

The Peaks of Eagle Ridge

Board Meeting Minutes

November 18, 2015

TIME & PLACE:

Regular scheduled monthly meeting. Time: 6:30pm, Amenity Room, Building A, 136 Sandpiper Road

QUORUM: Rob Eastwood – President Kelly Berry - Vice President
Frank Lewis - Member at Large Denys Demers - Member at Large
NXT Accounting & Tax Service
Amanda Loveless - Building Manager

QUORUM VALIDATION: Quorum Met

1. **CHAIR:** Rob Eastwood
2. **MEETING CALLED TO ORDER BY CHAIR:** Rob Eastwood
3. **GUESTS AND DELEGATIONS:** NXT Tax & Accounting
4. **APPROVAL OF AGENDA:** Kelly Berry/Rob Eastwood
5. **APPROVAL OF PREVIOUS MINUTES:** Frank Lewis/Denys Demers
6. **OLD BUSINESS:**
 - a) Site Managers Report – Send via email
 - b) Caulking & Sealant Project – Building Manager reviewed report with Board and updated on the project which was completed on the North Side of Building D, The West, East and North sides of Building C. Project will continue in the spring of 2016 and a schedule will be sent out prior to work commencing. Also explained was the difference in caulking that was used during development which was very brittle and the caulking which is being used now which has much more elasticity which allows for movement when the building shifts in yearly freeze and thaws and the natural settling of the property.
 - c) No new information
 - d) Denys Demers a resident of Building B was elected for a Board position and is a Member at Large.
 - e) Albany Door was approved for the NE location and has an eta of mid-late December install. Building Manager will update as information becomes available.
 - f) Denys Demers to be added as a 4th Signing Authority for the Corporation. **Frank Lewis – Motion and Kelly Berry - Second**
 - g) ATB bank account was closed by our former Management Company First Service Residential but has been reopened by the Board at the local ATB located on Powder Drive. PAD's are being submitted for condo fee set up and vendors have been set up on Pre Authorized Debit for our utilities, insurance etc. and Electronic Funds Transfer is also available to us.

7. **FINANCIALS:**

Financials were reviewed by the Board and NXT Tax and Accounting. Condo Fee Arrears to be followed up on and brought to current as soon as possible. Currently \$228,011.91 remains outstanding with \$120,813.19 at 60 days past due. NXT to send out reminder letters.

8. **CORRESPONDENCE:**

Building Manager discussed communication First Service Residential Vice President, Dean Dunbar. The Board invited Dean Dunbar along with Karen Kean to be present at the November 18th meeting but the request was declined. Board was hoping to meet with them and discuss the situation of the Corporations bank account being moved from a local bank of the Boards choice to a Calgary bank without consenting or informing the Board along with unauthorized cheque usage and duplicate cheques that were sent out were a couple of the issues the Board was hoping to address.

9. **NEW BUSINESS:**

- a) First Service Residential Termination was discussed at length but with no representative from First Service Residential present the Board continued on with the plans to bring NXT Tax and Accounting on for the Financial aspect of managing the property. **Frank Lewis – Motion and Denys Demers - Second**
- b) NXT Tax and Accounting Contract was accepted **Kelly Berry – Motion and Rob Eastwood – Second**
- c) Banking and Pre Authorized Debit Set up – Complete
- d) Budget Proposal/Response from Revenue Canada regarding changing the fiscal year budget date. It was decided that the AGM date would be changed to early-mid January to coincide with the budget yearly. Budget is under review by the Board and NXT Tax and Accounting.
- e) Insurance Policy: Renewed with Excel Insurance with plans to obtain quotes from Brokers for next year's insurance needs.
- f) Documents from First Service Residential: Partially received. The USB that was forwarded from MMG has not been forwarded to date but has been requested.
- g) Staff Christmas Party/Bonuses: Staff and Board will do an evening dinner during the Christmas Season. Staff bonuses: No change.
- h) AGM – Building Manager to call around to local schools for pricing.
- i) Amenity Room Usage and Hours – Tabled
- j) HVAC Solutions vs. Ainsworth Proposal – Board decided to bring Ainsworth on board pending changes to existing proposal conditions. **Denys Demers – Motion and Frank Lewis – Second**
- k) AC drain lines in parkade – Corporation will purchase pvc piping and have in house maintenance re route the drain lines over the winter to eliminate the water pooling in the parkade during warmer months.
- l) Membrane Repair – Budgeted for 2016

10. **NEXT MEETING DATE:**

December 10, 2015 @ 6:30pm – Building A, Amenity Room

11. **ADJOURNMENT:**

Rob Eastwood – Motion and Frank Lewis - Second

MEETING ADJOURNED AT:

9:17pm

12. **TABLED ITEMS**

- a. Window Project
- b. Sprinkler System/Irrigation System
- c. Amenity Room Usage