

## SIERRAS ON THE LAKE

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CONDOMINIUM CORPORATION 022 6881

Board of Directors Meeting Minutes

April 2, 2024

Approved May 7, 2024

### **Present:**

Audrey Buchinski – President  
Les Sayer – Vice-President  
Elaine Zaplachinski – Treasurer  
Gayle Nicholson – Secretary  
Peter Lovett – Director  
Emily Allan – Director  
Roy van de Kamp - Director  
Nancy Vukas (KDM Management)

### **Guests and Delegates**

Pete Neufeld – Reid's Roofing

#### **1. Call to order**

Audrey called the meeting to order at 9:30 a.m.

#### **2. Presentation – Reid's Roofing**

Pete Neufeld from Reid's Roofing came to discuss roof repairs required and options.

#### **3. Conflict of Interest Declaration**

This item has been implemented by KDM for boards to use on their agendas. We are to note if a board member has family or a relationship to a contractor or has an issue with an owner. If that is the case, when the topic is discussed, the board member would be excluded from the discussion/deliberation.

#### **4. Approval of agenda**

Motion made by Gayle and seconded by Elaine to approve the agenda. All in favour.  
Carried.

#### **5. Approval of minutes**

Motion made by Gayle and seconded by Emily to approve the Minutes of March 5, 2024. All in favour. Carried

#### **6. Financial**

##### **a. Financial reports**

The report for February 2024 was received as information.

##### **b. Arrears**

The total amount owing in arrears is \$2,714.66 due to owner turnover.

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**c. Cheques**

Cheques have been signed and distributed.

**7. Unfinished business**

**a. Reid's Roofing quote**

Pete Neufeld will submit a quote for the repair of the upper flat roof EPDM (ethylene propylene diene monomer) and resurfacing chimney chase and fire wall. He will also submit a quote for a Maintenance Contract for the roof. Members were advised an emergency meeting would be called as soon as we received these quotes.

**b. Fire Inspection**

The fire inspection will be held April 11 & 12<sup>th</sup>. In suite inspections are booked for April 11<sup>th</sup> and common property inspections booked for April 12<sup>th</sup>, 2024

**c. XXX Window**

Three companies were solicited to provide quotes. One company responded. A quote has been received from All Reach Glass Services Inc. in the amount of \$918.30, which includes GST. This quote is to install a clear sealed unit with muntin bars. Motion made by Roy and seconded by Les to accept this quote. All in favour. Carried.

**d. Boiler Repairs**

Parts for the boiler repairs have been received. Pure Mechanical will schedule a heating water shut down, if required. Pure Mechanical was asked to book this work as soon as possible.

**e. Notice**

The notices were delivered to all residents March 11<sup>th</sup>, 2024. Item closed.

**f. Parkade Cleaning**

The parkade cleaning by All Grass Plus is scheduled for Monday, May 13, 2024.

**8. New business**

**a. Decks**

Residents were asked to contact Peter if their deck required inspection. Item closed.

**b. Fines for Unauthorized Vehicles using Wash Bay**

Motion made by Roy and seconded by Emily to levy a fine of \$50.00 for unauthorized vehicles using wash bay. All in favour. Carried. The car wash policy will be amended.

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**c. Carpets**

Carpets are having to be repaired on an ongoing basis. It is evident that the carpets will need to be replaced in the near future. This is information only. Item closed.

**d. Parking Lot Pavement**

Lake Side Landing management has verbally notified the board that they are soliciting quotes to have their parking lots and the right of way re-paved this year. The Easement Agreement states we must pay our portion for the right of way.

Audrey has asked for a meeting to acquire more information. KDM to contact Lake Side Landing management to set up a meeting.

**e. Hallway Lighting**

Currenting florescent bulbs are costing approximately \$700.00 per year. 4 Way Electric has provided a quote for \$15,015.00 plus GST to install 9.5 watt LED lamps; one per fixture. Currently each fixture has two lamps totaling 26 watts. Costs are estimated to be recouped within 18 months. Motion made by Gayle and seconded by Les to accept the quote, but install 9.5 watt lamps instead of 8 watt. All in favour. Carried.

**f. Otis Phone Lines**

Notification has been received, from Otis, that our analog elevator phone lines will soon be obsolete. A quote was submitted by Otis to provide phone line service. Telus was also contacted. Telus will install fibre optic phone lines in the elevators on April 8, 2024.

**g. Patio and Shrub Maintenance**

KDM to get quotes for maintenance of shrub areas and weeds on the patio. KDM will also contact the owner of Unit XXX regarding maintenance of common property surrounding the small patio.

**h. Spring Walk About**

Audrey will set up a date and time in the end part of April.

**9. Correspondence**

a. Nothing

**10. Social**

Nothing

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### **11. Next meeting date**

The next meeting will be held May 7, 2024 at 9:30 a.m. KDM representative will not be in attendance.

### **12. Adjournment**

Audrey adjourned the meeting at 10:40 a.m.