

**THE PEAKS  
CONDOMINIUM CORPORATION NO. 072 8880**

**BOARD MEETING MINUTES**

**PLACE:** Amenities Room 136 A

**DATE:** April 4, 2013

**TIME:** 6:30 p.m.

- 1) **QUORUM:**
- |                             |                        |
|-----------------------------|------------------------|
| <b>X</b> President -        | Craig Squires (607 D)  |
| <b>X</b> Vice President -   | Brent Chopping (516 D) |
| <b>X</b> Treasurer -        | David Diebel (615 A)   |
| <b>X</b> Secretary -        | Thomas Zuk (209B)      |
| <b>X</b> Privacy Officer -  | Dhrub Prasad (416C)    |
| <b>X</b> Member- at-Large - | Chuck Smith (513 A)    |
| Member-at-Large -           | Vilia Tosio (105A)     |
- X** Helena R. Smith, ACCI for Mayfield Management Group Ltd.  
**X** Edith O’Flaherty for Mayfield Management Group Ltd.
- 2) **MEETING CALLED TO ORDER BY CHAIR** Craig Squires at 6:36 p.m.
- 3) **GUESTS AND DELEGATIONS.** None.
- 4) **MOTION: To APPROVE AGENDA:**  
Chuck Smith/David Diebel **CARRIED.**
- 5) **MOTION: To APPROVE MINUTES** OF PREVIOUS MEETINGS - FEB 6 & MAR 7/13  
February 6<sup>th</sup> David Diebel/Brent Chopping **CARRIED.**  
March 7<sup>th</sup> David Diebel/Chuck Smith **CARRIED.**
- 6) **OLD BUSINESS ARISING FROM LAST MINUTES:**
- a) Board Binders – MMG provided the new Board members with their Board binders. A brief explanation as to their contents was given as well as a discussion about Board Confidentiality. MMG will send the Board a calendar of meeting dates for the next year.
  - b) Site Managers Report –The Board received and discussed the Site Managers’ report. The Site Manager is no longer required to attend Board meetings.
  - c) Engineers Report on the Parkade – The engineer from Stantec asked for the scope of work given to Centron. They will observe the work done and report to the Board. An email circulated to approve the Deficiency Committee acting for the Board. This approval was given.

**MOTION:** To ratify the decision to allow the Deficiency Committee to act on behalf of the Board in matters concerning the Parkade issues.

David Diebel/Brent Chopping

**CARRIED.**

- d) Committee Reports – Personnel – MMG reported that employee evaluations went well. Employee raises were discussed for the custodians and approved for 3 employees.

**MOTION:** To approve \$1 per hour raises retroactive to January 1, 2013 for June, Tracy and Carolann.

Chuck Smith/David Diebel

**CARRIED.**

Ticketing in the Parade during the Parkade cleaning times will now start at 7:30 a.m. instead of 7:00 a.m. This will give the majority of vehicles time to exit the Parkade.

- e) Tub Drains and Toilet Repairs – HVAC has provided a quote for repairing all the tub drains and replacing the defective toilet part as required. This is a proactive measure as it is costing a great deal of money to complete repairs from the leaks associated with the failure of these tub drains and toilet parts.

**MOTION:** To approve HVAC to repair the tub drains and replace the defective toilet parts as necessary for a cost of \$75 per tub and \$15 per toilet for approximate costs of \$52,000 + GST for the tubs and \$10,800 + GST for the toilet parts.

Chuck Smith/Dhrub Prasad

**CARRIED.**

This will be an expense to the operating account.

- f) Parkade Lighting – Parking stall 384 requires more lighting as it is dark. The Board gave approval to MMG to increase the lighting as the cost is within the MMG expenditure limit.

The light over the exterior of the Parkade door ‘D’ needs increased lighting. MMG will investigate.

