

# SIERRAS ON THE LAKE

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## CONDOMINIUM CORPORATION 022 6881

### Board of Directors Meeting Minutes

November 4, 2025

#### **Present:**

Roger Mellor – President  
Elaine Zaplachinski – Treasurer  
Arlene Vandekamp – Secretary  
Peter Lovett – Director  
Vincent Harvey – Director  
Les Sayer – Vice-President  
Emily Allan – Director  
Nancy Vuksa – Manager, KDM Management

**Minutes:** Arlene Vandekamp

- 1. Call to order:** Roger called the meeting to order at 9:27 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 Arlene and seconded by Emily to approve the agenda. All in favour. Carried.
- 4. Approval of Minutes:** Motion made by Arlene and seconded by Emily to approve the Minutes of October 7 and October 21, 2025. All in favour. Carried.
- 5. Financial**
  - a. Financial reports** for September 2025 were received. Motion made by Elaine and seconded by Vince to approve the reports. All in favour. Carried.
  - b. Arrears:** none
  - c. Cheques** have been signed and distributed.
  - d. GIC** for \$57,563.90 which came due October 15, 2025 was renewed for 5 years at 3.2%.
- 6. Unfinished business**
  - a. Water Stain in Ceiling Unit XXX:** OnSide Restoration is still working on this.

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- b. **Tree and Shrub Pruning** is being done by D&B Contracting this week.
- c. **Computer Replacement – Security Computer:** Total Integration's quote to install a Digital Watchdog Server computer to replace the existing security computer was for \$5486 including gst. Motion made by Peter and seconded by Emily to accept this quote. All in favour. Carried.
- d. **Computer Replacement – Office Computer:** Roger will get quotes for a new office computer.
- e. **Security Upgrades:** Total Integration's quote to install new lock plates on three exterior doors, which will ensure better security, was for \$2228 including gst. Motion made by Elaine and seconded by Peter to accept this quote. All in favour. Carried.
- f. **Intrusion Alarms:** We are waiting for quotes to have all doors wired to sound an alarm if accessed without a fob. Nancy will get another quote for a system which will activate an outside security monitoring company to give a voice warning to any intruders.
- g. **Elevator Repairs:** Information was received from Otis regarding door operators and controllers (the brains of the elevator). Nancy has asked for a quote for the central elevator only. Still waiting for the quote.
- h. **Canadian Condominium Institute:** Roger attended the CCI 200 course November 1&2 at a cost of \$577. Item closed.
- i. **Reserve fund study** is due and will be done by Sharon Bigalow by April 2026.
- j. **Elevator Pit cleaning by Otis Canada:** Quote received for \$3125 plus gst. Nancy will check to see if this work has been completed.
- k. **Irrigation system** fall maintenance was completed by Rainman. Item closed.
- l. **Digital Door Locks:** Two units have requested to have digital locks on their unit doors for health reasons, which has now been done. Motion made by Arlene and seconded by Vince to add an item to our Decorating Unit Entry Door Policy as follows: "Digital locks may be installed in place of the existing deadbolt, ONLY if using a model approved by the Board, which will be available for sale in the office." Carried with a majority. Item closed.

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- m. **Hot Water:** Unit XXX has notified us that it takes a very long time of running water for hot water to reach the unit. Roger will visit the unit and test this situation.
- n. **Lighting:** Unit XXX notified us about a concern with some exterior lighting. Peter has resolved the problem without expense. Item closed.

#### 7. New business

- a. **Policy for long term visitors** in the parkade: Unit owners are responsible. Item closed.
- b. **Automatic Door Openers** for main front doors to more easily accommodate wheelchairs and walkers. Concerns have been raised by residents. KDM advised us that this sort of accommodation to the needs of our residents is essential. Quotes were received. Total Integration's quote was for \$10,989. Motion made by Vince and seconded by Peter to accept this quote. Motion carried with a majority.
- c. **Rental Units:** Concerns have been raised about an increase in the number of suites which are being rented out. Roger will make further inquiries.
- d. **Lockbox** has been installed solely for Pure Mechanical, in addition to the lockbox for Contractors. Item closed.
- e. **Signs** have been installed indicating No Trespassing and Private Property to discourage vagrants sleeping on the property. Item closed.
- f. **Birch Fumigators** contract has been renewed. Nancy will send us a copy. Item closed.
- g. **Christmas decorations:** The Social Committee would like to put up a large inflatable sleigh above the main door. Motion made by Les and seconded by Vince to approve this request. Motion carried with a majority. Item closed.
- h. **TV in the library:** A request was made to install a donated TV in the library to be used by anyone who wants to gather to watch a program, on a trial basis. Our Shaw account already includes TV. Motion made by Vince and seconded by Peter to approve this. Motion carried with a majority. Item closed.
- i. **Board meetings** will be held twice a month going forward.

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- The first Tuesday of each month at 9:30 a.m. with KDM.
- The third Tuesday of each month at 11:30 a.m. for updates.

j. **Furniture update** for lobby and library will be included in the next reserve fund study. A small committee will be set up to look at ways of updating, repairing or replacing the furniture and to bring suggestions and quotes to the Board.

k. **Notice to Residents** will be issued this week. Item closed.

l. **Banking documents** have been signed for ATB and TD to update signing authorities. Item closed.

m. **Fire safety plan** binder needs updating. KDM will send us a missing list.

#### 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.
- c. We have a quote from D&B Contracting for \$2225 plus gst for landscaping near SE corner. Delayed to spring 2026. Also fill in the low area near this corner, which is not included in the quote.

#### 9. Correspondence

- a. Visitor Parking: Unit XXX suggestion for sign-up sheet to monitor parking instead of visitor passes. Arlene will follow up with the person who monitors this for input.

10. **Social Club** held a Halloween party on Oct. 31 which was enjoyed by all who attended.

11. **Next meeting** will be held on Tuesday, Nov. 18 at 11:00 or 11:30 a.m.

12. **Adjournment:** There being no further business, a motion was made by Arlene to adjourn the meeting at 11:35 a.m.