



Agenda The Peaks Board of Directors Meeting
April 25, 2019 6:00 PM
Location: Virtual - [Google Meet Conference Call](#)
Meeting Agenda

A. Meeting Convened - 6:13pm

Members in attendance:

Carla Simoes

Darwin Baker

David Bailey

Linda Nickerson

Patrick Fitzgerald

Vicky Kruger

Wayne Loustel

B. Approval of Agenda

MOTION: Approve the Agenda as presented.

Moved by: Patrick Seconded by: Darwin

Amendments/Changes:

Add motion to approve expenditures for Insurance Claim for sewer back up

For 7 Abstain: 0 Against: 0

Results: Carried

C. Board Discussion: Director Code of Ethics: Lead Carla

All Board members to provide signed [Code of Ethics forms](#) and disclose any potential conflict of interest(s) regarding current agenda.

D. Approval of [Minutes of March 29, 2019](#) Previous Board of Directors Meeting

MOTION: Approve the Board Meeting Minutes of March 29, 2019 as presented.

Moved by: Carla Seconded by: Wayne

Amendments/Changes:

For: 7 Abstain: 0 Against: 0

The two voted from the meeting and the others had no objection but were not present at the March 29th meeting.

Results: Carried

D. Approval of [Minutes of April 2, 2019](#) Board of Directors Meeting

MOTION: Approve the Board Meeting Minutes of April 2, 2019 as presented.

Moved by: Darwin Seconded by: Dave

Amendments/Changes:

For: 7 Abstain: 0 Against: 0

Results: Carried

E. Approval to post the [FY2018 \(Feb 1, 2017 - Jan 31, 2018\) AGM Meeting Minutes](#) as Final

These are the updated minutes from last year, with the changes made to the motion on the sale of the Willow unit, and the reverse stall parking rule.

No other changes were brought up at the AGM on Saturday March 30, 2019.

MOTION: Approve the posting of the FY2018 AGM Meeting Minutes as presented.

Moved by: Wayne Seconded by: Linda

Amendments/Changes:

For: 7 Abstain: 0 Against: 0

Results: Carried

F. Approval to post the [FY2019 \(Feb 1, 2018 - Jan 31, 2019\) AGM Meeting Minutes](#) as Draft along with the Signed Audited FY2019 Financial Statements

MOTION: Approve the posting of the FY2019 AGM Draft Meeting Minutes along with the signed audited FY2019 Financial Statements as presented.

Moved by: Vicky Seconded by: Wayne

Amendments/Changes:

For: 6 Abstain: 1 Against: 0

Results: Carried

G. Updates on Action Items from Previous [Board Meeting Minutes April 2, 2019](#)

- a. Set up the Board of Directors Emails
- b. Changing Banking Signatories (lead Carla)
- c. Changing PO Box signatories and key holders (lead Carla)
- d. Registration of bylaws approved at the March 30, 2019 AGM (lead Vicky)
- e. Pool Opening (lead Carla)
- f. Parking lot clean up (lead Wayne and Carla)
- g. Discussion on GM duties taken on by Board members (All Board Members)
- h. Discussion on information gathered on Peaks Employees and Contractors Capacity (lead Carla and Vicky) & Discussion on Property Management Companies (lead Patrick) - [In Camera Session](#)

The Board went in camera from 7:06pm to 8:07 pm

ACTION:

1. Carla to work with Wayne to get his email set up
2. Carla to send Bank of Montreal and Post Office the approved meeting minutes

3. Carla and Dave to review and approve bylaws provided by Vicky and sign them.
4. Surface lot was done by Village - in future for next year - will try to get a day and notify owners.
5. Wayne to look into purchasing a hand push sweeper for the parkade underground stalls.
6. Carla to send Colins email to Patrick
7. Darwin, Dave and Wayne - will create a job posting and look into cost of posting sites like indeed, monster, etc.
8. Patrick to look into Pool resurfacing for future
9. Vicky - look into emails to find ones with deck issues.

MOTION: Approve Manfred to authorize emergency strata expenses upto \$500 without board approval anything above that will require 2 board member approval.

