

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: May 8, 2013

TIME: 6:30 p.m.

- 1) QUORUM:
- | | |
|----------------------|---------------------------------|
| X President - | Craig Squires (607 D) |
| X Vice President - | Brent Chopping (516 D) by phone |
| X Treasurer - | David Diebel (615 A) |
| X Secretary - | Thomas Zuk (209B) |
| X Privacy Officer - | Dhrub Prasad (416C) |
| X Member- at-Large - | Chuck Smith (513 A) left @ 7:25 |
| X Member-at-Large - | Vilia Tosio (105A) |

X 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 6:45 p.m.

3) GUESTS AND DELEGATIONS. None.

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

David Diebel/Dhrub Prasad

CARRIED.

5) **MOTION:** To APPROVE **MINUTES** OF PREVIOUS MEETINGS - APRIL 4, 2013.

David Diebel/Dhrub Prasad

CARRIED.

6) OLD BUSINESS ARISING FROM LAST MINUTES:

- a) Board Binders – MMG provided the new Board members with their Board binders. A brief explanation as to their contents was given as well as a discussion about Board Confidentiality.
- b) Site Managers Report –The Board received and discussed the Site Managers’ report. The parking tickets issued by the site ate to be submitted on a monthly basis to MMG for processing.
- c) Engineers Report on the Parkade – The Centron contract is very near to being signed and there should be a letter for the Owners soon. Having an information session for the Owners to explain the scope of work was discussed and a decision will be made after the contract is signed.
- d) Committee Reports – Personnel status was reviewed.

- e) Tub Drains and Toilet Repairs – The repairs to all toilets and tub drains were started May 1, 2013 and is progressing smoothly. At this point, building A is complete and building B has been started.
- f) Parkade Door ‘D’/Lighting – The noise issue has been resolved. Teflon rollers were installed on the door and other modifications have also been completed. The exterior lighting above this door is still being monitored for light provided and its’ placement above the door. MMG presented an estimate for increasing the lighting but it was not approved.
- g) Water Leaking into Parkade – There is ongoing monitoring occurring.
- h) Insurance Claim No. PR1043373– The restoration to the units involved is almost complete.
- i) Unit Renovation Request Form & Policy – Section A of the request form has ‘if applicable’ added to the wording of that section. The first sentence of the revised policy is to state that MMG will review and may approve the request for renovations. The last sentence of the second clause will change and to and/or.
MOTION: To approve the revised Unit Renovation Request Form and revised Flooring Policy C S – 5.
David Diebel/Dhrub Prasad **CARRIED.**
- j) Landscaping Contract – The grounds maintenance contract with HLG (Habkirk Lawn & Garden) was ratified as previously approved.
MOTION: To ratify the HLC contact for the 2013 summer season for a cost of \$14,910.
Brent Chopping/David Diebel **CARRIED.**
- k) Lafarge – As part of the Centron work, Lafarge will be inspecting all balconies for concrete deficiencies.
- l) Glycol Feeders – The installation of these feeders is in process.

7) FINANCIALS/INVESTMENTS/ARREARS

As of April 30, 2013, the Operating account was \$144,133.54, the Reserve Fund account was \$920,551.47, A/R was \$44,010.59 and A/P was \$332.20.

MOTION: TO APPROVE FINANCIALS AS PRESENTED: April 2013
Thomas Zuk/Dhrub Prasad

CARRIED.

At the last Board meeting, the Board requested MMG to invest the Reserve Funds. MMG has advised that with the sums involved, they retain the services of an investment adviser. The Board will look into this.

There are seven units still in arrears. These 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 are authorized. The legal units are: 15, 27, 93, 585, 708 & 775.

David Diebel/Vilia Tosio

CARRIED.

- 8) CORRESPONDENCE: SENT – pet approvals, various notices to units, bylaw infraction notices
RECEIVED – Several pet registrations, door lock change request,
complaints from residents about a barking dog.

MOTION: To approve the pet registrations received, except one.

David Diebel/Chuck Smith

CARRIED.

The pet policy will be reviewed by MMG for the next meeting.

The change of door lock to a key pad lock was approved pending receipt of a picture from the Site Manager so the lock is similar to the locks already installed.

- 9) NEW BUSINESS:

a) Employee Bereavement Policy – This was reviewed and discussed. Revisions will be completed for the next meeting.

b) Wash Bay Sump Modifications – HVAC submitted a quote for improving the sump drainage.

MOTION: To approve the modifications to the wash bay as per the HVAC quote for a cost of \$2,279.

Dhrub Prasad/Tom Zuk

CARRIED.

c) Generator Insulation – The Board asked MMG to investigate whether a block heater would work to keep the generator heated in the cold weather.

d) Vases & Trees Renewal – The vases in the lobbies have been replaced. The trees needed more moss in the bases, but MMG investigated and found that the trees were not labeled as being fire retardant and as per Fire Department regulations they must be. They will be removed.

e) Graffiti – Has been removed.

f) Parkade Membrane Assessment – Alberta Sweeprite provided a quote for repairs to the parkade membrane. This was approved.

MOTION: To approve the Alberta Sweeprite quote for parkade membrane repairs for a cost of \$11,396.

Thomas Zuk/David Diebel

CARRIED.

g) Miscellaneous Concrete Repairs – These areas for repair will be presented to the Board once Centron has finished their work.

- h) Duraguard - The fencing installation previously approved via email was ratified.
MOTION: To ratify the Duraguard fencing PO 159143 for a cost of \$2,550.
David Diebel/Dhrub Prasad **CARRIED.**
- i) Bylaws Proposal – Tabled until Fall 2014.
- j) Dog Zone Area Improvements – MMG will provide more information on creating an off leash area.
- k) Speed Bumps – The cost of installing and removing speed bumps every year will be reviewed against the installation of permanent bumps.
- l) Stucco Repairs – ENJ Construction provided a quote on stucco repairs. The Board approved the first two items listed.
MOTION: To approve items 1 & 2 on the ENJ quote for a cost of approximately \$3,300.
David Diebel/Thomas Zuk **CARRIED.**

10) NEXT MEETING DATE: THURSDAY, JUNE 6, 2013 @ 6:30 P.M.

11) **MOTION:** TO ADJOURN: DHRUB PRASAD **CARRIED.**

MEETING ADJOURNED BY CHAIR AT 10:05 p.m.