

# The Peaks of Eagle Ridge

## Board Meeting Minutes

February 10, 2016

### TIME & PLACE:

Regular scheduled monthly meeting. Time: 6:30pm, Peaks Office, Building A, 136 Sandpiper Road

**QUORUM:** Rob Eastwood – President ✓ Kelly Berry - Vice President  
Frank Lewis - Member at Large ✓ Denys Demers - Member at Large  
Amanda Loveless - Building Manager ✓

**QUORUM VALIDATION:** Quorum Met

1. **CHAIR:** Rob Eastwood
2. **MEETING CALLED TO ORDER BY CHAIR:** Rob Eastwood @ 6:45pm
3. **GUESTS AND DELEGATIONS:** None
4. **APPROVAL OF AGENDA:** Frank Lewis/Rob Eastwood
5. **APPROVAL OF PREVIOUS MINUTES:** Frank Lewis/Rob Eastwood
6. **OLD BUSINESS:**
  - a) Site Managers Report Reviewed
  - b) Contractor Callouts slightly higher this month due to heating line leaks, hot water tank needs replacing and rebuild of a hydronic pump
  - c) Albany Door for NE location – **Shipped February 5<sup>th</sup>**
  - d) ATB Investment on hold with MMG until December 23, 2016
  - e) Parkade Cleaning – Approved for 5 sweeps, 2 scrubs, line painting for parkade & exterior parking lot line painting. **Motion Frank Lewis/2<sup>nd</sup> Rob Eastwood**
  - f) Building C – Elevator Pits – Wade Eng. & Renneberg Foundations were on site February 3<sup>rd</sup> to assess – **Report Pending**
  - g) Audit – Cass & Fraser - **In Progress**
  - h) Fire Inspections – Quote requested to repair deficiencies, smoke detectors will be homeowners responsibility and in suite pezo's are a Corporation expense.
  - i) Cardio Room – Equipment ordered - **Eta for mid February**
  - j) Repair to Fire system – **Tabled**
7. **FINANCIALS:**

Financials were reviewed by the Board. NXT Tax & Accounting Report inadequate. Report also submitted by The Peaks Office. Property Management Software to be implemented at the office which controls po's, invoices, payments, website, accounting and much more. **Under Review**

8. **CORRESPONDENCE:**

9. **NEW BUSINESS**

- a) Enmax Solar System – **Approved. Motion Rob Eastwood/2<sup>nd</sup> Frank Lewis pending financing approval, third party cost analysis and legal advice on the contract itself.**
- b) Employee & Board Handbook – In Progress
- c) Communication via email database required with exception of 24hr Notice to Enters. No notices will be posted in elevators but will be available on lobby bulletin boards and on our website [www.eagleridgepeaks.com](http://www.eagleridgepeaks.com)
- d) Building C – Hot water tank needs to be replaced. HVAC Solutions submitted a quote of \$11,133.00 and this does not include delivery to the roof or removal of old tank. We will purchase the tank on our house account at a cost of \$9,600.00
- e) Building A – Rebuilding Hydronic pump at a cost of \$1,981.00. **Completed**
- f) HVAC – Preventative Mtce to be done on a call in basis. **No contract**
- g) Roof leak at 614C – **Quote pending from Genron**
- h) Reserve Fund Study, Wade Engineering. **Approved for \$11,480.00 Motion Rob Eastwood/2<sup>nd</sup> Frank Lewis**
- i) B309 – Dog urine from the B409 has covered 309's balcony and the owner has requested it be sanitized and cleaned. **Approved Motion Frank Lews/2<sup>nd</sup> Rob Eastwood**
- j) D410 – Request to bring 2 pot belly pigs (pets) to their condo to live full time. The RMWB allows pot belly pigs as pets. **Strongly oppose Frank Lewis/Rob Eastwood & Kelly Berry for approval as per RMWB's bylaws that allow Pot Belly Pigs as pets.**
- k) Office computer hard drive upgraded & software upgrade – **Completed. Cost \$2,000.00**
- l) Alberta Sweeprite, Membrane Repair – **Assessment during next parkade cleaning and quote requested.**
- m) Hallway carpets – Were discussed at length. Booties are necessary in maintaining the carpets! Automatic boot dispensers were discussed but with many children on site, it poses a risk of injury, therefore it was decided not to use them. Manual boot cleaners may be implemented.
- n) Fob Entrance System – The Board has been reviewing the possibility of upgrading the fob system to include all onsite doors including lobby hallway access doors, stairwell access doors and service doors such as mechanical rooms. Fob access would allow for a much more secure property as resident fobs would be restricted to their floor and all common areas such as the Gym, Games Room, lobbies, stairwells etc. Fobs work intermittently. Camera Security System – The current system is overloaded and inadequate at best. We have daily issues with the system. A quote is under review to install a new system that would encompass P1, P2, all floors, all stairwells, all service areas, roof, courtyard and parking lot area. **Quote received in the amount of \$723,000 2<sup>nd</sup> Quote requested**
- o) Corporate Credit Card – To be obtained from ATB and secured from our Reserve Fund Account in the amount of \$25,000.00 which will be used to purchase bulk items and eliminate the need for small accounts. To be used on an approved Purchase Order & Electronic Fund Transfer system as required for all Corporation purchases and requires a minimum of 2 Board signatures. **In Progress**

10. **NEXT MEETING DATE:** AGM booked for March 30, 2016 at Holy Trinity, Suncor Center for the Performing Arts. Pizza & refreshments to be available outside the Theatre area in entrance way to accommodate working people that may not have time to prepare before the meeting. Start time for registration is 6:30pm

11. **ADJOURNMENT:** *Rob Eastwood – Motion and Frank Lewis - Second*  
**MEETING ADJOURNED AT:** 8:42pm

12. **TABLED ITEMS**

- |                       |                                       |
|-----------------------|---------------------------------------|
| a. Window Project     | b. Sprinkler System/Irrigation System |
| c. Amenity Room Usage | d. AC drain lines in parkade          |
| d. Fire System Repair |                                       |