

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: July 4, 2013

TIME: 6:30 p.m.

- 1) **QUORUM:**
- | | |
|----------------------|----------------------------------|
| President - | Craig Squires (607 D) |
| X Vice President - | Brent Chopping (516 D) |
| Treasurer - | David Diebel (615 A) |
| X Secretary - | Thomas Zuk (209B) |
| X Privacy Officer - | Dhrub Prasad (416C) |
| X Member- at-Large - | Chuck Smith (513 A) left at 7:30 |
| X Member-at-Large - | Vilia Tosio (105A) |

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** Brent Chopping at 6:40 p.m.

3) **GUESTS AND DELEGATIONS.** None.

4) **MOTION:** To APPROVE **AGENDA:**
Chuck Smith/Vilia Tosio

CARRIED.

5) **MOTION:** To APPROVE/AMEND **MINUTES** OF PREVIOUS MEETING – JUNE 6, 2013
Chuck Smith/Vilia Tosio

CARRIED.

6) **OLD BUSINESS ARISING FROM LAST MINUTES:**

a) Site Manager’s Report Review

- Report received, no follow up required.

b) Centron Contract Progress Update/CMHC

- MMG will draft a letter to the owners for Board approval.
- Centron repairs on going

c) Committee Reports

- No new reports for the meeting

d) Tub Drains & Toilet repairs – Update

- Now 100% complete

- e) Water in Parkade – Ongoing
 - Will be reviewed in section 9 e).
- f) Insurance Claim #PR1043373-1; Nov 28, 2012 – D504 toilet – Update
 - All work completed MMG is waiting for the proof of loss form from the adjuster.
- g) Unit Renovation Program – This policy form was amended to include the addition of ductless A/C. Units must request A/C and the installation must conform to the policy.
MOTION: To approve Unit renovation request form as amended.
Thomas Zuk/Chuck Smith **CARRIED.**
- h) Glycol Update– None.
- i) Dog Zone Area – Improvement
 - Received a quote from CW landscaping. Waiting for quote from Buffalo Contracting.
- j) Speed Bumps
 - Waiting for estimates on permanent speed bumps
- k) #137 Parking Stall height/Signs
 - Getting 3 signs long signs and 8 smaller signs made indicating ‘maximum clearance height 78’.
- l) Sweeprite – ceiling & pipe washing quote
 - Waiting for quote.
- m) Rental Pool
 - MMG to have information package to board 2nd week of July.
- n) Property Taxes – delivered
 - MMG now has authorization to pay taxes on a go forward basis.
- o) Building posters
 - Small posters are 297mm x 420mm and Large are 420mm x 600mm
 - Waiting for quote on posters
 - Posters would be rotated between the buildings
- p) 2013 BBQ
 - Prefer to have a small event for the children of the buildings
 - Have event after the building C construction is completed
 - Table it until August Board meeting

7) FINANCIALS/INVESTMENTS/ARREARS

As per June 30, 2013 the Operating account was \$260,237.98, the Reserve Fund account was \$984,954.88 and the A/R were \$36,327.01.

MOTION: TO APPROVE FINANCIALS AS PRESENTED:

Chuck Smith/ Dhruv Prasad

CARRIED.

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 unit is 336.

Dhruv Prasad/Brent Chopping

CARRIED.

8) CORRESPONDENCE: RECEIVED:

- a) Door Lock Key Pad – waiting for picture
 - MMG now has photograph of satin door lock key pad to use as reference for approvals.
- b) Safety Concerns from Construction – 105B/116B
 - These Owners had concerns about the large rocks surrounding their patios. The Board requested MMG to inform the owners of the reasons for selecting the rocks was to facilitate the drainage issues at The Peaks.
- c) Trailer in Parking Stall – 203D
 - 7' x 14' trailer is approved by Board.
- d) Garage Sale
 - Board does not approve due to construction taking place in complex at this time.
- e) Notice to Tenant instead of Resident
 - Process is followed and no further follow-up required.
- f) Temporary security camera installed on balcony 214B
 - Requests approval to fasten a camera to building on their patio
 - Board does not approve the installation of a temporary or permanent camera.

Sent: 404B, 405A, 304C, 312 C, 208A, 308B.

9) NEW BUSINESS:

- a) Otis Elevator Contract
 - Otis and ThyssenKrupp have submitted quotes.

MOTION: To approve a 5 or 10 year contract with Otis Elevator upon review of the 10 year costs.

Vilia Tosio/Brent Chopping
- b) Garbage Room Monitoring
 - MMG recommends a waste removal program including education, monitoring, and fines.
 - Table for review in November 2013
 - MMG to quantify the costs of additional waste removal to send out in a bulletin. The Board to capture photos of garbage room.
- c) Mold Remediation – 114D/415A
 - Mold remediation has been completed as of July 6th. Stantec is looking at exterior walls and will give recommendations before unit is re-built.

CARRIED.

- MMG to return the email and follow –up with a phone conversation.
- d) Dryer Vent/Duct Cleaning
 - Have quotes from Clear Zone and Home Pros
 - Table until August 2013 meeting
- e) Weeping Tile Assessment & Estimate
 - Estimate by Maverick to perform remote visual inspection of the weeping tile.
 - The Board needs clarification on who Maverick would be working with for excavation
 - Get confirmation from Buffalo on having Maverick on site
- f) Window Cleaning Quote
 - Table until August 2013 meeting (after construction is complete)
- g) Rain & Water Filtration/Exterior Caulking/Stantec
 - Action form AP-A019
 - Stantec and Lafarge informed MMG that the Peaks should have a preventative maintenance program for the inspection of the interior and exterior caulking.
 - MMG recommends that Stantec draft a scope of work to caulking companies to bid on.

MOTION: To engage Stantec in drafting a scope of work for the inspection of exterior wall caulking.

Dhrub Prasad/ Vilia Tosio

CARRIED.

- MMG to send out a bulletin to owners/ tenants to take a quick moment to inspect caulking and external walls for cracks. Inform resident manager of any deficiencies.
- h) Parkade Repairs/Stantec
 - Action plan AP-A018
 - Table until August 2013 meeting
- i) Insurance Appraisal vs Premium rate
 - Appraised at \$50 million vs. insured at \$55 million.
 - MMG requested a premium reimbursement for overcharged premiums
 - Insurance broker has been found problematic in the past.
 - MMG requests reviewing other insurance brokers

MOTION: To replace the current insurance broker with EXCEL Insurance and Risk Management.

Vilia Tosio/Brent Chopping

CARRIED.

j) Other –

1. Flags - As per Federal law, Canadian flags are permitted to be flown.
2. Revised Reserve Fund Study – Wade Engineering will revise the RFS at no cost.

10) NEXT MEETING DATE: Thursday August 8, 2013

11) **MOTION:** To ADJOURN: Dhrub Prasad

CARRIED.

MEETING ADJOURNED BY CHAIR Brent Chopping AT 8:55 p.m.