

SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881

Board of Directors Meeting Minutes

September 1, 2026

Present:

Roger Mellor – President
Les Sayer – Vice-President
Arlene Vandekamp – Secretary
Emily Allan – Director
Vincent Harvey – Director
Peter Lovett - Director

Absent with notice:

Elaine Zaplachinski – Treasurer
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 Peter and seconded by Arlene to approve the agenda. All in favour. Carried.
3. **Approval of Minutes** of the August 4 and 11, 2026 meetings. Motion made by Arlene and seconded by Peter to approve the minutes. All in favour. Carried.
4. **Financial**
 - 4.1. Financial Reports for July 2026 were received and reviewed. Motion made by Roger and seconded by Emily to approve the reports. All in favour. Carried.
 - 4.2. Arrears: \$2001.93.
 - 4.3. Cheques have been distributed.
 - 4.4. Deposit paid for furniture: \$5680 should have come from Reserve Fund. KDM will adjust.
 - 4.5. Motion made by Roger and seconded by Arlene to charge back \$160.00 which is outstanding for the move out for Unit 121. All in favour. Carried.
5. **Unfinished Business**
 - 5.1. **Water leakage in** Units XXX and XXX. After much discussion, the Board decided to ask the Insurance company about placing a claim.

SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881

Board of Directors Meeting Minutes

September 1, 2026

- 5.2. Cell phone for Board use:** The number is 825-965-2150. Please discontinue calling Roger's personal phone number and call this one instead for all inquiries for the Board and Guest Room and Party Room bookings. Item closed.
- 5.3. Corporate Credit card for Sierras** should arrive in the mail shortly.
- 5.4. Stucco Work:** Browne & Sons Plastering Limited quote of \$6274 has been approved for some minor stucco work. There may be more work needed after second inspection.
- 5.5. Landscaping:**
- Quote from D&B for bringing landscaping up-to-grade outside unit 130; cedar mulch and edging to be provided. Quote received for \$2389 including gst. Motion to approve this quote made by Roger and seconded by Emily. All in favour. Carried.
 - The heavy rains have damaged our landscaping all along 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.
 - Trees have tent caterpillar infestations. Peter will ask D&B, our landscaping company, about what to do and post some information for residents.
- 5.6. Roofing:**
- Reid's Roofing supplied a list of preventative maintenance items with a quote of \$1509 which has been approved. Roger will follow up.
 - Unit XXX repair work completed. Invoice for \$19,397 has been paid from the Reserve Fund. Item closed.
 - Unit XXX reported some leaking after a recent heavy rainfall. Reid's will be here Sept. 10 to inspect.
 - Unit XXX leaky window may also be due to roofing issues. Reid's will advise on Sept. 10.
- 5.7. Pure Mechanical**
- The return air unit in the pool area was repaired as there was a broken part. Invoice received for \$594 which has been paid. Item closed.
- 5.8. Elevators**
- Otis sent updated quotes for the controller replacements; we can do one elevator at a time as desired. Quote is \$34,484 for controller board for one elevator, plus \$30,050 for door controller for one elevator. Same for each elevator. Total would be \$194,000 including gst. The board will continue to consult with Otis to monitor the situation. We have a contract with Otis for routine maintenance and safety inspections each quarter.
 - Elevator oil is monitored each time they are on-site as part of regular maintenance. It has been confirmed by Otis that the oil currently shows no signs of needing to be changed. Item closed.
- 5.9. Pool and hot tub:** An updated "Entrapment report" was done August 17-24. No invoice yet received.

SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881

Board of Directors Meeting Minutes

September 1, 2026

- 5.10. The Corporation's Annual General Meeting (AGM)** has been set for Thursday, September 10 at 6:30 p.m. (Note change of time) Registration starts at 4:30 p.m. The AGM package went out August 21, delivered to most doors by Board members, some by Canada Post. Proxies will not be accepted at the door but must be submitted by September 7.
- 5.11. AGM Date:** A motion from several years ago had ruled that the AGM will be held on the second Wednesday of September. Motion made by Vince and seconded by Emily that the AGM will normally be scheduled for the second or third week of September, at a date mutually agreed upon by KDM and the Board. All in favour. Carried. Item closed.
- 5.12. Old couches and loveseats** from library and lobby will be sold if not needed in the building. They will be sold on Marketplace if necessary. Proceeds from these sales will go into the Operating Fund.
- 5.13. Parkade Inspection:** Roger requested a visit from Lenbeth to inspect the parkade/basement after the recent heavy rains. This will be done in September which is the soonest they are available. Peter has placed a downpipe extension in the SW corner which has resolved the leak. No further leaks have been detected.
- 5.14. Library walls will be painted** by Benny's Painting. The library will be closed Sept. 21 – 26 in order to have time to move the furniture, box up the books, repair holes in walls, get the painting done, and put everything back.
- 5.15. Ethiopian Church next door:** Roger spoke with the pastor and with Lakeside landing about our shared parking area. Contract obligations are the same as we had previously with the Baptist Church. Item closed.

6. New Business

- 6.1. Party Room Policy discussion.** Motion made by Les and seconded by Vince: "If any resident's family wishes to have a Celebration of Life for their departed loved one who lived at Sierras on the Lake, the Party Room, if available, will be free of charge. This only applies if residents at Sierras are invited to share in the celebration, and there can be no religious service at this event." All in favour. Carried. The policy page will be updated and distributed. Item closed.
- 6.2. Policies.** After some discussion a new Notice Board Policy was drafted, and the Soliciting Policy was revised to avoid repetition. Motion to approve these additions and changes was made by Arlene and seconded by Roger. All in favour. Carried. The policy pages will be distributed. Item closed.
- 6.3. Insurance Appraisal** is due. Nancy will follow up with HUB.

SIERRAS ON THE LAKE

CONDOMINIUM CORPORATION 022 6881

Board of Directors Meeting Minutes

September 1, 2026

6.4. AllTron Systems sent an estimate of work required after the April fire safety inspection. Quote is \$6597 including gst. Roger will follow up with Nancy with some questions.

6.5. Parafos testing kit: Emily will contact Automated Aquatics, as we need more of them. Item closed.

7. Correspondence

7.1. Unit XXX: Cable locks for benches on terrace are a tripping hazard. Peter will remove the cables.

7.2. Unit XXX letter received with medical reports. Nancy has responded. Waiting for update.

7.3. Unit XXX: Dryer problems after recent dryer vent cleaning in the entire building. Asking for reimbursement of \$376.94. Motion made by Roger and seconded by Vince to reimburse the owner. Nancy will follow up.

7.4. Unit XXX: Dirt was dumped over a balcony and landed on two patios below. Our Bylaw #67 states: "Nothing may be thrown off the deck of a unit". This has been resolved.

7.5. Unit XXX: Concern about wet bricks after rainfall. Nancy to respond.

7.6. Unit XXX: Letter regarding resignation. This has been attended to.

7.7. Unit XXX and XXX: Letters of thanks to the Board.

8. Social Committee

8.1. Resignation of Chair, Secretary, and the promotions person, as of August 10. The Board sincerely thanks them for their service.

8.2. An ice-cream sundae Sunday was held on August 9 in the party room. Delicious sweet treats were enjoyed!

9. Next Meetings:

9.1. Sep. 16 at 9:30 a.m. Short meeting with new board members.

9.2. Oct.14 for full board.

10. Adjournment: Roger adjourned the meeting at 11:30 a.m.