

<b>MEETING NAME:</b> October 1, 2012 BOD Meeting	<b>The PEAKS Board of Directors Meeting (Regular)</b> <b>Eagle Ridge Condominium # 0728880</b>
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<b>Meeting Date:</b> October 1, 2012	<b>Location:</b> Eagle Ridge Bldg 136A, Amenity Room A	
<b>Chaired By:</b> Craig Squires		<b>Recorded By:</b> Deanna Hebert
<b>Attachments:</b> HVAC & Dunvegan Invoices, Electronic Motion		
<b>Present:</b> <b>Board Members</b>	<b>Administration &amp; Guests</b>	<b>Absent</b>
Craig Squires (Interim President)	Amanda Loveless (Building Superintendent)	Jason Ranni (Senior Board Advisor)
Dave Diebel (V.P. and Treasurer)	Karen Kean (Condominium First)	
Deanna Hebert (Recording Secretary)		
Jay Schmitz		
Frank Lewis		
Chuck Smith		

No.	DESCRIPTION	ACTION BY	DUE
1.	<b>Call to Order:</b> The meeting was called to order at 6:40 pm by Craig Squires.	Chair	
2.	<b>Adoption of the Agenda:</b>  <b>MOTION:</b> "It was moved and seconded that the agenda for the Condominium Corporation 0728880 meeting of October 1, 2012 be accepted as presented." CARRIED	Chair	
3.	<b>Presentations:</b>  3.1 There were no presentations at this time.		
4.	<b>Building Superintendents' Report</b> (Amanda L.)  4.1 Keyless Locks requested by some residents: consult MMG on opinion. 4.2 Bylaw Infraction: Unsanitary act witnessed on privacy area of unit in Bldg. A.; <b>MOTION:</b> "It was moved and seconded that if the Bldg. D witness of the unsanitary act performed from the balcony of a unit in Bldg. A will proceed with a written Witness's Statement of said act, then the Board of Condominium Corp. # 0728880 directs that a \$200 Fine against the tenant and / or owner of the unit, in accordance with <u>Bylaw No. 62.b.xi</u> : 'shall not...do anything or permit anything to be done by any occupier of his unit in his unit, or the common property that is contrary to any statute, ordinance, Bylaw or regulation of any government authority whether Federal, Provincial, Municipal or otherwise.' " CARRIED. Members Frank L. and Chuck S. vote against. 4.3 Unit in Bldg.D; Bylaw Infraction No. 62.b.viii: "...hedges..."The owner has made modifications to the balcony and is requesting a review. MMG is to be consulted. 4.4 Staff member Edna J. resigned; a replacement hired from qualified resident in Bldg. B who will start October 8 <sup>th</sup> . A new employee also hired from within 'The Peaks' community will fill the vacant weekend cleaning staff position. 4.5 <b>MOTION:</b> "It was moved and seconded to accept the Building Superintendent's report of September 2012 as submitted." CARRIED.	Amanda, MMG  Amanda, MMG  Amanda, MMG, BOD  BOD	October Meeting  Immediately  October M.
5.	<b>Adoption of the Previous Minutes:</b> 5.1 <b>MOTION:</b> "It was moved and seconded that the Condominium Corporation No. 0728880 Minutes of the regular meeting of the Board for August 29th, 2012, be approved as distributed." CARRIED 5.2 <b>MOTION:</b> "It was moved and seconded that the Condominium Corporation No. 0728880 Minutes of the Annual BUDGET meeting of the Board for September 19th, 2012, be approved as distributed." CARRIED.	BOD  BOD	

