

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: Thursday, April 3, 2014

TIME: 6:30 p.m.

- 1) **QUORUM:**
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|----------------------|------------------------|
| President - | Jason Ranni - Resigned |
| X Vice President - | Nadar Tavassoli |
| X Treasurer - | David Diebel |
| Secretary - | Judy Tokuda - awr |
| X Privacy Officer - | Adrian Pooley |
| X Member- at-Large - | Vilia Tosio (105 A) |
- X Helena R. Smith, ACC, FCCI for Mayfield Management Group Ltd.
Edith O’Flaherty for Mayfield Management Group Ltd.
- 2) **MOTION:** To elect Helena Smith Chair of this meeting.
David Diebel/Vilia Tosio **CARRIED.**
- 3) **MEETING CALLED TO ORDER BY CHAIR** Helena Smith at 6:35 p.m.
- 4) The President Jason Ranni has resigned. David Diebel will become President and keep the treasurer portfolio as well.
- 5) **GUESTS AND DELEGATIONS.** None.
- 6) **MOTION: TO APPROVE AGENDA:**
Adrian Pooley/David Diebel **CARRIED.**
- 7) **MOTION: TO APPROVE MINUTES OF PREVIOUS MEETINGS:**
February 6, 2014 Vilia Tosio/David Diebel **CARRIED.**
March 6, 2014 Vilia Tosio/David Diebel **CARRIED.**
- 8) **OLD BUSINESS ARISING FROM LAST MINUTES:**
- a) Site Managers Report – Reviewed and discussed.
 - b) Committee Reports – none.
 - c) Exterior Repairs/Wade Report – The Board has reviewed the Wade Report on the exterior caulking and window repairs. The next step will be to meet with Al King from Wade Engineering. MMG will find out when Al is available to meet with the Board.

- d) Fire Inspections Update – Levitt will be in to complete the deficiency list April 21 & 22.
- e) Parkade Cleaning – Sweeprite has recommended washes only to be done quarterly in conjunction with the new schedule starting in June/July. The Board will further review.
- f) Heating Line 90's Inspection – A PO has been issued to HVAC to inspect one floor in one building to ascertain the amount of corrosion on these joints so proper repairs can be undertaken. This will be charged on a per hour basis.
- g) Perimeter Flashing – A PO has been issued to Simms Contracting to complete the ground level flashing.
- h) Office Printer – Toshiba has delivered the new copier for the office and it will be set up next Tuesday.
- i) Wash Bay Signage – MMG will resend the sign with more pictures on it.
- j) Poo Prints Program – MMG will send the Board the Poo Prints privacy policy. The DNA kits have arrived and the office will start the program next week.
- k) Camera in Garbage Room – To be able to identify the residents leaving large items in the garbage room, cameras will be installed. MMG is waiting for one more quote.

9) FINANCIALS/INVESTMENTS/ARREARS

As of March 31, 2014, the Operating account was \$78,889.12, the Reserve fund account was \$1,277,050.11, A/R was \$24,878.50 and A/P was \$23,862.58.

MOTION: TO APPROVE FINANCIALS AS PRESENTED: March 2014.

Vilia Tosio/Nadar Tavassoli

CARRIED.

Several units are in arrears more than 90 days. As per the Corporations collection policy they will 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 units are legal units 3, 25 & 336.

Vilia Tosio/Adrian Pooley

CARRIED.

- 10) CORRESPONDENCE: SENT – legal unit 273
 RECEIVED – legal unit 273

11) NEW BUSINESS:

- a) Board Binders – These were provided by MMG and distributed to the Board.

- b) Landscaping Contract – Quotes for the summer landscaping contract were provided to the Board. After discussion, the awarded the contract to Creative Escapes Inc.

MOTION: To approve the Creative Escapes contract, after checking references, for a grass cutting cost of \$2,500 per month.

Vilia Tosio/Nadar Tavassoli

CARRIED.

- c) Sewer Flushing – It is time to flush the storm and sanitary sewers throughout the complex. Quotes are still to be received.

- d) Irrigation System – The sprinkler system will be re-established.

- e) Parkade Inspection – An annual inspection of the parkade is being investigated. It is hoped this inspection will identify and facilitate repairs as required.

- f) Roof Inspection – Wade Engineering has a program called RAMP – Roof Area Maintenance Program. This program will be implemented on an annual basis. This inspection will be done to identify and facilitate repairs to the roof.

MOTION: To approve the Wade Engineering RAMP program for a cost of \$3,280 plus GST.

Vilia Tosio/Nadar Tavassoli

CARRIED.

- g) Parkade Water Leaks – To be addressed with an annual inspection.

- h) Parkade Doors – Information was presented to the Board for new doors for the parkade entrances. These doors are rubberized and a quite costly. This option was presented for information purposes only.

- i) Pet Policy – Tabled.

- j) AGM Follow up – Tabled.

- k) Other – 1. AGM Participation – Having door prizes at the AGM to encourage attendance was discussed. It will be revisited again closer to the next AGM.

2. Paper Recycling – All flyers and office paper should be taken to the recycle station.

3. Information Sessions – The Board discussed having periodic sessions to address resident concerns.

4. Newsletter items – kids and environmental issues will be added to the next newsletters.

12) NEXT MEETING DATE: THURSDAY, MAY 8, 2014.

13) **MOTION:** TO ADJOURN: NADAR TAVASSOLI
MEETING ADJOURNED BY CHAIR AT 8:40 p.m.

CARRIED.