

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: Thursday, July 3, 2014

TIME: 6:30 p.m.

- 1) **QUORUM:**
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|-------------------------|-------------------|
| X President/Treasurer - | David Diebel |
| X Vice President - | Nadar Tavassoli |
| X Secretary - | Judy Tokuda |
| Privacy Officer - | Adrian Pooley AWR |
| X Member- at-Large - | Vilia Tosio |
| X Member-at-Large - | Scott Chisholm |
- X Helena R. Smith, ACC, FCCI for Mayfield Management Group Ltd.
X Edith O’Flaherty for Mayfield Management Group Ltd.

- 2) **MOTION:** To elect Helena Smith Chair of the Board meetings until the next AGM.
Vilia Tosio/David Diebel **CARRIED.**

MEETING CALLED TO ORDER BY CHAIR Helena Smith at 6:29 p.m.

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

- 4) **MOTION:** To APPROVE **AGENDA:**
Nadar Tavassoli/Vilia Tosio **CARRIED.**

- 5) **MOTION:** To APPROVE **MINUTES** OF PREVIOUS MEETING – JUNE 5, 2014
Nadar Tavassoli/David Diebel **CARRIED.**

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

a) **Manager’s Report** – The Site Manager is on holidays. The report will be available at the next meeting.

b) **Committee Reports** – None.

c) **Exterior Caulking** – Proposals to write specifications are being provided by Wade, Stantec and Lafarge. Only the Wade proposal has been received for a cost of \$80,000. The Board has decided to move ahead with the sealant program.

MOTION: To approve moving ahead with the exterior sealant program once all proposals have been received.

Vilia Tosio/David Diebel **CARRIED.**

- d) Parkade Cleaning – Options were provided by Sweeprite for the Board to consider. A decision will be made after the Board meets with Sweeprite on July 7, 2014.
- e) 90 Inspections – Not yet scheduled.
- f) Perimeter Flashings – Proposals to write specifications are being provided by Wade, Stantec and Lafarge. See 6c.
- g) Wash Bay – Painting should be completed within 2 months.
- h) Poo Prints – is progressing.
- i) Sewer Flushing – PO's have been issued and work has been scheduled.
- j) Irrigation System – MMG contacted Recreation Underground for an explanation as to why it should cost so much to start up. They explained that the system is a single loop. When water is turned on it goes to all areas. It is not a simple matter of just reattaching the piping that was cut off when repairs were done to the foundation last summer. This item will be tabled until Spring 2015.
- k) Parkade Inspections - Stantec has submitted a proposal for completing a structural condition assessment of the parkade. The Board discussed this proposal and agreed to start the process.
MOTION: To approve the Stantec Proposal at a cost of \$8,000 plus the Stantec disbursements of 8% plus GST. This is a Reserve Fund expense.
Vilia Tosio/Judy Tokuda **CARRIED.**

As the height clearances in the parkade are not the same in all areas, the Maintenance Manager will have height restriction bars installed at the entrances to the Parkade to insure that vehicles do not hit the piping in the shorter areas.

- l) Roof Inspections – Scheduled for July.
- m) Parkade Drain Installations – Acuren has completed the concrete scanning of the areas where drains are to be installed. Ripley will complete the drain installation. After this membrane repairs can be completed by Sweeprite.
- n) AGM Follow up – 1. Dog run – quotes are not yet received from fencing companies Duragard and Decks, Fences & More
2. Move In/Move Out Fees – This requires a monitor. It will be discussed with the site staff.
3. Office Hours – A new notice has been posted. Hours on the weekend are by appointment.
- o) Window Washing Revised Quote – Glassy submitted a revised quote to make use of a brush to be used for frames and to clean the corners better. The Board approved this new quote.

MOTION: To approve the revised Glassy quote of \$27,825 plus GST for washing all exterior windows.

Vilia Tosio/Nadar Tavassoli

CARRIED.

p) Front Lights – City Wide to provide a quote for repairing the wiring.

q) BBQ – August 2, 2014. The BBQ for the children will be held August 2, 2014.

MOTION: To approve the expenses of approximately \$1,000 to hold a BBQ for the children.

Vilia Tosio/Nadar Tavassoli

CARRIED.

r) Garage Sale – The Board suggested holding a community garage sale. The Bylaws do not prohibit one and a permit is not required by the municipality. The residents will be asked if they are interested in participating in a garage sale.

7) FINANCIALS/INVESTMENTS/ARREARS

As of June 30, 2014 the operating account was \$182,515.33, the Reserve Fund account was \$1,372,445.97, A/R was \$30,554.82 and A/P was \$25,192.21.

MOTION: TO APPROVE FINANCIALS AS PRESENTED: June 2014

Nadar Tavassoli/Judy Tokuda

CARRIED.

A number of units are 90 days in arrears and 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 is authorized. The units are legal units 499 & 576.

Scott Chisholm/Nadar Tavassoli

CARRIED.

8) CORRESPONDENCE: SENT – Letters were sent to legal units 316 & 515.

RECEIVED – Pet Registrations, usual correspondence about buying and selling and Condo related questions.

9) NEW BUSINESS:

a) Curb Replacements – Quotes were received for replacing the broken curbs. Both quotes need more clarity to define whether the quote was for parking curbs or curbing.

b) Landscaping – The landscaping has not been well maintained. Creative Escapes has been given until July 9, 2014 to get the weeding under control, attend to the shrub beds and tree wells and do a better job of mowing the lawns.

There are several holes throughout the property that require filling. One very large area was left from the construction last year. The developer will be addressing this area. Other smaller holes will be attended to by the site staff.

- c) Other – 1. Tarps in storage cages – Fire inspections have mentioned that the tarps covering stored items in the storage cages in the parkade pose two problems. One is that the tarps impede the sprinklers if there were a fire and the second is that it is not possible to identify any flammable items stored in cages. MMG will contact the Corporation’s insurance broker to ask about the liability of both issues.
2. New Board member – Scott Chisholm has agreed to join the Board filling a vacancy.
MOTION: To approve the appointment of Scott Chisholm to the Board.
Vilia Tosio/Nadar Tavassoli **CARRIED.**
3. Survey – The Board has designed a survey to be posted on Survey Monkey for all residents to submit their answers. This survey will cover a broad range of questions about a resident’s life at The Peaks.

10) NEXT MEETING DATE: THURSDAY, AUGUST 7, 2014

11) **MOTION:** TO ADJOURN: NADAR TAVASSOLI **CARRIED.**

MEETING ADJOURNED BY CHAIR AT 7:50 p.m.