

# SIERRAS ON THE LAKE

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## CONDOMINIUM CORPORATION 022 6881

### Board of Directors Meeting Minutes

January 27, 2026

#### **Present:**

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

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 Peter and seconded by Emily to approve the agenda. All in favour. Carried.
- 3. Approval of Minutes** of the January 6 and January 20 meetings. Motion made by Arlene and seconded by Peter to approve the minutes as amended. All in favour. Carried.
- 4. Unfinished business**
  - a. Elevator Repairs:** We are waiting for a quote from Otis to upgrade door operators and controllers for the central elevator.
  - b. Automatic Door Openers** for main front doors have been installed. One exit door is still problematic; Total Integration has promised to get it done. KDM have been notified.
  - c. Honorarium for President:** A suggestion had been made to pay an honorarium for the President duties. Decided to take this off the table. Item closed.
  - d. Reserve fund study** is in progress and is due by April 2026.
  - e. Owners who rent out their unit(s):**
    - 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 at our next meeting.
    - Regarding a Bylaw to restrict the number of rental units; Nancy is checking with legal counsel.

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- f. **Budget Planning** for the upcoming year has begun.
- g. **Parkade Cleaning** will be scheduled by Nancy for May.
- h. **Hot Water Problems:**
- Pure Mechanical replaced and repositioned a circulating pump which had broken down.
  - Hot water tank #2 has a fracture and needs to be replaced. A new one will be installed January 29, 2026. Notices have gone out to all residents since the water will be shut off most of the day.
  - Hot water tank #3 is going to need replacement soon; we have asked for a quote.
- i. **Furniture Update:**
- Helen Mellor attended the Board meeting briefly to present findings on ideas and options, and was sincerely thanked for her time and effort.
  - An official committee of 4-5 volunteers will be approved at the next Board meeting, with Arlene Vandekamp, Secretary of the Board, as the Board representative. A notice will be posted asking for volunteers with expertise and/or interest to sign up by February 13. An experienced interior decorator will likely be consulted. The goal will be to come up with two or three well thought-out plans which will then be available to view by all residents sometime in the next few months.

### 5. New Business

- a. **Device for moving chairs** in party room. Decided that this was not needed. Item closed.
- b. **Bright light** shining into Unit XXX: 4-Way Electric was called; this has been fixed. Item closed.
- c. **The Baptist church next door** has given a nearby daycare permission to allow the children to play in the fenced-in area east of the church. The church has installed some security cameras along the walkway between the church and Sierras. Item closed.
- d. **Security**
- New high grade hydraulic door closers have been installed on the north and south exit doors (old ones were leaking hydraulic fluid). The new ones are sturdier and ensure the doors close.
  - The patio camera is working perfectly, and along with its audio alarm and blue light system, this gives us yet another layer of security.

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- Item closed.
  - e. **Car Wash pressure wand** was not working correctly. Pure Mechanical reset it but it keeps failing intermittently. A specialist has been called and we are waiting for an early appointment.
  - f. **Party Room:** Conflicts between existing and new events may occasionally occur. Bingo and other existing events will remain as scheduled. Those who wish to use the TV in the Party Room will be asked to work around long-standing existing events. Item closed.
  - g. **Party Lights** for the Party Room. Item 6.l. in the December 2 minutes stated erroneously that this item was closed. Options such as a dimmer are being checked by Roger.
  - h. **Parking lot and road** in front of our building has serious problems with ice accumulation. Lakeside (our regular contractor) has been by with a truck delivering salt and grit along the road and parking areas in front of our building. When we get some weather to soften the ice, a grader will be brought in to clear it down to the asphalt.
  - i. **Gas Inspection:** 4-Way Gas Detection Services will come for a regular inspection on Thursday Feb. 5. Vince will be the contact.
  - j. **Cell phone for Board use:** Roger will look into acquiring a cell phone for use by the Board President or an alternate Board member when he's away. Motion made by Peter to approve this, at a price not to exceed \$100 per month, seconded by Arlene. All in favour. Carried.
- 6. Reserve Fund Study:** This will be a new permanent section of the minutes in order to keep track of items that are due for repair/replacement according to the old 2021 study; this will be updated as soon as we receive the 2026 study. As our building ages, we need to start addressing these items regularly to avoid having things fall into a state of disrepair.
- a. Major items include furniture in common areas, elevator upgrades, two hot water tanks, painting, landscaping.
  - b. All work will be done within budgets established for the Operating Fund and the Reserve Fund. Thankfully our Reserve Fund is very well funded and the Board intends to keep it that way.

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

- a. Repairs requiring follow-up in 2026:
  - Unit XXX, XXX, XXX – inspection of Duradeck
  - Unit XXX – inspection of railing
  - Unit XXX and XXX – stucco issues
- 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 AC unit, mini fridge, and beverage set.

### 8. Correspondence

- a. **Unit XXX** suggested that we put up a poster listing garbage and green bin pickup dates. This will be done. Item closed.
- b. **Unit XXX** – Suggestion for cleaning the sides of the hot tub where unsightly stains and scum tend to build up. Arlene will respond.
- c. **Unit XXX** - Cat in unit. Nancy has sent a letter and will address this at our next meeting.
- d. **Unit XXX** request to host Survivor 50 viewings in the library. The Board agreed that Wednesday evenings may be reserved for this, but not the daily viewings. Arlene will reply.

**9. Next meeting** will be held on Friday, February 13 at 9:30 a.m. with Nancy from KDM in attendance.

**10. Adjournment:** Arlene made a motion to adjourn at 11:30 a.m.