

SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881

Board of Directors Meeting Minutes

March 3, 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 – KDM

Minutes: Arlene Vandekamp

1. **Call to Order:** Roger called the meeting to order at 9:30 a.m.
2. **Approval of Agenda:** Motion made by Emily and seconded by Vince to approve the agenda. All in favour. Carried.
3. **Approval of Minutes** of the February 13, 2026 meeting. Motion made by Emily and seconded by Vince to approve the minutes. All in favour. Carried.
4. **Financial**
 - 4.1. Financial Reports for January 2026 have been received and reviewed. Motion made by Elaine and seconded by Arlene to approve the reports. All in favour. Carried.
 - 4.2. Arrears: \$0
 - 4.3. Cheques have been distributed.
 - 4.4. It was noted that our October 2025 insurance premium was accidentally paid from the Operating Fund bank account, not the Insurance bank account. Nancy will ensure that this is rectified.
5. **Unfinished Business**
 - 5.1. **Pool.** Barb from our pool maintenance company (Pools R Us) joined us to give an update on recent repairs. Barb will resume regular evaluations during a regular service call with Aquatics. We will need to get an updated Entrapment Report for the pool to be done by Automated Aquatics, likely this summer.
 - 5.2. **Automatic Door Openers.** All issues have been resolved. Item closed.
 - 5.3. **Reserve Fund Study** is in progress. Sharon will send a draft for the Board's review in April.
 - 5.4. **Owners who rent out their unit(s)**

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- Deposits of \$1000: Some units have not yet paid this deposit; second notice letters were accidentally delayed but will be sent this week.
- Several owners have expressed concerns about rental units in our building. The percentage of units being rented out has only increased slightly. The Board has learned that Alberta legislation does not allow the restriction of the number of rental units in a condo building. No Bylaw may prevent the leasing of a Unit (section 32(5)). The Board will continue to monitor the situation closely. Item closed.

5.5. Budget Planning: Motion made by Elaine and seconded by Emily to approve the budget for the 2026-2027 fiscal year with no increase in condo fees. All in favour. Carried. KDM will send out appropriate documentation to all owners in due time. Item closed.

5.6. Parkade Cleaning has been scheduled for Wednesday, May 13. Any vehicle with a handicapped placard will be allowed to park in the visitor and church parking areas. We are still looking into the possibility that Lakeside may allow us to park vehicles there, and notification will follow.

5.7. Hot water tank #3 needs replacement; quote is \$19,315 plus gst. Motion made by Vince and seconded by Peter to approve this quote. All in favour. Carried.

5.8. Furniture Update. A committee of 5 volunteers has been organized: Arlene Vandekamp (Chair), Helen Mellor, Cate Kollesavich, Margo Crockett and Neil Farrell. First meeting was held Feb. 24 and the committee also met with an interior designer on March 2. She will come up with two complete design plans for our consideration, for both the library and the lobby. Her fee for this will be \$2500, to be paid when the designs are complete. Motion made by Emily and seconded by Elaine to approve this quote. Carried with a majority.

5.9. Car wash. Vince found a contractor who came to service the car wash. It should be working now.

5.10. Party Lights for the Party Room. Roger is looking into various options. Social club has been asked to give input.

5.11. Cell phone for Board use. Roger is looking into acquiring a cell phone for use by the Board President or an alternate Board member when the President is away.

6. New Business

6.1. Guest Suite AC unit, mini fridge, and beverage set. Roger still working on estimates.

6.2. Fire Inspection and common property and in-suite contract. Nancy brought two quotes. Motion made by Peter and seconded by Vince to approve the Alltron Systems quote for \$4413 including gst.

6.3. Notice to Owners with various news bits and reminders will be sent out this week. Item closed.

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- 6.4. Corporate visa card for Sierras:** Roger and Peter suggested that it would be convenient to charge various standard minor expenses to a corporate Visa card if we had one. Nancy will check to see if there's an extra charge for KDM to reconcile a credit card statement.
- 6.5. Water condensation problem again in Units XXX and/or XXX.** Roger and Peter have had a look. Nancy will contact On Side Restoration Services to investigate.
- 6.6. Board Member Ethics:** A conversation was held about appropriate communication methods and procedures when board members have conflicts or disagreements. This was beneficial to remind each of us that we are here to work together as a team, and that each member of the Board has a role to play, which must be honored and respected.
- 7. Reserve Fund**
- 7.1.** This section of the minutes is here to keep track of items that are due for repair or replacement according to the existing Reserve Fund Study.
- 7.2.** As our building ages, we need to start addressing these items regularly to avoid having things fall into a state of disrepair.
- 7.3.** 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.
- 7.4.** Major items currently include: elevator upgrades, painting, landscaping
- 8. Items Carried Forward to a Future Date**
- 8.1.** Repairs requiring follow-up in 2026
- Unit XXX, XXX, and XXX – inspection of Duradeck
 - Unit XXX – inspection of railing
 - Unit XXX and XXX – stucco issues
- 8.2.** Purchase a new timer for irrigation system by early 2026.
- 8.3.** 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.
- 9. Correspondence**
- 9.1.** Unit XXX: Pure Mechanical invoice for \$185.59. Motion made by Elaine and seconded by Arlene to bill back this amount. All in favour. Carried.
- 9.2.** Letter from Unit XXX: Concern about furniture in party room being moved for an event and not moved back. Roger will respond and a sign will be posted.
- 10. Next Meeting** will be held on Tuesday, April 7 at 9:30 a.m. with Nancy from KDM attending.
- 11. Adjournment:** Arlene made a motion to adjourn at 11:17 a.m.