

Approved Minutes - Council Meeting - Strata Plan 2720 – 22 Oct. 2003

Attending: Roger Taylor, Gerry Gabel, Don Gorby, Chris Maze, Will Carter
Absent: Christine Montgomery, Mary Lou Newbold, Darren Pears
Quorum: Yes
Minutes taken by: Gerry Gabel

The meeting was called to order at 7:35 PM at Don's place.

1. Review Minutes

- a) The September minutes were approved as distributed.

2. Financial Review

- a) In reviewing the September Financial Statements, it was noted that the Elevator amount seemed high but Will reported that it was due to quarterly billing. The statements were approved. Will was asked to send Chris a copy of the Scotia T-Bill mutual fund statement so he could determine if better alternatives existed.
- b) Legal proceedings have started to seize units CP 111 and CP 207 for non-payment of strata fees. There does not seem to be any fines levied against CP 306 for outstanding payments of previous fines. Will will look into this matter as well as send an arrears letter to the owner.
- c) Will is to check on whether or not the EFT process has caught up with the strata fee increase as Chris felt it had not. Will mentioned that Baywood has a new bookkeeper, Dianne Mattin, plus two part-time receptionists.
- d) Council members present felt that, because of his background, Chris may be better suited as Treasurer. Chris was to check with his employer to ensure there are no conflicts.

3. Maintenance/Repair Items

- a) The janitorial work has improved and Steve is catching up as a result of fewer problems related to CP 306.
- b) The garage fan at the front of Hampton Court is not running. Roger will check to see if it has been turned off or if there is a problem.
- c) 15% of the vents will need cleaning from the outside so Roger is getting quotes for the work. The upcoming Newsletter will inform tenants what they can do to clean their vents from the inside.
- d) There has been no response from the company who was to clean the first floor ceilings. They may be out of business so Roger will find an alternative.
- e) Landscaping work has improved as the gardener is doing more shrub work and tenants seem to be pleased with the new appearance.
- f) The recent rains caused a delay in cleaning the exterior windows but the windows now seem to be cleaner so Council decided to wait and see how they change.
- g) The front door locks for both buildings were repaired by Acme who also gave us some suggestions for better maintenance when using Teflon lubricant.
- h) A broken roller on the garage door gate was replaced and the electric eye sensor was cleaned, resulting in improved operation.

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- i) The Bristol Park Council sent us a letter complaining about the overhang of our fence (which they had earlier requested) plus some overgrown shrubs. The overhang was removed and the shrubs trimmed back.
- j) Roger will contact our irrigation maintenance firm to shut down and winterize the sprinkler system.
- k) HC 409 and CP 101 have experienced back-ups in their kitchen and bathroom drains perhaps from blocked pipes due to improper use of carburetors or a problem with the plumbing stack. Roger will have the relevant stacks cleaned out with a snake.

4. Security Issues

- a) Darren's Block Watch and Police "walk about" items were tabled until the next meeting.
- b) There have been no complaints about CP 306 since Sept. 21. (The security guard was started on Sept. 26) Council discussed our options from here on and decided to cancel the guard for the coming weekend but retain him again for Oct. 31 and Nov. 1st. If there are no further complaints, the owner of CP 306 will be charged for his services up to and including Oct. 18.

5. Bylaw Issues

- a) A noise complaint was received from HC306 against HC406 alleging increased noise and banging sounds. The banging was found to originate from HC408 due to some construction. However, a letter was sent to the tenant in HC406 regarding increased noise suggesting ways to reduce noise transfer since this unit did have the flooring changed recently. Their response was that they are hardly ever in their unit.

6. Other Items

- a) Darren (with help from Brooke Finnigan and Edna Deepprose) captured all but two of the stray cats. More than ten were captured and turned over to the SPCA and the matter seems to be resolved.
- b) A Newsletter will be prepared highlighting subjects such as cleaning dryer vents, replacing dryer hoses, hot water tank replacement and various other apartment maintenance items.
- c) There are still about 36 gas meter readings outstanding. Roger may have lost 6 or 8 as a result of a computer problem as well. Roger and Chris will do a door to door canvass to gather the outstanding readings such that the fireplace gas usage invoices can be sent out.

Next Meeting On Nov. 26, 2003 at 7:00 PM at Chris's place (CP 209)

The meeting adjourned at 9:35PM