

MEETING NAME:		Board of Directors Meeting Eagle Ridge Condominium # 0728880	
Meeting Date: September 29, 2010		Location: Eagle Ridge Bldg 100 Amenity Room	
Chaired by:	Brenda Diebel, President	Recorded by: Sandra Pearce	
Attachments:			
Present:		Absent	
Board Members		Administration & Guests	
Biljana Mirkovic Chris Black Duc Trinh, Maintenance Stuart Josselyn, Treasurer		Sandra Pearce, Community Manager Amanda Loveless, Building Superintendent	
		Dean Little Kevin Keightley	

No.	DESCRIPTION	ACTION BY	Due
1	Brenda called the meeting to order at 7:05 p.m.		
2	Adoption of the Agenda It was moved and seconded that the agenda for the September 29, 2010 Board meeting be approved as amended by deferring New Business. CARRIED		
3	Presentations There were no presentations.		
4	Approval of Minutes 4.1 It was moved and seconded that the minutes of the Peaks Condominium Corporation No. 0728880 Board meeting held July 21, 2010 be approved. Carried 4.2 It was moved and seconded that the minutes of the Peaks Condominium Corporation No. 0728880 Board meeting held August 25, 2010 be approved by amending Item 12.1 to read as follows: "The board agreed to allow the Amenity Room in Building A to be used by the dance group in order to not interfere with the users of the Gym in Building D. It was noted that the dancers are looking for a permanent home for their activity." CARRIED		
5.	Recording of Electronic Motions 5.1 It was moved and seconded that Condominium Corporation No. 0728880 enter into a contract with Wade Engineering Ltd. for a technical audit of the Roof Condition of all four buildings for \$3,800 and the Parkade Water Entry investigation for \$2,240.00 as per the proposals submitted September 15, 2010; conditional to a Professional Engineer approving the audits. CARRIED	Sandra	September

No.	DESCRIPTION	ACTION BY	Due
	<p>5.2 Reserve Fund Plan</p> <p>The Board agreed to postpone the approval of the Reserve Fund Study until the next meeting. A schedule for the maintenance plan is required.</p>	Duc	October
6.	<p>Property Manager Report</p> <p>6.1 Wade Engineering – Sandra was asked to find out how long the technical audits will take place.</p> <p>6.2 Snow Clearing - Quotes were received for snow clearing from Canadian Geek, Done Right, and Ripley. Sandra was asked to contact the Summits to determine the possibility of a combined contract at a reduced rate for both buildings.</p> <p>6.3 Telus – A contract term is to be determined: 1, 3, or 5 years. Sandra was asked to ensure all services are bundled. A second line for the office and a good quality speaker phone is required for Board meetings. Cost is to be confirmed.</p> <p>6.4 Glassy window cleaning: Glassey has been requested to provide a quote for window cleaning that includes a construction clean.</p>	<p>Sandra</p> <p>Sandra</p> <p>Sandra Board</p>	
	<p>6.5 Appointment of Auditors</p> <p>It was moved and seconded that Condominium Corporation No. 0728880 'The Peaks enter into an agreement with Cass & Fraser Chartered Accountants, Edmonton, Alberta to audit the 2009-2010 Audited Financial Statements for a cost of \$6,580.</p> <p>CARRIED</p>	Sandra	ASAP
	<p>6.6 HVAC Quote – a quote was received from HVAC for unit heater fan replacement in P2 stall 405 at a cost of \$879 plus GST. The Board requested that a second quote be obtained from Alcor.</p>	Sandra	
7.	<p>Building Superintendent Report</p> <p>7.1 Cell Phone – The cell phone originally purchased for use by the Building Superintendent does not receive satellite signals at The Peaks. Sandra was asked to see if the cell phone can be changed. The Board agreed to pay Amanda for the use of her personal cell phone for business purposes. The Board will pay the monthly rate and all business calls, not to exceed \$180.</p>	Sandra Amanda	October
	<p>7.2 Dog Run – The Board agreed to postpone the installation of the dog run until the spring. All contracts and materials are to be in place to start work as soon as possible in the Spring.</p>	Amanda	March
	<p>7.3 Alcor - Proposal for full service maintenance at the Peaks is in progress.</p>	Amanda Sandra	
	<p>7.4 Signage – The signage in the parking lot is in progress and should be complete next week. It was noted that the speed limited and pedestrian walkways will be painted in the parkade will be completed in the next week.</p>		

