

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

BOARD MEETING MINUTES

June 27, 2017

**PLACE:** Amenities Room 136A

**DATE:** June 27, 2017

**TIME:** 6:30 pm

1) QUORUM:	President/Treasurer	Brandon Parsons ✓
	Vice President	Kelly Berry x
	Secretary	David Bussey ✓
	Member at Large	Frank Lewis ✓
	Member at Large	Stephen Lemay ✓
	Member at Large	Lorraine Zacharias x
	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:**

Frank Lewis / David Bussey

**CARRIED**

5) **MOTION:** To APPROVE **MINUTES** of previous meeting – May 9, 2017

Brandon Parsons / Frank Lewis

**CARRIED**

6) OLD BUSINESS ARISING FROM LAST MINUTES:

- a) Survey Monitoring & Forensic Investigation – Contractor to provide a full report once complete – end of fiscal year
- b) Riser Repairs – Materials have been ordered and will advise of schedule once received.
- c) AC drain lines in parkade – Centron previously admitted that condensation lines draining onto floor in parkade was an error on their part. Lawyer’s

review suggests that we are too late to file a claim and this issue is statute-barred. A statement of claim can be made for the Parapet Repairs up until August 17, 2017. The Lawyer will be asked to proceed with a letter to Centron.

- d) Triumph Caulking – Quote cost of \$75,000.00 per building to complete painting of upper panels. This will not be handled this fiscal year and a second quotation will be requested.
- e) Asphalt Repairs – Scheduled for June 29<sup>th</sup>. A follow up letter will be send to contractor for revised schedule.
- f) Special Assessment – Has been sent to Owners and added to Ledger – Approximately 50% collected. The majority of Owners have been receptive to this issue.
- g) Building B Hot Water – Replaced and old hot water tank removed. Building B and C now replaced. A and D will also likely need to be replaced. Amanda to check into possible Grants available. Higher heating costs for hot water being experienced with tenants not replacing mix valves
- h) Building B – Entryway had a slight hairline crack that was repaired with butylene filler. This is a very good and inexpensive product.
- i) Monthly Financial Reports – David Bussey has offered to prepare monthly spreadsheet with forecast and comparison against budget starting the next fiscal year – October 2017

7) FINANCIALS/INVESTMENTS/ARREARS

	Last Month	This Month
Operating Account	\$109,965	\$268,460.65
Reserve Fund	\$1,866,222	\$1,911,221.89
Accounts Receivable	\$50,777	\$254,447.86
Accounts Payable	\$84,377	\$52,070.86

**MOTION:** TO APPROVE FINANCIALS as presented  
 Brandon Parsons / Taylor Justice

**CARRIED**

## 8) CORRESPONDENCE:

Miller Thompson Letter addressed the likelihood of recovering from the developer for Parapet repairs.

## 9) NEW BUSINESS

- a) Dog Approvals – Owners & Renters: The grass and grounds around the PEAKS are being damaged by pet owners allowing their dogs to urinate on PEAKS property. It is felt that most of the abusers are Renters. To cover future repair costs, the BOARD agreed to a Pet Deposit of \$100 per year to be paid by All Owners and any renters previously registered. This fee will be levied starting in the new fiscal year, October 2017.
- b) Lawn Sprinkler System – Waiting for schedule to complete replacement of system. Valves will be put in which will allow us to turn off any sections that create water entry into parkade.
- c) Add new Board Members to Land Titles Registry – Lorraine Zacharias of A113 and Taylor Justice of B314.
- d) Discuss Board roles and expectations.- Will seek nomination for Treasurer at July meeting
- e) Board Members – Please keep in mind you will be asked to vacate your position if two consecutive meetings are missed as per the bylaws **Ref. Section. 20. g) is absent from two (2) consecutive meetings of the Board without consent of the remaining members of the Board (whether obtained in advance or otherwise);**
- f) Staff Contracts – Are up for renewal this year prior to the budget but not due until February 2018. Salaries were discussed and are under consideration
- g) Otis Elevator Proposal – Completed
- h) Window Replacement – To replace approximately 50 windows. Windows have been ordered through Durabuilt and are expected to arrive June 23<sup>rd</sup> with installation beginning the week following, weather permitting.
- i) Triumph Caulking on site completing the last leg of the project which is a Reserve Fund Expenditure.

- j) Residents have been inquiring to have access to lobby cameras for when someone is buzzing them from the intercom. Amanda checked with Shaw & Telus. Shaw has come back with a price of \$1,000.00 per building but this would only be accessible for Shaw customers. Does not appear to be viable at this time.
- k) A119 requesting Board approval to install balcony railings. BOARD confirmed that railings on ground floor suites are not permitted. It is against PEAKS bylaws and concrete pads are not constructed for railing fasteners. Any existing ground floor suites with railings erected did so without BOARD permission and must be removed. Any damage or repairs to concrete pads will be at Owners expense.
- l) Adding gates at the entrances that require a fob to access the property was discussed. Without a cost savings for security or insurance, access gates are not being considered at this time.
- m) Pet Fee Non-refundable – Yearly pet fee to be discussed to counteract the damages to the landscaping. Addressed in New Business Item A. Owners renting their units are encouraged to have a No Pets restriction
- n) Rental Suites – Guidelines and requirements by Owners with rental suite was discussed. Rules for Rentals as per the Condominium ACT will be implemented.

10) NEXT MEETING DATE:

11) **MOTION:** TO ADJOURN at 8:47pm  
Frank Lewis / Stephen Lemay

**CARRIED**

12) TABLED ITEMS

- a) Lawn Sprinkler System