

## SIERRAS ON THE LAKE

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### CONDOMINIUM CORPORATION 022 6881

#### Board of Directors Meeting Minutes

October 7, 2025

#### **Present:**

Roger Mellor – President  
Elaine Zaplachinski – Treasurer  
Arlene Vandekamp – Secretary  
Peter Lovett – Director  
Vincent Harvey – Director  
Nancy Vuksa – Manager, KDM Management

#### **Absent with Regrets**

Les Sayer – Vice-President  
Emily Allan – Director

**Minutes:** Arlene Vandekamp

1. **Call to order:** Roger called the meeting to order at 9:28 a.m.
2. **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.
3. **Approval of agenda:** Motion made by Peter and seconded by Vince to approve the agenda. All in favour. Carried.
4. **Approval of minutes:** Motion made by Roger and seconded by Elaine to approve the Minutes of Aug. 5, Sep. 12, Sep. 19, and Oct. 3, 2025. All in favour. Carried.
5. **Financial**
  - a. **Financial reports** for July and August 2025 were received as information. Motion made by Elaine and seconded by Vince to approve the reports. All in favour. Carried.
  - b. **Arrears:** The total amount owing in arrears is \$789.11.
  - c. **Cheques** have been signed and distributed.
6. **Unfinished business**
  - a. **Restrictive Covenant:** KDM has confirmed that the Special Resolution has been registered at Land Titles. Item closed.

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- b. **Sump Pump and Parkade Drain Cleaning:** Pure Mechanical has completed the cleaning as per their quote approved at a previous meeting. Item closed.
- c. **Reid's Roofing** ordered and replaced two ridge caps; invoice not yet received. Item closed.
- d. **Elevator:** Insured repair completed. Item closed.
- e. **Water Stain in Ceiling Unit XXX:** Motion made by Peter and seconded by Roger to approve the estimate of \$10,000.36 from OnSide Restoration to move forward with the repair. All in favour. Carried. Noted that the cost might increase if mold is found once they get started on the work.
- f. **Unit and Balcony Inspections:** A notice was delivered to all residents and the following replies were received:  
Unit XXX – repairs required under window have been completed. Item closed.  
Three other units will be addressed next spring.
- g. **Hot Tub drain covers** were replaced as per AHS standards. Item closed.
- h. **Hot Tub:** Motion made by Roger and seconded by Arlene to purchase a water vacuum wand at a cost of approximately \$100 to enable cleaning sand out of hot tub. All in favour. Carried. Item closed.
- i. **Total Integration:** We have asked them for a quote to replace the two old computers in the office. We are having problems with the system going down because of the age of the computer.
- j. **Tree Pruning and Landscaping:** A walkaround with our landscaping company and some board members was done on Sept. 26 and another one will be done on Oct. 17. Waiting for quotes.
- k. **Communication and Going Paperless:** A notice will be sent out tomorrow by email and also hard copies will be delivered under doors. Item closed.
- l. **Lockbox** with keypad for contractors was installed between the two sets of front doors. Motion made by Vince and seconded by Peter to approve this purchase. All in favour. Carried. Item closed.

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- m. Parking Lot Monitor:** Roger has asked Lucy MacDonald to take on this task and she is doing it well. Item closed.

#### 7. New business

- a. Elevator Repairs:** Information was received from Otis regarding door operators and controllers (the brains of the elevator). The components in all three elevators are obsolete, meaning parts are not available. Nancy will ask for a quote for the central elevator only, which gets the most use. We will need to budget for these very expensive upgrades in coming years.
- b. Guest Suite Toilet:** The toilet in guest suite #1 was leaking. Pure Mechanical installed a new seal on July 13, 2025. Toilet continued to leak and on July 16 it was found a hose from the tank was leaking. This was repaired. Item closed.
- c. Auditor appointment:** Motion made by Elaine and seconded by Roger to appoint Barb Surry, Chartered Professional Accountant, to prepare next year's audit. All in favour. Carried. Item closed.
- d. CCI:** Motion made by Vince and seconded by Peter to ratify sending Roger and Arlene to the CCI 100 course on Sept. 27; cost was \$297.99 each. All in favour. Carried. Roger will also attend the CCI 200 course in November.
- e. Reserve fund study:** A new study is due by April 2026. Quote from Sharon Bigalow received for \$3800 plus gst. Motion to accept this quote made by Roger and seconded by Elaine. All in favour. Carried.
- f. 8760 Electricity and Natural Gas Renewal Recommendations.** Our current contract expires Dec. 2026 but early renewal is recommended. We will ask them to come to a brief meeting to review their recommendations.
- g. Emergency numbers at the front door:** Nancy will order new stickers. Item closed.
- h. Paper products:** Elaine found a new supplier; he will deliver supplies as needed. Alfie will advise Elaine when supplies are needed. Item closed.

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- i. **Insurance renewal** with Hub Insurance was done October 1, 2025. New premium is 62,114.00. The Insurance Certificate will be distributed to all residents. Item closed.
- j. **Elevator Pit cleaning by Otis Canada:** Quote received for \$3125 plus gst. Motion made by Roger and seconded by Vince to accept this quote. All in favour. Carried.
- k. **Pot hole:** This work was completed on the right of way which is part of the easement agreement. Filcan gets the quotes and SOTL pays half. Item closed.
- l. **Intact inspection** conducted at SOTL. There was one recommendation to trim back the shrubs by the Fire Department sign. We will purchase a more visible sign. Item closed.
- m. **Second hand smoke on balconies:** Request from Unit #XXX to address the problem of the neighbour in Unit #XXX smoking. There are health issues involved. Unit #XXX has a grandfathered clause. Nancy will send a letter.
- n. **Irrigation system fall maintenance.** Vince contacted Rainman to do this by Oct. 17.
- o. **Green Bins for food scraps.** The city “waste educator” will be coming to visit each suite on Oct. 27 and Dec. 3. Residents will be informed. Item closed.
- p. **Hourly Rate of Pay:** Peter Lovett does many repair jobs around the building. Motion made by Roger and seconded by Vince to raise the rate of pay for Peter to \$25/hour, effective Oct. 7. Carried, one abstained. Item closed.
- q. **Hourly rate of Pay:** Les Sayer moves the waste bins to the entrance of the parkade twice a week, and now the green bins are also added. Motion made by Peter and seconded by Vince to raise the rate of pay to \$80/week, effective Oct. 1. All in favour. Carried. Item closed.
- r. **Break-In** occurred at 3 a.m. on Oct. 2. We will find ways to upgrade security and monitoring. Peter will contact Lang Locks, Roger will ask Total Integration about getting alarms on all doors, Nancy will get quotes.

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#### **8. Items Carried Forward to a Future Date**

- a. A notice was delivered to all residents earlier in 2025 and the following were received:
  - Unit XXX – inspection of Duradeck required
  - Unit XXX – inspection of railing required
  - Unit XXX – inspection of Duradeck required
- b. Purchase a new timer for irrigation system by early 2026.

#### **9. Correspondence**

- a. Social Club asked to set up a table for the Forever Canadian Initiative. Nancy will respond.
- b. Letter from #XXX requesting that the board be her emergency contact. Nancy will respond.

**10. Next meeting** will be held on Nov. 4 at 9:30 a.m.

**11. Adjournment:** Motion made by Arlene to adjourn the meeting at 11:28 a.m.