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	7.5 Speed pumps – final installation of the speed bumps will take place by September 30, 2010.		
	7.6 Building documents that were requested from the RMWB have not been received. Sandra was asked to assist in getting them as requested for the Technical Audit and Reserve Fund Plan.	Sandra	October
	7.7 Glycol – The Board was informed that all four buildings have had their glycol systems prepared for winter. The glycol was rated for -50C.		
	7.8 Boot Cleaners – The Board requested that a method be put in place to help keep the buildings clean. Manual boot cleaners or booties are to be researched and a recommendation made. It was noted that the electric boot cleaners are not recommended for children, therefore, for safety reasons, electric boot cleaners will not be installed at this time.	Amanda	October
	7.9 Daycare Complaint – The Board was informed that a complaint had been made with respect to excessive noise emanating from the Board approved daycare in building A. The Daycare owner is to receive a warning that noise disruptive of other residents is an offense under the bylaw and they will be fined. Amanda is to determine if the number of children participating in the Daycare is in excess of the Board approval and inform the Daycare owner that the Board may withdraw its approval.	Amanda	October
8.	<p>Treasurer's Report</p> <p>8.1 2010/2011 Budget</p> <p>Stuart informed the Board that the 2010/2011 Budget has been established and that no change to the condominium fee is required. Should the expenditures at the Peaks reach a point where there are excessive funds (more than two months' worth of costs), then a review of the condominium fee will be required. This is not the case at this time. The Board was informed that the budgeted costs will be prorated on a monthly basis, and this will be distributed to the board for final approval prior to the October Board meeting.</p> <p>The Board gave approval in principal for the 2010/2011 Budget, to be established with no change to the condominium fee.</p>	Stuart	October 27
	<p>8.2 Reserve Fund Expenditure</p> <p>The Board requested that the \$7,350 expenditure assigned to The Peaks Reserve Fund be looked into further as there was no board approval for any expenditure from this fund in the 2009/2010 year. It was noted that the Reserve Fund Plan was established prior to the Developer Board handing over the Peaks to the Owners. This money is to be re-deposited to the Peaks Reserve Fund.</p>	Sandra	October 29

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	<p>8.3 Benefits for Staff</p> <p>Discussion was held regarding the provision of health care benefits to full time staff. The Board requested that Condominium First is to provide the actual costs of basic costs. It was agreed that should staff wish to upgrade or chose their own benefits, that the board would support this at no additional cost to the Corporation.</p> <p>Brenda Diebel, Chris Black, Duc Trinh, Stuart Jossyln and Kim [Black] will compose the Personnel Committee and will meet for the Performance Evaluation of Board Staff.</p> <p>It was moved and seconded that basic Blue Cross benefits be provided to all full time staff of Condominium Corporation #072880 effective October, 2010.</p> <p>CARRIED</p>	<p>Sandra</p>	<p>October</p>
	<p>8.4 The Peaks Bank Account</p> <p>As recommended by the Canadian Condominium Institute and the Bylaw lawyer for The Peaks, the Board supports that all financial transactions shall take place through a local financial institution. The primary signatures on cheques shall be one from the Property Management Company and one from the Board (the Treasurer); where the Treasurer is not available, one of the remaining members of the Executive may sign on behalf of the Treasurer. In the event that the Property Management Company is not able to provide a signature; two signatures from the Board will be accepted.</p> <p>8.4.1 It was moved and seconded that Condominium Corporation No. 0728880 "The Peaks" open one chequing account and one savings account at the Alberta Treasury Branch in Fort McMurray; signing authority is to consist of two individuals: one person from the Property Management Company, Condominium First and one Board member OR two board members. CARRIED</p> <p>8.4.2 It was moved and seconded that the following positions of Condominium Corporation No. 0728880 "The Peaks" shall have signing authority on behalf of the Corporation: Treasurer, President, Vice-President and/or Secretary. CARRIED</p>	<p>Stuart Brenda Duc Sandra</p>	<p>October</p>
<p>9.</p>	<p>Board Policies</p> <p>Community Standards Policy - CS-5 Floor Standards was reviewed by the Board. It was noted that the revised standard for townhouses and condominiums is an STC of 60, where loud sounds can barely be heard. STC of 60 and IIC of 60 or greater are acceptable and may be approved by the Building Superintendent.</p>	<p>Brenda Amanda Chris</p>	

