



BOARD OF DIRECTORS MEETING

Date: January 9, 2012 – 1:00 pm

Place: Calgary

MEETING MINUTES

1. Meeting Convened

In Attendance: Brenda Berezuk, D'Arcy Johnston, Jim Parker, Mike Peacock, Gerry Nell
Absent: Katy Pattison, Kevin Clews

2. Motion to Approve Agenda

Moved By: Mike Seconded By: Jim
Amendments/Changes: None
For: All Against: None Result: Passed

3. Approval of Minutes of Previous Board of Directors Meeting (November 12, 2011)

Moved By: Mike Seconded By: Brenda
Amendments/Changes: None
For: All Against: None Result: Passed

4. Property Manager Discussion – Mike / Brenda / Gerry

- Additional coverage for days off / vacation / etc. – Tom Fox has been hired as a casual laborer to provide backup for Curtis's days off. Tom is currently working 2 hrs/day, 2 days/wk to open and close the pools, etc. Tom has his Pool Ops I certification. Mike will work with Curtis over the next few months to train Tom to the point that he could cover if Curtis is off for several days or a week.

5. Property Manager's Report / Site Maintenance Issues – Mike (email report from Curtis)

- To streamline Curtis's maintenance report in the future, Jim will amalgamate Curtis's maintenance report with Jim's ongoing "project list" and then have Curtis update this single report on a bi-weekly or monthly basis.

- Thanks to Mike & Curtis, heat checks were carried out in early January. Only 3 or 4 suites didn't have their PTAC heat on but a couple of these had their baseboard heaters turned on. Mike has sent emails to the owners involved and will follow up as required.

- We discussed the possible use of a heat-sensing camera as a means to identify (from the outside at ground level) units without heat. Jim feels this would work (Gerry is more skeptical) but it was agreed that it is cost prohibitive. One much less costly option would be to install inexpensive remote thermometers in top floor corner units with readouts located in lock-boxes in the adjacent hallways. No action will be taken on this at this time.

- Jim has documents from a few years ago detailing safety issues with the specific PTAC model installed in the Poplar units. He will provide this to Board members via email. Specifically this information states that the air vent should be left closed permanently to prevent overheating due to plugging of the filter. This information should be passed to owners via email and/or newsletter.

- Pool operation / indoor hot tub leak – The hot tubs are running reasonably well at this point. The indoor tub pump requires replacement. (The motor has already been replaced.) Mike will give Curtis

approval to order this replacement pump in early February. This may correct the ongoing water leak but if not, we may need to excavate under the indoor tub.

- Pool Safety Plan / BC Health inspection – The safety plan is complete. Curtis can provide this to the Board for review. Curtis has requested a pool inspection to take place this week.

- Repair / replacement of pool door locks – Mike feels the crash bar lock on the door leading to the outdoor hot door merely required proper lubrication and that it is now working properly. Mike & Curtis will continue to look for a local locksmith.

- Elevator issues – We discussed the fact that over the busy Christmas holiday period, it took five days to repair the Birch elevator. It is felt we should review our options. Mike will provide details re: expiration dates of our current elevator maintenance contracts.

- It was agreed that Curtis should prepare a written procedure to handle a possible pipe burst in each of the four buildings. (Once complete, this written procedure should be circulated to the Board for review / agreement.) The goal would be to train Tom Fox as well as several Board members and other volunteers from each building to handle a flood emergency. The procedure should eventually be printed on laminated cards in each water room with the necessary keys available in a lockbox.

- It was noted that hallway alarms ring only in their respective buildings. Owners should be reminded that they must dial 911 to call the fire department in case of a fire alarm.

- Carpet cleaning is now complete as planned. Specifically Birch was fully done, as was Poplar third floor and the Amenities Building. Willow and the remainder of Poplar were spot cleaned. Board members agreed the carpets look MUCH better.

- Poplar deck issues – D’Arcy is confident that we will be able to achieve the necessary repairs this spring, i.e. lift flashing at each butt joint and insert a strip of metal to bridge the gaps resulting from shrinkage of the flashing, then reheat the leading edge of loose flashings to reseal. Owner access permission will be required prior to any work being done on these decks. D’Arcy will work with Curtis to inspect the 42 Poplar decks repaired in 2010.

