

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: Wednesday, January 9, 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) |
| X 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 L. O’Flaherty, for Mayfield Management Group Ltd.
- 2) **MEETING CALLED TO ORDER BY CHAIR** Craig Squires at 6:46 p.m.
- 3) **GUESTS AND DELEGATIONS.** Amanda Loveless – Site Manager
- 4) **BUILDING SUPERINTENDANT’S REPORT** - Amanda Loveless, Building Superintendant report was presented and discussed.
- i. Superintendant to forward dates that heating line breaches occurred
 - ii. Superintendant to forward details on noise transfer between units #565 & #583
- 5) **MOTION: TO APPROVE AGENDA:**
Frank Lewis/Chuck Smith **CARRIED.**
- 6) **MOTION: TO APPROVE MINUTES** OF PREVIOUS MEETING – DECEMBER 5, 2012
Deanna Hebert/Craig Squires **CARRIED.**
- 7) **OLD BUSINESS ARISING FROM LAST MINUTES:**
- a) **Engineer’s Report** – Stantec has received a proposal from the Centron (developer) and would like to see some adjustments. Deficiency committee to ask Stantec for recommendations.
- Stantec Invoice - Stantec sent an invoice for their original report.
MOTION: To approve payment of \$3,220 plus GST to Stantec.
David Diebel/Chuck Smith **CARRIED.**

- b) Committee Reports
 - i. Bursting Pipes – MMG to compose a bulletin with photos of zone valve shut off locations for the newsletter/website.
 - ii. Pool Tables – MMG will consult with Amanda and order replacement balls.
 - iii. Ping-Pong Club – There have been requests to start a Ping-Pong Club. The Board will draft signup sheets for the room and an announcement bulletin to get club started. Ping-Pong members will maintain their own scheduling.
 - iv. Communications –MMG will compose a notice to go to all Owners & Residents to advise them to check the website for all “Current Events”.
 - v. A new “Current Events” page will be added to The Peaks website for better Board and Resident communication.
 - vi. Visitor Parking Complaints – MMG will review.
 - vii. Snow Removal Complaints – MMG and site staff to work with the contractor to improve service especially night cleaning, though we also have various shifts of work for residents.
 - viii. Vehicle Repair Requested – Vehicle repairs are not allowed. Refer to Bylaws 62b (xix) and 62b (xxiv).
 - ix. Owners Packages – MMG sends a New Owner Welcome package to all new Owners. The Board may submit additions to this package if necessary.
 - x. Deficiency Committee to review all costs for bath tub drains/toilet repair and glycol leaks.
 - xi. An update for inclusion in next MMG bulletin regarding water in parkade.
 - xii. Personnel – The Board discussed ongoing personnel issues.
- c) Service Contracts/TLC Update – MMG has signed the TLC contract for waste disposal.
- d) Yearly Work Schedule/Parkade Cleaning – Due to complaints from several residents about the timing of the cleanings, MMG will contact the parkade cleaning contractor and attempt to move February’s cleaning to March and move July’s scrub into next contract time frame – Fall 2013.
MMG was also asked to get a cost of purchasing a small sweeper to be used by site personnel and cut down on the number of sweeps required.
- e) Letcar Invoices Update – MMG is expecting a response by Mid January.
- f) Tub Drains & Toilet Repairs – MMG to get quotes for bathtub drain repair and toilet tank connection in order to be pro-active regarding damages and guaranty our costs.
- g) AGM Date – Thursday March 7, 2013 @ 7:000 p.m. @ Holy Trinity High School. MMG will post the date and time in the upcoming bulletin.

8) FINANCIALS/INVESTMENTS/ARREARS

As of December 31, 2012

- Bank Operating Account - \$135,187.93

- Reserve Fund was - \$776,926.51
- Account Receivable - \$107,404.63
- Accounts Payable - \$127,990.41

MOTION: TO APPROVE FINANCIALS AND TREASURERS REPORT AS PRESENTED FOR December 2012.

Deanna Hebert/Frank Lewis

CARRIED.

9) CORRESPONDENCE: SENT / RECEIVED

- False fire alarm owner charge back (OCB) unit #110C – Paid.
- OCB sent to legal unit #768 for damages resulting from toilet over flowing and resulting flood damages - \$3,564.59
- OCB to legal unit #277 – Disputed OCB Charges
- MMG sent letter to all units with faulty in-suite fire devices (smoke detectors) 80 units found to be faulty.
- Maintenance is to look at parking stall #384 for residents lighting concern.
- MMG to send bulletin/website message – How disconnecting ones smoke detector in ones unit will also affect the rest of the property.

10) NEW BUSINESS:

- Fob and Contoller Review – MMG to send out notice regarding Security Audit of Fobs. The Board is discussing options for the purchase/ deposit for additional fobs and keyless man door access.

MOTION: The Board approves MMG to perform a security audit of Fobs and Parkade controls.

David Diebel/Craig Squires

CARRIED.

- Insurance Deductible – The insurance company needs to clarify if the deductible is \$5,000 or \$25,000. If \$25,000 we need to inform owners/residents to check/upgrade their homeowners contents insurance.

Delays in repairs to flooded units legal unit #742 & #760 – MMG will now oversee any insurance claims and adjusters.

- Heating System Glycol Levels - The mechanical company that is under contract to The Peaks has suggested a glycol feeder system which will automatically refill the glycol level as required.

MOTION: To approve HVAC Solutions Ltd. to supply and installation a Glycol feeder system in each building for an amount not to exceed \$12,000 including GST.

David Diebel/Frank Lewis

CARRIED.

- Parkade Door Replacement - Joshua Door quote was Board approved via email and subquently the approval was cancelled. Second quote was received from Black Mac Overhead Doors and MMG is to proceed with whichever contractor they choose.

MOTION: To approve MMG to proceed with the door replacement, not to exceed \$7,000.00

David Diebel/Frank Lewis

CARRIED.

- Other

- i. Security Cameras - MMG to look at security cameras options and costs.
 - a. TV in office so the security cameras can be monitored.
- ii. Webmaster account paid to September 13, 2013.
- iii. Staples and WesClean accounts – MMG is looking into setting up accounts for The Peaks.

11) NEXT MEETING DATE: WEDNESDAY, FEBRUARY 6, 2013.

12) **MOTION:** TO ADJOURN: JAY SCHMITZ

CARRIED.

MEETING ADJOURNED BY CHAIR AT 9:34 p.m.