

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: May 6, 2015

TIME: 6:30 p.m.

- 1) **QUORUM:**
- | | |
|-------------------------|--------------------------------------|
| X President/Treasurer - | Robert Eastwood |
| X Vice President - | Kelly Berry – arrived 2 hours late |
| X Secretary - | Vilia Tosio |
| X Treasurer - | Katherine Ambrus - left at 9:00 p.m. |
| X Privacy Officer - | James Munro |
| X Member- at-Large - | Nader Tavassoli |
| X Member-at-Large - | Frank Lewis |
- X Helena R. Smith, ACCI, FCCI for Mayfield Management Group Ltd.
X Edith O’Flaherty for Mayfield Management Group Ltd.

2) **MEETING CALLED TO ORDER BY CHAIR** Robert Eastwood at 6:30 p.m.

- 3) **Secretary Position** – As the person elected to the Board and assigned the Secretary position has resigned from the Board, Board member Vilia Tosio volunteered to be the Secretary.
MOTION: To ratify the appointment of Vilia Tosio as Secretary of the Board.
Nadar Tavassoli/James Munro **CARRIED.**

Recording of Minutes – The Secretary requested a motion to allow for the recording of minutes at meeting to ensure correctness of minutes.

MOTION: to allow recording of the Board meeting minutes which recording will be destroyed after the following meeting.

Vilia Tosio/Nadar Tavassoli

The motion was a split vote with the president voting no for the tie breaking vote. The motion did not carry.

Confidentiality Agreements - The Secretary raised the question of Confidentiality Agreements and the Acknowledgement of the Board of Ethics. Most new Board members did not sign these documents. It was asked of the new Board members why they did not want to sign these documents which would ostensibly protect the Owners. MMG indicated that Board members are usually proud to do this. This is a normal practice on other Boards.

- 4) **GUESTS AND DELEGATIONS.** Amanda Loveless, Site Superintendent presented her monthly site report and presented several estimates to the Board.
- 5) **MOTION: TO APPROVE AGENDA:**
James Munro/Frank Lewis **CARRIED.**

- 6) **MOTION:** To APPROVE **MINUTES** OF PREVIOUS MEETING – APRIL 9, 2015.
Vilia Tosio/Nadar Tavassoli **CARRIED.**

7) OLD BUSINESS ARISING FROM LAST MINUTES:

a) Site Superintendents' Report – Was reviewed and discussed.

b) Exterior Panel Caulking – Tendering – various scenarios were discussed by the Board. The Board will meet with Wade Engineering via conference call to discuss items previously approved.

MOTION: To approve Wade Engineering to tender the building flashing sealant project which is part of the previously approved contract.

James Munro/Katherine Ambrus

CARRIED.

Former Board member, Jay Schmitz, a professional engineer, has offered his services to assist the Board with the technical aspects of Condominium management.

MOTION: To allow Jay Schmitz to join the construction sub-committee.

Katherine Ambrus/Robert Eastwood

CARRIED.

c) Dog Run/Duraguard – On going.

d) Sprinkler Deficiencies – Levitt Safety is waiting to complete the sprinkler deficiency in the P2 of the parkade.

e) Annual Fire Inspection 2014 – This has been completed but clear certificates are waiting for the P2 repairs to be completed before they are issued.

f) Balcony Railings – This item is closed and will not be pursued at this time.

g) Parapet Insulation – Regional Roof Inspections quoted a cost of \$2,500 – 3,500 to inspect the parapet of building C. They indicated that they are very familiar with these situations.

Wade Engineering will be conducting the RAMP (roof inspection), in June or July for a cost of \$3,460 for all 4 buildings. They will be asked to look at the parapet wall of C building as well.

MOTION: To approve Wade Engineering to include an inspection of the parapet of Building C when they do their RAMP inspection.

James Munro/Frank Lewis

CARRIED.

h) Summer Grounds Maintenance Contract – Beacon Hill has been awarded the summer grounds maintenance contract to run from May to October.

MOTION: To approve Beacon Hill to provide the summer grounds maintenance for a cost of \$19,625 for a May to October contract.

James Munro/Katherine Ambrus

CARRIED.

i) Grounds Maintenance/Equipment Leasing – On going. The Board will look at this issue.

- j) Underground Sprinklers – At this point in time, there was no company found to supply services for underground sprinklers.

The Rain Man (from Edmonton) provides services to Fort McMurray. They provided a quote to set up the underground sprinklers for a cost of \$5,500 with parts and labour extra. Winterizing the system would cost \$4,500.

Until the building flashing project is completed, reactivating the underground sprinklers will be put on hold.

- k) Proxy Guidelines – Bylaws 36 & 37. Tabled.

- l) Board Members Missing Meetings – Bylaw 20 (g). Tabled.

- m) Poster Frames – Tabled.

- n) Garbage Room Cameras – Quotes were received from 3 sources. Further investigation will be done for a more cost effective solution.

- o) Tub Drains/Inspection Protocols/Preventative Maintenance – Tub drains are the Owners responsibility to maintain to prevent them leaking. It is advisable for owners do inspect their tub drains on an annual basis. A picture of the drain assembly to be inspected will be in the next newsletter.

8) FINANCIALS/INVESTMENTS/ARREARS

As of April 30, 2015 the Operating account was \$265,395.35, the Reserve Fund account was \$1,629,966.88, A/R was \$23,874.33 and A/P was \$2,514.75.

MOTION: TO APPROVE FINANCIALS AS PRESENTED: April 2015

James Munro/Katherine Ambrus

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 44, 515 & 715.

Vilia Tosio/Katherine Ambrus

CARRIED.

Insurance Deductible – Legal unit 768 has not yet paid their insurance deductible. The Corporation's insurance broker is contacting the owner.

Collections Procedures Document – The Collections Procedures document that details the collections of those in arrears was signed by the Board.

MOTION: To approve the Collections Procedures as presented.

Vilia Tosio/Katherine Ambrus

CARRIED.

- 9) CORRESPONDENCE: SENT – Various emails, renovations request from legal unit 59
RECEIVED – Various emails, renovations request from legal unit 59

10) NEW BUSINESS:

- a) Parkade Door Options – The one Parkade door has been breaking down with great regularity. It has been repaired time and again. An option is to replace the door with a high speed rubberized door. Quotes are being obtained for presentation to the Board.
- b) 5 Year Plan – Tabled.
- c) Other –
 - 1. Lighting – The Board is investigating more cost effective lighting alternatives.
 - 2. Board Meetings – The Board has decided to have 2 meeting per month to help the new Board members familiarize themselves with Condominium governance.
 - 3. Board Training – A lawyer from Calgary was approached to meet with the Board to educate them on their responsibilities as Board members. This will be discussed further.
 - 4. MMG Contract – Mayfield Management Group Ltd. informed the Board that they would not be renewing their contract which expires as of September 30, 2015.

11) NEXT MEETING DATE: THURSDAY, JUNE 4, 2015 @ 6:30 IN THE AMENITIES ROOM.

12) **MOTION:** TO ADJOURN: FRANK LEWIS

CARRIED.

MEETING ADJOURNED BY CHAIR AT 9:30 p.m.