

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

**BOARD MEETING MINUTES**

**PLACE:** Amenities Room 136 A

**DATE:** Thursday, June 6, 2013

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

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

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 Craig Squires at 6:40 p.m.

3) GUESTS AND DELEGATIONS. None

4) **MOTION:** To APPROVE **AGENDA:**  
David Diebel/Brent Chopping

**CARRIED.**

5) **MOTION:** To APPROVE & AMEND **MINUTES** OF PREVIOUS MEETING – MAY 8, 2013.  
David Diebel/Vilia Tosio

**CARRIED.**

Amendments: 9. d) Strike throwing away of the plants insert finding alternatives.

6) OLD BUSINESS ARISING FROM LAST MINUTES:

a) Site Manager’s Report Review

- No actions required from the Board.

b) Centron Contract/Ratified/Progress Update

- Site walk around scheduled for June 7<sup>th</sup> with the available Board members.

**MOTION:** To circulate the letter from the Board to the Owners regarding the Centron Contract and remediation work. An introduction letter from the Board will also be included in the mail.

Brent Chopping/Dhrub Prasad

**CARRIED.**

- c) Committee Reports -
- Discussed status of the committee's.
  - Personnel Committee – Building Superintendants salary was discussed.
  - Discussed putting a callout for maintenance, social, environmental (pet included), and communications committee members in the next newsletter.
- d) Tub Drains & Toilet repairs -
- The majority of repairs to the tub drains and toilets have been completed. 3 units are yet to be completed. Approximately 700+ bathrooms have been completed to date.
- e) Water in Parkade -
- North wall of A and East wall of B are ready for repairs.
  - 8 storage units are available for temporary storage and new fencing under P2 ramp are available for residents to use during repairs. The Peaks is not liable for any damage, theft, etc. to peoples' belongings.
  - Stained floor coating on P1 building C to be cleaned.
- f) Insurance Claim #PR1043373-1; Nov 28, 2012 -
- The work to complete the repairs to the 4 units involved in the damages from 504D are ongoing. The work is almost completed.
- g) Unit Renovation Program – MMG made changes to the policy as requested.  
**MOTION:** To approve the Unit renovation policy and mail out to owners with Centron letter.  
 Tom Zuk//Brent Chopping **CARRIED.**
- h) Glycol Feeders – The glycol feeders have been installed and additional Glycol has been ordered.
- i) Employee Bereavement Policy – MMG revised the employees' bereavement policy as requested. It will be distributed to all employees.  
**MOTION:** To approve the bereavement policy with amendment.  
 Vilia Tosio/Dhrub Prasad **CARRIED.**
- Amendment: add an "s" to Board of Director[s].
- j) Generator insulation – The generator needs additional insulation to protect it in the very cold winters to ensure it functions properly. Tabled to August meeting.
- k) Artificial Trees
- Bring up artificial plants on the next fire inspection (Investigate fire retardant spray if necessary)
  - Remove damaged plants
- Dog Zone Area – MMG was requested to investigate improving this area. A quote will be obtained from Buffalo Landscaping and for appropriate fencing.

- l) Speed Bumps
  - No estimates available at this time

7) FINANCIALS/INVESTMENTS/ARREARS

As of May 31, 2013 the Operating account was \$226,737.89, the Reserve Fund account was \$952,750.34, A/R was \$42,151.29 and A/P was \$16,229.93.

The Treasurer reviewed the financials.

**MOTION:** TO APPROVE FINANCIALS AS PRESENTED: May 2013

Tom Zuk/Craig Squires

**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 units are; 15 and 585. Legal unit 708 will not go to collections as the outstanding is an unknown opening balance and this outstanding has been reversed.

David Diebel/Dhrub Prasad

**CARRIED.**

8) CORRESPONDENCE:

- a) Door Lock Key Pad – waiting for picture
- b) A/C Request/MMG Approval/Specifications – A/C specifications will be added to the Renovations Policy and compliant requests will be approved by MMG.

**MOTION:** That Mayfield Management Group Ltd. can approve A/C requests that meet the specifications (to be included in renovation policy).

Tom Zuk/Craig Squires

**CARRIED.**

9) NEW BUSINESS:

- a) Asphalt Repairs - To be tabled until the August meeting.
- b) Rework Water main - To be tabled until the August meeting.
- c) #137 Parking Stall height -
  - Stantec and TRL reviewed and it appears to be floor heave.
  - Put a sign to indicate the height of the ceiling at that location.
- d) Sweeprite – The schedule & price for 2013-14 season was presented to the Board.  
**MOTION:** To approve extending Sweeprite's contract for option 2 (8 sweeps and 2 scrubs).  
Dhrub Prasad/Craig Squires

**CARRIED.**

- e) Building Posters -

- Vilia to investigate using more posters to get communications to the residents. Have permanent aluminum frames (aesthetically pleasing).
  - Property Tax – The Board discussed the property taxes paid by the Corporation.
- f) Rental Pool -
- Mayfield Management made a rental pool presentation to the Board. A rental pool is a contract between the owner of a unit and MMG.
  - Benefits:
    - (1) Have rate consistency.
    - (2) The full and proper screening or testing of an applicant's credit, criminal history, rental history and ability to pay.
    - (3) Lease contracting or accepting rent using legal documents approved for the area in which the property is located.
    - (4) Everyone in the pool share the benefit and losses.

The Board will further consider this issue.

10) TABLED ITEMS:

- a) Pet Policy/Pet Deposit – Pet Tags - Tabled until Spring – Oct 2012
- b) Bylaws Proposal – Tabled May 8/13 until August/14

11) NEXT MEETING DATE: THURSDAY, JULY 4, 2013

12) **MOTION:** TO ADJOURN: CRAIG SQUIRES

MEETING ADJOURNED BY CHAIR AT 9:18 p.m.