

THE PEAKS CONDOMINIUM CORPORATION
NO. 072 8880

BOARD MEETING MINUTES

July 11, 2017

PLACE: Amenities Room 136A

DATE: July 11, 2017

TIME: 6:30 pm

1) QUORUM:	President/Treasurer	Brandon Parsons ✓
	Vice President	Kelly Berry ✓
	Secretary	David Bussey x
	Member at Large	Frank Lewis ✓
	Member at Large	Stephen Lemay ✓
	Member at Large	Lorraine Zacharias ✓
	Member at Large	Taylor Justice ✓
	Building Manager	Amanda Loveless ✓

2) MEETING CALLED TO ORDER by CHAIR, Brandon Parsons at 6:30 pm

3) GUESTS AND DELEGATES: None

4) **MOTION:** To APPROVE **AGENDA:**

Stephen Lemay / Frank Lewis

CARRIED

5) **MOTION:** To APPROVE **MINUTES** of previous meeting – June 27, 2017

Stephen Lemay/Brandon Parsons

CARRIED

6) OLD BUSINESS ARISING FROM LAST MINUTES:

- a) Riser Repairs – Materials have been ordered and will advise of schedule once received.
- b) Asphalt Repairs – Crack sealing complete, waiting on vendor for asphalt repair date.
- c) Dog Approvals – The Board will no longer be approving dogs for rental suites but will grandfather in the existing registered dogs.
- d) Lawn Sprinkler – 2nd quote pending.

- e) Window Cleaning – Completed
- f) Exterior Parking Lot Sweep & Line Painting – Completed
- g) Parkade Cleaning, Membrane Repairs & Pipe Cleaning – In progress.

7) FINANCIALS/INVESTMENTS/ARREARS

	Last Month	This Month
Operating Account	\$268,460.65	\$342,928.32
Reserve Fund	\$1,866,222	\$1,813,319.98
Accounts Receivable	\$254,447.86	\$237,809.64
Accounts Payable	\$52,070.86	\$37,572.30

MOTION: TO APPROVE FINANCIALS as presented

Brandon Parsons / Kelly Berry

CARRIED

8) CORRESPONDENCE:

- a) A605 is requesting the Board President call her to discuss why she was not accepted for a Board Position. She was invited to attend a meeting but declined. The Board will not engage in a one on one phone call but is open to her attending a meeting.
- b) C217 is requesting an NSF fee be waived for a returned condo fee payment. The Board decided to uphold the \$40.00 NSF charge.
- c) C214 is requesting the Move In/Out fee be waived as she feels she was not properly notified. The Board denied this request as the process of a non-refundable moving fee has been in place since December 2016, was communicated to Owners and is posted on the Website.
- d) A601 received warning regarding cat roaming at large in the hallway.
- e) A602 received warning regarding cat roaming in hallway and an unregistered dog. Owner called to advise B101 owned the dog. B101 has been given until July 17, 2017 to complete registration required for approval.
- f) D303 bathtub seals not properly done and caused a leak and damage to stairwell on the South side. He is requesting to not be back billed for the leak. 2 quotes pending for the repairs.
- g) A119 requesting permission to install balcony railings. Small survey was sent out to ground floor suites with 5 saying yes and 13 saying no and 5 noted unapproved railings installed. The Board discussed this at length and it was a unanimous decision to not allow balcony railings on ground floor suites. Will have the Corporation lawyer advise Owners that installed railings without permission of the decision and what to expect.

9) NEW BUSINESS

- a) New Board Members will be added to Land Titles Registry with Title Changes which are as follows: Brandon Parsons, President and Lorraine Murray, Treasurer, Taylor Justice, Member at Large.
- b) Window Replacement – Test window at C108 complete with windows not being an exact match, meeting with Duraguard scheduled for July 13th to discuss.
- c) Dog Approvals – The Board has decided that they will no longer approve pets in rental suites, effective immediately. However, the Board will grandfather in all registered pets from July 12, 2017 and prior. The BOARD agreed to a non-refundable Pet Deposit of \$100 per year to be paid by All Owners with dogs. This fee will be levied starting in the new fiscal year, October 2017 and will help cover damages to the lawns.
- d) Centron issue will be handed over to the Corporation lawyer.
- e) Peninsula's – Quote received to remove cover these areas with a decorative concrete and to remove the existing crushed stone and weed barrier. We have several of these areas that have been severely damaged due to pets digging and children playing. Cost of \$13,000.00
- f) CHUBB Fire Monitoring System – The cost to convert our current system to a Mircom system is \$75,000.00 and as the BOARD has already approved \$50,000.00 to replace common area smoke detectors with CHUBB the decision was made to cancel the common area smoke detectors and to convert the system to Mircom. There are several licensed Mircom reps locally whereas with CHUBB we often have to wait until a tech is sent from Edmonton or similar. The decision was made based on the difficulty we have in getting parts, cost of parts and components and service from CHUBB Edwards which has taken up to 6 months in the past. Moving forward it will also be a cost savings as Mircoms' parts are about 1/3 of the cost of CHUBB Edwards and are of the same quality and reliability.

Motion: Frank Lewis/2nd Kelly Berry

CARRIED

- g) Balcony Railings - We will be scheduling our in house mtce in the upcoming weeks to enter suites to inspect and ensure all balcony railing bolts are properly fastened and tighten/replace if necessary as a part of our routine mtce.

- h) Condensation Lines in parkade will be undergoing maintenance for the in-suite air conditioning condensation lines to be properly tied into our drain system from the ceiling areas of the parkade to eliminate water pooling and run off in the parkade.
- i) Rental Suites – The Board will follow the Condominium ACT and will require all Owners intending to rent their suites to notify the Board of their intentions as requires, we will also require a copy of the lease to be kept on file as well as implementing a Damage Deposit from Owners that is a rental suite. The deposits will be as follows: Bachelor Suite \$1,000.00, 1 bedroom Suite \$1,200.00 and 2 bedroom suite at \$1,500.00 as long as this amount does not exceed one months’ rent for the suite. The Board will open a separate account where it will hold these deposits in trust for the Corporation for shared property. The Board will not be involved with rental suites in any way other than to refer Owners who ask to a Licensed Rental Manager.
- j) The Board has decided to ask Owners to join a Bylaw Committee in an effort to possibly make some adjustments of our current bylaws. Once the Bylaw Committee has completed and submit recommendations, the Board will review and if approved will then send to the Corporation lawyer to ensure legal compliance with the ACT and laws in general.

10) NEXT MEETING DATE: August 15, 2017

11) **MOTION:** TO ADJOURN at 8:37pm

Brandon Parsons / Kelly Berry

CARRIED

12) TABLED ITEMS

- a) Exterior Building Panels – Painting. One quote received from Triumph Caulking for \$75,000.00 per building and 2nd quote pending from AAA Xtreme Painting.