

# SIERRAS ON THE LAKE

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## CONDOMINIUM CORPORATION 022 6881

### Board of Directors Meeting Minutes

June 2, 2026

**Present:**

Roger Mellor – President  
Les Sayer – Vice-President  
Elaine Zaplachinski – Treasurer  
Arlene Vandekamp – Secretary  
Emily Allan – Director  
Vincent Harvey – Director  
Peter Lovett – Director  
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 Arlene and seconded by Roger to approve the agenda. All in favour. Carried.
3. **Approval of Minutes** of the May 5 and May 19, 2026 meetings. Motion made by Arlene and seconded by Peter to approve the minutes of both meetings. All in favour. Carried.
4. **Financial**
  - 4.1. Financial Reports for April 2026 were received and reviewed. Motion made by Elaine and seconded by Arlene to approve the reports. All in favour. Carried.
  - 4.2. Motion made by Elaine and seconded by Roger to bill back Unit XXX for Pure Mechanical invoice of \$134.40. All in favour. Carried.
  - 4.3. Arrears: not available at this time.
  - 4.4. Cheques have been distributed.
5. **Unfinished Business**
  - 5.1. **Water leakage problem in** Units XXX and XXX. OnSide has completed the restoration work. Wade Engineering has also been in to investigate. Report from OnSide from August 2025 was reviewed once again. Invoice was received from OnSide for all the work repairing damage from this water leak in the amount of \$41,030 and from Diverse Claims Adjuster for \$1418. Motion made by Les and seconded by Peter to approve both invoices. All in favour. Carried.
  - 5.2. **Reserve Fund Study** Draft report was received on April 30.
    - The Board met informally to review the report on May 12.

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- The Board met informally with Sharon Bigelow and Diane Eggert from KDM on May 19 to review the report. Some corrections and updates were made.
- Letter received from a Board member on May 27.
- Second Draft report received on May 28.
- Motion made by Peter and seconded by Arlene to approve the Second Draft. Motion carried with a majority; one opposed.
- The 2026 Reserve Fund Study is available on our website: [www.sierrasonthelake.ca](http://www.sierrasonthelake.ca) There are also two printed copies in the office which are available for sign out to residents. You may also request an electronic copy from the Board.
- Item closed.

**5.3. Owners who rent out their unit(s):** One owner still needs to pay the security deposit of \$1000.

**5.4. Parkade Cleaning** was completed by Grass n Plus on May 13 for \$2079. Item closed.

**5.5. Car Wash Bay repair:** Easy-Kleen was able to repair it at a cost of \$930. Item closed.

**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. Corporate Credit card for Sierras:** Not yet confirmed.

**5.8. Parkade Door** was serviced by Jackson & James at a cost of \$1168. A minor repair was noted which will involve a new spring on one of the doors; not yet completed.

**5.9. Sump Pump and Drain Cleaning** in the parkade was done on May 25 at a cost of \$3419. Item closed.

**5.10. Shuffleboard** cannot easily be repaired but can still be used as is. Item closed.

**5.11. New computer monitor** was needed and was purchased for the office for \$116.85. Item closed.

**5.12. Dryer vent cleaning** will be done in September. We have one quote and Nancy will get a second quote if possible.

**5.13. Spring Walkabout** was done on May 26 by Board members to identify anything needing repairs on our building's exterior. A short list of repairs was compiled which will be distributed to all Board members. Roger will contact Brown and Sons for some minor stucco repairs.

**5.14. Window Cleaning:** Nancy will arrange for this to be done in late June or early July.

**5.15. Guest Suite AC units:** Quotes to install AC in two guest suites (first and second floor) have been obtained:

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- \$6000 plus gst – quote from Con Air
- \$27,000 – quote from Pure Mechanical
- Motion made by Roger and seconded by Emily to approve the quote from Con Air and to proceed with this immediately. Motion carried with a majority.

#### 5.16. Repairs recently completed by Peter:

- Unit XXX,XXX,XXX – inspection of Duradeck. Item closed.
- Unit XXX – inspection of railing. Item closed.

## 6. New Business

### 6.1. Landscaping:

- D&B Contracting will complete the spring clean-up and remove some debris.
- Request an updated quote from D&B for bringing landscaping up-to-grade outside unit 130; bark (or rocks) and edging to be provided.

### 6.2. Pool Maintenance:

Letter received from Pools R Us, our pool maintenance company, about difficulty finding a daily time to treat the pool with necessary chemicals at a time when no one is there.

- Maintenance will now be done every day at 7-8 a.m. (no sign-ups during this time slot).
- Regular hot tub maintenance will continue to be done on Wednesdays as is currently done.
- It is great that our pool is so well used!

### 6.3. Parking Lot Sweeping and Line Painting

will be organized by Filcan on a date yet to be determined.

### 6.4. Front Door Emergency Repair

was required on Saturday May 30. This was an electrical problem from the original fob system.

### 6.5. Annual Roof Inspection

will be done by Reid's Roofing at a cost \$2620. Motion made by Elaine and seconded by Emily to approve this quote. All in favour. Carried.

## 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 will be updated according to the 2026 Reserve Fund Study.

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

##### 8.1. Repairs requiring follow-up in 2026

- Unit XXX and XXX – stucco issues – added to Board walkabout repair list
- 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. Updated Entrapment Report for the pool, to be done by Automated Aquatics this summer.

##### 8.3. Privacy Policy. There will be a one-time fee to have this prepared by Willis Law. Nancy will bring this forward in due time.

#### 9. Correspondence

##### 9.1. Unit XXX: vehicle accident in parkade. No action required.

##### 9.2. Unit XXX: Noise complaint about upstairs neighbour (moving in for 3 days). Roger will respond.

##### 9.3. Unit XXX: Thanking the Board for acquiring fridges in guest suites, and supporting installation of AC in guest suites. No action required.

#### 10. Sierras Décor Committee

- The Committee continues to meet every 2 weeks or so.
- Furniture: several sample chairs were brought in for our residents to try out on June 2-3.
- Cleaning the exterior of the stone fireplace not yet done.
- Décor Committee will meet with the Board soon to review plans.
- As of their meeting of May 27, the Décor Committee decided that the suggestion of moving the library is not feasible, so this has been abandoned completely.

#### 11. Social Club

##### 11.1. High Tea was held on May 22 to show appreciation for all volunteers. About 35 people enjoyed some delicious treats and social time.

#### 12. Next Meeting: Tuesday, July 7 at 9:30 a.m.

#### 13. Adjournment: Roger adjourned the meeting at 11:57 a.m.