

THE PEAKS CONDOMINIUM CORPORATION

NO. 072 8880

BOARD MEETING MINUTES

November 2, 2016

PLACE: Amenities Room 136A

DATE: Nov. 2, 2016

TIME: 6:30 pm

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|------------|------------------|---------------------|
| 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 x |
| | Member at Large | Brian McKinley x |
| | Building Manager | Amanda Loveless ✓ |

2) MEETING CALLED TO ORDER by CHAIR, Rob Eastwood at 6:40 pm

3) GUESTS AND DELEGATES: **Excel Insurance Brokerage**

BOARD decision made to switch insurance coverage from Excel Insurance Brokerage to Co-Operators. The main reasons being lower premium and the poor handling/settlement of fire insurance claim. Excel management presented three items: 1. justification for premium increase, 2. handling of fire claim, 3. competitor's credibility. Excel requested to submit revised proposal within 24 hours for BOARD consideration.

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

David Bussey / Frank Lewis

CARRIED

5) **MOTION: To APPROVE MINUTES** of previous meeting – September 15, 2016

Rob Eastwood / Brandon Parsons

CARRIED

6) OLD BUSINESS ARISING FROM LAST MINUTES:

a) Solar System – **Installation in progress; to be completed in 3-4 weeks.**

b) C614 Roof Repair – **Completed with new popcorn ceiling in suite**

c) Security System Installation – **In Progress, laying fibre optics with competition in early December.** One item to be resolved soonest is the use of emergency doors at the bottom of stairwells. Suggestion is to keep doors electromagnetically locked, to be opened only when tripped by power outage or fire alarm. **Amanda to check building/fire code to determine if this is acceptable or if panic hardware required for emergency exit. Board to vote on usage once code requirements verified.**

d) Reserve Fund Study – **Report to be completed early November**

7) FINANCIALS/INVESTMENTS/ARREARS

As of October 15, 2016, the Operating Account was \$ 397,358.12, the Reserve Fund was \$ 1,628,663.93 A/R was \$ 825,410.91 and A/P was \$ 673,991

Overdue Accounts – **Lawyer sent Demand for Payment Letters to worst offenders;** will allow sufficient time to resolve before taking further action

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

Frank Lewis / Brandon Parsons

CARRIED

8) CORRESPONDENCE: Sent: None
Received: None

9) NEW BUSINESS

a) Post Fire Insurance Pay Out to Owners – **Received, deposited and waiting for the funds to clear**

b) Otis Elevator – Proposal received for post fire clean up – **Submitted to adjuster Bob Mills to handle**

c) Suite supply lines to be overhauled in the upcoming year as they are nearing their 10 year life span. New lines to be upgraded and will be warrantied for 25 years. **Building B, 208 Line to be completed first as a trial run for supply lines and shower mixer valves.**

d) Survey Monitoring & Forensic Investigation – Results to be discussed in November when Renneberg is in town. **Renneberg reviewing 2008 AMEC reports as a comparison for uneven settling.**

- e) Aim Paving – To repair asphalt at SW entrance. **Quote received, to be completed spring of 2017.**
- f) Year End – **AGM to be scheduled for mid-January** – Annual Financial Audit by Cass & Fraser expected December 31, 2016.
- g) Enhanced Maintenance Program – To enable all mechanical equipment to be UPC scanned and uploaded to track warranties, daily logging and records of all maintenance. Eliminates need for paper records and can be done directly through phone app.
- h) Trailers in Titled Stalls – Two trailers currently in the parking lot which is not the intended use of parking stall.
MOTION: TO RESTRICT trailers in titled parking stalls to “PERMIT ONLY” for Loading/Unloading for up to 72 hours. PERMITS available at PEAKS office.
Rob Eastwood / Brandon Parsons **CARRIED**
- i) Board / Staff – Christmas party discussed. Decision not to have joint Board/Staff dinner. **Amanda to submit recommendation to Board for staff recognition.**
- i) Solar Project – Andrew Lundel of Great Canadian Solar provided project update. All panel units are installed with the electrical and communications to be ready by end of next week. Will need internet connection in each building. Then requires Electrical Inspection and ATCO to install 2-way meter for electricity consumed / produced. They will have drone take video of project for media presentations.

Board member requested original Engineering study with project details along with signed contract by all parties for our records. Andrew will request Enmax to provide records.

- j) All Board Members are reminded to keep at arm’s length from day to day activities of workers
- k) Christmas Party – Santa to visit Children
MOTION: To spend up to \$2,000 for children’s Christmas party
Rob Eastwood / Frank Lewis **CARRIED**

l) Furniture in Common Area: It was agreed that chairs and/or sofas were only required on the Ground Floor. **Chairs will be removed from the higher floors.**

m) BOARD MEETING attendance is slipping. Board members are reminded that attending monthly BOARD meetings is a primary duty of members and that missing consecutive meetings could be grounds for dismissal from the Board.

BOARD MEMBERS are also reminded that prompt response to email motions and requests is also important for effective and timely governance of PEAKS operation. Best efforts are to be made to respond within 24 hours by all members

n) Annual Package to OWNERS - OWNERS will be poled to see if electronic package or paper package of documents preferred.

10) NEXT MEETING DATE: December 15, 2016

11) **MOTION: TO ADJOURN**

Brandon Parsons / Dave Bussey

CARRIED

12) TABLED ITEMS

- a) Elevator Pit Repair – Building A – Deferred to fall 2017
- b) Pipe Cleaning – To be completed over the winter
- c) AC drain lines in parkade – Awaiting quote from True North for Materials and a day to train in house maintenance
- d) Window Project – To replace leaking windows to begin Spring of 2017