

SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881

Board of Directors Meeting Minutes

January 6, 2026

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. **Approval of agenda:** Motion made by Arlene and seconded by Emily to approve the agenda. All in favour. Carried.
3. **Approval of Minutes** of the December 2, 2025 meeting. Motion made by Arlene and seconded by Roger to approve the minutes. All in favour. Carried.
4. **Financial**
 - a. **Financial reports** for November 2025 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: \$0
 - c. **Cheques** have been signed and distributed.
5. **Unfinished business**
 - a. **Elevator Repairs:** Otis to upgrade door operators and controllers. We are waiting for a quote for the central elevator only.
 - b. **Elevator Pit cleaning by Otis** was completed in December. Item closed.
 - c. **Automatic Door Openers** for main front doors have been installed. There are some problems with the push pads which have been addressed. Roger will check on the warranty.

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- d. **Fire safety plan:** The list of residents needing help in the event of a fire has now been updated. Item closed.
- e. **Residents who have a digital door lock** which locks automatically after they close their doors will need to re-consider this setting, since doors should be left unlocked in the event of a fire. Residents will be notified in our next published Notice. Item closed.
- f. **Visitor Parking:** Unit XXX suggestion for sign-up sheet to monitor parking instead of visitor passes. This has been asked and answered previously and we will not change our current procedures at this time. Arlene will respond. Item closed.
- g. **Honorarium for President:** A suggestion was made to pay an honorarium for the President duties. 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.
- h. **Reserve fund study** by Sharon Bigalow is in progress and is due by April 2026.
- i. **Total Integration installed cameras** for the patio entrance on Dec. 16, and the software was updated. The board will have a training session. Item closed.
- j. **Updated Telephone Directory** was distributed in December. Item closed.
- k. **Damage Deposit from Rental Owners:** Our new policy to collect \$1000 from owners of rental units has been acted upon, and letters were sent out December 2025. Nancy will report on progress.
- l. **Short-term rentals:** Our Bylaw 55: Owner's usage, iii) states: "An owner or occupant shall not operate or use his unit for commercial purposes, such as catering business or other enterprise which will attract traffic to or create disturbance on the parcel." This should be sufficient to preclude short term rentals. Item closed.

6. New Business

- a. **Budget Planning** for the upcoming year begun.
- b. **Parkade Cleaning** will be scheduled for May.

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- c. **Janitorial and Pool contract** was reviewed since it is due to be renewed. Motion made by Elaine and seconded by Emily to approve the contact. All in favor. Carried. Item closed.
- d. **Elevator Floor Numbers:** We now have numbers on the elevator door jambs at each floor. Item closed.
- e. **Annual Elevator Inspection** was completed December 16, 2025. There are no directives for the Corporation to complete, just a note for the elevator company to complete. They will sign off and send the form back to AEDARSA. Item closed.
- f. **Change to Party Room Policy:** Social Committee asked if music could be played until 12:30 a.m, instead of 11:30 p.m. on New Year's Eve only. After consultation with several residents close to the Party Room, this change was approved by the Board by email on Dec. 9 and made effective for Dec. 31, 2025. Item closed.
- g. **Janitor:** Alfi and his wife have resigned from the cleaning position. Our new cleaning person is Jen Alabado. Please welcome her when you see her. Item closed.
- h. **Lighting:** There have been some problems with the lights in the elevator, foyer, and rear of the building. Repairs have been done by 4 Way Electrical. Some of the Exit lights have gone out; new bulbs have been ordered and installed. Item closed.
- i. **Snow Removal** was not done by contractors in a timely manner in December. Roger spoke with Lakeside Landing and D & B. Both assured us the snow removal will improve. Item closed.
- j. **Hot Water:** Complaints have been received about the lack of hot water on the ground level at each end of the building. Pure Mechanical will adjust and/or move the circulating pumps at no charge as this is part of their contract with us. If this doesn't solve the problem, there are other more expensive options to consider.
- k. **Intercom** is now working as it should. Internal battery was replaced and software installed so we can make changes to the system ourselves if needed. Item closed.
- l. **Leak in Unit XXX:** Bathtub drain from unit XXX was leaking into the unit below. Pure Mechanical have fixed the leak and repairs have been done. Item closed.
- m. **Resident changes:** Arlene is updating the Resident binder and a spreadsheet. Please notify her of any changes. Item closed.
- n. **Complaint about a cat** in unit #XXX. Nancy will respond to this resident to enforce the no pets policy. Item closed.

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- o. Pool windows:** Suggestion from a resident that the windows could be covered with obscuring pictures as he/she does not like seeing people in the pool. This suggestion was declined. Item closed.
- p. Keyboard for office computer.** Motion made by Arlene and seconded by Peter to purchase a better keyboard for under \$100. Carried with a majority. Item closed.
- q. TV for party room:** Suggestion made to purchase a large (80") TV which would be installed on the south wall of the party room. This could be used for entertainment and also for meetings and other community activities. Motion made by Roger and seconded by Peter to purchase a TV at a price not to exceed \$2100 including gst. Carried with a majority. Item closed.

7. Items Carried Forward to a Future Date

- a.** Repairs requiring follow-up in 2026:
 - Unit XXX, XXX, and XXX – inspection of Duradeck
 - Unit XXX – inspection of railing
- 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.
- g.** A resident has mentioned that the car wash wand is not at the correct power level.

8. Correspondence

- a.** Unit #XXX requested to put in new flooring which is in compliance with sound deadening specifications. This was approved. Roger will respond.
- b.** Unit #XXX requested that we consider how to limit the number or percentage of residential units which can be rented out. Board doesn't have authority to do this; we would have to check with legal counsel. Nancy will respond to the owner, and this issue will be addressed the next time we update bylaws.

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- c. Unit #XXX requested further information about documents needed for units that are rented out. Arlene will respond.
- d. Unit #XXX suggested purchase of device to help move chairs in party room. Roger will look into it.
- e. Unit #XXX has hot water problems. Roger will respond.

9. Social Club

- a. Board members were invited to join the coffee group in the library on Dec. 17 for some refreshments and words of appreciation.
- b. New Year's Eve party was held on December 31, 2025; the party was enjoyed by all who attended.

10. Next meetings will be held on:

- a. Tuesday, January 27, at 9:30 a.m. (quick meeting for updates)
- b. Friday, February 13 at 9:30 a.m. with KDM

11. Adjournment: Arlene made a motion to adjourn at 11:19 a.m.