

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

**BOARD MEETING MINUTES**

**PLACE:** Amenities Room 136 A

**DATE:** August 7, 2014

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

- 1) **QUORUM:**
- |                         |                   |
|-------------------------|-------------------|
| X President/Treasurer - | David Diebel      |
| X Vice President -      | Nadar Tavassoli   |
| X Secretary -           | Judy Tokuda       |
| Privacy Officer -       | Adrian Pooley awr |
| X Member- at-Large -    | Vilia Tosio       |
| X Member-at-Large -     | Scott Chisholm    |
- X Helena R. Smith, ACC, FCCI for Mayfield Management Group Ltd.  
X Edith O’Flaherty for Mayfield Management Group Ltd.
- 2) **MEETING CALLED TO ORDER BY CHAIR** Helena Smith at 6:30 p.m.
- 3) **GUESTS AND DELEGATIONS.** None.
- 4) **MOTION: TO APPROVE AGENDA:**  
Vilia Tosio/Nadar Tavassoli **CARRIED.**
- 5) **MOTION: TO APPROVE MINUTES** OF PREVIOUS MEETING – JULY 3, 2014.  
Judy Tokuda/David Diebel **CARRIED.**
- 6) **OLD BUSINESS ARISING FROM LAST MINUTES:**
- a) Site Manager’s Report – Reviewed.
- b) Committee Reports – None.
- c) Exterior Panel Sealing and Perimeter Caulking – Both Wade Engineering and Stantec Engineering submitted proposals for service to address these requirements. Both were reviewed and the proposal from Wade Engineering was approved.  
**MOTION:** To approve the service proposal with amendments for the sealant specifications, tendering and field reviews from Wade Engineering for a cost of approximately \$81,000 + GST. This is a Reserve Fund expense.  
Vilia Tosio/Scott Chisholm **CARRIED.**

- d) Parkade Cleaning – The new contract from Sweeprite was presented. The Board determined that the previous number of sweeps and washes will be maintained. The new contract starts in November.  
**MOTION:** To approve the new Sweeprite contract for the 2014-15 season for a cost of \$2,395 per scrub and \$1,995 per sweep.  
 Vilia Tosio/Nadar Tavassoli **CARRIED.**
- e) Heating Line In Suite Inspections – Scheduled for August 11, 2014.
- f) Perimeter Flashings – See 6c.
- g) Wash Bay/Update – Once the exterior grounds work is finished, the painting and new sign installation will be started.
- h) Sewer Flushing – Completed. The toilet in 104A still bubbles occasionally. This line will be camered.
- i) Parkade Inspections – Stantec has been issued a PO for \$8,000 plus GST. A new height bar has been installed at both parkade entrances so vehicles higher than the height permits will hit the height bar rather than the piping further in the parkade.
- j) Roof Inspections/RAMP – Wade has indicated they will be scheduling this inspection in August.
- k) Parkade Water Leaks – Ripley has completed their epoxy injections and Sweeprite will make the repairs to the membrane when on site in September.
- l) AGM Follow-up – 1. Dog run – Quotes are still expected.  
 2. Move In/Out Fees – The site staff monitor this activity very closely. No further action is required.
- m) Window Washing - The windows washing was completed and very well done. The sill brush made all the difference.
- n) Front Lights – City Wide Electric was given approval to investigate underground for the cut wires to the front light and on light pole in the parkade.  
**MOTION:** To approve the cost of \$118 per hour for City Wide to excavate to find the broken wires to front light and light pole which may include hydrovacating at an additional cost.  
 Vilia Tosio/David Diebel **CARRIED.**
- o) BBQ – A BBQ was held August 2, 2014 for the residents and children. The event was organized by Board member Vilia Tosio. Thanks to the other Board members for their help.

p) Curbing Replacements – Several feet of curbing is damaged and need to be replaced.  
**MOTION:** To approve Kwik Kerbs to replace the damaged curbing for a cost of approximately \$10,000. This is a Reserve Fund expense.  
Judy Tokuda/ Nadar Tavassoli **CARRIED.**

q) Landscaping/Irrigation – The landscaping has improved with the extra work and watering being done by the maintenance staff. Many thanks for their efforts.

r) Tarps in Cages – There is a policy in place that covers the tarps in cages. See Policy CS – 3.

s) Speed Bumps – Some of the bumps have been installed.

7) FINANCIALS/INVESTMENTS/ARREARS

As of July 31, 2014 The Operating account was \$190,252.94, the Reserve Fund account was \$1,406,038.18, A/R was \$28,773.69 and A/P was \$40,146.16.

