

# The Peaks of Eagle Ridge

## Board Meeting Minutes

January 18, 2016

### TIME & PLACE:

Regular scheduled monthly meeting. Time: 6:30pm, Amenity Room, 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 @ 6:33pm
3. **GUESTS AND DELEGATIONS:** NXT Tax & Accounting
4. **APPROVAL OF AGENDA:** Kelly Berry/Frank Lewis
5. **APPROVAL OF PREVIOUS MINUTES:** Frank Lewis/Denys Demers
6. **OLD BUSINESS:**
  - a) Site Managers Report Reviewed
  - b) \$170,495.23 in Condo Fee Arrears collected since takeover mid-October. Arrears notices went out to Owners week of January 18, 2016
  - c) Solar Energy Report – Reviewed & sent back to Enmax with more information requested.  
**Motion Frank Lewis 2<sup>nd</sup> Kelly Berry**
  - d) Contractor callouts remain low
  - e) Albany Door – Confirmed by manufacturer to be shipped February 4, 2016
  - f) ATB Investment released on December 23, 2015 to Reserve Fund Account
  - g) Building C – Elevator Pits – Wade Eng. Provided a proposal to provide a Scope of Work in the amount of \$6,000.00
  - h) Legal advice to be obtained regarding Condo Fee Arrears of 90 days
7. **FINANCIALS:**

Financials were reviewed by the Board. NXT Tax & Accounting Report inadequate. Report also submitted by The Peaks Office. Decision was made to replace the accountant as his contractual duties are not being met after 90 days. **Motion Kelly Berry 2<sup>nd</sup> Rob Eastwood**
8. **CORRESPONDENCE:**

An email was sent to residents asking for input on a Cardio Room being planned for the Building D common room where the Yoga Room currently is located. 117 responses received from Owners with 113 for and 4 against. The Board has decided to proceed with the Cardio Room and a budget not to exceed \$30,000.00 has been allotted for the additional equipment.
9. **NEW BUSINESS**
  - a) Yearly Audit – Quotes Pending

- b) Parkade Sweeping – The Board reviewed and after much debate it has been decided that we will return to a monthly Parkade Sweeping by Alberta Sweeprite who also maintains the membrane coating on the parkade floor under Building C. The membrane prevents water leakage into P2 and onto vehicles. Sweeprite gives a huge discount on expensive membrane repairs and maintenance as they are the contractor responsible for maintaining the parkade. They also provide a warranty on all repairs completed by them. Possible start date for February.
- c) Part time person hired to fill in for the Janitors when large projects such as carpet cleaning is being done.
- d) Dehumidifiers - The humidity levels in the parkade are acceptable currently.
- e) Membrane Repair – During a walk about an area in P2 was discovered to have a leak at the ceiling due to a breach in the membrane above. Repairs are being quoted and will be scheduled upon Board acceptance.
- f) Rental Pool – Tabled
- g) Employee & Board Handbooks – In progress
- h) Municipal Fire Inspection – Scheduled for January 18<sup>th</sup> – Not completed
- i) Crack Injections – To be reviewed at a later date
- j) Cardio Gym – Approved
- k) Hallway Carpets – Were discussed at length. Part time cleaner to assist during regular scheduled carpet cleaning which will occur at least quarterly. 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. Quote being obtained for an additional canister extractor for Elevator & Lobby Rugs and suite entrances.
- l) Fire System Repair – Quote Approved
- m) Recyclables – To be donated and collected by a local school sports team. They have offered to offset the donation by volunteering for spring clean ups and projects that may require extra hands. Excel Insurance to be contacted regarding liability.
- 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. Quote received in the amount of \$179,222.40
- o) 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 amount of \$149,100.00
- p) 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.

10. Budget – Mailout to Owners completed

11. **NEXT MEETING DATE:** To be decided pending AGM booking confirmation  
 12. **ADJOURNMENT:** *Rob Eastwood – Motion and Frank Lewis - Second*  
**MEETING ADJOURNED AT:** 9:38pm

13. **TABLED ITEMS**

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