

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: June 5, 2014

TIME: 7:00 p.m.

- 1) **QUORUM:**
- | | |
|-------------------------|---------------------|
| X President/Treasurer - | David Diebel |
| X Vice President - | Nadar Tavassoli |
| X Secretary - | Judy Tokuda |
| X Privacy Officer - | Adrian Pooley |
| X Member- at-Large - | Vilia Tosio (105 A) |
- X Helena R. Smith, ACC, FCCI for Mayfield Management Group Ltd.
X Edith O’Flaherty for Mayfield Management Group Ltd.
X Robert Steiner for Mayfield Management Group Ltd.
- 2) **MEETING CALLED TO ORDER BY CHAIR** Helena R. Smith at 6:55 p.m.
- 3) **GUESTS AND DELEGATIONS.** None.
- 4) **MOTION: TO APPROVE AGENDA:**
Vilia Tosio/Adrian Pooley **CARRIED.**
- 5) **MOTION: TO APPROVE MINUTES** OF PREVIOUS MEETING – MAY 8, 2014
Nadar Tavassoli/Vilia Tosio **CARRIED.**
- 6) **OLD BUSINESS ARISING FROM LAST MINUTES:**
- a) Site Manager’s Report – The Board questioned whether the lights are energy efficient and what the tape was on the fence by building B.
 - b) Committee Reports – None.
 - c) Exterior Caulking/Windows – The Board has asked an engineer, the acquaintance of one of the Board members, to review the Wade report. The exterior caulking on the north side of C, the north side of A and the backs of D & B should be addressed first. Wade will be contacted to provide the specifications to do the caulking. There are presently 30 windows that need replacing. The specifications for this project are ongoing.
 - d) Parkade Cleaning – Tabled until next meeting.
 - e) Heating Line 90 Inspections – Not yet scheduled.

- f) Perimeter Flashing – On hold.
- g) Wash Bay Paint & Sign – The paint has been purchased – marine paint, and the sign is waiting for a proof from the printers.
- h) Poo Prints – More registrations are being done and for those that do not comply, fines will be levied as of July 1, 2014.
- i) Sewer Flushing – HVAC will flush the sanitary and storm sewers in the parkade and parking lot to the courtyard and Badger will flush from the courtyard to the mains.
MOTION: To approve HVAC to flush the sanitary and storm sewers in the parkade and parking lot for a cost of \$3,950.
 Vilia Tosio/David Diebel **CARRIED.**
- MOTION:** To approve Badger Daylighting to flush the storm and sewer lines from the courtyard to the mains and for a cost of \$75 per hour.
 Adrian Pooley /David Diebel **CARRIED.**
- j) Irrigation System – The cost to repair the irrigation system is costly. The staff will water the lawns this summer to allow time to gather new quotes and investigate the system further.
- k) Parkade Inspection – The floor in some areas is heaving. This is causing the height clearances to vary throughout the Parkade. Stantec Engineering was contacted to provide recommendations for a Parkade inspection and how to address these issues.
- l) Roof Inspections – The Wade Engineering RAMP inspection will be done in July. Any deficiencies identified are to be repaired.
MOTION: To repair any identified deficiencies immediately.
 Vilia Tosio/Nadar Tavassoli **CARRIED.**
- m) Parkade Water Leaks/Drain Installations – Two new floor drains need to be installed, one in the parkade and one in the garbage room. As well, there are a couple of areas that need caulking to prevent outside water from seeping into the parkade. Before the parkade floor can be cut into for the new drains, the floor will be x-rayed to insure nothing is below the drain area.
MOTION: To approve Ripley Construction to install 2 new drains in the parkade and repair leaks in the electrical room and parkade for a cost of \$10,500 plus GST. This is a Reserve Fund expense.
 Nadar Tavassoli/David Diebel **CARRIED.**
- MOTION:** To approve Acuren to x-ray two areas of concrete for drain installation for a cost of \$930 plus GST. This is a Reserve Fund expense.
 Vilia Tosio/David Diebel **CARRIED.**
- n) AGM Follow up – 1. Dog Run – The graveled area currently used as a dog area may be fenced for that purpose. Quotes for fencing are being obtained.
 2. Move In/Move Out fees – site staff will be consulted about this.

3. Yoga/Gym – The yoga room will not be converted into a gym at this time as there is no money available to purchase equipment.

4. Extended Office Hours – The Site Superintendant will be queried about this possibility.

o) Pet Policy – This may be looked at some time in the future.

7) FINANCIALS/INVESTMENTS/ARREARS

As of May 31, 2014 the Operating account was \$122,736.23, the Reserve Fund account was \$1,346,427.13, A/R was \$26,837.12 and A/P was \$1,398.75

MOTION: TO APPROVE FINANCIALS AS PRESENTED: May 2014.

Nadar Tavassoli/Vilia Tosio

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 275, 343, 509 & 576.

Vilia Tosio/David Diebel

CARRIED.

8) CORRESPONDENCE: SENT –Eviction of tenant, Grease in parkade stall & dog feces not picked up, visitor behaviours
RECEIVED – 2 Pet Registrations

9) NEW BUSINESS:

a) Parkade Height Clearances – See 6K.

b) Pressure Relief Valves – New valves were installed in the mechanical rooms. They were originally coded as an Operating expense and will now be coded as a Reserve Fund expense.

MOTION: To ratify that the installation of pressure relief valves PO 159626 for \$4,393.00 + GST was a Reserve Fund expense.

Nadar Tavassoli/David Diebel

CARRIED.

c) Lighting/Front Signs/Courtyard/Parking Lot – City Wide is providing a quote for repairing the wiring to the lighting in several areas.

d) Window Washing Quote – Glassy provided a quote for washing all windows, 1st floor included. This excludes balcony windows as these are reachable by the residents.

MOTION: To approve the Glassy quote for window washing for a cost of \$18, 500 plus GST.

Vilia Tosio/Nadar Tavassoli

CARRIED.

e) Other – 1. The kitchen drain line in Legal unit 4 was gurgling. This line will continue to be monitored.

2. Catch Basin repairs – E Construction was approved to complete these repairs but is unable to do the work. Tarmac Parking Lot Maintenance quotes a similar price for completing these repairs.

MOTION: To approve Tarmac Parking Lot Maintenance to complete the catch basin repairs in the parking lot for a cost of \$5,050 plus GST.

Adrian Pooley/Vilia Tosio

CARRIED.

3. BBQ – There may be a summer BBQ for the kids in August. The Board will organize this.

4. Board Member Vacancy – One of the Board members will speak to someone they think will agree to fill the current Board vacancy. There will be more information to come.

5. Cigarette Butts – One unit is constantly throwing butts over their balcony into the grass. MMG will write them advising them of the safety concerns as well as the unsightliness of this and warn them to cease or they will be fined.

10) NEXT MEETING DATE: THURSDAY, JULY 3, 2014 @ 6:30 P.M.

11) **MOTION:** To ADJOURN: ADRIAN POOLEY

CARRIED.

MEETING ADJOURNED BY CHAIR AT 8:27 p.m.