

SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881

Board of Directors Meeting Minutes

August 4, 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 9:25 a.m.
2. **Approval of Agenda:** Motion made by Roger and seconded by Peter to approve the agenda. All in favour. Carried.
3. **Approval of Minutes** of the July 7 and July 20, 2026 meetings. Motion made by Arlene and seconded by Roger to approve the minutes. All in favour. Carried.
4. **Financial**
 - 4.1. Financial Reports for June 2026 were received and reviewed. Motion made by Elaine and seconded by Emily to approve the reports. All in favour. Carried.
 - 4.2. Arrears: \$1000
 - 4.3. Cheques have been distributed.
 - 4.4. Audit: The annual general audit is in progress.
 - 4.5. Cash flow forecast: We have a temporary operating cash constraint, due to the high repair expenses for Units XXX and XXX. Motion made by Roger and seconded by Elaine to temporarily halt monthly transfers from the Operating Account to the Insurance Account and the Reserve Fund Account, totalling \$16,722 per month, until further notice, starting with the September 2026 transfer. All in favour. Carried. This will be explained at the AGM on September 10.
5. **Unfinished Business**
 - 5.1. **Water leakage in** Units XXX and XXX. A discussion was held about Insurance. Wade Engineering sent an invoice for \$5735 which has been paid.
 - 5.2. **Cell phone for Board use** has finally arrived. The number will be published in due time.

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- 5.3. Corporate Credit card for Sierras:** Not yet confirmed.
- 5.4. Dryer vent cleaning** was done July 20-23. Invoice from Modern Air and Water for \$6240 has been paid. Item closed.
- 5.5. Stucco Work:** Browne & Sons Plastering Limited will be here later this month to do some minor stucco work. Some scaffolding will be set up. He will also take another look at the stucco and parging around the entire building to ensure that no damage has been done by the recent heavy rains. He will check the parging along the outside wall of the east terrace which has been exposed due to the rain.
- 5.6. Window Cleaning** was done July 15 by Paneless Windows at a cost of \$2919. Motion made by Elaine and seconded by Peter to approve this invoice. All in favour. Carried. Item closed.
- 5.7. 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.
 - The heavy rains have damaged our landscaping on the outside of the wall along the east terrace. Dirt has washed away and bark chips have been washed down to the bottom of the slope.
 - There are places on the terrace where the gravel has been completely dislodged down to the membrane, at the ends of some downspouts. This has been repaired by Peter and Roger. Item closed.
 - Roger will take some broken chairs and other garbage to the dump. Item closed.
- 5.8. Parking Lot Sweeping** was completed. No invoice has yet been received.
- 5.9. Roofing:**
- Annual Roof Inspection was done by Reid's Roofing on July 8 at a cost of \$2751. Motion made by Peter and seconded by Les to approve this invoice. All in favour. Carried. Item closed.
 - Reid's Roofing supplied a list of preventative maintenance items with a quote of \$1509. Motion made by Peter and seconded by Elaine to approve this quote. All in favour. Carried.
 - Unit XXX reported a damp patch on ceiling. Reid's Roofing completed the repair work July 21-22 and the ceiling work was done July 27. Invoice not yet received.
 - Unit XXX reported some leaking after a recent heavy rainfall. Waiting for quote.
- 5.10. Extraordinary General Meeting** was held July 15, 2026. Minutes will be available, as required by law, within 60 days of the meeting. If possible, KDM will include them in the AGM package. Item closed.
- 5.11. Pure Mechanical**
- the return air unit in the pool area was repaired as there was a broken part. No invoice yet received.
 - Unit XXX hot water shut-off valve has been leaking for some time. The leak was found and fixed for \$221. Item closed.

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5.12. Elevators

- Invoice received for \$1252 for some minor repairs. Motion made by Elaine and seconded by Emily to approve this invoice. All in favour. Carried. Item closed.
- Proposal received from Otis to change the oil in all three elevators at a cost of approximately \$40,000. We will first request an oil analysis report before proceeding with this proposal.
- The Board is working with Otis to ensure that regular maintenance of our elevators is being carried out. They come every month as per their contract with us, they have checked the elevator pits are dry, and they continue with the preventative maintenance schedule.
- Some elevator upgrades will eventually be required as parts become obsolete. The upgrade to update the “brains” in all three elevator is extremely expensive (\$170,000 quote from Otis). These will not need to be completed all in the same year. Further major upgrades are not anticipated until 2042 according to our Reserve Fund Study. However, the Board is proactively planning for future work to ensure we receive the best value when upgrades become necessary. No safety issues are being compromised.

5.13. The pool and hot tub will be closed August 17-24. An updated “Entrapment report” is required by Alberta Health Services, and the pool must be emptied for this work.

