

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

**BOARD MEETING MINUTES**

**PLACE:** Amenities Room 136 A

**DATE:** Thursday, April 9, 2015

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

- 1) **QUORUM:**
- |                      |                  |
|----------------------|------------------|
| X President -        | Robert Eastwood  |
| X Vice President -   | Kelly Berry      |
| Secretary –          |                  |
| X Treasurer -        | Katherine Ambrus |
| X Privacy Officer -  | James Munro      |
| X Member- at-Large - | Vilia Tosio      |
| X Member-at-Large -  | Frank Lewis      |
| X Member-at-Large -  | Nader Tavassoli  |
- X Helena R. Smith, ACCI, FCCI for Mayfield Management Group Ltd.  
X Edith O’Flaherty for Mayfield Management Group Ltd.

2) **MOTION:** To elect Helena Smith Chair for this meeting.  
Vilia Tosio/Katherine Ambrus **CARRIED.**

3) **MEETING CALLED TO ORDER BY CHAIR** Helena Smith at 6:40 p.m.

4) **GUESTS AND DELEGATIONS.** None.

5) **MOTION:** To **APPROVE AGENDA:**  
Vilia Tosio/Katherine Ambrus **CARRIED.**

6) **MOTION:** To **APPROVE MINUTES** OF PREVIOUS MEETINGS –  
December 10, 2014 Vilia Tosio/Nader Tavassoli **CARRIED.**  
March 5, 2015 Katherine Ambrus/Vilia Tosio **CARRIED.**

7) **OLD BUSINESS ARISING FROM LAST MINUTES:**

- a) Site Managers Reports – These reports were reviewed.
- b) Wade/Exterior Panel Sealing – The Board has requested all engineers’ reports dealing with this problem. Tabled until next meeting.
- c) Dog Run – The information that the dog run will be fenced later in the spring was presented to the Board.

- d) Parkade Sprinkler Deficiencies – The Sprinkler deficiencies on the ramp above P2, identified in last years’ fire systems inspection, will be completed later this spring.
- e) Annual Inspection 2014 – Levitt has completed the 2014 fire systems inspection. There were only minor deficiencies noted (light bulbs out) and maintenance changed these. Levitt is waiting for the sprinkler deficiencies to be completed so clear certificates can be issued.

- f) Parkade Epoxy Injections – Ripley Construction was given a maximum budget of \$20,000 to complete the epoxy injections in the parkade. The approval was given via email.

**MOTION:** To ratify Ripley Construction not to exceed an expense of \$20,000 for the epoxy crack filling injections in the Parkade.

Vilia Tosio/Nader Tavassoli

**CARRIED.**

- g) Balcony Railing Policy – Installing balcony railings on the ground floor units has been discussed by the previous Board. This new Board will check for the pricing of these railings.

- h) Elevator Power Failure Policy – A recent power failure in the entire area caused all elevators to cease functioning. A policy was developed to help staff address a situation where someone is trapped in an elevator. This policy was presented to the Board.

**MOTION:** To approve the Elevator Power Failure Policy.

Frank Lewis/Nader Tavassoli

**CARRIED.**

8) FINANCIALS/INVESTMENTS/ARREARS

As of March 31, 2015 Operating account was \$213,289.94, the Reserve Fund account was \$1,605,745.50, A/P was \$8,415.21 and A/R was \$28,278.75.

**MOTION:** TO APPROVE FINANCIALS AS PRESENTED: March 2015

Katherine Ambrus/Vilia Tosio

**CARRIED.**

The Treasurer noted that the GL indicates that the cleaning supplies budget for the year has been spent. MMG confirmed that some of the expenses were for equipment purchases. The site manager and staff have been advised.

A number of units are 90 days in arrears and will be sent to collections.

**MOTION:** The Board resolves that each unit listed below shall have a caveat filed for unpaid condominium fees or monies owed the Corporation and that interest should be charged at the rate of 18% per annum. Legal proceedings to enforce the caveat including foreclosure and selling of these units is authorized. The units are legal units 29, 62, 275, 316, 561 and 719.

Vilia Tosio/Nader Tavassoli

**CARRIED.**

Frank Lewis and James Munro voted no.

9) CORRESPONDENCE: SENT – Various emails, legal unit 584, fine to legal unit 487, Board requests for information, AGM packages.

RECEIVED – Various emails, Board requests for information, legal units 584, 96, 44, 709 & 789.

10) NEW BUSINESS:

- a) Board Binders/ Confidentiality Agreements & Code of Ethics – Board binders were distributed to all new Board members. All new Board members were presented with the Confidentiality Agreements and Code of Ethics. Not all Board members agreed to sign these documents.

A communication protocol flow chart was presented to the Board.

There was a resignation of a Board member elected at the AGM. The Board can fill a vacancy and asked former Board member Nader Tavassoli to join the Board. He agreed and will be the Secretary.

**MOTION:** To approve the addition of Nader Tavassoli to the Board of Directors.  
James Munro/Vilia Tosio **CARRIED.**

The Land Titles document for a change to the Board of directors was signed.

- b) Parapet Insulation – The installation of insulation of the roof parapet has been tabled. The Board will obtain an opinion from a roofing inspector.

- c) Grounds Maintenance Quotes – Two quotes were received. More information to follow.

- d) Cost Cutting Measures – 1. Utilities – It was suggested that timers be installed on the plug ins in the parking lot. A quote was presented to the Board and found to be a prohibitive cost.

2. Staffing/Outsourcing - Previous Boards looked at the possibility of outsourcing the janitorial work. These quotes were provided to the current Board and as the previous Board had found, the cost was prohibitive.

3. Fob access for Garbage Room – The current system cannot handle additions to it. A quote from Paladin Security, for this upgrade a quote for cameras only was approximately \$ 2, 000, was presented to the Board. New quotes will be requested from Delta Electric as well.

4. Attendance at Events – The Board requested the attendance figures for the social events held in the summer and at Christmas. The summer BBQ – 50, Wine and Cheese – 20 and the children’s Christmas party – 40.

5. Master Key System – Tabled.

6. Grounds Equipment/Leasing – The Board will develop a business plan for doing the grounds maintenance in house.

- e) Legal Issue/Plumbing Litigation – Documents were signed by the Board concerning the legal case the insurance company is handling on the Corporation’s behalf with the manufacturer of defective toilet parts, the failure of which caused damages.

11) NEXT MEETING DATE: Wednesday, May 6, 2015

12) **MOTION:** TO ADJOURN: KELLY BERRY

**CARRIED.**

MEETING ADJOURNED BY CHAIR AT 10:07 p.m.