Moved by: Patrick Seconded by: Darwin

Amendments/Changes:

For:7 Abstain:0 Against:0

Results: Carried

H. New Business

- a. Awning Requests (lead Carla and Wayne)
 - We have two awning requests & [Indemnification and Alterations agreement](#) approved at the Jan 26, 2019 BOD meeting - see attached emails and document

ACTION:

Darwin to write up an email for the awning and Carla will send it out using the Strata corp email.

- b. Incident Updates - In camera Session (lead Carla)
The Board went in camera from 8:26pm to 8:59 pm

MOTION: To approve the filing of the Insurance Claim and paying the \$25,000 deductible for lot 3

Moved by: Vicky Seconded by: Linda

Amendments/Changes:

For:7 Abstain:0 Against:0

Results: Carried

MOTION: To approve Patrick to authorize the repairs to address the 3 deficiencies identified by Hunter Fire Protection on March 3, 2019

Moved by: Vicky Seconded by: Carla

Amendments/Changes:

For:7 Abstain:0 Against:0

Results: Carried

ACTION:

Patrick - to look into swipe card access

Vicky to deal with the two owners request for pool keys and garage door opener

Linda to connect with Jesse (bookkeeper) to obtain Waste invoices for the past year.

c. 2019 PTAC Replacement Project

Value Drivers:

Value for Strata – Replacement of high energy outdated HVAC units resulting in Energy Savings. Every unit that is installed has a direct savings to the Peaks ownership (following these installs more than 25 units will have been replaced). We are trying to provide good incentive to replace these units in a proactive manner. Having Manfred's time provided by the Strata does help!

Value for Maintenance Committee – Building envelope inspection (by Shift-Air) during installation identifies potential issues before they become significant.

Value for Owners – New units, lowest possible price due to group purchase and install, installation coordinated by Maintenance Committee and supervision provided by the Strata.

Manfred's Time:

Similar to last year Manfred would open the suite for the installer, check that the suite is left clean following the install.

Manfred does not supervise the actual install as this may be outside his area of expertise.

MOTION: Approve Manfreds time to assist with the installation of the new PTAC units as part of the 2019 PTAC Replacement project.

Moved by: Dave Seconded by: Wayne

Amendments/Changes:

For:6 Abstain:1 Against:0

Results: Carried

- d. G-Suite moving from Basic \$6 /per user per month to Business \$12/per user per month

Value Drivers:

- Unlimited Cloud storage vs 30GB
- Have Team Drives instead of only My Drive - this will allow for us to share and store documents in team folders for ease of sharing and storage and limiting access
- Archive and set retention policies for emails and chats
- eDiscovery for email, chats and files - eDiscovery is the process of searching and retrieving information in electronic format. It is useful for legal matters and prevents data loss from employee turnover.
- Audit Reports - track user activity. Robust audit trails let you see searches, message views, exports, and more.
- Data Regions - allows us to limit the geographical location of your covered G Suite data at rest. Ensure users have full feature functionality, even while data is being moved.

MOTION: Approve moving from G Suite Basic to G Suite Business.

Moved by:Darwin Seconded by:Patrick

Amendments/Changes:

For:7 Abstain: 0 Against:0

Results: Carried

Action - Carla to change the service to Business from Basic

- e. [March 30, 2019 AGM](#) Retrospective including Notes for future board: Lead Carla
- To extend the operating hours from 10:00 pm to 1:00 am of the Owners Lounge so that owners have a place to go to visit that does not disturb.
 - Look into the possibility of booking the Owners' Lounge for events by owners.
 - Look at the issue of owners using tarps in the parkade area as a possible fire hazard.

ACTION: Deferred to next meeting

- f. Newsletter and Facebook items for Kelly
 - [Introduction of the new board - including a photo and bio and something about yourself that no one knows.](#)
 - Pool date and hours - respecting the people
 - New Bylaws
 - Reminder no patio heaters
- g. Potential Action Items for Next Meeting:
 - Board 101 (Board Policies & Procedures)
 - Discussion on Committees
 - Discussion on Potential Efficiencies and Cost Savings
 - Discussion on Cameras in the garages

I. Next Meeting: May 9th 6:00pm

J. Motion to adjourn: 9:13pm