

THE PEAKS CONDOMINIUM CORPORATION
NO. 072 8880

BOARD MEETING MINUTES

December 19, 2016

PLACE: Amenities Room 136A

DATE: Dec. 19, 2016

TIME: 6:30 pm

1) QUORUM:	President	Rob Eastwood ✓
	Vice President	Kelly Berry x
	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 ✓

2) MEETING CALLED TO ORDER by CHAIR, Brandon Parsons at 6:32 pm

3) GUESTS AND DELEGATES: None

4) **MOTION:** To APPROVE **AGENDA:**

Frank Lewis / Brian McKinley

CARRIED

5) **MOTION:** To APPROVE **MINUTES** of previous meeting – November 2, 2016

Brian McKinley / Brandon Parsons

CARRIED

6) OLD BUSINESS ARISING FROM LAST MINUTES:

- a) Parkade Cleaning – While it was noted that the weekly In-House sweeper does a good job in moving the dirt, it was agreed that wet scrubbing is needed to effectively clean the parkade membrane. **Five scrubs per year are planned with one every 2nd month in winter. Next parkade cleaning is January.**

- b) Fire Inspections – Rescheduled for 1st / 2nd week of January.

- c) Solar Project – **Installation complete, RMWB passed their inspection, waiting for confirmation from Enmax on start producing electricity**
- d) Roof Leaks – C614 Ceiling repairs and cleanup completed to the home owner’s satisfaction. **No further leaks**
- e) Security System Installation – Contractor’s tools were stolen on site delaying completion of project. Contractor to reorder components. BOARD is displeased with the location of cameras and door strikes. Cameras are too low and accessible. **BOARD to conduct inspection of work for deficiencies. Inspection tentatively booked for Dec 30th.**
- f) Elevator Pits, Building A – Water infiltrating elevator pit. **Sump pump was faulty and has been replaced.**
- g) Reserve Fund Study – **Report Completed and issued in Year End Package to all condo Owners**
- h) Condo Fee Arrears: **Caveats were issued to overdue accounts along with Statement of Foreclosure to 7 suites with extreme arrears.** Going forward, caveats will be issued to all Condo Owners with **arrears over 90 days.** Owners will also be charged for legal fees and associated administrative costs.
- i) Santa Party held on December 16th from 4-6 pm with good turnout
- j) Parkade membrane repair – Discussed possibility of Manufacturer (Neogard) to train Peaks Maintenance for in-house membrane repairs. **BOARD decided not to pursue at this time to keep responsibility and liability on the Installer**

7) FINANCIALS/INVESTMENTS/ARREARS

As of November 15, 2016, the Operating Account was \$ 938,422.84, the Reserve Fund was \$ 1,629,006.56, A/R was \$ 885,561.72 and A/P was \$ 344,358.12

MOTION: TO APPROVE FINANCIALS as presented: November 15, 2016

Frank Lewis / David Bussey

CARRIED

8) CORRESPONDENCE: Sent: None
Received: None

9) NEW BUSINESS

- a) Survey Monitoring & Forensic Investigation of Void under P2 – **Awaiting forensic report and need Contractor to commit to date for inspection with camera probe**
- b) A201 – **Owner to be fined \$500.00 for smoking violation by suite tenant who was exiting the elevator in Building A on Halloween night with a lit cigarette.** Event was witnessed by multiple residents in lobby.
- c) Aim Paving – **Amanda to request quotes to repair asphalt around NE and SW entrances in spring.**
- d) Year End – **AGM scheduled for January 18th.** Year-end letter & financials were distributed to all owners via email; 5 owners requested hard copies via regular mail.
- e) Audit – **Cass & Fraser financial audit in progress;** to be completed before AGM in January
- f) A604 – Requested approval to leave the trailer in titled exterior parking stall for the winter. Building manager noted trailer creating issues with snow removal. **BOARD agreed that trailer must be removed within 14 days.**
- g) B210 – Requesting the Board revisit request to park his trailer in the last visitor stalls on the East side of C and his titled stall to be used as Visitor or “extra” stall. **BOARD discussed and agreed to reject this request.**
- h) B118 – Tenant is wrongly parking quad in parkade Common Area. BOARD also discussed Tenants parking trailers and oversized vehicles in P1/P2 stalls. Board also denied the request to have trailer parked in the parkade. **BOARD decided that parking restrictions/allowances need to be reviewed in detail and incorporated in Peaks By-Laws. Sub-committee being formed to review and present recommendations.**
- i) Maintenance Staff – **Reduced to one person.** Many compliments received regarding in-house parkade sweeping.

- j) Owners, Renters & Property Managers – With the increase in rental suites there has been a huge increase in office time required to deal with Owners, Property Managers and Renters. Also one recent issue of Owner refusing to pay fine against Renter. **BOARD discussed and agrees that the Owner is the only contact point and is liable for bylaw violation of Tenants. Peaks Lawyer suggests that Owners renting suites provide one month damage deposit to cover bylaw violations or damages caused by Renters. Amanda to prepare proposal for presentation at AGM.**

- k) Rental Pool – Suggestion to have one or two Property Management firms handle the bulk of suite rentals to ensure bylaws, policies and rules are being followed. **Consideration to be incorporated in above proposal.**

- l) PAD vs. Cheques – Handling and depositing of cheques is creating excessive trips to bank.
MOTION: To receive payment by PAD only
Brandon Parsons / Frank Lewis **CARRIED**

- m) Fobs, Garage Door Openers & Moving Deposits – **Must be paid by the Titled Owner of the suite and ONLY paid through PAD**

10) NEXT MEETING DATE: AGM, January 18, 2017

11) **MOTION:** TO ADJOURN at 7:35 pm
Brandon Parsons / Dave Bussey

CARRIED

12) TABLED ITEMS

- a) Pipe Cleaning
- b) Lawn Sprinkler System
- c) AC drain lines in parkade
- d) Phase 2 of the Caulking & Sealant Project to commence is in progress.
Completed for 2016. \$193,468.89 taken from Reserve Fund as slated. Last leg of project to be completed in 2017.
- e) Window Project – Windows with recurring leaks will be removed & reinstalled – Report received and discussed.