

# SIERRAS ON THE LAKE

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## CONDOMINIUM CORPORATION 022 6881

### Board of Directors Meeting Minutes

April 7, 2026

**Present:**

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

**Absent with regrets:** Vincent Harvey – Director

**Minutes:** Arlene Vandekamp

1. **Call to Order:** Roger called the meeting to order at 9:27 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 March 27, 2026 meeting. Motion made by Arlene and seconded by Emily to approve the minutes. All in favour. Carried.
4. **Financial**
  - 4.1. Financial Reports for February 2026 have been received and reviewed.
  - 4.2. Arrears were reviewed.
  - 4.3. Cheques have been distributed.
  - 4.4. Sale of various items in office: Motion made by Roger to discontinue use of clipboards since the items are already recorded on receipts, seconded by Arlene. Motion carried with one opposed. Item closed.
  - 4.5. Budget for 2026-2027 was delivered to all owners by March 30. It was noted that the \$20,000 budgeted for “Reserve Fund Study” was overbudgeted, so there will likely be a surplus at the end of the year.
  - 4.6. Reviewed procedures to be followed for approval of expenses.
  - 4.7. Expenses not yet ratified:
    - Automated Aquatics invoice for work on pool and hot tub to replace the pump seal and cord kits for a total of \$1271 plus gst. Motion to approve this expense made by Elaine, seconded by Emily. All in favour. Carried.
    - On February 26 Pure Mechanical was here to pressurize the north corridors. The MUA blower needed work and the motor needed replacing for a total of \$3736 plus gst. Motion to approve this expense made by Emily, seconded by Arlene. Carried with a majority.

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4.8. Pure Mechanical notified us that their new hourly rate will be \$103 per hour starting April 15, 2026.

#### 5. Unfinished Business

5.1. **Water leakage problem in** Units XXX and XXX. Restoration work is ongoing. Insurance adjuster was hired and will prepare the rebuild plan which will go out for quotes.

5.2. **Reserve Fund Study** draft is not yet ready for the Board's review.

5.3. **Owners who rent out their unit(s):** We are still waiting for six owners to pay the security deposit of \$1000. Bylaws state that the deposit must be paid before renter moves in and KDM will include this information in welcome packages. KDM will phone those still in arrears.

5.4. **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 will have access to a limited number of parking passes for residents to use the Lakeside Landing parking lot. More information will be provided in a Notice to Residents to be distributed before that date.

#### 5.5. Sierras Décor Committee

- Arlene presented a report on behalf of the Committee which has had five meetings.
- The committee has been shopping for chairs and couches, but does not yet have any specific choices to present.
- The committee has found that plans to update the furniture should also include plans to do some painting, and to install new flooring in library, since colors and the overall feel of the décor will be changing somewhat. This work is already due according to the timeline in the Reserve Fund Study, and funding is allocated.
- Therefore, the committee would like to suggest the following:
  - Paint library walls: Arlene made a motion to get quotes to paint the library, seconded by Roger. Carried with a majority.
  - Paint entire lobby: Arlene made a motion to get quotes to paint the entire lobby (both levels, including the two mezzanine areas), seconded by Emily. Carried with a majority.
  - Flooring for library: Arlene made a motion to get quotes to install vinyl plank flooring in the library (similar to party room dance floor), seconded by Roger. Carried with a majority.

5.6. **Car wash** is still not working. Roger will continue to work on it but we're having trouble getting parts.

5.7. **Party Lights** for the Party Room have been finalized. Item closed.

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

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- 5.9. Fire Inspection for common property and individual suites** will be done on Monday, April 20. Notice was sent out to all residents on March 30. There are some vacant units; Roger has keys and will ensure that the vacant units are inspected. Peter offered to help.
- 5.10. Corporate Credit card for Sierras:** Roger and Peter suggested that it would be helpful to be able to charge various standard expenses to a corporate credit card instead of using personal credit cards. All expenses on the card would still need to be approved in the usual manner. Nancy will confirm that there will be no extra charge for KDM to reconcile a credit card statement. Arlene made a motion to approve a corporate credit card if there are no extra fees to do so, seconded by Roger. Motion carried with one opposed.

## 6. New Business

- 6.1. Fire Alarm** went off on March 5, three hours after smoke was discovered in Unit #XXX. Roger will mention this to Alltron when they are here for the fire inspection on April 20.
- 6.2. Condo Control:** Nancy updated us about a new program called “Condo Control” which will enable online communication between our KDM Management company and the Board and owners. Owners can opt in but will not be required to do so. More information to come.
- 6.3. KDM Information Evening**
- Condominium Dispute Resolution Tribunal (CDRT): We will distribute more information as it becomes available.
  - Updated provincial legislation regarding voting, document retention, and chargebacks. Nancy will check if we need to update any bylaws.
- 6.4. Parkade Door Service:** Nancy will contact Jackson & James to do an annual service call.
- 6.5. Dryer vent cleaning** is due to be done every 5 years, last done July 2021. Nancy will get two quotes.
- 6.6. Office Computer** needs some further set up which hasn't been done yet. Roger will look into it.
- 6.7. Guest Suites:** Shower heads in guest suites are old and not working well. Roger made a motion to purchase four new shower heads at a cost of approximately \$35 each, seconded by Peter. All in favour. Carried.
- 6.8. Landscaping:** The terrace near Unit XXX is difficult to maintain. Motion made by Peter to have D&B Contracting do the spring cleanup there as part of their spring cleanup for our entire property, seconded by Roger. Motion passed with two opposed. Item closed.
- 6.9. Workout Room:** Lucki's Gym Equipment will be here on April 14 to provide an annual check on our motorized gym equipment. We renewed our contract with them for another year for \$202.13.

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**6.10. Parking lot monitor system:** Due to difficulties we have had with policing our visitor parking areas using parking passes, we would like to try a new system on a trial basis. Starting Monday, April 13, visitors will be required to sign-in using a book which will be provided in the lobby. This will be on an honour system. Parking passes will no longer be required. The sign-in book will still be checked regularly. Motion made by Roger to change to this new procedure, seconded by Peter. Carried with a majority.

#### 7. Reserve Fund Plan

**7.1.** This item helps keep track of things that are due for repair or replacement according to the existing Reserve Fund Study. All work will be done within budgets established for the Operating Fund and the Reserve Fund.

**7.2.** 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,XXX – inspection of Duradeck
- Unit XXX – inspection of railing
- Unit XXX and XXX – stucco issues
- Unit XXX: Request to repair exterior tap near this unit so that it can be used without leaking inside.

**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. Spring cleanup should include terrace near #105.

**8.4.** Updated Entrapment Report for the pool, to be done by Automated Aquatics this summer.

**8.5.** Guest Suite AC units, mini fridge, and beverage set. This item has been placed on hold for now.

#### 9. Correspondence

**9.1.** Unit #XXX request for information on number of rental units. Arlene will respond.

**9.2.** Unit #XXX emailed about driving into the building just as the fire alarm was going off on March 5. Arlene will respond.

**9.3.** Letter from a Board member was shared at the meeting. Item closed.

#### 10. Social Club

**10.1. Pancake Breakfast** was held on March 21, which was enjoyed by many residents.

**11. Next Meeting** will be held on Tuesday, May 5 at 9:30 a.m.

**12. Adjournment:** Roger adjourned the meeting at 12:08 p.m.