- Ongoing maintenance issues – flashing, roof repairs, concrete sealing, patio resurfacing, rebuilding exterior parkade stairs, etc. These issues need to be followed up on as time and money permits. Installing/replacing the few missing or damaged pieces of flashing on the Poplar building is the most important of these items and should be done asap this spring. Curtis will replace missing downspouts and add additional lengths as required to ensure proper drainage away from the buildings.

- Curtis has suggested seemingly minor cracks in the central hallway in the Birch building could be covered with molding. D’Arcy recommended that prior to covering the cracks we have a local structural engineer take a look at the building to ensure settling is not causing a problem. D’Arcy will try to locate and hire someone appropriate. D’Arcy felt the cost for this work could be done for a few hundred dollars.

6. Deck Project Update – D’Arcy

- Tender process / timing on work – An email received from our lawyer during the Board meeting indicates that NHW wants to discuss the tender and the portions of the repair not currently covered by NHW. D’Arcy will discuss the situation with Sat.

- Removing deck furniture & bbq’s – This will have to be looked at prior to the commencement of the work.

- Will we contact NHW’s ombudsman? – This option will be set aside for now.

- Can we issue an Owner Update? – Hopefully we will have something specific to pass on over the next few weeks.

7. Reserve Fund / Replacement Cost Study / Maintenance Manual – Jim

- Discussion of documents from RMA – Gerry to get back to Jim with a series of questions concerning these docs. Jim in turn will pass these on to RMA.

- Maintenance manual – This remains an ongoing project.

8. Financial Report / Budget Update – Mike

- Year to date costs vs. 2011 budget – With just three weeks to go to our January 31st yearend, we will be essentially on budget once Mike covers unexpected expenditures via the contingency fund. Jesse will provide Mike with final numbers within the first week of February and Mike will provide this to the Board very shortly thereafter.

- 2012 budget process / special assessment – Mike to prepare this over the next month and circulate to the Board via email for discussion by February 10th.

9. AGM Planning - Gerry

- The AGM is tentatively scheduled 9 AM Saturday March 31st in Radium. Mike will contact Rob to ensure this is workable/acceptable to allow Rob to prepare financials.

- A Board meeting will be held at 7 PM on Friday March 30th to prepare for the AGM the following morning.

- AGM notification will again be emailed to owners. We will need to ensure the owner lists are as up to date as possible.

- Gerry can provide a screen & projector for the AGM.

10. Updating Bylaws & Regulations – Brenda

- Preparation to validate existing bylaws at AGM – Brenda obtained what is supposed to be an up to date set of registered bylaws from CHOA (at a cost of just \$20). Brenda will circulate these to the Board. She noted that neither the satellite dish bylaw nor the bylaw re: posting for sale signs show up on the listing received from CHOA. Either they were not properly registered or the bylaws obtained from CHOA are not up to date. Brenda will check this out. Our other items (fine for willful damage, charge for insurance deductible for water damage & restrictions on awnings) are rules rather than bylaws and are therefore not registered. Brenda feels these should remain as rules.

- Heat check bylaw – we will try to push this through at the upcoming AGM. Mike & Gerry need to prepare wording.

- Both a pet bylaw (preventing any future renters – both fulltime & vacation renters – from bringing pets onsite) & carpet-only bylaw (intended to reduce noise issues from installation of hardwood, laminate or tile flooring) will not be considered for the 2012 AGM.

11. New Business

- Legislation changes (Depreciation Reports & Form B changes). Gerry will review the information Jim provided to see what we need to do to ensure compliance. Jim will contact Rocky Mountain Appraisal to ask if the “Depreciation Analysis” they completed for us is considered a “Depreciation Report” under this legislation.

- Should we be asking for a reduction in 2012 Property Assessment? Gerry will contact BC Assessment asking why assessed value has only decreased slightly when market value is down by ~25%.

12. Next Meeting

- Scheduled to be held at noon on Monday, February 27th (lunch included) at Gerry's house Calgary.

13. Adjournment – Moved by Jim at 5:15 pm. Seconded by D'Arcy. Carried.