**MOTION:** TO APPROVE FINANCIALS AS PRESENTED: July 2014

Vilia Tosio/Nadar Tavassoli

**CARRIED.**

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 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 is authorized. The units are legal units 279, 316, & 336.

Vilia Tosio/David Diebel

**CARRIED.**

As more and more people are disregarding the tickets issued by the Corporation during, primarily, the parkade sweeping, these tickets will be discontinued and tickets will now be issued by the Municipality of Wood Buffalo. Notice will be sent to all residents.

8) CORRESPONDENCE: SENT – Planter replacement is an owner charge back to legal unit 30, email to legal unit 316 for abusive language, approval for renos in legal unit 70.

RECEIVED – Key complaints, pet reg, reno request legal unit 70, legal unit 513 flooring concerns from Jan 2012, request to review reports from Centron’s work in the parkade from legal unit 731 request for Common Area storage.

9) NEW BUSINESS:

a) Key Program – With the lost master key, and as it is also time to do so, the buildings are being re-keyed. A new policy is being implemented to increase the security of the master keys. A new key policy was presented to the Board for review.

Three companies submitted quotes for the re-keying of the suites and other doors at The Peaks.

**MOTION:** To approve Dial Locksmiths to re-key The Peaks for a cost of approximately \$30,000. This is a Reserve Fund expense.

Vilia Tosio/Judy Tokuda

**CARRIED.**

- b) Sprinkler Deficiencies – Levitt has submitted the list of deficiencies for both the Parkade and in suites.

**MOTION:** To approve the cost for Levitt to rectify the sprinkler deficiencies in the Parkade and in suites for a combined cost of approximately \$46,000. This is a Reserve Fund expense.

Nadar Tavassoli/Vilia Tosio

**CARRIED.**

- c) Fire Panel Monitoring – Covert Controls has submitted their contract for monitoring the fire panel for the next 3 years. It was signed by the Board.

**MOTION:** To approve the Covert Controls contract for fire panel monitoring for the next 3 years for a cost of \$684 per year.

Vilia Tosio/Scott Chisholm

**CARRIED.**

- d) Policies – MMG will be drafting new policies for abusive behaviour both physical and verbal.

- e) Board Meeting Re-Schedule – The Board meeting for September has been rescheduled to September 11, 2014.

- f) Insurance Form/Renewal – The Directors & Officers insurance renewal form was signed.

- g) Budget – MMG presented the Board with a draft budget. After review and discussion, the budget was approved.

**MOTION:** To approve, with amendments, the budget for the fiscal year October 1, 2014 to September 30, 2015 with a 9.5% increase in fees.

Vilia Tosio/David Diebel

**CARRIED.**

MMG Contract – A new management contract for Mayfield Management Group Ltd. was presented to the Board. The price for management increased \$1 per door.

**MOTION:** To approve the MMG per door increase of \$1 effective October 1, 2014.

Nadar Tavassoli/Scott Chisholm

**CARRIED.**

- h) Other –

1. Mudjacking – 9 units need their patio slabs mudjacked. Fort McMurray Mudjacking was approved.

**MOTION:** To approve Fort McMurray Mudjacking to mudjack 9 patios for a cost of \$6,300 + GST plus the cost of extra sand for a cost of \$750 per load.

Vilia Tosio/Scott Chisholm

**CARRIED.**

2. **MOTION:** To ratify the repairs to legal unit 584 caused by roof leaks for approximately \$7,500.

Vilia Tosio/Nadar Tavassoli

**CARRIED.**

3. Flood Cleanup and Restoration – There was a burst hot water pipe that caused damages to legal units 9 & 10, and the office, amenities room and the hallway.

**MOTION:** To ratify the flood cleanup done by Pro Serve to legal units 9 & 10, the amenities room, office and hallway in A building for a cost of approximately \$21,000.

Nadar Tavassoli/Vilia Tosio

**CARRIED.**

Suite Restoration – Only legal units 9 & 10 will need restoration by an outside company. The maintenance staff can repair the damages to the amenities room, office and hallway.

**MOTION:** To approve repairs to legal units 9 & 10 by AAA Painting for a cost of approximately \$14,500.

Vilia Tosio/Nadar Tavassoli

**CARRIED.**

4. CCI Authorization – With the new anti-spam legislation, CCI requires consent from each Board member to send them information. Individual consents were given.

10) NEXT MEETING DATE: THURSDAY, SEPTEMBER 11, 2014 @ 6:30 P.M.

11) **MOTION:** TO ADJOURN: NADAR TAVASSOLI

**CARRIED.**

MEETING ADJOURNED BY CHAIR AT 10:26 p.m.