



## **Agenda The Peaks Board of Directors Meeting**

January 28, 2020

(Originally scheduled for Jan 14, 2020)

**Location: Virtual - Google Meet Conference Call**

### **Meeting Agenda**

#### **A. Meeting Convened - 6:00pm**

Members in attendance:

Carla Simoes	Yes	Darwin Baker	Yes
David Bailey	Yes	Linda Nickerson	Yes
Patrick Fitzgerald	Yes		
Wayne Loustel	Yes left meeting 7:36		

#### **B. Approval of Agenda**

**MOTION:** Approve the Agenda as presented.

Moved by: Patrick      Seconded by: Darwin

Amendments/Changes: Talk about by law's

For: 6 Abstain:0      Against:0

Results: Carried

#### **C. Board Discussion:**

1. Director Code of Ethics: Lead Carla  
All Board members to disclose any potential conflict of interest(s) regarding the current agenda.
2. Meeting Minutes including In Camera Sessions: Lead Linda

#### **D. Approval of Previous Board of Directors Meeting**

**MOTION:** Approve the Board Meeting Minutes of December 10, 2019 as presented.

Moved by: Linda Seconded by: Carla

Amendments/Changes:

For: 5      Abstain: 1      Against:

Results: Carried

## E. Updates

- Caretaker/Manager & Maintenance Committee Update - Michael and Patrick Lead (Michael joined at 7:36 pm)
  - Action Items from previous Board Meeting:
    1. Maintenance Committee - Deck Inspection - Notice sent for inspections to be completed between Nov 26 - Dec 16.  
**Update:** Maintenance Committee to work on getting quotes for the deck repairs for next AGM; however no major issues were identified during deck inspection except for one deck.
    2. Willow and Poplar Main Door - Plate to be inserted  
**Update:** Parts ordered , still waiting on those parts.
  - Eavestrough project - Willow and Birch are completed. Poplar still needs to be completed. **Update:** Poplar completed.
  - Annual Fire Inspection - Michael to connect with Gary **Update:** done in december
  - Poplar Ventilation Fan - Michael believes the unit is working properly - however is going to connect with ShiftAir to have it inspected. **Update** ShiftAir has not got back to us, it seems to work properly
  - Main Boiler and Outdoor Hot tub Floor Heating system - have been fixed and are now running properly, however the impeller needs to be replaced and is on order. **Update:** Main Boiler - Gas shut off valve is not working, Imperlar he has the parts problem need to shut down both hot tubs still running on backup boiler. Micheal is sending a quote for this repair.
  - Drain lines - will be checked and cleaned every month in all buildings - Dec 30th next cleaning **Update:** Done in December next Date End of January.
  - Outdoor hot tub - sensor for ice melter is on order - strip and repaint the contrasting lines this coming spring **Update:** Parts on order
  - Willow emergency light on main floor - parts are on order. **Update:** Fixed
  - Willow parkade heaters - switch ordered **Update:** Fixed

Action: Post to remind all owners on when to connect with Michael or the Strata Corp.

Michael left meeting at 8:23pm

- Board updates
  - Action Items from previous Board Meeting:
    1. Surface Parking - signs

**Action:** Darwin to connect with the Village of Radium to determine if there are any additional requirements for the signs around towing.

**Update:** Next meeting

2. Infraction Bylaw Notices for Balconies Patios.

**Action:** Work with Michael to send out the remaining notices in the New Year.

**Update:** Next meeting

3. Michael WCB - In Camera Session 6:28 in camera

**Action:** Darwin to connect with Michael to discuss  
Out of camera 6:30

**Action Update:**Linda to determine the date of the WBC remittance Linda to connect with Darwin

4. Insurance Renewal

**Action:** Obtain final insurance package along with a copy of the certificate of insurance and post it on the website.

**Update:** Uploaded on Website

5. **Letter sent by SL136 on Dec 9, 2019 regarding November 26 response letter.**

**Action:** Linda to connect with CHOA to determine how much information we can post around issues and decisions.  
Amendments will be made at the next board meeting if required based on CHOA's response

**Update:** As a recommendation by CHOA: We need to be taking most issues in camera. Minutes that are taken can be viewed upon request. We should be outlining the issue presented and the action to be taken in the minutes. In regards to letter sent by SL136 Dec 9, 2019, we should have recorded in the minutes this was in regards to strata fee calculation concerns. Our action at that point was to contact our legal counsel. Direction received regarding next budget, legal counsel is still investigating the issue.

6. **Dart Board - Protect wall behind the dart board.**

**Action:** Patrick to connect with Don on the Maintenance Committee and Michael around finding a solution.

**Update:** Completed - Darwin & Kathy Baker donated and installed a dart board backing.

## **7. Next AGM**

**Action:** AGM will be held on March 28, 2020 - Send out notice to owners.

**Update:** AGM date has been posted and sent to owners with the last meeting minutes.

## **F. New Business**

**In Camera Session: 6:51 PM**

### **Topics Discussed:**

1. SL136 request for owners information as per Section 35 and 36 of the Strata Property Act. Action: Confirm Privacy Legislation obligation from CHOA prior to sending list of strata owners information.
2. Strata NES2402 Bookkeeper salary Action: confirmed salary as of Feb 1, 2020.
3. Strata Lawyers Invoice: Action: Approved
4. Amenities Building Reroofing: Action - Request 2nd quote and proof of insurance and WCB.

**Out of Camera Session: 7:22pm**

**Motion: Lot 16 To approve having 2 dogs temporarily, with the following conditions:**

- The dogs are both small to medium size no larger than 30 lbs
- This is an occasional situation 12 times a year and you will notify the strata when you are coming down and for how long with the two dogs

And that:

- All bylaws and rules regarding pets are followed (e.g. cleaning up after them, using the designated dog area, having them on a leash at all times, not having them tied up to strata or limited common property or left alone on your balcony, etc.)
- There are no confirmed noise/damage/nuisance complaints.
- You will never have more than 2 dogs at your unit at any one given moment

Please keep in mind that the Board and future boards reserves the right to revoke this exemption at any time.

Moved by: Darwin

Seconded by: Linda

Amendments/Changes: No

For: 0 Abstain: 0 Against: 5

Results: Defeated

- **Birch and Willow Gutter**

- **Motion to approve Peaks Exteriors Quote 2580**

- Moved by: Carla    Seconded by: Wayne

- Amendments/Changes:

- For: 6            Abstain: 0            Against:

- Results: Carried

- **Dog Area- Near Poplar Building**

- Action:** Due to change in Common area use - The board will need to look into the ramifications and cost prior to making any motion.

- **Structural Change to the unit - Expand master Bathroom and reduce size of walk in closet on a 2nd floor unit.**

- Action:** Linda to connect with CHOAt to see what rules or regulation needed "ie" engineer drawings prior to making any motions

- **Snow Removal from balconies**

- **Action:** Send post - to use plastic shovel or broom and ensure no one is on their balcony below you.

- **AGM - Bylaws**

**G. Financials - Lead Linda**

- Year end is January 31st.

**H. Next Meeting: Feb 18 2020**

**I. Motion to adjourn: 9:08pm**