



The Peaks Board of Directors Meeting Minutes
Tuesday September 22, 2020
Location: Virtual - Google Meet Conference Call

A. Meeting Convened: 6:03 pm

Members in attendance:

David Bailey	Wayne Loustel
Darwin Baker	Kelly McGovern
Linda Nickerson	Patrick Fitzgerald

Joanne Bucklee - Resigned from the board September 22, 2020 (5:52 PM)

B. Approval of Agenda:

MOTION: Approve agenda as presented

Moved by: Linda Seconded by: Patrick

For: 6 Against: 0

Results: Carried

C. Board Discussion:

Director Code of Ethics: Lead Dave

All Board members to disclose any potential conflict of interest(s) regarding the current agenda.

D. Approval of Previous Board of Directors Meeting: Lead Dave

MOTION: Approve the Board Meeting Minutes of July 23, 2020 as presented.

Moved by: Darwin Seconded by: Kelly

For: 4 Abstain: 2 Against: 0

Results: Carried

E. Approval of Previous Board of Directors Meeting: Lead Dave

MOTION: Approve the Board Meeting Minutes of August 10, 2020 as presented.

Moved by: Dave Seconded by: Darwin

For: 5 Abstain: 1 Against: 0

Results: Carried

F. Updates on Action Items from July 23, 2020 and August 10, 2020 Meetings

1. Types Bylaw

Update: A Types bylaw has been created and will be reviewed by Strata lawyers to ensure it meets the Strata Property Act requirements. The purpose of this bylaw is to allocate the propane used (excluding Amenities Building use) to only units in Birch and Willow buildings , as the units in the Poplar building do not have access to this utility. The bylaw will be presented to the ownership at a Special General Meeting in November/December 2020, in time to be registered for the AGM in March 2021. The bylaw needs to be registered before the AGM in order to allocate the propane expense in the next year's budget.

Action: Linda to connect with strata lawyers to have bylaw written.

2. Security in Buildings: Lead Kelly

Update: Kelly and Michael to work with the panel company to get started on standardizing the front door buzzer system as well as learning the process to change codes.

Kelly to finish Privacy Policy to submit to the board for review.

Action: Kelly to facilitate communication with owners to get codes changed over for Willow and Poplar in the coming months. Privacy policy to be ready for the next board meeting.

3. Civil Resolution Tribunal (CRT) - Dispute Notice received August 4, 2020

In Camera Session: 6:19 pm to 6:49 pm

Update: Response was filed with CRT on August 25, 2020. The case is currently in the facilitation stage, and no timeline is known for a resolution/decision.

The key dispute is the past practice of creating separate annual budgets for each building (Birch, Poplar, and Willow) - mainly due to differences in utilities consumption (including propane) Birch and Willow's strata fees were lower than Poplar. The Strata corrected this practice at the past AGM in March/April 2020 to meet Strata Property Act (SPA) section 99, so a unit in each Birch/Poplar/Willow building with the same unit entitlement is allocated the same strata fee. Due to not using the proper allocation of strata fees in past years (section 99 of SPA), the applicant has taken The Owners, Strata Plan NES2402 to the CRT requesting "underpaying" owners to repay "overpaying" owners. The Strata Board continues to receive guidance from our Strata lawyers to ensure we are representing the Strata to the best of our ability.

4. Lot 127 - Notice of Bylaw Infraction Section 3.2 & 3.7

Letter received from owner regarding brackets attached to Strata common property. The board responded to her email. The board has not heard anything from the owner in response.

ACTION: The board will send a final warning notice.

G. New Business

1. Approval of Textured Deck Expenditure for \$11,938.50

MOTION: To accept the Expenditures as presented by the Maintenance Committee August 13, 2020. Textured deck repairs for B304, B310, B311, B314, W306, W312.

Moved by: Patrick Seconded by: Wayne

For: 6 Abstain: 0 Against: 0

Results: Carried

2. Approval of Parking Lot Cracks & Parking Lot Seam Repair for \$1,050.00

MOTION: To accept the Expenditures as presented by the Maintenance Committee August 8, 2020.

Moved by: Wayne Seconded by: Kelly

For: 6 Abstain: 0 Against: 0

Results: Carried

3. Approval of Arborist Expenditure for \$3,307.50

Motion: To accept the expenditure as presented by the landscape committee August 10, 2020.

Moved by: Dave Seconded by: Wayne

For: 6 Abstain: 0 Against: 0

Results: Carried

4. Flooring Request Lot 143

Motion: To approve the flooring request with the stipulation flooring meeting STC 68 and Delta IIC 68 and signed Alterations document.

Moved by: Dave Seconded by: Darwin

For: 6 Abstain: 0 Against: 0

Results: Carried

5. Alteration Request Lot 98

Motion: To approve replacement of electric baseboard heaters in bedrooms, with stipulation of signed Alterations document.

Moved by: Patrick Seconded by: Wayne

For: 6 Abstain: 0 Against: 0

Results: Carried

6. Fire Remediation

ACTION: Maintenance committee to review complex.

7. Hot Tub Opening

ACTION: Following protocols as per Interior Health.

8. Awning Issue

Original awning installer no longer carries the original approved awning.

ACTION: Update recommendations to the local company Universal Doors and Exteriors in Invermere, along with a swatch sample for any inquiries.

9. General Discussion and Strata Email Communications

Bylaw enforcement issues and review of incoming emails.

H. Peaks Newsletter Articles

1. Unit heat
2. Bylaw highlight- parking, what to do when moving in/out

I. Next meeting: October 22, 2020 at 6:00 pm

J. Motion to Adjourn: 8:03 pm