

MEETING NAME:		Board of Directors Meeting Eagle Ridge Condominium # 0728880	
Meeting Date: October 27, 2010		Location: Eagle Ridge Building A Amenity Room	
Chaired by:	Brenda Diebel, President	Recorded by: Latosia Campbell	
Attachments:	Approved Policies		
Present:		Absent With Leave	
Board Members	Administration & Guests		
Brenda Diebel, President Dean Little, Vice President Stuart Josselyn, Treasurer Biljana Mirkovic Chris Black Duc Trinh, Maintenance Latosia Campbell, Non-voting member	Amanda Loveless, Building Superintendent Sandra Pearce, Community Manager Linda Grey -Manager, Condominium First		Kevin Keightley

No.	DESCRIPTION	ACTION BY	Due
1.	Brenda Diebel called the meeting to order at 7:05 p.m.		
2.	Approval of the Agenda It was moved and seconded that the agenda for the October 27, 2010 meeting of the Board be adopted as amended with the addition of "Board Secretary" under new business. CARRIED		
3.	Presentation There were no presentations.		
4	Approval of Minutes It was moved and seconded that the minutes of the Peaks Condominium Corporation No. 0728880 Board meeting held September 29, 2010 be approved. CARRIED		
5.	Recording of Electronic Motions 5.1. Direct Energy Motion It was moved and seconded that Condominium Corporation No 072880 "The Peaks" enter into a three year contract for the provision of Natural Gas with Direct Energy Business, the trigger price to purchase to be \$4.50, effective November 1, 2010. CARRIED		

No.	DESCRIPTION	ACTION BY	Due
6.	<p>Treasurer's Report</p> <p>6.1. Budget approval The Peaks 2010/2011 Budget was given approval in principle at the September 29 Board meeting. A copy of the approved budget will be posted on the website.</p>	Stuart Chris	November
	<p>6.2. Financial Statements In response to a question from the Board, Linda Grey-Martin explained that the reserve fund is invested in a laddered system that will keep each account under \$100,000 and allow for money to be available as it is required. The funds are invested in secure Guaranteed Investment Certificates as listed in the financial statements.</p> <p>There were no concerns with the financial statements for the month ended September 30th, finances are on budget.</p>		
	<p>6.3 Accounts Payable In response to concerns raised about late payment of invoices, Linda agreed that Condominium First had some issues with payments; however, they are continuing to work on meeting their goal of payment of invoices within two weeks of receipt of the approved invoice. A record is being kept to monitor progress.</p>	Condo First	On-going
	<p>6.4 Update on Bank Accounts The Executive members of the Board signed bank documents to allow for a member of the Board to have signing authority on Peaks' cheques and to have the authority to request information from the bank. All Peaks cheques are to have one signature from the Board and one signature from the Management Company; or, two board signatures. This will be in effect as soon as the bank processes the paperwork and the cheques are revised. Condominium First is to notify the Board when this is in place.</p>	Condo First Stuart	ASAP
7.	<p>Property Manager, Condominium First Report Sandra Pearce reported the following: 7.1 Direct Energy- Electricity: The Board requested additional information prior to entering into a contract for the provision of electricity. Condominium First was asked to provide the following information: i) what the Electricity costs for the Peaks were for the last 12 months ii) a comparison to another electricity provider (Enmax). A comparison of the two providers and a recommendation is to be brought to the next Board meeting.</p>	Sandra-CF	Nov 24

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	<p>7.2 HVAC Contract The HVAC contract expires October 29, 2010. Sandra was asked to arrange for Brad L from HVAC to meet with the Board on November 7, 2010 at 7pm.</p>	Sandra-CF	Nov 7
	<p>7.2. Insurance It was moved and seconded that Condominium Corporation No. 072888 "The Peaks" renew the contract with Cooperators Insurance, for insurance services as outlined in their proposal of October 19, 2010, for a one year period, for a premium of \$206,500.</p> <p>Condominium First was asked to ensure that this item is brought to the Board in August of 2011 with a comparison of insurance with two other providers. Future contracts for two or three years will be considered.</p>	Sandra-CF Sandra-CF	Oct 29 Aug 2011
7.	<p>7.3. Appointment of Auditors Sandra reported that the end of year financial information is ready. The year-end package will be sent to the Auditors, Cass & Fraser at the end of the week. It is expected to be back with one month of Cass & Fraser receiving all information.</p>	Sandra-CF	Nov 5
	<p>7.4. Staff Benefits Sandra and Amanda to discuss with staff and get back to the Board.</p>	Sandra-CF Amanda	November
	<p>7.5. Telus Account Telus account is set up and will become available by Friday. Sandra informed the Board that Telus will honour the original timeline of the contract and charge the Corporation \$39.95 per line, effective July 1, 2010.</p>	Sandra-CF	ASAP
8.	<p>Building Superintendent Report</p> <p>8.1 Soundproofing of the Gym Amanda reported that the material cost for soundproofing the gym, which includes one door and flooring is approximately \$30,000. Amanda and Brenda to organized the purchase as soon as possible.</p>	Amanda Brenda	Nov 12
	<p>8.2 Fines There are fines in place for parking, smoking in the parkade, a charcoal barbeque, and for property damage (cleaning requirements).</p>		

