SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881
Board of Directors Special Meeting Minutes
September 19, 2025

Present:
Roger Mellor – President
Les Sayer – Vice-President
Elaine Zaplachinski – Treasurer
Arlene Vandekamp – Secretary
Peter Lovett – Director
Emily Allan – Director
Vincent Harvey – Director

Minutes: Arlene Vandekamp

1. **Call to order**
   Roger called the meeting to order at 9:28 a.m.

2. **Approval of agenda**
   No agenda; this was a brief meeting for the new board to get organized.

3. **New business**

   a. **Hot Tub**
   Alberta Health Services (AHS) raised safety issues and Barb joined us at our meeting to explain. An Entrapment Inspection was done by Automated Aquatics on Sept. 18, 2025. They will install new drain covers on Sept. 22, then AHS will need to come to approve it. KDM has been informed; Roger gave approval for the work to be done in a timely manner.

   b. **Total Integration** will come on Monday, Sep. 22 at 9 a.m. to train any board members who would like to be trained on the security system.

   c. **Communication and Going Paperless**
   Roger would like Sierras to begin the process of going paperless in the near future. This would be for all notices, reports, minutes, etc. We would still post notices in the elevators and any appropriate notice boards. We will need to obtain up-to-date email address for all residents, and anyone who doesn't have email or prefers a hard copy will still be able to obtain one. Motion made by Roger and seconded by Vince that Roger will write up a notice and send it around to the board for approval. All in favour. Carried.

d. **Add to Agenda for Next Meeting**
   - Computer – purchase of new computer/laptop for office.
   - List of Board members in foyer – privacy issue.
   - Lockbox with keypad for contractor to be installed in-between the two sets of front doors. Roger will ask Nancy.

e. **Housekeeping**
   - Office – Arlene and Elaine will organize drawers and files in office. We will check with Nancy about keeping stuff if we're not sure. Item closed.
   - Rentals – Elaine will ask Jackie to inform the board if there are times when she's away and needs a replacement
   - Parking Lot Monitor – we need someone to replace Val – Roger will ask Lucy, and check with city bylaws, and check with Nancy.

4. **Correspondence**
   a. **Tree Pruning -** Request from Unit XXX to have the trees in the SE corner of the building pruned or cut. Motion made by Roger and seconded by Peter to have this done. After further discussion, we will first arrange to have a walkaround with contractor; Peter will call and arrange the date/time. Correspondence will be forwarded to Nancy.
   b. **Smoking -** Request from Unit XXX to address the problem of the neighbour in Unit XXX smoking. There are health issues involved. Unit XXX may have an exception to our non-smoking policy. Correspondence will be forwarded to Nancy.

5. **Next meeting date**
   The next meeting: Tuesday, October 7, 2025 at 9:30 a.m.

6. **Adjournment**
   Roger adjourned the meeting at 11:30 a.m.