

Approved Minutes - Council Meeting - Strata 2720 – December 16, 2004

Attending: Roger Taylor, Gerry Gabel, Don Gorby, Chris Maze, Mary Lou Newbold, Will Carter

Absent: Anita Walper

Quorum: Yes

Minutes taken by: Gerry Gabel

The meeting was called to order at 7:30 PM at Gerry's place.

1. Review Minutes

a) The following changes were noted:

1. Item 3c): Change "Doug Downs" to "DougLes Consulting".
2. Item 4a): Change "tying" to "linking".
3. Item 5a): Change "too" to "to".
4. Item 5a): Change "Roger advised her that ... it would be" to "Roger advised her that due to the circumstances, it would be" and in the same sentence, change "plus" to "since".

With these changes, the Minutes of the November Meeting were approved.

2. Financial Review

- a) In the November Financial statements, Roger noted that the \$8,000 invoice from DougLes Consulting had been reversed from Repairs and Maintenance and charged to the Building Envelope Reserve account as discussed last month. The Repairs and Maintenance expense is under budget but there are upcoming expenses expected. Will is to check why there was no Interest Income posted in November. Council noted that the Electricity expense is under budget but Water and Gas are over budget. Will thought it might be a billing timing matter. Chris asked why the report continues to show the zero amounts for accounts that were amalgamated (e.g., Window Washing, Supplies, etc.). Will will look into this.
- b) Will reported on the status of arrears letters and communications with delinquent owners. Lisa has annotated the results of phone calls and e-mails on the Fee Summary report. Roger noted that there has been improvement in the arrears letters and mentioned that the accounting program used by Baywood could automatically generate a form letter each month to owners in arrears. Council agreed to remove the \$100 arrears from CP 410 left outstanding when this unit sold last April.
- c) Roger reported on the personal communications that he committed to handle last month. Roger spoke with the owner of HC 109 in connection with the \$100 fine issued last month and learned that the owner plans to sell his unit. Roger explained the arrears situation and the owner seemed to understand but made no offer of payment. Since he continues to ignore his responsibilities, Council decided on a fine of \$50 plus interest on the outstanding arrears at 10% p.a.

When Roger gave the owners of HC 401 a "heads up" on their growing arrears, they agreed to make a \$2,000 payment in January and pay \$100 more than the strata fees each month to get back in line.

The owner of CP 307 had moved with no forwarding address. Roger knew him and was able to contact him and as a result, the owner has agreed to set up an EFT payment plan to pay off the arrears and pay monthly strata fees.

- d) Roger reported to Council on the status of the two legal proceedings underway related to CP 108 and CP 207. The settlement conference for CP 108 occurred before a judge today. It lasted 30 minutes and went very well. The owner admitted that he had placed a stop payment on the EFT withdrawals but did not inform Baywood Property Management. After Roger described the events and actions taken by Council the Judge stated that she has never seen a Strata Council as reasonable and accommodating as ours. She told the owner that he has no case against the Strata and that she would even recommend further fines if he did not deal with his arrears. He told her he had funds in trust and that he was expecting some money from an inheritance. The judge

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directed the owner to pay \$2,000 within 1 week, to start paying his strata fees plus \$80 each month and that he pays off all his arrears by the end of April 2005.

A settlement conference with the owner of CP 207 is waiting a court date. Our lawyer thinks that the judge will not grant seizure of the unit although we feel we have a good case for that action. The lawyer feels the judge will direct the owner to make monthly payments of the strata fees plus \$100. At that rate it will take over 6 years for the outstanding arrears to be paid off.

3. Maintenance/Repair Items

- a) Roger has received an estimate from Hourigans to replace the tile floors in the elevators and Council decided to proceed with this work in January at a cost of about \$2,000.
- b) The building exterior power washing and dryer vent cleaning has been completed. There were some areas that were difficult to reach that did not get done but they are not that noticeable and they will be done on the next cleaning.
- c) The missing letters on the Hampton Court building name have been replaced.
- d) Halls Irrigation has completed winterizing our sprinkler system.
- e) There were two calls for minor repairs to the garage gate. Roger told the company that they should have caught the second problem when they out the first time.
- f) Pacific Coast Fire Equipment has been selected to carry out the annual fire equipment maintenance program.
- g) Apparently, we should have been scheduling a regular check of the in-suite fire alarms/buzzers and so it will be done in the New Year. Also the Victoria Fire Department sent a letter (that went astray since it was addressed to unit 101) specifying some work that needed to be done on our standpipes. Griffith Engineering will do the necessary work by the end of January.
- h) Water was reported in the hall outside of unit HC 109. The owner was away and when Roger spoke with the temporary tenant, it appeared that the water came from the washer drain hose. Eagle Eye Maintenance was called to clean up the hallway.

4. Security Issues

- a) Several Council members discussed access control systems and viewed surveillance equipment at Posscan after the last meeting. The store manager cited other buildings with similar exit arrangements to ours and felt that we could get approval for our plan if we presented it in the proper way. He will visit our site to see the exact layout, take some pictures and advise us on how to proceed in negotiations with the Victoria Fire Department.

5. Bylaw Issues

- a) Roger has sent the flooring change agreement to the owners of HC 109 and CP 204. No response has been received from CP 204 and Council decided that if the agreement is not received by the January meeting then fines will be assessed.
Roger has communicated with the owner of CP 109 (see item #2d) and has given him the same date to respond by or face further fines.

The meeting closed at 9:25 PM.

Next Meeting On Tuesday, 18 January 2005, at 7:00 PM at Roger's place (HC 417)