No.	DESCRIPTION	ACTION BY	DUE
6.	<p><b><u>Recording of Electronic Motions:</u></b></p> <p>6.1 <b>MOTION:</b> "It was moved and seconded that Condominium Corporation No.0728880 request a proposal from Stantec Inc. within 30 days that will:            1) provide an opinion regarding building code and suitability of Centron's Site Landscaping/Drainage Remediation Plan;            2) what minimum changes would be required to meet code;            3) provide a Parkade/Building Foundation Structural Review and recommendations and            4) determine what work could be started immediately; for a cost not to exceed \$15,000." CARRIED.</p> <p>6.2 MMG was directed to issue a Purchase Order to Stantec to proceed with the work.</p>	<p>Jay, BOD</p> <p>MMG</p>	<p></p> <p>immediately</p>
7.	<p><b><u>Treasurer's Report:</u></b> (Dave D.)</p> <p>7.1 \$257,430.00 in bank at end of August in the operating account.            7.2 \$44,047.00 small surplus appears in August, but some bills equal to or greater than this amount are still due.            7.3 Delays by owners who did not get their banking information or condo fees received by MMG by October 1<sup>st</sup> will hurt our cash flow until those fees recovered.            7.4 HVAC: \$8,900.00 bill to pay: refer to maintenance committee to review.            7.5 Some mortgage companies are requesting a formal plan on how the Parkade deficiencies will be rectified: The Board and Centron to complete this report as soon as possible.            7.6 Annual Budget will be mailed out in package from MMG by October 11<sup>th</sup>.            7.7 <b>MOTION:</b> "It was moved and seconded to accept the Treasurers Report for Condominium Corporation No. 0728880 dated October 1st, 2012 as presented." CARRIED</p>	<p>Craig, Frank, Jay</p> <p>MMG</p> <p>BOD</p>	<p>October</p> <p>October 11</p>
8.	<p><b><u>Property Manager – Condominium First Report:</u></b></p> <p>8.1 Uncollected Arrears for fines and condo fees are at \$18,000.00 due; Caveat letters issued; one unit in foreclosure has condo fee arrears at \$7,900.00: refer to new management company MMG to collect.            8.2 Karen to pass information to MMG regarding parkade cleaners, contractors used.            8.3 Any post-dated cheques received from condo fees will be forwarded to MMG.            8.4 Condominium First to complete audit of financials and reconcile to Board and Mayfield Management Group (MMG.)            8.5 The BOD thanks Karen for her services as Condominium First property manager.            8.6 <b>MOTION:</b> It was moved and seconded to accept the Property Manager's Report for Condominium Corporation No. 0728880 dated October 1st, 2012 as presented." CARRIED</p>	<p>MMG</p> <p>Karen, MMG Condominium First</p> <p>Condominium First</p> <p>BOD</p>	<p>October</p> <p>October Immediately</p> <p>October</p>
9.	<p><b><u>New Business:</u></b></p> <p>9.1 HVAC invoice: Maintenance committee to review before payment.            9.2 Dunvegan invoice: defer to MMG with recommendation that the work was not fully completed (weeding in particular) for the amount charged on invoice.            9.3 Preventative Bathtub repairs (drains)for all units: get 3 quotes on prices and what is necessary; then consult with MMG and Maintenance committee to determine choice.            9.4 Exterior property lights, approx. \$5000.00 to repair. Must be repaired or could become safety hazard. Maintenance committee to look for a new company; Karen to email them a recommended company name.            9.5 Main water controls: Maintenance committee to make recommendations.            9.6 Mortgage Insurance for buyers: Some mortgage companies are requesting a formal plan on how the Parkade deficiencies will be rectified in order to quantify a dollar amount if necessary: The Board is working with Centron and will follow up on the site elevation survey with Centron as part of remediation plan.</p>	<p>Craig, Frank, Jay MMG</p> <p>Amanda, MMG, Craig, Frank, Jay</p> <p>Karen, Craig, Frank, Jay</p> <p>Craig, Frank, Jay</p> <p>BOD, MMG, Centron</p>	<p>October Immediately</p> <p>October</p> <p>October</p> <p>October</p> <p>October</p>
10.	<p><b><u>Unfinished Business:</u></b></p> <p>10.1 Bylaw Infractions: discuss with MMG at October 10<sup>th</sup> meeting.</p>	<p>BOD, MMG, Amanda</p>	<p>October M.</p>

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11.	<p><b><u>Committee Reports:</u></b></p> <p>11.1 <u>Deficiency Committee:</u> Letter to owners will be mailed by MMG on October 11.</p> <p>11.2 <u>Maintenance Committee:</u> Looking for new residents to join; a way to help keep “The Peaks” costs down by using their expertise to advise on maintenance issues that may arise. Email owners/advertise with posters within our community.</p> <p>11.3 <u>Bylaw Committee:</u>            Discussion with Board and Amanda on how we want Bylaws governed; discuss with MMG at October meeting.</p> <p>11.4 <u>Personnel Committee:</u> Some overlap on job descriptions for staff; discuss with MMG at October meeting.</p> <p>11.5 <u>Communications/ Website Committee:</u> Newsletter has been mailed to owners: a Website version has been posted today. Letters to The Board are being received, replied to, and distributed to applicable sub-committees. Posters for new sub-committee members to be distributed.</p>	<p>MMG</p> <p>BOD, MMG</p> <p>BOD, MMG</p> <p>Deanna, Amanda</p>	<p>October 11</p> <p>October M.</p> <p>October M.</p> <p>immediately</p>
12.	<p><b><u>Announcements:</u></b></p> <p>12.1 The Board would like to welcome residents to a “Wine &amp; Cheese” on December 14<sup>th</sup>, from 7:00 pm – 10:00 pm, Amenity Room, Bldg. 136A.  <b><u>MOTION:</u></b> “It was moved and seconded that Corporation No. 0728880 approve a budget of no more than \$750.00 for the December 2012 ‘Wine and Cheese’ for residents of The Peaks.” CARRIED.</p> <p>12.2 A separate “Children’s Event” will be held on December 21<sup>st</sup>; details to follow.  <b><u>MOTION:</u></b> “It was moved and seconded that Corporation No. 0728880 approve a budget of no more than \$500.00 for the December 2012 ‘Children’s Christmas Event’ for resident children of The Peaks.” CARRIED.</p>	<p>BOD</p> <p>Amanda</p>	<p>December</p> <p>December</p>
13.	<p><b><u>Adjournment:</u></b></p> <p>13.1 <b><u>MOTION:</u></b> “It was moved and seconded that the meeting of Corporation No. 0728880 be adjourned at 8:25 pm.” CARRIED</p> <p>13.2 <u>Introductory Board Meeting</u> with Mayfield Management Group:  <b>Wednesday, October 10th, 2012</b> at 7:00 pm; Amenity Room A, Bldg. 136A.</p> <p>13.3 Next BOD meeting: <b>Wednesday, November 7, 2012</b> at 6:30pm, Amenity Room A.</p> <p>13.4 Dec. BOD meeting: <b>Wednesday, December 5, 2012;</b> 6:30pm, Amenity Room A.</p>	<p>BOD</p> <p>BOD,MMG</p> <p>BOD</p>	<p>October 10</p>

Original Signed By

Original Signed By

\_\_\_\_\_  
 Craig Squires (Interim President)

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 Deanna Hebert (Recording Secretary)

Date of Approval \_\_\_\_\_