

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: August 8, 2013

TIME: 6:30 p.m.

- 1) **QUORUM:**
- | | |
|----------------------|----------------------------------|
| X President - | Craig Squires (607 D) |
| Vice President - | Brent Chopping (516 D) awr |
| X Treasurer - | David Diebel (615 A) |
| X Secretary - | Thomas Zuk (209B) |
| Privacy Officer - | Dhrub Prasad (416C) awr |
| X Member- at-Large - | Chuck Smith (513 A) Arrived 8:30 |
| X 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) **MOTION:** To elect Helena Smith Chair of this meeting.
Vilia Tosio/David Diebel **CARRIED.**
- 3) MEETING CALLED TO ORDER BY CHAIR Helena Smith at 6:43 p.m.
- 4) GUESTS AND DELEGATIONS. None.
- 5) **MOTION:** To APPROVE **AGENDA:**
Vilia Tosio/Tom Zuk **CARRIED.**
- 6) **MOTION:** To APPROVE/AMEND **MINUTES** OF PREVIOUS MEETING – JULY 4, 2013
Tom Zuk/Vilia Tosio **CARRIED.**
- 7) OLD BUSINESS ARISING FROM LAST MINUTES:
- a) Site Manager’s Report Review -
- Board requests sign on garbage room door with bylaw and infraction fines
- b) Centron Contract Progress Update/CMHC/ Water in Parkade/ Wade RFS
- Locker work completed
 - August 18th – Lafarge scheduled to be on site.
 - East and west side of C building need addressing
 - Wade RFS sent back for revisions. Once board approves, will go on Peaks website

- c) Committee Reports
 - Personnel were discussed.
- d) Insurance Claim #PR1043373-1; Nov 28, 2012 – D504 toilet – Update
 - Waiting for proof of loss form from the adjuster
- e) Gylcol Update– Done
- f) #137 Parking Stall height/Signs – new signs were ordered for the parkade indicating the maximum height. Some have been installed with the remainder to be installed when they are received.
- g) Sweeprite – ceiling & pipe washing quote
 - Would have to be completed at time of sweeping. Be an additional \$14,000. Board does not want to proceed.
- h) Rental Pool
 - No update
- i) Building posters
 - \$10 per poster and print ourselves, \$12.99 for lamination of small posters, and \$17.50 to \$39.95 for frames
 - Small posters are 297mm x 420mm (11” X 17”) and Large are 420mm x 600mm
 - Posters would be rotated between the buildings
 - Waiting for 3rd quote
- j) 2013 BBQ
 - Prefer to have a small event for the children of the buildings.
 - Have event after the building C construction is completed
 - Potentially September 7th, 2013 from 1 to 4 pm.
 - Rent a BBQ and aim for approximately 100 people
 - Vilia and David will organize
- k) Otis Elevator Contract – Otis provided an amended price for a 10 year contract over the previously approved 5 year contract. A 10 year contract would save approximately \$2,400 per year. The Board approved a 10 year contract.
MOTION: To approve a 10 year contract term with Otis Elevator for all 4 elevator contracts – buildings A, B, C & D.
 David Diebel/ Tom Zuk **CARRIED.**
- l) Garbage Room Monitoring/Update – Too many people are leaving large household items such as furniture in the garbage rooms. This is prohibited. It is costing too much money to have these items hauled away. To address this issue the Board discussed a camera system and/or installing a fob reader on the garbage room doors. With fobs or a camera, comings and goings to the garbage rooms could be monitored and the people leaving furniture could be fined.
 - MMG to get quote on added security cameras in garbage room.

- m) 114D Update – The Board is still waiting for a formal report from Pro Serve as to the results of the mold remediation in this suite. Stantec has been engaged to assess the exterior reasons for the water penetration into this and other units.
- Have installed flashing on 114D and performed water test. Minimal water ingress through operating window
 - Ongoing discussions with Stantec on issues
 - Still waiting for final report from Pro Serve
 - Waiting for quote on air quality test
 - Costs are being monitored to determine if this will be an insurance claim.
- n) Dryer Vent/Duct Cleaning -
- Dryer Vents – even though this is an owner’s responsibility, the Board is asking for quotes to clean these vents.
 - i. Dryer vent cleaning can be added to the 10 year mark for maintenance.
 - ii. Ask vendor to clean 10 units to determine amount of debris in dryer vents
 - Duct Cleaning – The cleaning of the hallway MAU ducts was approved.
- MOTION:** To have Home Pros perform the duct cleaning for \$6,615.00.
Vilia Tosio/Tom Zuk **CARRIED.**
- o) Weeping Tile Assessment & Estimate/ no action taken
- p) Window Cleaning Quote – Fort McMurray Window Cleaners has been approved to wash the exterior of all windows after Centron has finished on site.
MOTION: To approve Fort McMurray Window Cleaners to clean all windows except the balcony windows for a cost of approximately \$20,000.
David Diebel/ Vilia Tosio **CARRIED.**
- q) Rain & Water Filtration/Exterior Caulking/Stantec
- 15 windows were found to be leaking. Further investigation is needed.
- r) Parkade Repairs/Stantec
- Membrane repairs were strongly recommended by Stantec.
 - Sweeprite provided a quote for completing minor repairs and it was approved in the May 2013 minutes.
- s) Insurance – A new Broker has been installed. The former broker is still reviewing the overpayment of premiums based on the insurance appraisal of the complex. They are currently approving an \$850 repayment.

