

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

**BOARD MEETING MINUTES**

**PLACE:** Amenities Room 136 A

**DATE:** Wednesday, December 10, 2014

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

1) QUORUM:	X President/Treasurer -	David Diebel
	X Vice President -	Nader Tavassoli
	Secretary -	
	Privacy Officer -	Adrian Pooley
	X Member- at-Large -	Vilia Tosio
	Member-at-Large -	Scott Chisholm

Helena R. Smith, ACCI, FCCI for Mayfield Management Group Ltd.  
X Edith O’Flaherty for Mayfield Management Group Ltd.

2) MEETING CALLED TO ORDER BY CHAIR David Diebel at 6:44 p.m.

3) GUESTS AND DELEGATIONS. None.

4) **MOTION:** To APPROVE AGENDA:  
Nader Tavassoli/Vilia Tosio

**CARRIED.**

5) **MOTION:** To APPROVE MINUTES OF PREVIOUS MEETING – NOVEMBER 6, 2014  
Nader Tavassoli/Vilia Tosio

**CARRIED.**

6) OLD BUSINESS ARISING FROM LAST MINUTES:

a) Site Manager’s Report – Reviewed and discussed

b) Wade Report – January 2015

c) Stantec Recommendations – Parkade – Stantec does not recommend installing columns in the parkade to offset the traffic driving on the road. The suggest monitoring the cracking on an annual basis.

d) Dog Run – Duraguard was given the PO for a cost of \$7,730 to install fencing around the dog run. The Peaks maintenance is installing extended fencing in the areas where there is too much of a gap between the fence and the ground so small dogs will be secure.

**MOTION:** To approve the Duraguard quote for \$7,730 + GST to supply and install fencing around the dog run.

Nader Tavassoli/Vilia Tosio

**CARRIED.**

The Board will advise Duraguard to wait until Spring.

- e) Sprinkler Deficiencies/Parkade – Levitt will be starting the work before the permit is approved with the approval of the permitting office.
- f) Survey Results – Tabled.
- g) Motorcycle Rental Stall Policy – The new policy governing motorcycle stall rentals was presented to the Board. It was reviewed and approved.  
**MOTION:** To approve the Motorcycle Stall Rental Policy.  
Nader Tavassoli/David Diebel **CARRIED.**
- h) Annual Fire Systems Inspection – Levitt Safety is scheduling the Fire Panel inspection for next week.
- i) Parkade Epoxy Injections – Maintenance will identify which cracking is to be filled then Ripley’s will provide a quote.
- j) Balcony Railings Policy – This was presented to the Board for review and discussion. It will be presented at the AGM. Owners will be sent a letter informing them of the pending policy and asked to send questions to the Board before the AGM.  
**MOTION:** To approve the patio railing policy as presented.  
Nader Tavassoli/David Diebel **CARRIED.**
- k) Christmas Parties – Wine and Cheese (December 5) – approximately 25 people attended.

Children’s Party – December 19 – Next year, instead of the Corporation buying presents for the children, the parents will bring presents for their children.

7) FINANCIALS/INVESTMENTS/ARREARS

As of November 30, 2014 the Operating account was \$203,456.97, the Reserve Fund account was \$1,491,287.48, A/P were \$12,732.55 and A/R were \$21,954.19.

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

Nader Tavassoli/Vilia Tosio

**CARRIED.**

Investments – The Reserve Funds monies will be invested as per the instructions of the Board in December 2013.

- 8) CORRESPONDENCE: SENT – legal unit 584, legal unit 319, legal unit 561, reply to disgruntled owner.

RECEIVED – legal unit 584, disgruntled owner leaflets

9) NEW BUSINESS:

- a) Gas Leak /NE Corner B & C Shut down – There was a gas leak detected by Atco Gas. They had to shut down B & C to complete repairs. Atco informed The Peaks that the

work was done at no cost to the Corporation. The only cost incurred was for HVAC to attend to ensure all systems remained operational.

- b) Move In/Out Policy – A revised policy was presented to the Board for discussion.  
**MOTION:** To approve the Move In/Out Policy.  
Vilia Tosio/Nader Tavassoli **CARRIED.**
- c) WHMS/First Aid Training – All staff but 2 have completed their WHMS and First aid training. The remaining courses have been scheduled.
- d) TarMac Ratify – The manhole in the parking lot was repaired. The approval was given via email.  
**MOTION:** To ratify the TarMac PO 159853 for repairs in the parking lot to a manhole cover. It was for a cost of approximately \$15,000. This is a Reserve Fund expense.  
Nader Tavassoli/Vilia Tosio **CARRIED.**
- e) Christmas Bonuses – The staff will receive their customary Christmas bonuses and salary increases for 2015.  
**MOTION:** To approve an \$800 bonus for the site manager and \$500 for the remaining site staff.  
Vilia Tosio/Nader Tavassoli **CARRIED.**
- MOTION:** To approve site staff increases of 3% for 2015.  
Vilia Tosio/Nader Tavassoli **CARRIED.**
- f) Other –
1. Board Resignation - David Diebel, Board President and Treasurer is moving out of Fort McMurray and will submit his resignation from the Board upon the closing of the sale of his unit. The Board wishes to thank him for his long time service to The Peaks. As there is only one Board meeting left, new Board members will be added at the AGM in March.
  2. Audit at AGM – The Board asked David Diebel if he would present the audit at the AGM. He agreed. He will be notified before March 5, 2015.
  3. Elevator Power Outages – Otis Elevator will be contacted to address the issue of extended power outages that cause the elevator to cease functioning.
  4. Handicapped Parking – There was some confusion about a stall in the parkade identified as a handicapped parking stall. This will be removed.
  5. Office Security Cameras – Two quotes were received for supplying and installing security cameras in the office. After review and discussion, the Board approved the quote from Fort Mac Security Solutions.  
**MOTION:** To approve the Fort Mac Security Solution quote for the supply and installation of security cameras for the site office for a cost of approximately \$7,000 plus GST.  
Vilia Tosio/Nader Tavassoli **CARRIED.**

10) NEXT MEETING DATE: THURSDAY, FEBRUARY 5, 2015.

11) **MOTION:** TO ADJOURN: VILIA TOSIO

**CARRIED.**

MEETING ADJOURNED BY CHAIR AT 8:03 p.m.