

<b>MEETING NAME:</b> March 2012 Meeting	<b>The PEAKS Board of Directors Meeting (Regular)</b> <b>Eagle Ridge Condominium # 0728880</b>
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<b>Meeting Date:</b> March 28th, 2012	<b>Location:</b> Eagle Ridge Bldg 136A, Amenity Room A	
<b>Chaired By:</b> Jason Ranni		<b>Recorded By:</b> Sandra Pierce / Deanna Hebert
<b>Attachments:</b>		
<b>Present:</b> <b>Board Members</b>	<b>Administration &amp; Guests</b>	<b>Absent</b>
Jason Ranni (President)	Amanda Loveless (Building Superintendent)	
Craig Squires (Vice-President)	Sandra Pierce (Condominium First) (Recording)	
Dave Diebel (Treasurer)		
Deanna Hebert (R. Secretary)		
Frank Lewis		
Jay Schmidt		
Chuck Smith		

No.	DESCRIPTION	ACTION BY	DUE
1.	<b>Call To Order:</b> - 6:36 pm	Jason	
2.	<b>Election of Board of Directors Positions:</b> -Dave D. describes the positions available <b>President:</b> Jason volunteers; Craig seconds. (Accepted) <b>Vice-President:</b> Dave nominated by Deanna. (Declined) Craig volunteers; Deanna seconds. (Accepted) <b>Treasurer:</b> Dave volunteers; Craig seconds. (Accepted) <b>Secretary (Recording):</b> Deanna volunteers; Chuck seconds. (Accepted) <b>Members at Large:</b> Jay, Frank and Chuck		
3.	<b>Committees:</b> <b>Maintenance:</b> Frank, Jay and Craig <b>Communications:</b> Chuck and Deanna <b>Personnel:</b> Chuck <b>Deficiency:</b> Jason, Dave, and Leon Harder <b>Bylaw:</b> Deanna (Bylaws ready to go to vote but new members to familiarize themselves first.)		All: immediately
4.	<b>Old Business:</b> 4.1 Craig inquires about how many claims against Centron: answer was one with multiple components. 4.2 Craig suggests a Security committee to consist of RCMP owners on site, who are willing to volunteer. 4.3 Minutes of February 29th, 2012 to be revised and sent to Board of Directors for approval.	Deanna	April
5.	<b>Building Superintendents' Report</b> 5.1 215C requesting copies of invoices for repairs of his unit to verify costs.		

No.	DESCRIPTION	ACTION BY	DUE
	<p><b>MOTION:</b> It was moved by Frank and seconded ‘Not to release any invoices, but to continue on with his options as indicated by Amanda.’</p> <p>- Amanda to continue to communicate with above owner.</p> <p>5.2 Deanna had concerns regarding owners’ not seeing repeat offenders list and ongoing arrears list; Jason and Amanda explained the process.</p> <p>5.3 Chuck enquires when conflict arises with the Board of Directors Involvement and gets bogged down and costs incurred, do we have money for insurance coverage and lawsuits? Yes.</p> <p>5.4 Email from AGE – April 24<sup>th</sup>, 2012 for next scheduled meeting</p> <p>- Darren met with Jason on March 27<sup>th</sup>, 2012 and configured a schedule for next year: will be forwarded. Date accepted; Amanda to send date to Brenda D. for Website update.</p> <p>5.5 Summer Landscaping Contract: will seek quote with Wilco again and compare to other quotes before renewal for this season.</p> <p>5.6 Communication to owners regarding major agenda items.</p> <p>5.7 <b>MOTION:</b> Moved by Chuck and seconded ‘To accept Amanda’s Maintenance Report.’</p>	<p>Frank</p> <p>Amanda</p> <p>Jason</p> <p>Amanda</p> <p>Sandra</p> <p>Chuck</p>	<p>April</p> <p>April</p> <p>April</p> <p>April</p>
6.	<p><b>Treasurer’s Report:</b> (Dave D.)</p> <p>6.1 Balance Sheet – cash amount</p> <p>6.2 Dave goes through financial reports and describes what each report shows.</p> <p>6.3 Cheque signing: Jason, Dave and Craig: removal of Stuart</p> <p>6.4 Check into \$4.00 under code 60100</p> <p>6.5 Ask Art how to keep audit/claims/tech audit costs including Legal under it’s own code, including any repair cost associated with it.</p> <p>6.6 <b>MOTION:</b> It was moved by Craig and seconded ‘To accept Treasurer’s report.’</p>	<p>Jason, Dave, Craig</p> <p>Craig</p>	<p>immediately</p>
7.	<p><b>Property Manager Report (Condominium First):</b> (Sandra P.)</p> <p>7.1 AR summary review, process for collections discussed.</p> <p>7.2 <b>MOTION:</b> It was moved by Craig and seconded ‘To give Sandra the authority to clear up small interest amounts owing up to \$50.00.’</p> <p>7.3 <b>MOTION:</b> Moved by Craig and seconded ‘To increase premiums as per appraisal, replacement value from Reliance.’</p>	<p>Craig, Sandra</p> <p>Craig</p>	<p>immediately</p>
8.	<p><b>New Business:</b></p> <p>8.1 <b>MOTION:</b> It was moved by Deanna and seconded ‘To accept Leon Harder to Deficiencies Committee and as a non-voting board member.’</p> <p>8.2 <b>MOTION:</b> It was moved by Chuck and seconded ‘To retain a 3<sup>rd</sup> party technical advisor to review the current technical audit; to be completed</p>	<p>Deanna</p> <p>Chuck</p>	<p>April</p>

No.	DESCRIPTION	ACTION BY	DUE
	<p>by auditor as quoted and presented by Jason.’</p> <p>8.3 Frank asked cleaning staff if they had concerns to bring to board of directors:</p> <ul style="list-style-type: none"> <li>i) Vacation pay included in each pay now but would prefer accrual: ask John.</li> <li>ii) Johnny enquired about using his personal vehicle for work-will board pay for business insurance? No, we will pay for gas and /or Kms.</li> <li>iii) Jason and Dave to discuss; asked Chuck (Personnel C.) to attend meetings with Johnny if available.</li> </ul> <p>8.4 Jason to stay as ‘single point contact.’</p>	Jason, Dave, Chuck	April
9.	<p><b><u>Old Business:</u></b></p> <p>9.1 Amanda to get prices to add mats to the stairwells.</p> <p>9.2 Main floor balcony railing repairs: discussion of voting to see if all main floor owners wanted to add or percentage interested. To be done at a later date. Board of Directors to choose fence contractor if the job goes ahead.</p> <p>9.3 Deanna will contact Brenda D. regarding new Bylaws and review.</p> <p>9.4 Upgrade security system discussion.</p> <p>9.5 Ground repairs after audit discussion.</p> <p>9.6 Send Frank a PDF file of financials.</p>	<p>Amanda</p> <p>Deanna</p> <p>Dave</p>	
10.	<p><b><u>MOTION: to Adjourn:</u></b> by Craig, Frank seconds: at 9:30 pm.</p>	Craig.	
11.	<p>Meeting dates are scheduled for last Wednesday of each month.</p> <p>*Next meeting to be <b>April 25<sup>th</sup>, 2012</b>, 6:30 pm at Bldg. A.</p>		

Original Signed By

Original Signed By

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Craig Squires (President)

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Deanna Hebert (Recording Secretary)

Date of Approval \_\_\_\_\_