

**Peaks of Eagle Ridge
0728880
Board Meeting
October 13th, 2015**

Location: Peaks Amenity Room

Attendees: Rob Eastwood (via Conference)
James Munro
Kelly Berry

Amanda Loveless
Karen Kean

Absentees:

Recorder: Karen Kean

1.	Call to Order	Rob Eastwood called the meeting to order at 6:33 pm	
2.	Adoption of Agenda	Motion: Rob East wood To approve agenda Seconded: Rob Eastwood All in Favor	Carried
3.	Adoption of Minutes	Motion: Rob East wood To approve minutes with the amendments Seconded: Kelly Berry All in Favor	Carried
4.	Amanda's report	There are still tarps covering cages, the board will show some lenience on this and will allow tarps only and no hard structures on top of or covering the cages 108 D door has shifted and waiting on contractor to fix Sweeping will be scheduled in mid November New maintence personal was hired One new vacuum was ordered and tried Follow up with Amanda monthly report for further information	
	Old Business	LED lights are complete 3 owners will come to the board meeting later tonight and two others will be spoken too at a different time Karen to follow up with Enmax on the solar panels Gas and electricity contracts are now signed. Electricity is locked in and gas will float	Done Board to follow up Karen Done / Remove

		<p>Frank and Kelly now have signing authority</p> <p>The NO Parking signs are in and done, the visitor signs are not in yet</p> <p>Amanda to look into ordering signs for the elevators for the move in and outs and the number to call to book a appointment</p> <p>The elevator lobby quotes for fobs has not been received as of today's date</p> <p>Quotes received for the hose bib hook up and will be sent to board</p> <p>Amanda is still awaiting quote for the 15 windows</p> <p>Board would like to know how many renters vs. owners are in the building,</p> <p>Karen to cc Amanda on all emails, Amanda feels this isn't being done still. Karen to make sure Amanda is ccd on the emails</p> <p>Karen received full GL of reserve items and to bring to next meeting</p> <p>Karen to resend the year over year expenditure for gas and electricity</p> <p>Peaks have changed the year end date to December 31.</p> <p>Snow Quotes sent to board via email and it was approved that Leon's would proceed with the 2015-2016 snow removal contract.</p> <p>First Service will buy lawn equipment next year and the peaks will allow it to be stored there.</p> <p>Beacon hill didn't provide logs the board will issue the remainder of the payment for June and July and then are done. Karen gave Amanda the cheque to give to beacon hill</p> <p>Karen and the board reviewed the budget and Karen to make revisions and send to the board</p>	<p>Karen</p> <p>Amanda</p> <p>Amanda</p> <p>Amanda</p> <p>Amanda</p> <p>Karen</p> <p>Karen</p> <p>Karen</p> <p>Karen</p> <p>Done/ Remove</p> <p>Done/ Remove</p> <p>Done/Remove</p> <p>Amanda</p> <p>Karen</p> <p>Karen</p>
	<p>New Business</p>	<p>Karen is expected to send minutes within two weeks after meeting so the board can review prior.</p> <p>Karen to resend job description to the board and to</p>	<p>Karen</p> <p>Karen</p>

	<p>send a written offer letter to Amanda</p> <p>Frank Lewis has resigned from the board, there now are 4 positions that are opened. The board will speak to the candidates tonight at meeting. Units 109B, 307A, 201A, 413 C, 607A are interested in being on the board. Karen to check arrears amount for these people as well. The board will meet in two weeks to decide on the new members</p> <p>There needs to be a email sent to everyone stating the arrears for condo fees will be pulled November 1st. Amanda to send the email.</p> <p>The garage door is broke again, and since may there has been 10 K spent on repairs Motion : Kelly Berry To proceed with the new rubber door for \$ 37590.00 Seconded: Rob Eastwood All In Favor Amanda to contact top knotch</p> <p>The board told Karen they expect financials at least a week prior to the meeting for the month before. Karen to schedule the next meeting after October financials are released. Karen to send dates</p> <p>Karen to set up an appointment at ATB for Rob Eastwood to be put on signing authority. As well as a person from First Service (Linda Grey Martin/ Doug Davies). There must always be two signatures on the cheques, one board and one management.</p> <p>Karen to follow up with Amanda if her accountant invoice was ever sent in for reimbursement regarding her contract</p> <p>The board met with HVAC solutions to discuss the current Preventative Maintenance contract and where there could be a cost savings. The board will review the check lists provided and will make a decision on what they wish to do with provider.</p> <p>Karen to resend the Manulife investment to the board to discuss</p> <p>Regarding the financials Karen to follow up as to why the AR and AP are showing a 0</p> <p>It was noted the electrical/mechanical supplies were trending over budget as well as elevator. The budget as of August 31, 2015 was under budget by 418, 443.</p> <p>Karen to follow up with accounting as to why the GL and trial Balances don't match and why on the statement of income it shows a variance of 1,099.88 %. And why the number on the GL account balance</p>	<p>Karen/ Board</p> <p>Amanda</p> <p>Amanda</p> <p>Karen Kean</p> <p>Karen/Rob</p> <p>Karen/Amanda</p> <p>Board</p> <p>Karen/Board</p> <p>Karen</p> <p>Karen</p> <p>Karen</p>
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11.	Meeting Adjournment	Motion to Adjourn: Rob Eastwood Seconded: Kelly Berry All in Favour Meeting Adjourned at: 9:09PM	Motion Carried
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