

# THE PEAKS CONDOMINIUM CORPORATION

## BOARD MEETING MINUTES

June 29, 2016

**PLACE:** Amenities Room - 136A Sandpiper Road

**DATE:** June 29, 2016

**TIME:** 6:30 pm

1) QUORUM:	President	Rob Eastwood ✓
	Vice President	Kelly Berry ✓
	Treasurer	Brandon Parsons ✓
	Secretary	David Bussey ✓
	Member at Large	Frank Lewis ✓
	Member at Large	Prakash Madireddy
	Member at Large	Brian McKinley ✓
	Building Manager	Amanda Loveless ✓

QUORUM VALIDATION: Quorum Met

2) MEETING CALLED TO ORDER by CHAIR, Rob Eastwood at 6:32 pm

3) GUESTS AND DELEGATES:

(i) Excel Insurance Broker – *Kevin Letourneau was invited to discuss the process of post fire activities with the Board as handling reclamation clean-up at the Peaks has been delayed and unacceptable.* Mr. Letourneau apologized for the slow progress to-date. The original Insurance Adjustor has been replaced and he is committed to push the adjustment process. Regarding individual suites, all ducts and common must to be cleaned before suites are to be assessed. The Board requested a Detailed Scope of Work, along with a Work Schedule to be provided ASAP that can be shared with concerned condo owners.

(ii) Fort McMurray Security Solutions – Amir presented the features and benefits of the Security System Upgrade, Quote #1067.

4) **MOTION:** To approve **AGENDA:**

Frank Lewis / Kelly Berry

**CARRIED**

5) **MOTION:** To APPROVE **MINUTES** of previous meeting – February 10, 2016

Brendon Parsons / Frank Lewis

**CARRIED**

6) OLD BUSINESS ARISING FROM LAST MINUTES:

- a) Contractor Callouts – remain at a minimum
- b) Albany Door for the NE location - **Installed and operating smoothly**
- c) Parkade Cleaning – Next scheduled cleaning is August
- d) Yearly Audit by Cass & Fraser - **Complete**
- e) Fire Inspections Complete – 50% of defective smoke detectors in suites have been replaced
- f) Cardio Room – Equipment setup and well received; **lots of compliments with one complaint of music being audible outside of cardio room.**
- g) Hallway carpet cleaning in progress. Many residents wearing the supplied booties - **benches are now in place at booties stations; carpet cleaning continues**
- h) Repair to Fire System – **Quote for repair was \$14,875 but able to repair for 1/10<sup>th</sup> of this after more troubleshooting and problem isolated**
- i) Conversion to LED Lighting – **85% complete (replace as bulbs burn out)**
- j) Solar Energy Project – Enmax and Northern Canadian Solar provided presentation to the Board in April. **Project approved pending financing. Amanda to follow-up with Enmax as no word received since May 3<sup>rd</sup> wildfire.**
- k) Notice to Enter – All correspondence (except within 24 hours) will be done via email to the Suite Occupant or Owner listed in Peaks database.  
  
All scheduled maintenance, such as parkade parking, will be posted on Bulletin Boards ONLY
- l) Building C – **Hot Water tank has been replaced**
- m) 410D – Request to bring 2 pot belly pigs into suite. The Board had previously declined but tenants challenged this based on RMWB bylaws which allow Pot Belly Pigs. As Peaks bylaws state that we follow Municipal Pet bylaws, tenant requested that pets move back in with them. **Approved in with one strongly opposed.**
- n) Building B Cement Entrance Pad – Keeping Construction and Leon’s Heavy Equipment to quote on repair – **Awaiting Quotes**

7) FINANCIALS/INVESTMENTS/ARREARS

As of May 15, 2016, the Operating Account was \$346,910.46, the Reserve Fund was \$2,218,976.56, A/R was \$191,426.06 and A/P was \$210,255.33

As of June 15, 2016, the Operating Account was \$410,494.51, the Reserve Fund was \$2,326,708.21, A/R was \$201,049.45 and A/P was \$137,465.40

**MOTION: TO APPROVE FINANCIALS AS PRESENTED: June 30, 2106**

Brian McKinley / Kelly Berry

**CARRIED**

8) CORRESPONDENCE:

Sent: None

Received: Water damage Building D; awaiting insurance response regarding suite repairs/cleaning

9) NEW BUSINESS:

a) Roof Leaks at 614C and 615A: Leak testing completed on EPDM membrane and the parapet walls resulted in zero leaks into the suites. Wade Engineering is submitting a request to attempt a repair from the inside of suites rather than pulling the parapet off the exterior. **Board requested Written Proposal.**

b) Security System Upgrade – Quote in amount of \$723,000.00 submitted by Fort McMurray Security Solutions for state-of-the-art security system. Access control and monitoring by Fob and Cameras, encompasses all access doors, service rooms, parkades and parking lots.