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	<p>8.3 Leaks in Water Line There are a number of leaks in the water line. Amanda recommended that the line be replaced with a high quality copper (Grade K). The Maintenance Committee to research suitable material to be used to replace the line.</p>	Duc	Nov 24
	<p>8.4 Snow Removal The board received a report from Amanda regarding snow removal. Three quotes have been received and reviewed. The Bylaw is to be reviewed to ensure interference with snow removal by owners not removing their vehicles is addressed.</p> <p>It was noted that individuals who have storage units in their parking stalls must have those units removed so that total snow removal can take place. A policy is to be implemented.</p> <p>It was moved and seconded that Condominium Corporation No. 0728880 enter into a contract with Leon Heavy Equipment for snow removal for the 2010/2011 snow season, at a cost not exceeding \$30,000. CARRIED</p>	Brenda Amanda Sandra	
9	<p>Board Policies and Procedure All Policies can be found on the Corporation's Website; http://www.eagleridgepeaks.com/</p> <p>9.1. Approval of CS-8 Parking Infractions It was moved and seconded that Condominium Corporation No. 072880 approve the Community Standards Policy No. 8, "CS-8 Parking Infractions" CARRIED</p> <p>9.2. Approval of MP-1 Management Policy Global Constraints It was moved and seconded that Condominium Corporation No. 072880 approve Policy # MP-1 Management Policy Global Constraint. CARRIED</p>	Chris	Nov.
	<p>9.3. Approval of MP-2 Management Policy of Owners It was moved and seconded that Condominium Corporation No. 072880 approve Policy # MP-2 Management Policy of Owners. CARRIED</p> <p>9.4. Approval of MP-3 Policy Treatment of Staff It was moved and seconded that Condominium Corporation No. 072880 approves Policy # MP-3 Policy Treatment of Staff. CARRIED.</p>		

No.	DESCRIPTION	ACTION BY	Due
	<p>9.5. Approval of MP-4 Management Policy Board Communication It was moved and seconded that Condominium Corporation No. 072880 approve Policy # MP-4 Management Policy Board Communication. CARRIED</p>		
10	<p>Committees</p> <p>10.1 Bylaw Committee There will be an owner's meeting on Friday, November 5, 2010</p> <p>10.2 Maintenance Committee – - There was no maintenance committee meeting - Technical audit report is due Nov 15</p> <p>10.3. Personnel Committee - Meeting to be held Oct 28, 2010- All board members are invited. Personnel Committee members are: Brenda Diebel, Chris Black, Kim Devereau.</p> <p>10.3 Social Committee - Brenda to send Board Information</p>	Duc Brenda	Nov
11	<p>Communication</p> <p>11.1 Website</p> <p>The following recommendations were made:</p> <ul style="list-style-type: none"> i) Need to change the name to Peaks of Eagle Ridge rather than Peaks at Eagle Ridge ii) A solution is to be researched for Board members only, where all Board materials can be stored. iii) The Audited Financial Report for 2009/2010 is to be posted on the website. <p>Please provide content for the November / December newsletter to Chris Black ASAP.</p>	Chris	November
12	<p>New Business</p> <p>12.1 - Glassy Window Cleaning</p> <p>It was moved and seconded that Condominium Corporation No. 0728880 enter into a contract with Glassy Cleaning for a post construction wash to remove the paint and concrete from the initial construction at a cost not to exceed \$30,000 by April 2011. CARRIED</p>		

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12	<p>12.2. Board Social-Spaghetti Supper at Diebels' Spaghetti supper at Diebel next Friday</p> <p>12.3. Christmas Decoration in common Space It was suggested that Christmas decorations be at the front of the premises, in the courtyard.</p> <p>12.4 AGM and Succession Planning The AGM for the 2010/2011 year will be held on Feb 16, 2011 at Casman Arena</p> <p>Board members were asked to decide whether or not they will stand for re-election.</p> <p>12.5. Board Secretary Kevin Keightley is Board Corporate Secretary</p> <p>12.6 Parkade Heat</p> <p>The Parkade heat is too hot (25°C) and needs to be lowered. Amanda was asked to look into having the heat turned off.</p>	ALL	
13	<p>Next Meeting: November 24, 2010 at 7:00 NOTE: This meeting has been moved to December 1, 2010.</p>		
14	<p>There being no further business, the meeting was adjourned at 9:30 p.m.</p>		

Original Signed By:

Brenda Diebel, President

Latosia Campbell, Recording Secretary