- g) Water Leaking into Parkade – A log is being kept to monitor this situation.
- h) Parkade Door ‘D’ – A number of suites have complained about noise from the new controller installed for this door. This new controller has now been changed from a ceiling mount to wall mount. Teflon rollers have also been ordered to further quiet the noise from the door.
- i) Fobs & Remotes – MMG has given a new form to be used by the office. This will better track who has the fobs and remotes. All remotes will be programmed to access both Parkade doors and the codes will be tracked to provide better security to the complex.
- j) Insurance Claim – The insurance claim generated by a water leak in 4 units in ‘D’ building have had repairs in all but one unit completed. MMG is waiting for the insurance adjuster for the one unit to evaluate this unit.

7) FINANCIALS/INVESTMENTS/ARREARS

- a) As of March 31, 2013, the Operating account was \$151,835.91, the Reserve Fund account was \$888,379.72, A/R was \$56,296.09 and A/P was \$30,875.46.

**MOTION:** TO APPROVE FINANCIALS AS PRESENTED: March 2013  
Chuck Smith/Brent Chopping

**CARRIED.**

- b) The Board discussed investing monies in the Reserve Fund. MMG will investigate the best investment vehicles.

**MOTION:** To approve investing Reserve Fund monies into laddered GICs in \$100,000 increments always leaving a \$200,000 balance in cash in the Reserve Fund.  
David Diebel/Chuck Smith

**CARRIED.**

- c) There are 7 Owners that have not paid their Condominium fees since MMG took over management on October 1, 2012. The MMG collection procedures have not been successful in contacting these Owners and as it has now been 7 months, these 7 Owners should be sent to collections.

**MOTION:** The Board resolves that each unit listed below shall have a caveat filed for unpaid condominium fees and that interest should be charged on unpaid fees at the rate of 18% per annum. Legal proceedings to enforce the caveat including foreclosure and selling of these units are authorized. The legal units are; 94, 275, 280, 339, 518, 698 & 708.  
Chuck Smith/David Diebel

**CARRIED.**

- 8) CORRESPONDENCE: SENT – 408B, 108D, 404A, AGM packages  
RECEIVED – Several pet registrations, 613C, 405A

**MOTION:** To approve the pet registrations received, except one.  
David Diebel/Chuck Smith

**CARRIED.**

The pet policy will be reviewed by MMG for the next meeting.

9) NEW BUSINESS:

- a) Zone Valve Locations – A map of the suites with the zone valve and shut off valve locations was provided to the Board. The Board had asked if the 90 degree joints above the zone valves could be inspected and repaired as some are tending to fail. MMG informed the Board that it is the inside of the joint that fails and visual inspections are of no value.

- b) Elevator Contracts – All Otis contracts are being terminated as they expire. Quotes for new contracts are being obtained.

- c) Unit Renovation Program – A new form will now be used for anyone requesting approval for unit renovations. Unit 405A requested approval for renovations in their unit.

**MOTION:** To approve the renovation request of unit 405A.  
Chuck Smith/Dhrub Prasad

**CARRIED.**

- d) Landscaping Quotes – MMG obtained quotes from 4 companies to supply summer and winter work. The Board has requested further information.
- e) Other –
  1. Fall Restraint – Atlas Anchors will be re-certifying the roof anchors on each building. MMG is acquiring the proper fall restraint equipment necessary for the roof of each building to comply with code.
  2. Plants in building lobbies – the artificial plants and vases in the elevator lobbies of the buildings need attention as they no longer have moss in them and some are looking tattered. MMG will have the custodial staff upgrade these plants.
  3. Bylaws Revisions – The Corporation would like to revise its Bylaws. MMG will provide the Board with a revision proposal for the next meeting.

10) NEXT MEETING DATE: WEDNESDAY, MAY 8, 2013 @ 6:30 P.M.

11) **MOTION:** TO ADJOURN: DAVID DIEBEL

**CARRIED.**

MEETING ADJOURNED BY CHAIR AT 8:55 p.m.