

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

**BOARD MEETING MINUTES**

**PLACE:** Amenities Room 136 A

**DATE:** Thursday, February 6, 2014

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

- |            |                     |                            |
|------------|---------------------|----------------------------|
| 1) QUORUM: | X President -       | Craig Squires              |
|            | Vice President -    | Vacant                     |
|            | X Treasurer -       | David Diebel               |
|            | Secretary -         | Vacant                     |
|            | X Privacy Officer - | Dhrub Prasad               |
|            | Member- at-Large -  | Chuck Smith <sup>AWR</sup> |
|            | X Member-at-Large - | Vilia Tosio                |

X Helena R. Smith, ACCI, FCCI for Mayfield Management Group Ltd.

X Edith O’Flaherty for Mayfield Management Group Ltd.

- 2) **MOTION:** TO ELECT HELENA SMITH CHAIR OF THIS MEETING.  
DAVID DIEBEL/DHRUB PRASAD

**CARRIED.**

MEETING CALLED TO ORDER BY CHAIR Helena Smith at 6:35 p.m.

- 3) GUESTS AND DELEGATIONS. None.

- 4) **MOTION:** TO APPROVE **AGENDA:**  
David Diebel/Craig Squires

**CARRIED.**

- 5) **MOTION:** TO APPROVE **MINUTES** OF PREVIOUS MEETING – DECEMBER 6, 2013  
Vilia Tosio/Dhrub Prasad

**CARRIED.**

- 6) OLD BUSINESS ARISING FROM LAST MINUTES:

- a) Site Manager’s Report – Reviewed and discussed.
- b) Committee Reports – Staff salary adjustments were discussed and approved.
- c) Insurance Claim Legal Unit 768 – This claim has now been completed. Proof of Loss documents are being sent to MMG.
- d) Rental Pool Update – As requested, MMG provided the Board with documentation for a Rental Pool Service Program. After discussion, the Board is tabling this program.

- e) Building Posters – This item is closed.
- f) Dryer Vent Cleaning – The Maintenance Supervisor provided the Board with pictures of the vents. He was unable to clean from the outside. Sample units will be tested from the inside.
- g) Wade Report/Service Proposal – The Board had previously approved Phases 1 & 2 of the report dealing with providing a report on the window leaking issue. The Board discussed implementing the repairs to be overseen by Wade Engineering.  
**MOTION:** To approve Wade Engineering to complete the design and specifications without tendering for phases 3.2 & 3.3 of the options provided in the Window Review Report which includes regular maintenance of building envelope sealant repairs.  
David Diebel/Dhrub Prasad **CARRIED.**

- h) Reserve Fund Study (RFS December 2011) Approval & 5 Year Plan – MMG provided both the revised RFS and the 5 year plan which is based on the revised RFS. The revised RFS allowed for the work that was completed by the developer in 2013. The revised RFS and 5 Yr plan was discussed and reviewed.  
**MOTION:** To approve the revised 2011 Reserve Fund Study.  
Vilia Tosio/Craig Squires **CARRIED.**

**MOTION:** To approve the 5 Year Plan.  
David Diebel/Dhrub Prasad **CARRIED.**

- i) Levitt Update – Fire Extinguishers/Suite Inspections – The final item on the Fire Systems Inspection list was the in-suite inspections of smoke detectors, strobes and fire bells. This was completed.

Levitt provided a quote for replacing all fire extinguishers. They all require their 5 year recertification and it is less expensive to replace them then to pay the labour to drain and recharge.

**MOTION:** To approve the cost for Levitt Safety to replace all fire extinguishers for a cost of \$12,991.33 plus GST.  
David Diebel/Dhrub Prasad **CARRIED.**

#### 7) FINANCIALS/INVESTMENTS/ARREARS

- a) As of January 31, 2014 the Operating account was \$71,419.22, the Reserve Fund account was \$1,210,023.81 A/R was \$31,911.64 and A/P was \$19,964.12.  
**MOTION:** TO APPROVE FINANCIALS AS PRESENTED: January 2014.  
Vilia Tosio/Dhrub Prasad **CARRIED.**
- b) The draft audit was reviewed by the Treasurer and discussed by the Board.  
**MOTION:** To approve the 2012-13 draft audit.  
David Diebel/Dhrub Prasad **CARRIED.**

- c) Several units are 90 days in arrears and as per the collections policy, they 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 are authorized. The legal units are; 17, 500, 561 and 719.