Insurance Appraisal - Quotes were received from Reliance Consulting Inc. and Gardner Appraisals. Gardiner Appraisals was approved.

MOTION: To approve Gardner Appraisal quote of \$2750 for a master appraisal and a yearly fee of \$100 for an appraisal update.

David Diebel/Vilia Tosio

CARRIED.

- t) Asphalt Repairs – Quotes to repairs to the parking lot asphalt were received.
- AIM quotes \$14,900 and E-Construction \$5,013

MOTION: To approve the E-Construction quote for repairs to the asphalt for approximately \$5,013.

Vilia Tosio/Tom Zuk

CARRIED.

- u) Rework Water Main – Some of the piping in the parkade ceiling will be relocated.
- MMG to include in a 5 year plan for large cost items
 - Further discussions will be tabled to March 2014

- v) Generator insulation – Cummins, the company that services the emergency generator provided a quote for insulating the generator.

- The Board wants MMG to ask Cummins about possibility of overheating with insulated blanket

MOTION: To approve Cummins to install insulating blanket at a cost of \$1,969.91 on the emergency generator.

David Diebel/Vilia Tosio

CARRIED.

- 8) FINANCIALS/INVESTMENTS/ARREARS – Presented by Board Treasurer, David Diebel.

As of July 31, 2013 the Operating account was \$220,048.08, the Reserve Fund account was \$1,016,796.80 and there was \$29,209.38 in arrears.

MOTION: TO APPROVE FINANCIALS AS PRESENTED: July 2013

Vilia Tosio/Tom Zuk

CARRIED.

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 unit is 561.

Vilia Tosio/David Diebel

CARRIED.

Several units have outstanding balances from before MMG took over. These balances cannot be verified so will be reversed.

MOTION: The Board resolves that each unit listed below have their outstanding reversed.

The legal units are 93 - \$982.55; 570 - \$85.13; 585 - \$779.34; 775 - \$385.70

David Diebel/Vilia Tosio

CARRIED.

- 9) CORRESPONDENCE:

Sent – Rocks 105B/116B, trailer in stall 203D, Garage Sale/ not this year/ numerous notices re: tub repairs

Received – none

- 10) NEW BUSINESS:

- a) Budget 2013/14 - The draft budget was presented to the Board for review. It will be completed by the end of August.

- b) Committee Assignments
 - MMG requires contact information for committee members
- c) Snow Contract – Leon’s Heavy Equipment
 - Leon’s and the site maintenance supervisor will make note of condition of curbs, lights, fences, etc... before the snow begins to assess current conditions and to have a record to compare if there are any snow clearing damages this coming winter.
- d) Fire in 112B
 - Halls chemical washed
 - An ozone clean was completed
- e) Hammer Valve Replacement – Quote has been received from Borealis.
 - Table until Spring 2014
- f) Underground parking line painting
 - Quote for total parkade is \$2500 and quote for concrete section is \$1895
 - Board finds lines still visible at this time
- g) Amenity Room Furniture – The furniture in this room is not in good shape. As realtors show this room to prospective Owners, MMG has cleaned the room and shopped for new furniture. The objective is to restore the buildings’ image and confidence in The Peaks.
 - MMG priced out 2 tables, 8 chairs, 2 side tables is \$3340

MOTION: To approve the purchase of new furniture, for the amenities room, from the Brick for \$3,340.

Chuck Smith/David Diebel **CARRIED.**

11) TABLED ITEMS

- a) Pet Policy/Pet Deposit – Pet Tags – Tabled Oct 2012/ Dog Zone Area Improvement Tabled July 4/13
- b) Bylaws Proposal – Tabled May 8/13 until August/14
- c) Artificial Trees – Tabled June 6/13 until municipal fire inspection
- d) Speed Bumps – Tabled July 4/13/ waiting for estimates
- e) Front Sign lights – tabled August 8, 2013 until spring 2014

12) NEXT MEETING DATE: Thursday September 5, 2013 at 6:30

13) **MOTION:** TO ADJOURN: Chuck **CARRIED.**

MEETING ADJOURNED BY CHAIR Helena Smith AT 9:23 p.m.