6. New Business

6.1. The Corporation’s Annual General Meeting (AGM) has been set for Thursday, September 10 at 7 p.m. There are 4 vacancies on the Board. A notice will go out tomorrow. The AGM package will be distributed to all owners later this month.

6.2. Leslie Sayer has submitted his resignation as Vice-President. Motion made by Elaine and seconded Emily not to accept his resignation. All in favour. Carried. Les has decided not to seek re-election at the AGM. Thank you to Les for his 20 years of service on the Board!

6.3. Vincent Harvey has decided not to seek re-election at the AGM. Thank you to Vince for his two years of service on the Board!

6.4. Décor Committee is now dissolved, having completed what they were asked to do, that is, research and acquire new furniture. A letter of thanks will be sent to the committee members. Item closed.

6.5. Old couches, loveseats, and chairs from library and lobby will be sold if not needed in the building. Proceeds from these sales will go into the Operating Fund.

6.6. Window Quote received from Crystal Glass for \$296 to repair a window for Unit XXX. Motion made by Roger and seconded by Arlene to approve the quote. All in favour. Carried. Item closed.

6.7. Leaky Window in Unit XXX. This is being addressed by Roger and Peter, and Reid’s Roofing for advice.

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- 6.8. Parkade Inspection:** Roger requested a visit from Lenbeth to inspect the parkade/basement after the recent heavy rains. This will be done in August or September which is the soonest they are available.
- 6.9. Library walls to be painted:** Motion made by Roger and seconded by Les to approve a quote of \$1899 plus gst from Benny's Painting. Carried with a majority. (Another quote was received for the same amount. Benny's has done painting for us in the past.) A letter was received from Unit XXX with an offer to purchase paint for the library. After this generous offer, it was decided that the condo corporation would take the cost.
- 6.10. Church next door:** A new congregation, the Ethiopian Evangelical Church, has purchased the building. They meet on Sundays, as well as Tuesday evenings. Roger will talk to them about parking arrangements, and he will talk to Lakeside Landing as well.
- 6.11. Cracks in walls near elevators:** Peter will do repairs. Item closed.
- 6.12. Unit XXX** has an oil leak under their car. Repairs and cleanup will be done. Item closed.

7. Items Carried Forward to a Future Date

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

8. Correspondence

- 8.1.** Letter from Unit XXX received with medical reports. Nancy has responded.
- 8.2.** Letter from Unit XXX and XXX asking for clarification of Reserve Fund items. Nancy will respond.
- 8.3.** Letter from Unit XXX with various concerns. Nancy will respond.
- 8.4.** Letter from Unit XXX about repair to door. Nancy will respond.
- 8.5.** Letter from Unit XXX with some questions about the EGM. Nancy has responded.
- 8.6.** Letter from Unit XXX and XXX with concerns about an incident at the EGM. Nancy has responded.
- 8.7.** Letter from Unit XXX questioning the EGM rules of decorum. Nancy will respond.
- 8.8.** Letter from Unit XXX about the furniture vote and two subsequent letters questioning Board authority to approve the expense; Nancy responded to all.
- 8.9.** Letter from Unit XXX regarding buying new furniture. Nancy will respond.
- 8.10.** Letter from Unit XXX with various comments regarding the EGM. Nancy will respond.
- 8.11.** Letters (2) from Unit XXX with questions about Décor committee and Board. Nancy will respond.
- 8.12.** Letter from Unit XXX with concerns about parkade. Roger replied.
- 8.13.** Letter from Unit XXX with concerns about roofing workers. Received.
- 8.14.** Letter from Unit XXX with a concern about an incident at the EGM. Nancy will respond.
- 8.15.** Letter from Unit XXX requesting how to submit items for the agenda of the upcoming AGM. Received.
- 8.16.** Letter from Unit XXX with a suggestion about items addressed to the Board. Arlene will respond.
- 8.17.** Letter from Unit XXX thanking Roger for all his work, time and effort on the board. Received.

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- 8.18. Letter from Unit XXX about in-suite work times. Nancy has responded.
 - 8.19. Letter from a Board member and other letters between Board members about office procedures.
 - 8.20. Letter from Unit XXX regarding a leak between units XXX and XXX. Nancy will respond.
9. **Sierras Décor Committee:** Furniture was ordered after approval at the July 20 Board meeting. Final cost was \$29,180, to be paid from the Reserve Fund. The order was reduced by one chair so that we wouldn't go over budget by \$489.
10. **Next Meetings**
- 10.1. Meeting with Auditor: August 11
 - 10.2. Next regular meeting: September 1
11. **Adjournment:** Roger adjourned the meeting at 12:35 p.m.