

# Approved Minutes - Strata 2720 Council Meeting - Sep 16, 2004

Present: Roger Taylor, Anita Walper, Chris Maze, Don Gorby, Will Carter

Absent: Darren Pears, Gerry Gabel, Mary Lou NewBold

Quorum: Yes

Minutes taken by: Roger Taylor

The meeting was called to order at 7:30pm. Location: Roger's place.

## 1. Review Minutes:

- a. The unapproved minutes of the Jul 14, 2004 Council meeting were approved with the following changes:
  - (1) Item 2(b) – Change the word “had” to “have”.
  - (2) Item 2(c) – Second to last sentence – change “work done.” to “work that was done without indicating the previous repairs were not acceptable.”
  - (3) Item 5(a) should read “Council has received a copy of a letter written to HC204 about an increased level of noise coming from HC204. This is not an official complaint, just a copy of communication, so no action will be taken.”
  - (4) Item 6(a) – last three sentences should read: “Council discussed possible maintenance options. Roger to pursue maintenance options with Victoria Refrigeration. Will Carter is to inform CP405 owner of council's decision.”
- b. The unapproved minutes of the Aug 19, 2004 Annual General Meeting were reviewed and the following changes were recommended:
  - (1) Item 3(a) first sentence should read: “Roger reported on the burst irrigation pipe incidents and three other water escape incidents over the past year.”
  - (2) Item 3(a) second paragraph, last sentence: “burst pipe” should read “burst irrigation pipe”
  - (3) Item 4(b) last paragraph, first three sentences should read: “Roger requested that the owners ratify the payment of up to \$17,000 for the emergency membrane repair. Moved by Lil Wilson (HC 112), seconded by Margaret Taylor (HC 417) that “The Strata Council be authorized to take up to \$17,000 from the Building Reserve Fund to pay for repairs to the membrane”. An owner questioned why this work wasn't done during the first membrane repair and Roger replied that this repair was much further away from the building, near the garage ventilation unit.”
  - (4) Item 5(a) third sentence – “removed” should be “moved”
  - (5) Item 5(b) Sentence starting Chris Maze should read: “Chris Maze reported that he had helped trap and remove a cat, but...”
  - (6) Item 5(b) second to last sentence should read: “Roger replied saying the gas bills went out earlier this year and that residents often take a long time to return gas meter readings.”
  - (7) Item 6 should read: “Will Carter conducted the election and indicated that from the existing Council members, the following have agreed to stand for re-election: Roger Taylor, Gerry Gabel, Don Gorby, Chris Maze, Mary Lou Newbold, and Darren Pears. After an appeal by Roger, Anita Walper (HC 106) volunteered to stand. There being no further volunteers, Donna Bishop (HC 104) moved that “Nominations cease”, seconded by Lil Wilson (HC 114). All present were in favour and the motion carried. Hence the new Council was elected by acclamation and consists of Roger Taylor, Gerry Gabel, Don Gorby, Mary Lou Newbold, Chris Maze, Darren Pears and Anita Walper.”

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## 2. Financial Review

### a. Aug 2004 Financial Statements

- (1) Balance Sheet - Will Carter was asked to investigate why retained earnings had a negative balance of (\$11,313.35) and report at the next meeting.
- (2) Operating Statement - \$50.00 in fines were for two NSF charges and should not appear as fines.
- (3) YTD Budget Analysis – Interest Income and Interest Transfer line items in Actual column not present, as reconciliation not completed. Council to review at next meeting.
- (4) YTD Budget Analysis – Council asked Will Carter to move “Meeting Expense” into “Administration Costs” and to move “Intercom Maintenance” into “Repairs and Maintenance”.
- (5) Misc. Cash Disbursements – Telus Mobility charge of \$40.85 should be “Administration Costs”, not security.

b. A copy of arrears letters was not included with the financial package. Will Carter was asked to provide at next meeting.

c. CP306 has sold.

### d. Review of Legal Proceedings

- (1) CP111 (Bradsell/Over) – selling – closing Oct 1
- (2) CP108 (Jurens) – Mr. Jurens has filed a counter suit in the amount of \$8,406.00.
- (3) CP207 (Konchak) –Ms. Konchak’s payment proposal was reviewed by council and determined to be inadequate, given the amount of the arrears, her payment history, and the fact her payment proposal would take over 7 years to pay off the arrears. Council was asked to draft a letter to our lawyer, indicating what terms council would deem appropriate.
- (4) Council asked Will Carter why the lawyer went through small claims court rather than BC Supreme Court. Will Carter indicated that he would inquire and have the answer for the next meeting.

## 3. Maintenance/Repair Items

- a. Replacement of tiles in both CP and HC elevators – Don Gorby to get bids on proposed replacement options by next meeting.
- b. Cleaning/re-painting of HC first floor ceilings near air vents – Roger to get quotes and proposed schedule by next meeting.
- c. CP306 - Door and Frame repainted – Item to be carried forward and discussed at a future council meeting when CP hallway repainting/touch-ups are to be scheduled.
- d. Landscaping – lawn reseeding/plant replacement – Anita Walper to obtain quotes from landscaper for shrub replacement in front of CP and lawn reseeding various areas. If the quotes do not exceed \$1,500.00, council gave Anita approval to proceed.
- e. Building exterior washing – Roger to obtain quotes and tentative schedule by next meeting.
- f. Dryer vent cleaning– Roger to obtain quotes and tentative schedule by next meeting.

## 4. Security Related Items

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- a. Exterior lock change and re-issuance of keys – Chris Maze to get quotes on secure access systems for next meeting. Roger to get safety requirements from Victoria Fire Dept. regarding garage-level exits.
5. Bylaws & Rules
  - a. None.
6. Other
  - a. Council welcomed Anita Walper to the strata council.
  - b. Council determined the following council positions: President – Roger Taylor, Vice President/Secretary - Gerry Gabel , Treasurer – Chris Maze, Mechanical – Don Gorby, Landscaping – Anita Walper, Janitorial – Mary Lou Newbold.
  - c. Roger asked if Will Carter had responded to the letter from CP405 regarding the rooftop ventilator and council's decision. Will Carter indicated that he had called her.
  - d. Roger will be away in September. Anita offered to handle non-emergency items and Will Carter offered to handle emergency items.
  - e. Don Gorby discussed wiring the garage door to the back-up generator in the garage, so it would work in a power outage. He had an estimate of \$1000.00 (from last year). Council agreed it would be a good idea to integrate with the installation of access control system and asked Don to get an updated quote.

Next meeting: Thursday Oct 21, 2004 7:00pm at Chris Maze's (CP209).

Meeting adjourned at: 9:34pm