SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881
Board of Directors Meeting Minutes
July 7, 2026

Present:
Roger Mellor – President
Les Sayer – Vice-President
Elaine Zaplachinski – Treasurer
Arlene Vandekamp – Secretary
Emily Allan – Director
Vincent Harvey – Director
Nancy Vuksa – KDM

Absent: Peter Lovett - Director

Minutes: Arlene Vandekamp

1. **Call to Order:** Roger called the meeting to order at 9:43 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 June 9, 2026 meeting. Motion made by Arlene and seconded by Roger to approve the minutes. All in favour. Carried.

4. **Financial**
   - **4.1.** Financial Reports for May 2026 were received and reviewed. Motion made by Elaine and seconded by Vince to approve the reports. All in favour. Carried.
   - **4.2.** Chargeback to Unit XXX for Pure Mechanical invoice of $134.40. KDM sent the letter. Item closed.
   - **4.3.** Arrears: $1616.86.
   - **4.4.** Cheques have been distributed.
   - **4.5.** Motion made by Roger and seconded by Emily to return $1000 Security Deposit to owners of Unit XXX, since they are no longer renting out their unit. All in favour. Carried. Item closed.
   - **4.6.** Audit: The annual general audit has been started.
   - **4.7.** Security Deposits: KDM will open a separate interest-bearing account for these deposits. Item closed.
   - **4.8.** Payment of $6300 for AC in guest suites came from Reserve Fund but should be from Operating Fund. KDM will correct this. Item closed.

5. Unfinished Business

5.1. Water leakage problem in Units XXX and XXX.

- Report from Wade Engineering was reviewed.
- Invoices received from Diverse Claims Adjusters Ltd. for $2059 and $2160. Motion made by Elaine and seconded by Arlene to approve both invoices. All in favour. Carried.
- The adjustor has created the scope of work to fully repair the two Units, and obtained two quotes. Motion made by Vince and seconded by Emily to approve the lower quote which was from On Side Restoration Services in the amount of $62,372. All in favour. Carried.

5.2. 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.

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

5.4. Parkade Door: Jackson & James noted a minor repair which will involve a new spring on one of the doors. Not yet done.

5.5. Dryer vent cleaning will be done in September. Motion made by Emily and seconded by Les to approve the quote from Modern Air and Water for $6240. All in favour. Carried.

5.6. Stucco Work: Roger met with Browne & Sons Plastering Limited. Overall, the stucco is in good shape for a building of this age but some stucco work in several areas is required. Quote received for $6274. Motion made by Elaine and seconded by Arlene to accept this quote. All in favour. Carried.

5.7. Unit XXX complaint regarding deck carpet on Unit XXX. Roger will respond. Item closed.

5.8. Window Cleaning: Nancy will arrange for this to be done in July.

5.9. Guest Suite AC was installed in the first and second floor guest suites by Nor-Can Heating and Air Inc. (Note correction of company name; it was incorrect on the June 2 minutes). Final cost was $6300. Item closed.

5.10. Landscaping: We requested an updated quote from D&B for bringing landscaping up-to-grade outside unit XXX; bark (or rocks) and edging to be provided. Nancy will contact them again.

5.11. Parking Lot Sweeping was completed. No invoice has yet been received.

5.12. Front Door Emergency Repair was required on Saturday May 30. This was an electrical problem from the original fob system. Invoices received for $437 from Lock Surgeon and $541 from Total

Integration. Motion made by Roger and seconded by Vince to approve both invoices. All in favour. Carried. Item closed.

5.13. **Annual Roof Inspection** will be done by Reid's Roofing at a cost $2620 on July 8.

5.14. **Repair needed:** Unit XXX reported a damp patch on ceiling; Reid's Roofing looked at it on July 2. The flashing will need to be extended to make sure that during heavy downfalls it can cope with the volume of water. This unit is unique in that it has a vaulted ceiling, and is just where the water catchment area is. Quote from Reid's Roofing received for $19,397. Motion made by Vince and seconded by Les to approve this quote, to be paid out of the Reserve Fund. All in favour. Carried.

5.15. **Minor repairs list** was reviewed.

5.16. **Reserve Fund Plan** was reviewed.

6. New Business

6.1. **Extraordinary General Meeting** was requested by a group of residents, and signatures were verified by KDM by June 15. The meeting has been scheduled for July 15, 2026 at 6:30 p.m. Agenda and information was distributed to all owners by June 26. Discussed how to address the agenda items.

6.2. Pure Mechanical report from Vince

- tap repair near Unit XXX was not actually needed.
- the return air unit in the pool area was repaired as there was a broken part .
- sump pump has been overwhelmed with water due to all the rain we had in June. Negative slope to building in some areas needs to be fixed. Nancy will get two quotes (D&B Contracting and another contractor as well).
- Unit XXX: hot water shut-off valve has been leaking for some time. The leak was found and fixed.
- No invoice has yet been received.

6.3. Elevators

- Proposal received from Otis to change oil in all three elevators, which is due after 10 years.
- We have been waiting for many months for a quote from Otis to update door operators and controllers (the brains of the elevator). Nancy will ask them for a quote for the central elevator only, which gets the most use.
- Elevator light and buttons repair completed by Otis. No invoice has yet been received.

6.4. **Crystal Glass** invoice received in the amount of $204.92 for a new glass panel for the balcony for Unit XXX, which had been broken due to vandalism. Repair was completed by Roger and Peter. Item closed.

6.5. Pool area:

- A few tiles needed to be replaced, and this was done by Peter Lovett at a minimal cost.
- Updated Entrapment Report is required for the pool by September 1, to be done by Automated Aquatics. Quote received for $2625. Motion made by Elaine and seconded by Emily to approve this quote. All in favour. Carried.
- Roger will check with Automated Aquatics about getting the pool repainted if it is necessary, while it's empty for the entrapment work. Last done September 2022.

6.6. Tribunal Fees: Invoice received from Service Alberta in the amount of $2313. This is for the new Condominium Dispute Resolution Tribunal (CDRT) as mentioned in the minutes of March 27, 2026. It is a new mandatory $9 fee per unit (including parking stall units) which is payable from the Operating Fund. Motion made by Roger and seconded by Arlene to approve this invoice. All in favour. Carried.

6.7. Sprinkler Service: Invoice received from Rain Man Plumbing Ltd for annual spring sprinkler service, in the amount of $451. Motion made by Vince and seconded by Les to approve this invoice. All in favour. Carried. Item closed.

7. Items Carried Forward to a Future Date

7.1. Privacy Policy. There will be a one-time fee to have this prepared by Willis Law. Tabled.

8. Correspondence

8.1. Letter from Unit XXX asking for removal of pine trees for health reasons, awaiting medical reports. Nancy will respond.

8.2. Letter from Unit XXX re pool maintenance; resolved. Item closed.

8.3. Letter from Unit XXX with various concerns. Nancy will respond. Item closed.

9. Sierras Décor Committee

9.1. Décor Committee met with the Board on June 9 to present recommendations.

9.2. For all future projects of the Décor Committee, input will be sought from residents at information meetings that will be called at important milestones before major items are approved.

9.3. The Decor Committee prepared an information sheet about upcoming projects for distribution to all residents today. The Board reviewed and approved it.

10. Social Club: Canada Day party was held on July 1 at 4 p.m. and was enjoyed by many.

11. Next Meeting: August 4, 2026

12. Adjournment: Roger adjourned the meeting at noon.