

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

**BOARD MEETING MINUTES**

**PLACE:** Amenities Room 136 A

**DATE:** Wednesday, November 7, 2012

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

- 1) **QUORUM:**
- |                             |  |
|-----------------------------|--|
| President/Privacy Officer - | Craig Squires (607 D)absent with regrets |
| X VP/Treasurer -            | David Diebel (615 A)                     |
| X Secretary -               | Deanna Hebert (305 C)                    |
| X Member- at-Large -        | Chuck Smith (513 A)                      |
| X Member-at-Large -         | Frank Lewis (203 D)                      |
| X Member-at-Large -         | Jay Schmitz                              |

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** David Diebel at 6:35 p.m.
- 3) **GUESTS AND DELEGATIONS.** Amanda Loveless to present building manager’s report.

- 4) **MOTION: To APPROVE AGENDA:**  
Chuck Smith/Frank Lewis **CARRIED.**

- 5) **MOTION: To APPROVE/AMEND MINUTES** OF PREVIOUS MEETING – OCT. 10, 2012  
Chuck Smith/Frank Lewis **CARRIED.**

Amendments: 6. (g) After mats add ‘when allowed’; 9. (c) The motion should include that the elevators are in Building ‘B’.

- 6) **OLD BUSINESS ARISING FROM LAST MINUTES:**

- a) **Building Manager’s Report** –
1. Storage of wood - Some of the storage lockers are being used to store wood. MMG will contact the Fire Department for a ruling. Storing the wood in plastic storage totes might be a recommendation.
  2. Wash Bay – The costs to hydrovac and dispose of the sludge in the wash bay pit may be going up significantly as it has been suggested that the sludge may be toxic and have to be trucked to Red Deer. MMG will investigate this situation and if the wash bay is on the Condominium Plan.
  3. The Social committee has requested an increase to their budget to properly fund the children’s Christmas party, the wine and cheese.

**MOTION:** To increase the Social committee’s budget for the December events, the children’s Christmas party and the “Wine & Cheese” to a limit of \$1,750.

Frank Lewis/Deanna Hebert **CARRIED.**

- b) Engineers Report - Stantec - A new report has been forwarded to the Board by Stantec and the Board is reviewing it. The Corporation's legal counsel has filed claim with the National Home Warranty program.
- c) Committee Reports – 1. Construction Deficiencies - the committee is working with the developer and engineers.  
  
2. Communications – A newsletter will go out in early December.
- d) Property Insurance Update – The insurance premium for the Peaks for the coming year is \$79,817. This includes the property insurance including an increase in building values (155,400,000) and Directors & Officers insurance.
- e) Employee Contracts Update – All custodial employee contracts have been signed. In discussions with the custodians, they indicated that thought there was no need for a weekend custodian. For further discussions these savings may be applied to the wash bay costs.

7) FINANCIALS/INVESTMENTS/ARREARS

As of September 30, 2012 the Operating account was \$268,316, the Reserve Fund account was \$690,089 and arrears were \$17,519.

**MOTION:** TO APPROVE FINANCIALS AS PRESENTED: September 2012.

Frank Lewis/Jay Schmitz

**CARRIED.**

As of this date, there are approximately \$138,000 in Condominium fees outstanding.

8) CORRESPONDENCE: SENT – None.

RECEIVED – Pet Registrations

**MOTION:** To blanket approve the pet registrations presented.

Frank Lewis/Deanna Hebert

**CARRIED.**

9) NEW BUSINESS:

a) Reserve Fund Study Approval – The Reserve Fund Study was approved in February 2012 and distributed to all Owners.

b) Land Titles – The Owners list as per Land Titles registrations needs to be updated. MMG has requested approval to do a Land Titles pull.

**MOTION:** To approve MMG to complete a Land Titles pull of all Owners units and parking spaces as required.

Deanna Hebert/Frank Lewis

**CARRIED.**

c) Website Update – The Board discussed possible changes to the website.

d) Developer Turnover Documents – An inventory of documents supplied by the developer at turnover will be reviewed by MMG.

- e) Other – 1. The annual fire suppression equipment inspection will be reviewed by MMG.
2. Gas Contract Signing – The previously approved gas contract signed by MMG on behalf of the Board was signed by the Board.
3. Audit – The audit of the 2011-12 financials by Cass & Fraser will be ordered by MMG.
4. MMG Contract – The Mayfield Management Group Ltd. Contract was approved in June 2012 via email but not ratified in the minutes of August 1, 2012. The minutes of August 1, 2012 Board meeting are amended as follows:  
**MOTION:** To ratify that The Peaks Condominium Corporation No. 072 8880 enter into a Property Management Agreement with Mayfield Management Group Ltd., as approved June 21, 2012, effective October 1, 2012 for a one year period, renewable annually for a cost of \$17/door plus GST.  
Craig Squires /Deanna Hebert **CARRIED.**

10) NEXT MEETING DATE: WEDNESDAY, DECEMBER 5, 2012 @ 6:30 P.M.

11) **MOTION:** TO ADJOURN: FRANK LEWIS **CARRIED.**

MEETING ADJOURNED BY CHAIR AT 9:34 p.m.