

MEETING NAME:		Board of Directors Meeting Eagle Ridge Condominium # 0728880
Meeting Date: December 1, 2011		Location: Eagle Ridge Bldg 100 Amenity Room
Chaired by:	Brenda Diebel, President	Recorded by: Latosia Campbell
Attachments:	There were no attachments for the minutes.	
Present:		
Board Members	Administration & Guests	Absent
Brenda Diebel, President Dean Little, Vice President Stuart Josselyn, Treasurer Kevin Keightley, Secretary Biljana Mirkovic Chris Black Latosia Campbell, non voting member	Sandra Pearce, Community Manager Amanda Loveless, Building Superintendent	Duc Trinh, Maintenance

No.	DESCRIPTION	ACTION BY	Due
1	Brenda called the meeting to order at 7:05 p.m.		
2	Adoption of the Agenda It was moved and seconded that the agenda for The Peaks Board meeting of the December 4, 2010 be adopted as presented. CARRIED		
3	Presentation 3.1 Dhruv Prasad did not attend the meeting. 3.2 HVAC Brad Lucier, General Manager and Alan Patterson, Project Manager made a presentation to the Board for a comprehensive "Silver" level contract for HVAC services. He noted that the new contract represents a move from the quarterly service agreement to a monthly agreement. This would be a more inclusive contract with two (2) annual inspections and 10 maintenance visits. The Board directed Sandra and Amanda to explore how much of the HVAC maintenance work can be done in house and determine how this would impact the HVAC contract terms including costs. Sandra is to find out how the rate was calculated as it appears to be going up and if we are able to add services at any time during the agreement.	Sandra Amanda	Jan
4	Approval of Minutes The board moved and seconded that the minutes of the Peaks Condominium Corporation No. 0728880 Board meeting held October 27, 2010 be approved. CARRIED		
5	Recording of Electronic Motions 5.1. There were no electronic motions.		
6	Treasurer's Report 6.1. Budget Stuart will review the budget for posting on the web and send it to Chris for posting.	Stuart	Dec 31

No.	DESCRIPTION	ACTION BY	Due
	<p>6.2. Financial Statements The finances are on budget with no exceptionalities to be reported. The Reserve Fund is on track. The Income Statement and Balance Sheet are to be posted on the website. Arrears are as follows:</p> <ul style="list-style-type: none"> • beyond 90 days there is nothing outstanding over \$40 • 7 outstanding beyond 120 days • 6 have a caveat warning letter • 1 demand letter <p>Update on Bank Accounts The Executive Members of the Board have submitted all information required to the First National Bank to be set up for cheques signing. The Board requested that effective January 1, 2011, that the board directive for co-signing of cheques with Condominium First begins. Sandra to follow up with Calgary head office.</p>	<p>Chris</p> <p>Condo First Stuart</p>	<p>Dec 31</p> <p>Jan 1</p>
7	<p>Property Manager, Condominium First Report Sandra reported the following:</p> <p>7.1 Direct Energy- Electricity Sandra reported that she recently received information from Enmax. She will prepare a comparison chart between Enmax and Direct Energy to be distributed to the Board by Dec 15. An electronic motion may be required to take advantage of any cost savings beginning January 1.</p> <p>7.2 Staff Benefits - Status Linda Grey Martin will obtain additional information from the Condominium First Broker and provide this to the Board in time for benefits to be offered to staff effective January 1.</p> <p>7.3 Annual General Meeting The Board was informed that the facility is not available for the February 16, 2011. Sandra was asked to pick the next available Tuesday or Wednesday that the facility is free.</p> <p>7.4 Technical Audit- Wade Engineering update Parkade report should be ready before Christmas. Maintenance committee to take the lead. A Maintenance Committee meeting is to be called as soon as reasonably possible once the report is received and a path forward presented to the Board at the January board meeting. Brandon Wilde, Owner and Civil Engineer, has agreed to participate in the report review.</p>	<p>Sandra</p> <p>Linda</p> <p>Sandra</p> <p>Biljana/Duc</p>	<p>Dec 15</p> <p>Dec 31</p> <p>Dec 15</p> <p>Jan</p>
8	<p>Building Superintendent Report</p> <p>8.1 Gym- Soundproofing and Sound Test Sound proofing material is in customs in Toronto. A local contractor is on standby to install the material as soon as it arrives on site. A sound test before and after the installation will be done by Brent Chopping.</p>	<p>Amanda</p>	

No.	DESCRIPTION	ACTION BY	Due
	<p>8.2. Parkade Heat In spite of the high temperatures in the parkade, the heat is set at 5 degrees and thus will remain.</p> <p>8.3 Bylaw Infractions Eight vehicles had been towed in the previous two months, but none in the last two weeks. There is a large improvement with the proper use of the parking lot.</p>		
9	<p>Board Policies and Procedure There were no policies or procedures for the agenda. Board to start reviewing the existing policies in January to determine whether they are adequate, do they need improvement or additions. Sandra is to work with Amanda to recommend policy and/or procedure changes to the Board.</p>	Sandra	
10	<p>Committees</p> <p>10.1 Bylaw Committee Board to review Bylaw Document. changes will be amalgamated and members assigned to review sections.</p> <p>10.2 Maintenance Committee – The Committee will meet to decide the next steps after the final Wade Engineering technical audit report is received.</p> <p>10.3. Personnel Committee</p> <ul style="list-style-type: none"> • Amanda and Sandra to put together performance evaluation for cleaners. • A Closed Board meeting was held prior to the regular Board meeting to review the Performance Evaluation of the Building Superintendent. 	<p>Brenda All Members</p> <p>Duc</p> <p>Sandra Amanda</p> <p>Brenda Sandra</p>	<p>Jan</p> <p>Jan</p> <p>Dec</p>
11	<p>Communication</p> <p>11.1 Website The electronic copy of 2010/2011 budget is to be posted.</p> <p>11.2 A Christmas Newsletter will be done. it will include the information on the modification and upgrade of units.</p>	Chris	
12	<p>New Business There was no new business.</p>		
13	<p>Next Meeting: January 26, 2010 at 7:00 Bylaws: January 12, 2010</p>		
14	The meeting was adjourned at 8:30 pm		

Original Signed By:

Brenda Diebel, President

Latosia Campbell, Recording Secretary