

# SIERRAS ON THE LAKE

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## CONDOMINIUM CORPORATION 022 6881

### Board of Directors Meeting Minutes

May 5, 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 9:28 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 April 7, 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 March 2026 have been received and reviewed.
  - 4.2. Arrears: \$0
  - 4.3. Cheques have been distributed.
  - 4.4. Expense Approval Procedure was reviewed and approved.
  - 4.5. Cash Flow Forecast has been prepared to provide a practical overview of upcoming expenses.
5. **Unfinished Business**
  - 5.1. **Water leakage problem in** Units XXX and XXX. OnSide started the restoration work on May 4 and is expecting completion in 2-3 weeks. Insurance adjuster will then prepare the rebuild plan which will go out for quotes. Motion made by Emily and seconded by Peter to ratify the OnSide invoice for the restoration work.
  - 5.2. **Reserve Fund Study:** Sharon Bigelow submitted the draft report on April 30. The Board will meet again next week to review it in detail.

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- 5.3. Owners who rent out their unit(s):** Four owners still need to pay the security deposit of \$1000. Motion made by Elaine and seconded by Arlene to proceed with caveats. All in favour. Carried. Motion made by Elaine and seconded by Emily to remove the security deposit from Units XXX and XXX since they are not rentals. All in favour. Carried.
- 5.4. Parkade Cleaning** has been scheduled for Wednesday, May 13. Notice will be distributed today.
- 5.5. Car Wash Bay repair:** Roger has been trying various contractors to do the repair with no success yet. A contractor is coming on May 7 to have a look. Motion made by Roger and seconded by Peter to approve the quote for repair or replacement if it does not exceed \$3000. All in favour. Carried.
- 5.6. Cell phone for Board use.** Nancy is still looking into acquiring a cell phone for use by the Board President or an alternate Board member when the President is away.
- 5.7. Fire Inspection for common property and individual suites** was done on Monday, April 20. Fire alarm went off on March 5, three hours after smoke was discovered in a unit. Alltron checked all smoke detectors in all hallways and everything was functioning as expected. Item closed.
- 5.8. Corporate Credit card for Sierras:** It was confirmed that there will be no extra charge for KDM to reconcile a credit card statement. The amount required for Security Deposit is \$5000.
- 5.9. KDM Information Evening:** Updated provincial legislation regarding voting, document retention, and chargebacks. Our bylaws are in compliance. Item closed.
- 5.10. Parkade Door Service:** Nancy will contact Jackson & James to do an annual service call.
- 5.11. Dryer vent cleaning** is done every five years, last done July 2021 so it is due again. Nancy has one quote, waiting for second one.
- 5.12. Office Computer** needed some further set up which was quickly and easily done by Todd from Total Integration when he was here for other work. Item closed.
- 5.13. Guest Suites:** New shower heads were installed. Item closed.
- 5.14. Workout Room:** Lucki's Gym Equipment was here on April 14 to provide an annual check on our motorized gym equipment. Item closed.
- 5.15. Parking lot monitor system:** Sign-in book used since April 13 which is working well. Policy will be updated. Item closed.
- 6. New Business**
- 6.1. Social Club** asked the Board to change the policy which restricts inviting guests to social events. They would like to allow each unit to bring 2-4 guests to social events. A discussion was held. Motion

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made by Les and seconded by Peter to deny the request. Carried with a majority. Roger will inform the Social Club. Item closed.

- 6.2. **Break-in Attempts:** Attempts were made to break in to our north door as well as the fire exit door near the office. The attempts were unsuccessful thanks to the increased security hardware on the doors. It is gratifying to know that these upgrades are effective. Roger will write up a brief incident report for the files. Item closed.
- 6.3. **Security Camera** located at the fire exit door near the office was broken during a break-in attempt and needs to be replaced. Total Integration quoted \$1416 and this quote was accepted by email by a majority of board members. Item closed.
- 6.4. **Pool Area:** The salt cell which produces chlorine needed to be replaced at a cost of \$3129. This was done by Automated Aquatics. Item closed.
- 6.5. **Plumbing Repair:** While doing routine maintenance, Pure Mechanical noticed a leak in a 4-inch waste pipe. This repair was deemed urgent and required a complete building water shutdown on April 30. Item closed.
- 6.6. **Shuffleboard** needs repairs. Peter will have a look at it.
- 6.7. **Spring Walkabout:** Arlene will organize a day in May for the Board to do a walkabout in order to identify anything needing repairs on our building's exterior.
- 6.8. **Patio Furniture:** Roger and Peter will arrange to have the covers taken off.
- 6.9. **Sump Pump and Drain Cleaning** in the parkade is due. Nancy will arrange for this.
- 6.10. **Window Cleaning** is done every 2 years and is due. Nancy will get quotes for late June or early July.

## 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

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- Unit XXX: Request to repair exterior tap near this unit so that it can be used without leaking inside; Pure Mechanical will add this to their next regular visit.

8.2. Purchase a new timer for irrigation system early 2026.

8.3. Quote from D&B Contracting for \$2225 plus gst for landscaping near SE corner. 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. On hold.

8.6. Privacy Policy.

## 9. Correspondence

9.1. Letter from a Board member received on April 17; answered by Nancy.

9.2. Letter from Unit XXX asking to get a lighter weight hose in the car wash bay. The thicker hose is required because of the water pressure. Arlene will respond.

## 10. Sierras Décor Committee

- The Committee continues to meet every 2-3 weeks.
- Furniture choices are being narrowed down.
- We decided not to hire an interior designer at all. We can use an AI (Artificial Intelligence) app called ChatGPT with excellent results.
- Motion made by Arlene and seconded by Roger to approve that the Committee may expand its scope to include exploring options for updating flooring, painting, and décor, and that the Committee will continue for 2 years as needed, or until all common areas have been updated, provided that funds are available in the Operating Budget and/or Reserve Fund. Carried with a majority.
- Cleaning the exterior of the stone fireplace will be attempted.
- Décor Committee will meet with the Board soon to review progress.

## 11. Social Club

11.1. Gala evening was held April 10. Thanks to the Social club for all that they do!

## 12. Next Meetings

12.1. Tuesday, May 12 at 3 p.m. to review 2026 Reserve Fund Study

12.2. Tuesday, June 2 at 9:30 a.m. regular Board meeting.

13. Roger adjourned the meeting at 12:08 p.m.