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**The Owners: Strata Plan NES 2402 (The Peaks of Radium)
11th Annual General Meeting**

Date: April 6, 2013, 2013

Place: Amenities Building, The Peaks Condo Complex, Radium Hot Springs, BC

Meeting Minutes

Jim Parker, Board Member introduced Curtis Franklin and Miriam Woelfle, the Peaks Property Managers and thanked them for the great job they've done over the past year. Curtis made a special announcement about entertainment happening later today at 7:00 pm. Vido Las Vegas is performing his 'Elvis' act in the Amenities Building Board Room and everyone was welcomed to attend. Curtis and Miriam left the meeting.

1.Call to Order

Meeting called to order at 9:02

Carla Simoes, Board President, welcomed owners.

Carla introduced the Board members and thanked them for their commitment to the Peaks.

- Michelle Robinson, Vice-President and Landscape Liaison
- John Scalise – Treasurer
- D'Arcy Johnston – Deck/Construction Liaison
- Jim Parker – Maintenance and contingency fund liaison
- Katy Pattison – Communications
- Brenda Berezuk – Secretary, HR & Rules/Bylaws liaison
- All Board family members

Carla acknowledged other dedicated volunteers who aren't on the Board but are extremely important to the overall success of the Peaks Condo Complex.

- Rob Feddema, Finance; Don Clayton, Webmaster; Carol Nell and Brenda Mowbray, Landscape committee; Dee Burton, Judy Peacock and Carol Nell, AGM proxy distribution and check-in; Mike Peacock, assisting with fire alarm testing; Dave Mowbray and Gerry Nell, Operations Manual

2.Roll Call, certify Proxies, issuance of voting cards and determination of quorum

Carla announced that roll call and issuance of voting cards completed. There were 40 owners present and that we had 42 proxies for a total of 82, which meets the strata quorum requirement.

3.Filing of proof of notice of meeting

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Notice of meeting package was sent out on March 19, 2013, by email or mail to all owners as per the contact information filed on the Owners List.

4.Approval of Agenda

Changes to item #4 of the motions to be presented at the Eleventh Annual General Meeting was amended.

Motion: It was moved by W216 and seconded by P201 that the agenda be approved with the changes. Carried unanimously.

5.Approval of Minutes of last Annual General Meeting (AGM) – March 31, 2012

A correction was made to the minutes, item 12b – Heat Check Bylaw motion. Minutes should read 73 in favour; 4 opposed.

Motion: It was moved by W303 and seconded by W309 that the minutes be approved with the change. Carried unanimously.

6.Business arising from last AGM

This will be addressed in the next section, 7 – Reports.

7.Reports

a) Board President Report– Carla Simoes

2012 – 2013 Successes

- NHW contractor repaired the majority of decks under warranty
- Curtis and Miriam have done a wonderful job in maintaining the Peaks property
- The Peaks grounds are looking better than ever before with the help of the Landscaping Committee and our Property Managers
- Broken pool chairs replaced with low maintenance EON chairs
- Outside stairwells brought up to code

2012 – 2013 Challenges

- NHW contractor repaired decks with deficiencies
- The Peaks owners, tenants, visitors and renters not abiding by all the Strata by-laws and rules

2012-2013 Board Process Improvements & Policy Changes

- Established The Peaks at Radium Strata Plan NES 2402 Directors Code of Ethics
- Formalized the Invoice Approval Policy and Process
- Board President and Treasurer have access to view the Strata Bank account information online
- Mail Box opened for the Strata Plan NES 2402
- Board President is now able to update the Peaks website

Next Year 2013-2014 Board Focus

- Awareness and Education
 - Proper care and operation of Garburators.
 - Moving of furniture on decks

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- Pool fun – floating devices and water guns
- Dog Poop/Pee etiquette
- Continue to establish, amend and formalize various Board Policy and Procedures
 - Update Peaks Website including: webhost, format and E-mail
 - Continue to Develop the Peaks Operating and Maintenance manual
- How can OWNERS help out?
 - Get involved – if you notice someone violating a by-law or being inconsiderate mention it to them
 - Volunteer to become a board member
 - Volunteer for a board committee

