

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

**BOARD MEETING MINUTES**

**PLACE:** Amenities Room 136 A

**DATE:** February 6, 2013

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

- 1) QUORUM:
- |                      |                       |
|----------------------|-----------------------|
| X President -        | Craig Squires (607 D) |
| X VP/Treasurer -     | David Diebel (615 A)  |
| X Secretary -        | Deanna Hebert (305 C) |
| X Member- at-Large - | Chuck Smith (513 A)   |
| Member-at-Large -    | Frank Lewis (203 D)   |
| X Member-at-Large -  | Jay Schmitz           |
- 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 6:50 p.m.

3) GUESTS AND DELEGATIONS. None.

4) BUILDING SUPERINTENDANT’S REPORT –

This report was discussed. The snow removal contractor will be asked to stop clearing snow by 10:00 p.m.

5) **MOTION:** To APPROVE **AGENDA:**  
Deanna Hebert/Chuck Smith **CARRIED.**

6) **MOTION:** To APPROVE **MINUTES** OF PREVIOUS MEETING – JANUARY 9, 2013.  
Deanna Hebert/David Diebel **CARRIED.**

7) OLD BUSINESS ARISING FROM LAST MINUTES:

a) Engineers Report / Stantec – Deficiency committee will to meet, again, with the engineering firm and developer to discuss and determine the course of action to be taken to resolve the issues at hand. The Board will update the Owners at the AGM as to the progress that has been made and the results of the discussions that have been undertaken to date. The Deficiency committee and engineering firm are currently discussing final details.

b) Committee Reports

- 1) Maintenance – Parkade sweep schedule cannot be changed this year. The frequency of the cleanings may be reduced next year. The remainder of this years’ schedule will be posted.

- 2) Personnel – The personnel committee will be developing an employee policy to determine the amount of time for a “Leave”.
  - 3) Website – The “Current Events” tab on the website is online and running. Residents and Owners will be encouraged to check this often as it will be the method to communicate upcoming events on a more timely fashion. A notice will be included in the next newsletter.
  - 4) Newsletter – The newsletter will only be posted on the website with a few copies to be left in the mailbox area. This is in an effort to save money and to “Go Green”.
- c) Letcar Invoices – MMG has received nothing from Letcar so this is a closed issue.
  - d) Tub Drain & Toilet Repairs - More information is to come later. The Board will be proactive on this issue as soon as they hear from the developer.
  - e) Insurance Deductible – The water deductible portion of the Corporation’s insurance has been confirmed to be \$5,000.
  - f) AGM – The AGM is to be held at Holy Trinity High School in the Theatre. Registration is to begin at 6:15 p.m. and meeting will start at 7:00 p.m. Pizza will be served prior to the start of the AGM.
  - g) Parking Stall 384 lighting – MMG to get an estimate for lighting this stall. MMG will also check lighting at building D.
  - h) News Bulletin / Web Site – MMG will add to the notices sent out that disconnecting the smoke detector in your unit will also affect the rest of the property and that having it restored will be an Owner expense.
  - i) Pool Table – New pool balls and cues were purchased to replace the missing ones and will be distributed.
  - j) Water in Parkade – The maintenance manager will log the incidents of when and where water is found in the Parkade.
  - k) WesClean Account – MMG is setting up accounts at WesClean or W.E Greer to facilitate consistent purchasing of professional cleaning supplies to be used in the buildings.
  - l) Glycol - The top up of glycol in the heating system is underway.
  - m) Overhead Door – The installation of a new overhead door is complete. Delays in quotes due to the holiday season/weather/transportation – all delayed installation.
  - n) Fob & Remotes – There are now 2 receivers on each door. Re-programming details will be discussed at the next meeting.

8) FINANCIALS/INVESTMENTS/ARREARS

New account for legal costs and repairs connected to the Parkade deficiencies has been created.

As of January 31, 2013, the Operating account is \$120,751.26, the Reserve Fund was \$812,440.27, accounts receivable was \$80,980.52 and accounts payable were \$26,647.93.

**MOTION:** TO APPROVE FINANCIALS AS PRESENTED: January 2013.

Chuck Smith/Craig Squires

**CARRIED.**

The audited financial statements were previewed by the Treasurer and approved.

**MOTION:** To approve the draft audit for the 2011-12 fiscal year as presented.

Chuck Smith/Craig Squires

**CARRIED.**

9) CORRESPONDENCE: SENT -

- a) MMG has set up a Gmail database and will be able to send bulletins out via this database.
- b) Information will be posted onto website regarding Zone valve and smoke detector locations.
- c) Pet notice review to be posted.
- d) Letter sent to legal unit 338 to clean up suite.
- e) Letter sent to legal unit 59 regarding unauthorized renovations. Benchmark Inspections Inc. did an inspection and report and this report was sent to the Owner.
- f) Noise complaints were received regarding noise through laminate flooring. Specifications from the Owner of legal unit 583 were requested and a letter was sent regarding noise control.

RECEIVED – A realtor requested the posting of a realtor sign in a unit window. No signs are allowed as per the Bylaws.

10) NEW BUSINESS:

- a) Two Way Radios – Six new 2 Way professional staff radios purchased from Nova Communications for \$1,986.46. They are working well for staff communication.
- b) Insurance Claim #PR1043373-1 – On November 28, 2012 the toilet in legal unit 768 the toilet in this unit overflowed causing damages to the units below it. Three estimates for repairs were received and Bona-Fide Renovations was approved being the least expensive.

**MOTION:** The Board approves using Bona-Fide Renovations Inc., for an approximate cost of \$38,000, to complete the repairs to the affected units.

David Diebel/Chuck Smith

**CARRIED.**

Renovations – All requests for renovations must be sent to MMG so they can be brought to the board for a decision.

- c) Newsletter Printing – This issue has been resolved.

11) NEXT MEETING DATE: AGM, MARCH 7, 2013 AT HOLY TRINITY HIGH SCHOOL.

12) **MOTION:** TO ADJOURN: DAVID DIEBEL

**CARRIED.**

MEETING ADJOURNED BY CHAIR AT 9:12 p.m.