Vilia Tosio/Dhrub Prasad

**CARRIED.**

- d) Parking Tickets – Several people have not paid their parking tickets.

**MOTION:** To approve the addition of interest, as per the Bylaws of the Corporation, to accounts with outstanding parking charges.

David Diebel/Craig Squires

**CARRIED.**

- 8) CORRESPONDENCE: SENT – Newsletters, legal #'s 584, 789  
RECEIVED – Legal units #'s 584, 96, 492, 294, 301

- 9) NEW BUSINESS:

- a) HVAC – HVAC, the mechanical contractor for The Peaks supplied a new 2 year contract. The only cost differences from the last contract were labour increases. The contract price remains the same. The Board discussed and approve the new contract.

**MOTION:** To approve the new 2 year contract from HVAC for an annual cost of \$76,284.

Vilia Tosio/Dhrub Prasad

**CARRIED.**

- b) Parkade Cleaning – Sweeprite the company that does the parkade sweeping has suggested a more cost effective way of cleaning the pipes in the parkade. The pipes could be cleaned at the same time as the sweeping occurs. A quote was requested for pipe cleaning in conjunction with the cost for 4 washes per year with no more dry sweeps.

- c) Heating Line Breaks – There were some breaks in the elbow joints in the heating lines beside the patio doors during the Christmas season. The costs to complete the clean up and rebuild of these units was approved via email.

**MOTION:** To ratify costs to clean up the water leaks & rebuild 109C, 209B, 312C, 316C & 309C

David Diebel/Dhrub Prasad

**CARRIED.**

As most breaks occur in building C, HVAC was approved to inspect these 90 degree joints in the heating lines under the patio doors.

**MOTION:** To approve HVAC to inspect the 90 degree joints in the heating lines under the patio doors in 'C' building upon receipt of a quote.

Dhrub Prasad/Vilia Tosio

**CARRIED.**

- d) Perimeter Flashing – The costs for both steel and aluminum perimeter flashing were presented. It was recommended that steel would be a better flashing material.

**MOTION:** To approve steel flashing for a cost of approximately \$18,000 plus GST. This is a Reserve Fund expense.

Vilia Tosio/Craig Squires

**CARRIED.**

- e) Office Printer – The printer in the site office is proving too expensive to operate. MMG provided a quote for leasing a printer from Toshiba. The Board discussed the costs and approved a leasing agreement.

**MOTION:** To approve leasing a printer for the office for 48 months for approximately \$206 per month.

Vilia Tosio/Dhrub Prasad

**CARRIED.**

- f) Wash Bay – The wash bay will be painted and a new sign will be installed.

- g) Poo Prints Program – A program to collect the DNA of all dogs in the complex to facilitate the identification of dog feces that is not picked up by the dogs' owner was discussed and approved by the Board. There will be an initial outlay of approximately \$5,500 but these costs will be recouped as the registration of dog DNA is paid for by the Owner.

**MOTION:** To approve the implementation of the Poo Prints Program for an initial cost of approximately \$5,500.

David Diebel/Vilia Tosio

**CARRIED.**

- h) Land Titles Form – Board member Thomas Zuk resigned from the Board. The form for the Land Titles registry to identify the revised list of Board members was signed. MMG will forward it to Land Titles.

- i) Other – MMG and Board member Vilia Tosio reviewed the website to ensure it is up to date. The email address to Board members will be deleted and these emails are to be sent to Condominium Manager Helena Smith at: [helenasmith@mmltd.com](mailto:helenasmith@mmltd.com)

10) NEXT MEETING DATE: AGM MARCH 6, 2014 AT HOLY TRINITY SCHOOL.

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

**CARRIED.**

MEETING ADJOURNED BY CHAIR AT 9:45 p.m.