

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

BOARD MEETING MINUTES

PLACE: Amenities Room 136 A

DATE: Thursday, October 2, 2014

TIME: 6:30 p.m.

- 1) QUORUM:
- | | |
|-------------------------|-----------------|
| X President/Treasurer - | David Diebel |
| X Vice President - | Nader Tavassoli |
| Secretary - | |
| X Privacy Officer - | Adrian Pooley |
| Member- at-Large - | Vilia Tosio awr |
| X Member-at-Large - | Scott Chisholm |

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 Helena Smith at 6:30 p.m.

3) GUESTS AND DELEGATIONS. None.

4) **MOTION:** TO APPROVE **AGENDA:**
Nader Tavassoli/Scott Chisholm

CARRIED.

5) **MOTION:** TO APPROVE **MINUTES** OF PREVIOUS MEETING – SEPTEMBER 11, 2014
Nader Tavassoli/Scott Chisholm

CARRIED.

6) OLD BUSINESS ARISING FROM LAST MINUTES:

- a) Site Manager’s Report – Presented, reviewed and discussed.
- b) Exterior Panel Report Update – Wade Engineering is expected to be on site to complete these investigations by mid October.
- c) Heating Line Inspections – All heating lines have been inspected and repairs were made where necessary. A report was distributed to the Board.
- d) Wash Bay Update – Painting of the wash bay has started. It is expected to be completed by the end of the week.
- e) Parkade Inspections – The Stantec report was distributed to the Board and was reviewed. MMG will contact Stantec to get information as what they recommend for the next step.

- f) RAMP – The Board received a summary of the three companies that bid on the RAMP (Roof Area Maintenance Program) report prepared by Wade Engineering. The roof repairs will be completed by Belvedere Roofing.
MOTION: To ratify the Belvedere Roofing PO for a cost of \$5,737 + GST.
Nader Tavassoli/Scott Chisholm **CARRIED.**
- g) Membrane Repairs – The parkade repairs will be completed after the next sweep and scrub in November.
- h) Dog Run Fencing Update – More quotes are still expected to be received.
- i) Front Sign and Parking Lot Light – The front sign and one of the parking lot lights had breaks in the underground electrical wiring. Both have now been repaired.
- j) Curbing Replacements – Quik Curbs was approved to replace the damaged curbing. Initially, there was 136’ of curbing to be replaced but it was then discovered that there was actually 192’ to be repaired. MMG gave them the approval to replace all that was damaged.
MOTION: To ratify 192’ instead of 136’ of replacement curbing for an extra cost of approximately \$1,500.
Nader Tavassoli/Scott Chisholm **CARRIED.**
- Reflective stakes will be installed to aid with the snow removal.
- k) Key Program – All re-keying has been completed. There are still approximately 30 units that have not picked up their new keys. The key binder and Key policy will be on site in November.
- l) Parkade Sprinkler Deficiencies – The repairs to the sprinkler lines in the parkade is underway by Levitt Safety. All permits and supplies have been received.
- m) Mudjacking – The second round of units to have their patios mudjacked has been completed. The next set of patios to be mudjacked will commence in the Spring.
- n) Christmas Parties – There will be both an adults wine & cheese and a children’s party.
MOTION: To approve an expenditure of \$2,000 for the children’s Christmas party and the adults wine and cheese.
Nader Tavassoli/Scott Chisholm **CARRIED.**
- o) Survey Results – To be tabulated.
- p) Policy – Abusive behaviour – A draft policy was presented and the Board reviewed and made amends. The amended policy will be presented for approval at the next Board meeting.

7) FINANCIALS/INVESTMENTS/ARREARS – TABLED.

As this meeting was held on the second day of the month, the September financials were not available.

8) CORRESPONDENCE: SENT – Pet registration approvals, fine issued, various emails
RECEIVED – Various emails

9) NEW BUSINESS:

a) Garage Door Opener Re-programming – All codes for the garage door openers were deleted from the system then re-programmed. Of the codes in the system, almost half were no longer used. The security of the garage door entry system was greatly enhanced by this re-programming. Hopefully it will reduce the amount of large garbage items left in the garbage rooms by unauthorized ‘visitors’ to The Peaks.

b) Levitt Safety – The annual fire systems fire inspections are due again in November.
MOTION: To approve Levitt Safety to complete the annual fire systems inspections.
Nader Tavassoli/Scott Chisholm **CARRIED.**

c) CCI Educational Schedule – The CCI schedule of courses was presented to the Board. It is recommended that all new Board members take the CM 100 course.

d) Board Resignation – Judy Tokuda has resigned from the Board. The Board thanks Judy for her contributions to The Peaks.

e) Motorcycle Rentals – There are 13 small spaces in the parkade that are not large enough to be regular parking stalls. They are, however, large enough to park motorcycles. They have been identified A, B, C etc. and designated for motorcycle parking only. These stalls will be rented on a first come basis for a fee of \$75 per motorcycle per month. Further information can be obtained at The Peaks office.
MOTION: To approve a rental fee for the motorcycle stalls of \$75 per motorcycle per month.
Adrian Pooley/Scott Chisholm **CARRIED.**

10) NEXT MEETING DATE: THURSDAY, NOVEMBER 6, 2014. MMG WILL BE IN ATTENDANCE IN PERSON.

11) **MOTION:** TO ADJOURN: NADER TAVASSOLI **CARRIED.**

MEETING ADJOURNED BY CHAIR AT 7:23 p.m.