**MOTION: To APPROVE** the expenditure of \$723,000.00 for upgrade of the Peaks Security System.

Frank Lewis / Kelly Berry

**CARRIED**

c) Elevator Pits Building C –Water Infiltration. Wade Engineering attended site inspection with Renneberg Foundations in February 3<sup>rd</sup>. **The quotation for cost of repair was \$218,900. The Motion to approve funding for Renneberg-Walker Engineering Associated Ltd. to proceed with these repairs was approved via email. Work is in progress and is expected to be completed in 2-3 weeks. A formal report**

**will also be prepared in consideration of filing a claim against the developer, Centron.**

**d) Reserve Fund Study – Approved in the amount of \$11,480; to be completed by Wade Engineering in September / October.**

**e) B309 – Dog urine from 409B dripped onto balcony of 309B. The dog owner in 409B has agreed to pay for cleaning. Board will arrange cleaning with charges to be rebilled 409B dog owner.**

**f) Leaking parkade stall at Stall #598 – Tenant requested Board’s plans for permanent repair of water leaking from North parkade wall. No new information. Board will consult with Legal to determine if closed claim with Centron can be reopened.**

**g) 360 Property Management Software – Program purchased and working well, complete with records starting the beginning of our fiscal year, October 1<sup>st</sup>**

**h) Phase 2 of the Caulking & Sealant Project is in progress. North side of Building A, South side of Building C, and East side of Building D to be completed in 2016 season. Amount of \$200,000 to be paid out of Reserve Fund as planned. Remaining work to be completed in 2017 season at cost of additional \$200,000**

**i) Install camera in ceiling of 614C and 615A to gain insight into water leaks – Quote to be received next week**

**j) Rental Suites – Guidelines, Requirements, Policies and The Act – Owners are required to provide Building Manager with details of tenants and rental agreement. Renters are required to hold proper lease and be familiar with Peaks bylaws. Rollout plan for compliance to be linked with implementation of new Security System.**

**k) Post Fire Clean Up - Insurance Claim. In progress; will continue to press broker to be more expedient in execution of reclamation and clean-up activities**

**l) Flooding in Building A, B, D – Repaired with follow-up action to post lessons learned on Peaks Facebook page.**

**m) Sprinkler and Irrigation System – Peaks has no functioning system and no intent to replace full system as it may lead to increased parkade leaks. City requires that Peaks maintain trees around perimeter. Board to seek recommendations from Landscapers for water supply to trees and alternative options to grass.**

n) Window Project – **Windows with reoccurring leaks to be removed and reinstalled. Quote from T&B Glass is \$28,000**

**MOTION:** To APPROVE the expenditure of \$28,000 to repair window leaks.

David Bussey / Rob Eastwood

**CARRIED**

o) Fob Access for Unground Parkades – **Enhance the New Security System by adding controlled and recorded access to the Underground Parkades (same as Main Door access). Also consider One-Way traffic with the NE ramp for Entering and the SW ramp for Exiting parkades.**

**MOTION:** Fort McMurray Security Solutions to consider expanding scope of work in their Security System upgrade package

Rob Eastwood / Kelly Berry

**CARRIED**

p) Recognition to First Responders – Question was raised how the Peaks could say thank you and recognize exceptional efforts of First responders during the wildfire crisis.

**Signage or Banner being considered.**

10) NEXT MEETING DATE: **Thursday July 14<sup>th</sup> at 6:30 pm**

11) **MOTION:** TO ADJOURN at 8:48 pm

Frank Lewis / David Bussey

**CARRIED**

12) TABLED ITEMS

- a) Pipe Cleaning
- b) Amenity Room Usage
- c) AC drains in parkade