b) Maintenance Report – Jim Parker

- 2012-13 was a very busy year for our new site managers Curtis and Miriam
 - 1) Jim provided a pictorial report that included;
 - Miriam and Curtis sprucing up the Peaks property
 - The effect of local animals (Bighorn Sheep and deer) on the property.
 - The poor lawn soil base, weather conditions and the sheep and deer make it extremely difficult for the Peaks to have a lush green lawn.
 - The unsightly mess caused by dogs. Use of the designated dog 'poop & pee' area and dog 'poop' bags will go along way to establishing an appealing/usable lawn.
 - 2) The building gutters were cleaned for the first time and will be checked on an annual basis. Down spouts were installed on the Poplar building to address drainage issues.
 - 3) Parkade cleaning. Curtis and Miriam will be cleaning the parkades this year rather than the contracted cleaner. The overhead pipes are wiped down, A hose is used and the drain is protected from debris. Notices with dates for parking lot and parkade cleaning have been sent out to owners
 - 4) The parkade fire escape stairs were brought up to code
 - 5) Several roof repairs were done and will be fully inspected this spring.
 - 6) The amenities building is a constant maintenance project - New chairs, pumps, tub cover – the work never ends
 - 7) The deck repairs created lots of extra work
 - removing & storing BBQ's & propane tanks
 - shutting off propane
 - 8) Painting is being done by Curtis – he is almost finished the Birch halls and will finish the outdoor projects this summer
 - 9) Annual Task List Established
 - 10) Concerns about drainage on concrete patios. Estimated cost to repair the patios was discussed. The plan is to do a few each year.
 - 11) Concerns about water leakage in walls. It was determined that the stains on the stucco are related to water draining from the siding above. Infrared pictures were taken in the cold weather and they didn't show any obvious moisture in the walls. It is recommended that an annual check be done when temperatures are -12C or

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lower. The flashing on the windows meet code. There are no flashings on the green trim around the windows and between the siding and stucco, which doesn't meet today's codes.

- 12) Garburators – 'gunk has built up in the pipes due to improper use of the garburators. There was one incident where the drainage backed up. The pipes involved were cleaned out and proper drainage was restored. As mentioned earlier there will be a notice sent to owners on the proper use and care of the garburator system.

Questions

- 1) Is the boiler that was replaced in the Amenities Building showing a cost savings?
Response – The main boiler was replaced and is showing savings. The old boiler became a backup boiler and was not replaced because it is not used enough to see a savings on Propane so therefore was left in place as back up only.

c) Deck Report

- D'Arcy thanked Owners for their support and cooperation throughout the deck repair process.
 - 1) **Review of 2012**
 - ☐ All decks have been repaired
 - ☐ Discussed estimated savings by having decks repaired by NHW.
 - ☐ Birch Building Completed by NHW
 - ☐ Willow Building Partially Completed by NHW
 - ☐ The Peaks repaired 5 decks not covered by NHW.
 - ☐ Poplar Building Partial Completed by NHW
 - ☐ Closed Beams and Posts
 - 2) **Outstanding Issues**
 - ☐ Bottom Rail Screws are breaking which is causing the rail and glass to fall. This has only happened on Birch to date however, it could happen on the others buildings.
 - ☐ NHW is mobilizing EPS to repair this defect, which means the decks will need to be closed for 48 hours. Notices will be sent as required. EPS has not communicated the exact repair schedule however we believe they are planning to start 1st or 2nd week of May. Furniture/BBQ's on deck does not need to be moved. There will be a 1 year warranty on the deck work.

3) Cost To Date to repair decks was discussed

4) Status of Remaining Claims

- Discussed options regarding decks not covered by NHW.

D'Arcy has agreed to stay on as the liaison for the Deck repairs

d) Landscaping Committee Report – Michelle Robinson

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2012 – A Year in Review

- Formalized a committee of four to meet, plan and manage a variety of projects that are ultimately completed by Curtis and Miriam.
- Developed a budget for 2012 and had this approved by the Board.
- Started the development of a 5-year rolling-plan to guide us in landscaping maintenance and improvement projects going forward.
- Added new beds in front of and along the east side of the Amenities Building. The bed on the west side of the pool was improved and completed for now. It is different than the others in that small gravel was used, but will probably remain like this, as it is not a priority.
- Cleaned and edged 2 large existing beds in front of Willow Building.
- Sprayed weed control on the path on the east side of the pool.
- Removed large rocks on east side of Poplar Hill Building to make mowing easier.
- Established a more definitive mowing/trimming schedule.
- Detailed review of all sprinkler zones by Curtis and Miriam with contractor. Many repairs were done.
- Fertilize and weed control applied to lawns twice.
- Trees were fertilized once.

