

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: Wednesday, December 5, 2012

TIME: 6:30 p.m.

- 1) QUORUM:
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| X President/Privacy Officer - | Craig Squires (607 D) |
| VP/Treasurer - | David Diebel (615 A) absent with regrets |
| X Secretary - | Deanna Hebert (305 C) |
| X Member- at-Large - | Chuck Smith (513 A) |
| X Member-at-Large - | Frank Lewis (203 D) |
| Member-at-Large - | Jay Schmitz absent with regrets |
- X Helena R. Smith, ACCI for Mayfield Management Group Ltd.
X Edith O’Flaherty, for Mayfield Management Group Ltd.

2) MEETING CALLED TO ORDER BY CHAIR Craig Squires at 6:45 p.m.

3) GUESTS AND DELEGATIONS. Amanda Loveless, Building Superintendent.

4) BUILDING SUPERINTENDANT’S REPORT:

- a) Parkade Door/Ramp –
1. Door -The building superintendant will get a quote on a commercial grade door to replace the one door that is constantly causing problems. There are also new hinges required and they have been ordered.
 2. Ramp – The sensors for one ramp are scheduled to be moved so they operate properly de-icing the ramp in the cold weather.
- b) Water Damages – A toilet overflowed in one of the suites in D building and caused damages in other units. The restoration company is providing a quote for the repairs. The residents are to contact their insurance companies to repair damages to their belongings and to pay for costs if the resident must be out of their unit during repairs.
- c) Fire Alarm Inspections –
1. The in suite fire alarms were tested. Through an anomaly, the bells rang in all buildings. That problem was corrected, the alarms were silenced but this required Garda to provide a fire watch.
 2. Any Owner/and or resident that disabled their in suite fire alarms and caused the Fire Department to respond to a false alarm will be charged for that Fire Department call out.

3. There have been deliberate calls to the Fire Department caused by someone pulling the fire alarms at the pull stations. The Board will pass on to the Owner responsible any costs associated with these pranks as well as additional fines.

d) In Suite Renovations –

1. Last year one of the units did major renovations. The unit below them is complaining about noise from this suite. The building superintendant will check the flooring of the upper unit to insure proper flooring underlay was installed. Further investigations are to come.

2. One suite has been gutted for renovations. Proper approvals have not been obtained. The building superintendant will issue an immediate stop work order until the Board receives the proper documentation for approval.

e) Back Flow Preventers – HVAC will have all the back flow preventers inspected.

f) Wash Bay Line Clearing – There was a blockage in the line in the wash bay causing the wash bay to be shut down for a time. This has been cleared and regular maintenance will be maintained to prevent this from happening again.

5) **MOTION: To APPROVE AGENDA:**

Deanna Hebert/Craig Squires

CARRIED.

6) **MOTION: To APPROVE THE MINUTES OF PREVIOUS MEETING – NOVEMBER 7, 2012.**

Deanna Hebert/Frank Lewis

CARRIED.

7) OLD BUSINESS ARISING FROM LAST MINUTES:

a) Engineers Report/Stantec – A report from the Developer is expected next week. It will then be reviewed by Stantec.

b) Committee Reports –

1. Personnel – All new contracts have been signed except one.

2. Maintenance – New volunteers will meet with the committee on Sunday, December 16.

3. Social Committee – There will be 2 social events this December and they were announced in the December newsletter.

8) FINANCIALS/INVESTMENTS/ARREARS –

All financials from Condominium First were received by MMG as of today's date. Opening balances have yet to be established.

- 9) CORRESPONDENCE: SENT – Newsletters to all on site residents and off site Owners.
RECEIVED – Several emails were received concerning the alarm bells ringing in all buildings during the inspections of in suite alarms. This was rectified.
A \$200 fine was sent to one unit for storing garbage on their patio.

10) NEW BUSINESS:

- a) Service Contracts – MMG provided the Board with a list of all current service contracts with proposed changes to 3 contracts:

1. Cummins – They test and service the generator for the buildings. They currently test monthly and perform more stringent testing twice a year. Going forward, The Peaks site staff will test the generator and log the test on a monthly basis with Cummins completing their semi-annual and annual testing. Cummins will train the site staff how to test the generator and keep the testing log.

MOTION: To approve a change to the Cummins contract to allow site staff to test the generator on a monthly basis while they continue their semi-annual and annual major testing. The contract will be for an annual cost of \$3,869.50 which includes all testing, training the site staff and providing the log book.

Deanna Hebert/Craig Squires

CARRIED.

2. Fire Protection Servicing – Tabled until next meeting.

3. TLC – Waste Disposal – The Board has authorized MMG to sign this contract if there is no more than a 4% variance from the competing quotes.

MOTION: To approve MMG to sign the TLC waste disposal contract (if it is no more than 4% higher than competing quotes). The TLC contract is for 3years increasing 2% per year starting in 2012 @ \$4,092.24.

Deanna Hebert/Craig Squires

CARRIED.

4. Alberta Sweep-rite – The contract for the parkade sweeping and washing was approved.

MOTION: To approve the Alberta Sweep-rite contract for an annual cost of \$22,150 plus GST.

Deanna Hebert/Craig Squires

CARRIED.

- b) Yearly Work Schedule – Tabled until next meeting.

- c) Newsletter Printing Costs – The Board discussed these costs.

- d) Site Staff/Christmas Bonuses/Holiday Coverage – MMG to confer with the Treasurer to ascertain the bonuses paid last year.

MOTION: To approve \$1,100 for the 7 staff Christmas bonuses and a further \$500 for a staff luncheon or dinner.

Chuck Smith/Frank Lewis

CARRIED.

- e) PO Processing – Tabled to next meeting.

- f) Letcar Invoices – MMG emailed several questions to Letcar and there has been no response as of today's date.
- g) Tub Drains – HVAC has advised that the majority of tub drains can likely be tightened from above. Only some units will require the installation of access panels.
- h) AGM Date – MMG will book the Casman Centre for the AGM to be held Thursday, March 7, 2013 (if available).
- i) Other –
 - 1. Security – There are too many fobs in the system making it difficult to keep tabs on who does and doesn't have access to the buildings. The Board discussed limiting the number of fobs per unit and possibly charging for extra fobs. MMG will make recommendations as they handle many sites facing this issue.
 - 2. Building Superintendant Salary Increase – Tabled.
 - 3. Toilet Overflow – Owners will be charged for the damages caused by a malfunctioning of their toilet.

11) NEXT MEETING DATE: WEDNESDAY, JANUARY 9, 2013 @ 6:30 P.M.

12) **MOTION:** TO ADJOURN: DEANNA HEBERT
MEETING ADJOURNED BY CHAIR AT 9:30 p.m.

CARRIED.