

**Minutes of Meeting -- The Peaks Condo Association -- Board of Directors  
Meeting March 25th, 2011, in Radium -- Amenities Building (evening before AGM)**

**Attendees:** Russell Todd, Jim Parker, D'Arcy Johnston, Mike Peacock, Dave Wing

The meeting began at 7:10 PM

1. Approval of minutes of meeting of February 12, 2011  
M/S/A - the minutes were approved as issued.
2. Construction Project update- D'Arcy Johnston & Mike Peacock

D'Arcy advised the opinion letter to the lawyers is expected to be issued next week. The engineers report will be budgeted at \$10,000 as the next step. The directors moved and approved that D'Arcy sign the engineers contract with RDH to proceed. The directors had previously approved retention of the law firm for the legal opinion.

Universal Doors are still on side and outstanding on a \$3000 payment. The warranty letter is needed before payment. The product warranty letter went to Drayton Valley, and needs to be sent on to D'Arcy.

Outstanding is a contractor payment for \$1500 to work with RDH and it will probably be Koss, based upon quote information to date.

Mike reported on roofing repairs to the valleys on the Willow's building. Koss Exteriors did the first repairs on W304. Ptarmigan did water damage repairs inside. There was an issue about workmanship. Koss gave an estimate for \$840/valley for re-roofing two valleys. They will only fix the leak and note what else is needed at this point. Further roof repairs may be needed on the north sides of all buildings. Three leaks have occurred and need to be fixed. The Directors approved DW to fix the leaks. They will get a quote from Nathan at Koss Exteriors on recommended repairs for all three buildings where there are wide roof valleys that could leak going forward.

3. Bylaw updates and signage notes -- Russell Todd

Russell has re-filed with BC Land Titles the 2010 Bylaw change passed at the 2010 AGM. On the re-filing two signatures were added of D'Arcy and Russell Todd plus a filing fee check which was missed on the first filing. We will need to await confirmation that the 2010 bylaw change is now approved as part of our official bylaws.

The new sign board advertising for rentals and unit sales is now in place and owners will need to advise their realtors to take down building and window signage and put all literature the new display units.

We have been approached by the local realtors to put a new lock box in the parking level on the wall. Dave Wing was advised to mount a plywood sheet in the parkades -- 4' x 32" cut. There is painting needed on existing sign board. Signage changeover will occur in April for posting of all signs by all realtors and owners, following approved format.

We will defer moving the Main Entrance sign east about 35 meters until the spring. Gerry Nell will need to follow up with the town on placement in the Village of Radium right away, near the existing power pole.

It was noted that as Don Clayton was not at the meeting thus no information was provided on the website or progress on a new Operations Manual.

#### 4. Operations Report -- Dave Wing

- Spring sweeping is under way, and there are notable amounts of gravel to be removed from lawn areas.
- Parkade sweeping is planned for April. Need a notice to owners 10 days prior.
- Boat removal for parkade cleaning is also a priority.
- It was noted that unit P211 (Tyler) has without authorization installed an extension cord across the parkade to provide power to his storage area and boat battery from one of our power outlets. He will need to be asked to remove this wiring as it is a hazard and unlawful change to the parkade wiring.
- We discussed specific notice on boats and skidoos. Dave Wing will provide unit numbers for follow-up. D'Arcy will coordinate this part of the work.
- Dave Wing was given approval for a helper for one week for spring work and one week of a helper for outside work at \$15 an hour.
- Dave confirmed some shrubs around the site have died, and replacement will be needed. Russell suggested the landscape committee handle this part.
- Dave is checking the irrigation sprinkler system. The directors recommended he reduce watering by 25%, in response to owner concerns over overwatering.
- The dehumidifier problems in the indoor hot tub area have now been rectified. Some water stain is still showing. There is drywall damage in the indoor hot tub roof that needs to be rectified by replacing sagging drywall.
- The John Deer tractor transmission and mechanical problems were noted. The tractor has been good for sweeping and mowing in prior periods. He will get a local dealer quote for repairs and if not cost effective the tractor will be scrapped.
- Two new tires on the Bobcat were installed.
- The new sign board for realtors needs painting. It was noted that installation of the solar lighting fixture supplied by Russell Todd has not yet been completed. D'Arcy instructed that Dave paint untreated wood now and leave treated lumber until September for painting.
- Jim Parker noted that Birch 113 has a complaint on the noisy garage door. Dave confirmed the motor was replaced last year, lubricated and checked. Dave will review the issue to see if anything else can be done to reduce noise transmission to unit B113.

#### 5. Landscape committee notes - Russell Todd

The report the Landscaping Committee provided for the AGM was reviewed. Mike noted we have a \$6000 per year budget for landscaping needs. The directors agreed to advise the Landscaping Committee to proceed with getting contracts on arborist and tree care services proposed. They will separate out tasks that Dave Wing is already doing within existing quotes.

#### 6. Employment Contract draft 4 – review

David was provided (earlier) a draft copy for review and comments. A discussion of the revised and renewed terms within his employment contract was held. It was confirmed that his average hours per work week were within the 40 hour intent. The workload varies in the low (winter) season and high (summer) season (e.g. snowfall is unpredictable).

The allowance for reimbursement for health, dental and life insurance benefits was reconfirmed. Dave has purchased benefits coverage directly from BC Blue Cross rather than Manulife as proposed. He has yet to obtain life insurance coverage, and this was left for him to do.

There was some concern stated by Dave over hours of work and compliance with BC Labour Standards.

The directors restated their requirement and desire that weekly reports on operations and incident reports must be provided without fail for his protection and for management purposes. New reporting forms will be provided for this purpose. The intended start date for the new contract and reporting provisions was to be April 1, 2011, subject to a final employment contract being put in place.

#### 7. Adjournment

By motion the meeting adjourned at 9:06 PM

The AGM will occur tomorrow, and the newly appointed directors will set the next meeting date for the Board of Directors.

Prepared by Russell Todd