2013 – Year in the Making

- 2013 budget presented to the Board and approved. Also presented for discussion purposes the 5-year rolling-plan.
- Prepare a physical map of sprinkler zones; existing and to be added.
- Create beds on both sides of Willow Building entrance to be similar to the Poplar and Birch.
- Add fabric cloth and rocks to the existing beds in front of Willow.
- Move rocks away from tree bases on the island and water once a month.
- Fertilize trees (yr. 3 of 5)
- Apply weed control and fertilizer to lawns.
- Add more robust hanging pots in front of Amenities Building. Buy 2 new pots for front of amenities Building that can be planted with flowers in spring and branches and the boughs.
- Irrigation zone to be repaired in front of Amenities Building. If unable to repair then will be replaced.
- Will add a drip line for pots.
- Add soil to top dress lawns where appropriate. Lawns are in many places too thin to aerate.
- Improve visibility of dog-zone by adding a dog-bag dispenser and some lawn signs. There is an on-going problem with dog defecation and urination ruining the lawns.
- Diseased Poplars in front of Poplar building: monitor and pick up leaves. Only a few years of life left in those trees.
- Tree protection: many trees have been damaged by grass trimming. Will put protection on base of trees.

Questions/suggestions

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1. The committee agreed to investigate dog repellent as a strategy to combat the unsightliness of grass damage. Two different types were suggested a spray repellent and a sound frequency device.
2. It was confirmed that weather permitting the lawns are mowed on Thursday and the trimming done on Friday.
3. The committee agreed to look into protective containers for the pool umbrellas.
4. The dog issue was discussed. It was suggested by owners that there are just a few offenders regarding the dog issue. Carla explained that we need proof – pictures with date and time – of the offender. These need to be sent to the Board. Many agreed that the education approach is appropriate. Carla stressed the importance of owners taking responsibility to inform offenders of the appropriate place for dogs to relieve themselves and where to obtain bags for disposing of the poop.
5. The question was raised about the possibility of sod replacement. After discussing the matter it was decided it wasn't an option.
6. Ground level decks were discussed. These decks will have edging and rocks replace. B104 has had an ongoing issue with holes under the concrete slab and asked that this matter be addressed this year.

e) Treasury Report – John Scalise

2012 / 2013 Overview

- The Strata operated under budget.
- Operating and Contingency Fund balances as of January 31, 2013 discussed.
- Operating and Contingency Fund balances as of April 6th, 2013 discussed
- Renewed insurance coverage with Falkins Insurance Group. A combination of an increase in Insurance coverage and a increase in rates produced the increase in the cost of insurance. John asked if any owner has an understanding and/or experience with property insurance. John will contact other Condo developments to ask about their insurance costs.
- Changed elevator service provider from Otis to Kone to reduce monthly service charge and call out rates.
- Overall the Peaks financials are in good shape.

Questions and/or suggestions

- 1) What is the goal for the contingency fund?
Response – the goal amount ties back to the reserve fund study recommendations.
- 2) What is the explanation for the decrease in propane costs?
Response – Due to the deck repairs last summer the propane use was down. This year's budget amount was determined by looking at the use in 2010/2011.
- 3) Should we be considering a rolling short-term investment for the contingency fund?
Response – John and Carla will investigate this suggestion this year.

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- 4) Should we consider motion sensor lights for the Amenities Building to help reduce the electrical costs.
Response – the Board will investigate.
- 5) Why was the elevator cost for Birch so high?
Response – Otis came out for an emergency call at Christmas 2011 and the invoice was paid in this past fiscal year.

8. Ratify new rules made by the Strata Corporation under section 125 of the Act.

- No new rules to be ratified.

9. Financial Report – John Scalise

- John reviewed the audited financial statements.
- John will investigate the impact of the provincial move from HST back to PST.
- The use of electricity by the construction crews may have contributed to the increase in electrical costs
- A comment was made about electricity use and the heat check bylaw. Is there a way we can reduce the electricity costs even more? A concern was raised that the suite's thermostat was raised to 20 degrees during the heat check. This temperature is monitored remotely and there should be no need to manually change it.
- As part of the education/awareness project owners will be reminded to turn down the temperature when away.

Motion: It was moved by W209 and seconded by P113 that the Audited Financial Statements as of January 31, 2013 be accepted. Carried unanimously.

