason adopts; carried.	Jason	
3.	Building Superintendents' Report (Amanda L.) 3.1 Owner Brian F. in Bldg. C is satisfied with new work being done to repair his unit. Requests answer from Board re his flooring quotes: Bring insurance adjustor back with Johnny (maintenance) to assess baseboards before proceeding further. 3.2 Fire Department is lowering the pressure in sprinklers. 3.3 Booster supplies for sprinkler system had to be purchased as required by RMWB Fire Department for approximately \$3300.00. 3.4 Gym door sticking still to be worked with for improvements; lock to be changed. 3.5 Exterior Parkade Cleaning May 5-6th: re-send email alert and post on Bulletin Boards. 3.6 Bill from Canada 411: \$300 renewal and will cancel for next year. 3.7 Pet complaints coming into office. 3.8 Resident with Parkade infractions requests letter from the Board: Craig S. will address it.	Amanda Amanda Amanda Craig	May Immediately May
4.	Adoption of the Previous Minutes: Deanna to reformat March 2012 Minutes; send for Electronic approval or signatures at next meeting.	Deanna	May
5.	Recording of Electronic Motions: Agreed by email consensus to move April's meeting date from April 25 th to May 2 nd , 2012.		
6.	Officers' Reports: 6.1 President (Jason R.) No report at this time: refer to entry 9.1. 6.2 Vice-President (Craig S.) Craig to get signing authority for chequing account. 6.3 Treasurer (Dave D.) a) \$300,000.00 spent on structural assessment, lawyer's fees and repairs. Dave D. to reforecast for the year and email financial reports. b) Plumbing and Electrical are \$10,000 over budget due to glycol and sprinkler leaks.	Craig, Dave Dave	May May

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	c) Building repairs \$71,000.00; may come back from Insurance. d) Bylaw officers who are issuing parking tickets for us must go through Personnel Committee: cannot be paid cash. e) Condominium Appraisal: necessary for Insurance etc. at \$5500.00 per year. 6.4 Recording Secretary (Deanna H.) a) A 'PEAKS Board' E-calendar was emailed to all members to be used as an Action Log for members; Deanna to update monthly on Board business only; separate from individual committees.	Chuck Deanna	Immediately monthly
7.	Property Manager – Condominium First Report: 7.1 Financial Statements/Arrears and Trial balance emailed from Sandra on April 19 th to Amanda/ members. 7.2 Corporate School taxes form (sent to Amanda via fax.) 7.3 Jason sent email to Condominium First regarding vacation pay accrual for employees: needs to be discussed at next meeting.	Board, Chuck, Sandra	May meeting
8.	Unfinished Business: To be discussed after review of previous minutes.		
9.	9.0 New Business: 9.1 Jason Ranni resigns as President due to a 'clouded title.' The Board accepts Jason's resignation. 9.2 MOTION: Dave moves 'To accept Jason as a Senior Board Advisor.' Seconded and carried. 9.3 Craig Squires will move from VP to Interim Chair/President. Accepted. 9.4 Board asks Dave Diebel (senior Board member) to accept position as Interim Vice-President: he accepts; seconded and carried. 9.5 Board Orientation to be scheduled as per policy B5. 9.6 'Single point of contact': stays as is but now goes through Craig S. as President. 9.7 Chris R. to give quote for cleaning exterior windows; approx. \$28,000.00. 9.8 "In camera" session.	Jason Dave, Jason Craig Dave Deanna	Immediately Immediately Immediately Immediately June
10.	Committees: 10.1 Bylaw Committee: (Deanna H.) Bylaw review meeting to be scheduled for new Board to review for last changes if any. 10.2 Deficiency Committee: (Jason R., Leon H.) Third party engineering firm completing assessment and now awaiting report. 10.3 Maintenance Committee: (Frank L., Jay S., Craig S.) a) Craig suggests implementing Codes to bills for easier accounting /insurance etc. b) Will look at making up list of all annual expenditures for budgeting forecasts. c) Do interviews for general maintenance contractor. 10.4 Personnel Committee: (Chuck S.) a) Working with Amanda and will meet with Dave and Jason. b) Offer Johnny a job description. 10.5 Communications Comm.(NEWSLETTER): (Chuck S., Deanna) Chuck presents a proposal for engaging and informing residents with various content and distribution for owners and residents: web, email and newsletters.	Deanna Frank, Jay, Craig Chuck	June

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11.	<u>Communications (WEBSITE):</u> (Jason R.) 11.1 Will help Brenda D. to post the Reserve Fund Study on the web. 11.2 To post the February 2012 minutes on website. 11.3 To look at linking Board Calendar / Action log together on one g-mail account.	Jason Jason	May
12.	<u>Announcements:</u> Executive Board member positions changed, as above.	Jason, Craig, Dave	immediately
13.	<u>Adjournment:</u> The meeting was adjourned at 9:43 pm by Craig Squires.		

Original Signed By

Original Signed By

 Craig Squires (Interim President)

 Deanna Hebert (Recording Secretary)

Date of Approval _____