No.	DESCRIPTION	ACTION BY	Due
	<p>9.1 CS-5 Floor Standards</p> <p>It was moved and seconded that Condominium Corporation No. 0728880 “The Peaks” approve the revision of Community Standards Policy – CS-5 “Floor Standards” by replacing “underlay that blocks a minimum of 50dB from transmitting through partitions” to “underlay that blocks a minimum of 60dB from transmitting through partitions as identified by the STC (Sound Transmission Class) and IIC (Impact Isolation Class). CARRIED</p>		
	<p>9.2 Financial Standards</p> <p>It was moved and seconded that Condominium Corporation No. 0728880 “The Peaks” approve the following Financial Standards, to be posted on the Peaks web site:</p> <p>F-1 Planning and Budgeting F-2 Condition and Activities F-3 Property Manager Succession F-4 Asset Protection F-5 Expenditures F-6 Contract Management CARRIED</p>	Chris	October
10.	<p>Committees</p> <p>10.1 Bylaw Committee – The lawyer has said the bylaws will be available next week. 10.2 Maintenance Committee – A report on the meetings held with Centron was previously distributed and Duc will follow up. Sandra to follow up on the technical audit. 10.3 Social Committee – No report</p>	Brenda Duc Sandra	
11.	<p>Communications – Round Table</p> <p>11.1 Amanda informed the Board that children are riding their bikes in the parkade. She will inform residents that this is an unsafe practice and to desist. 11.2 Biljana requested that no landscaping be done until Centron completes their repairs. It was noted that the East Fire Exit door in Bldg C is slamming. The Board asked that all doors be checked and repaired as required.</p>	Amanda Amanda	Immediately October

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	<p>11.3 An Owners Meeting will be held on Friday, October, 22 from 6:00 pm to 7:00 p.m. It was suggested it be advertised as a "Wine & Cheese" to increase participation. This will be looked into by Brenda and Sandra.</p> <p>11.4 A package is to be developed to be distributed to all owners to as soon as the revised bylaw information is ready. The package is to include 1) Audited Financial Statements for 2009/2010 2) A Year End Report – Brenda 3) Revised Bylaw No. 2 4) Pre-announcement of the AGM – Brenda and Sandra</p> <p>11.5 Spaghetti Supper – Brenda invited everyone to a spaghetti supper at her unit on Nov 5, 6:00 p.m.</p> <p>NEXT BOARD MEETING: October 27, 2010 at 7:00 p.m.</p>	<p>Brenda Sandra Chris</p> <p>Brenda Amanda</p> <p>All</p>	<p>October 22</p>
<p>11.</p>	<p>Adjournment</p> <p>It was moved and seconded that the Condominium Corporation No. 0728880 "The Peaks" meeting of September 29, 2010 be adjourned at 9:12 pm. CARRIED</p>		

Original Signed By

Original Signed By

Brenda Diebel, President

Sandra Pearce, Recording Secretary