

# SIERRAS ON THE LAKE

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## CONDOMINIUM CORPORATION 022 6881

### Board of Directors Meeting Minutes

December 2, 2025

#### **Present:**

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

**Minutes:** Arlene Vandekamp

1. **Call to order:** Roger called the meeting to order at 9:25 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 with 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 November 18, 2025. All in favour. Carried.
5. **Financial**
  - a. **Financial reports** for October 2025 were received as information. Motion made by Elaine and seconded by Peter to approve the reports. All in favour. Carried.
  - b. **Arrears:** The total amount owing in arrears is \$0.
  - c. **Cheques** have been signed and distributed.
6. **Unfinished business**
  - a. **Water Stain in Ceiling Unit XXX:** Repair has been completed. Item closed.
  - b. **Tree and Shrub Pruning:** Completed. Item closed.

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- c. **Computer Replacement:** Security Computer has been installed. Item closed.
- d. **Security Upgrades:** Total Integration completed installation of new lock plates on three exterior doors. Item closed.
- e. **Elevator Repairs:** Information was received from Otis regarding door operators and controllers. We are waiting for a quote for the central elevator only.
- f. **Elevator Pit cleaning by Otis:** This is booked for Jan 5, 2026.
- g. **Lighting** still having issues on the east side of the building. Peter to follow up.
- h. **Automatic Door Openers** for main front doors: One side is done; other side will be done in January. There are some problems with the push pads which will be addressed.
- i. **Fire safety plan** binder needs updating. The list of which residents need help in the event of a fire is missing. We'll send out and/or deliver a new notice to all residents. Nancy will compose the message and send it to Arlene for distribution.
- j. **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.
- k. **Alcohol in Lobby:** A suggestion had been made to allow consumption of alcohol in the foyer for special occasions. Motion made by Vince and seconded by Les to uphold our General Policy which says that alcohol may not be consumed in the Lobby. Carried with a majority. Item closed.
- l. **Trial of lights in party room** on going. Item closed.
- m. **Emily called Aquatics** to make sure reading of water quality is performed. Everything is now working well and Emily will follow up if necessary. Item closed.
- n. **Honorarium for President:** A suggestion was made to pay an honorarium for the President duties which have increased. This requires further research and would need to be approved by the owners at the next AGM. Nancy will ask auditor to clarify the difference between paying Board members for certain jobs, and paying a general honorarium.

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- o. Reserve fund study:** A new study by Sharon Bigalow is in progress and is due by April 2026.

#### 7. New Business

- a.** AED installation and training. Nancy indicated that this creates legal concerns for the corporation. Discussion closed.
- b.** Total Integration to quote to install cameras for patio entrance. Motion made by Vince and seconded by Peter to approve getting a quote. All in favour. Carried.
- c.** New In-House telephone directory is needed. Arlene will update it for distribution.
- d.** Policy changes: should all board members be present for approvals for policy changes? This is not required, but as a general guideline, it's a good idea. Item closed.
- e.** Policy to collect \$1000 from owners of rental units: Letters will be sent out January 2026.
- f.** Short-term rentals: Nancy will check our bylaws about business and short-term rentals.
- g.** Board member purchases of unusual items should not happen without prior approval from the Board, unless urgent. Regular supplies may be purchased without prior approval. Item closed.

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

- a.** Repair notices were delivered to all residents earlier in 2025 and the following were received:
  - Unit XXX, XXX, XXX – inspection of Duradeck required
  - Unit XXX – inspection of railing required
- b.** Purchase a new timer for irrigation system by early 2026.
- c.** 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; not yet included in the quote.
- d.** Guest Suite portable AC units and beverage sets.
- e.** Intrusion Alarms: We looked at getting quotes to have all doors wired to sound an alarm if accessed without a fob in November 2025. Tabled until later in 2026.
- f.** Furniture update for lobby and library will be included in the next reserve fund study. A small committee will look at ways of updating, repairing or replacing the furniture and will bring suggestions and quotes to the Board.

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### **9. Correspondence**

- a. Unit #XXX – request to upgrade the bathtub. Motion to approve this request was made by Peter and seconded by Les. All in favour. Carried. Nancy will respond.
- b. Unit #XXX – various concerns – Roger will contact this owner.

### **10. Social Club**

- a. A beautiful job was done to decorate the foyer for Christmas.

**11. Next meeting** will be held on January 6, 2026 at 9:30 a.m.

**12. Adjournment:** Motion made by Elaine to adjourn the meeting at 11:00 a.m.