

SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881 Board of Directors Special Meeting Minutes November 18, 2025

Present:

Roger Mellor – President
Elaine Zaplachinski – Treasurer
Peter Lovett – Director
Vincent Harvey – Director
Les Sayer – Vice-President
Emily Allan – Director

Absent with Regrets: Arlene Vandekamp - Secretary

Minutes: Roger Mellor

1. **Call to order:** Roger called the meeting to order at 11:00 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 Emily to approve the agenda. All in favour. Carried.
4. **Approval of Minutes:** Motion made by Peter and seconded by Emily to approve the Minutes of November 4, 2025. All in favour. Carried.
5. **Unfinished Business**
 - a. **Water Stain in Ceiling Unit XXX:** OnSide Restoration is still working on this.
 - b. **Tree and Shrub Pruning** is being done by D&B Contracting this week.
 - c. **Computer Replacement – Security Computer:** Total Integration will install the new Digital Watchdog Server computer by November 28. We were able to use the monitor from the old computer but needed to buy another monitor for programming the fobs and tags. This was purchased for \$125.
 - d. **Office Computer:** Quotes have been given to the board and the decision made to purchase an HP All In One computer from Best Buy during their Black Friday sale for \$700. Computer now installed. All data from the old computer was transferred to the new one. Item closed.

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- 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. Installation to start on 21 Nov 2025.
- 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. **Elevator Pit cleaning by Otis Canada:** Quote received for \$3125 plus gst. Nancy will check to see if this work has been completed.
- i. **Hot Water:** Unit XXX has notified us that it takes a very long time of running water for hot water to reach the unit. Pure mechanical was called and adjusted valves. Roger spoke to unit owner and there was a significant improvement. Item closed.
- j. **Lighting:** Unit XXX notified us about a concern with some exterior lighting. Lighting still having issues on the east side of the building. Peter to contact contractors again.
- k. **Automatic door openers,** for residents with disabilities, installation started Nov 20.
- l. **Rental Units:** Concerns have been raised about an increase in the number of suites which are being rented out. Both the board and KDM have made it clear there is to be no soliciting in the building. Item closed.
- m. **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, this will consist of Helen Mellor and at least two other residents to assist in bringing suggestions and quotes to the board for the repair or replacement of the existing furniture, plus fabrics and colors.
- n. **Fire safety plan** binder needs updating. KDM will send us a missing list.
- o. **Visitor parking:** Unit XXX suggestion for sign up sheet to monitor parking instead of visitor passes. Arlene will follow up for input.

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6. New Business

- a. **Guest Suite policy change.** All bookings to be made through Roger (President) or another board member. There will be no charge for guest suite cleaning, the new price will be \$60.00 per night effective from 1 Jan 2026. Motion made by Vince and seconded by Peter to approve this change. Carried with a majority. Item closed.
- b. **Party Room rentals** will now be \$100.00 effective 1 Jan 2026. Motion made by Emily and seconded by Peter. Carried with a majority. Item closed.
- c. **Move in/out policy.** There will be no deposit collected, any damage to common property will be charged back to the suite owner. The charge for the supervision of the move will be \$160.00 for the first 4 hours and \$40.00 per hour thereafter, effective 1 Jan 2026. Motion made by Peter and seconded by Les. Carried with a majority. Item closed.
- d. **Original Key tags** price changed to \$30 and Windshield Tags price also changed to \$30 effective 1 Jan 2026. Motion made by Emily and seconded by Peter. All in favour. Carried. Item closed.
- e. **Filters** price changed to \$25 effective 1 Jan 2026. Motion made by Emily and seconded by Peter. All in favour. Carried. Item closed.
- f. **Limited Alcohol in Lobby:** Regarding limited alcohol being allowed in the Lobby on special occasions such as Christmas / New year. Tabled.
- g. **Trial of lights in Party room** ongoing.
- h. **Purchase** and installation of hooks and new shower heads for the two changing rooms in pool area. Motion made by Les and seconded by Peter. All in favour. Carried. Item closed.
- i. **Purchase** of mop for Ladies changing room floor. Motion made by Elaine and seconded by Emily. All in favour. Carried. Item closed.
- j. **Purchase of new vacuum** for party room. Lightweight stick variety. Motion made by Elaine and seconded Emily. All in favour. Carried. Item closed.

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k. **Policy Change:** All those with a property at Sierras on the Lake that is being rented out will be required to provide a deposit of \$1000 per unit payable to Sierras on the Lake. This will be returned when the property is no longer rented, or sold. The deposit will be the responsibility of the owners, effective 1 Jan 2026. Motion made by Peter and seconded by Les. All in favour. Carried. Item closed.

l. **Emily to call Aquatics** to make sure reading of water quality is performed.

m. **Honorarium for President:** Vince raised the issue of an honorarium for the President duties which have been extended. Taking on office hours, for tags, locks, complaints and other issues, also the booking of guest suites and the Party Room. Tabled.

7. **Next meeting** will be held on Tuesday, December 2, 2025 at 9:30 a.m.

8. **Adjournment:** There being no further business, a motion was made by Les to adjourn the meeting at 12:15 pm.