Motion: It was moved by B103 and seconded by W309 that the 2012/2013 Expenditures from the Contingency Reserve Fund be accepted. Carried unanimously.

Motion: It was moved by P201 and seconded by P202 that Carlson Roberts Chartered Accountant continue on as the auditors for fiscal 2013/2014. Carried unanimously

10. BREAK - 10 minute break

11. 2013/2014 Budget Highlights – John Scalise

1. Continue to contribute to the contingency fund.
2. Insurance increase of due to two key contributing factors:
 - Coverage increase
 - Insurance rates increase
3. Electricity was over budget in 2012/2013
 - Rates increased in 2010/2011 and 2011/2012 as per BC Hydro.
 - Increased 2013/2014 budget to sustain a 7% increase.
4. Window cleaning is planned for this spring.

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Motion: It was moved by P201 and seconded by B104 to approve the 2012-2014 budget as presented. Carried unanimously.

2013 / 2014 Strata Fees

1.Strata Fee increase of 2.32%

- Increase ranges from \$6.90 to \$11.34 a month

Motion: It was moved by B214 and seconded by W214 that the strata fees be increased by 2.32% for 2013-2014. Carried unanimously.

2.New expenditures not related to deck repairs totaling \$32,500 out of the Contingency Reserve Fund for the 2013-2014 fiscal year, as per Section 96 of the Strata Property Act

- Re-slope and resurface main floor patios.
- Hardie board on 3rd floor Birch units.
- Repair flashing on main floor Poplar units.
- Industrial sweeper.
- Out door hot tub cover.
- Industrial indoor vacuum.
- Create new website platform.
- Birch building structural assessment.
- The corrected total is \$32,7000

Questions:

1. What is Hardy board?

Response – it is a cement board that will be installed to protect the siding from the heat of the BBQ's.

2. What is an industrial sweeper?

Response – it is a piece of equipment pulled along behind the garden tractor that will pick-up leaves and other debris.

Motion: It is moved by B103 and seconded by W304 that new expenditures not related to deck repairs totaling \$32,700 out of the Contingency Reserve Fund for the 2013-2014 fiscal year is approved. Carried unanimously.

12. New Business

a) SURFACE PARKING BY-LAW

Any vehicle parking on the surface lot must not be backed into the parking stall. All vehicles must be parked so that exhaust fumes are directed away from all doors and building air intake vents.

Discussion – In addition to the bylaw update and communication with owners and Rental agencies the Board should consider posting signs.

Motion: It is moved by B104 and seconded by P113 that the Surface Parking Bylaw be approved.

b) BOARD APPRECIATION OFFERING

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As a gesture of thanks to each volunteer board member for all their time, travel costs and the numerous incidental costs each incurs an annual expenditure of \$100 gift certificate of their choice for each ongoing and outgoing board member.

Motion: It was moved by W304 and seconded by P201 an annual expenditure of \$100 gift certificate of their choice for each ongoing and outgoing board member be approved. Carried unanimously.

13. Information and Questions from the floor

- 1) Should we consider a lightweight cover for the indoor hot tub to reduce evaporation?
Response: Board will investigate.
- 2) PTAC units. - Russell Todd will look into suppliers/service companies. The companies listed to date do not want to do the work. Levine is coming out to do some electrical work on Russell's unit. Filters need to be cleaned on a regular basis. Owners were reminded to use the baseboard heaters during the winter months. Dave Mowbray will check his files for the recall notice and will send to Board.
- 3) Pool - Can we send alerts to owners when the pool is shut down for maintenance or other issues.
Response: Communication will inform owners once the closure is determined. Will consider posting something on the Peaks website.
- 4) Real Estate Display needs to be cleaned.

14. Establish number of directors for the 2013-2014 fiscal year

Currently there are 7 volunteer Board members. Four members have completed their term and are stepping down. Four new members needed.

15. Election of Strata Board Directors for 2013-2014

1. The 3 continuing Board members, Carla Simoes, John Scalise, and Michelle Robinson were motioned and approved to stay on for 2013-14.
2. 3 new Board members were elected by acclamation
 - Rose Hennig (W309)
 - Paul Hilliard (W204)
 - Colleen Kroenig (B108)

Motion: It was moved by W304 and seconded by B104 that the above 3 owners be approved as new Board members. Carried unanimously.

16. Meeting Adjournment – 11:45

Motion: It was moved by B204 and seconded by W303 that the meeting be adjourned. Carried unanimously.