

Approved Minutes - Council Meeting - Strata 2720 – January 18, 2005

Attending: Roger Taylor, Gerry Gabel, Don Gorby, Chris Maze, Anita Walper,
Will Carter (arrived later)

Absent: Mary Lou Newbold

Quorum: Yes

Minutes taken by: Gerry Gabel

The meeting was called to order at 7:12 PM at Roger's place.

1. Review Minutes

- a. The following changes were made to the December Minutes prior to approval:
- b. In item 2d): change "related CP 108" to "related to CP 108"
- c. In item 3e): change "when they out" to "when they were out"
- d. In item 3h): change "washer hose" to washer drain hose" and delete the remainder of that sentence.

2. Financial Review

- a. Council reviewed the December Financial Reports. The YTD Budget Analysis indicates that the strata's expenses are slightly lower than expected at this time.
- b. Serious arrears, which Council reviewed:
 - (1) CP110 owes \$1,421.06. Payments of \$500 were made in November and December. Baywood Property Management (BPM) will follow up with a phone call and Council approved a \$50 fine, if no payment is received in January.
 - (2) CP307 owes \$1,512.24. BPM will follow up with a phone call. Council approved a \$100 fine, if no payment is received in January.
 - (3) HC109 made a payment of \$400, but still owes \$1,277.06. Council levied a fine of \$100 for being in arrears and failing to respond with a payment plan, as requested.
 - (4) HC401 owes \$2,893.54. No payments received. Council levied a fine of \$100.
 - (5) Council next discussed the legal proceeding we have underway to recover outstanding strata fees
 - (i) CP108 did not make the \$2,000 payment as agreed at the court settlement hearing, nor was the January strata fee and arrears payment made in the first week of January. A payment of \$500 was made on January 9th with no other communication or payment plan, as requested. Council levied a fine of \$100 for non-payment of fees, plus interest, and will discuss options with Kerry Simmons, our legal council.
 - (ii) CP207 has made a payment, but still owes \$7,699.12. The matter goes to a settlement conference on February 2nd. Roger asked Will to produce a ledger of monthly fees and payments back to the time when there were no arrears on CP207.
- c. After reviewing the past year of arrears and late payments patterns, Council directed BPM to charge interest (at a rate of 10% p.a.) on all outstanding balances as of the 15th of the month. In addition, BPM shall send letters every month to owners with an outstanding balance. The assessment of interest shall be done automatically by BPM's accounting system along with the preparation of a form letter to minimize the administrative work required. Will Carter to confirm the capabilities of his accounting system with regards to interest and form letters at the next meeting.

3. Maintenance/Repair Items

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- a. We are waiting on Hourigans for an installation date on retiling the elevator floors.
- b. The Hampton Court east end fence was damaged and has been repaired.
- c. According to the Victoria Fire Department, the standpipe in CP failed a pressure test. Roger has not been able to get a copy of the report from the VFD and M. Griffin indicates that they did not perform a standpipe test. Roger will follow-up with the VFD.
- d. Roger will approach a painter in CP to see if they can do paint touch-ups in the buildings.
- e. Doug Downs has confirmed the annual building inspection will commence in February. Anita asked that they include the west stairwell, garage level in the inspection.
- f. The testing of the in-suite alarms and buzzers will be postponed until the spring.

4. Security Issues

- a. Council has still not heard from Don Sherman of Posscan who was going to help us with approval from the Victoria Fire Inspection Branch for putting a restraining device on the west-end garage level doors. Chris will follow-up.
- b. Don Gorby brought up the matter of tying the garage gate and reader into the backup generator system, so the garage gate would function in a power outage. Council authorized the work, based on the cost estimate of \$1,000.

5. Bylaw Issues

- a. Council has received a request from CP201 to install laminate floor. Roger will send the owner the Statement of Understanding and Responsibility (SUR) and noted that 75% of units in which laminate floors are installed end up with some type of noise complaint. Council discussed the possibility of an additional bylaw to outline acceptable flooring.
- b. CP204 has signed and returned their SUR.
- c. A noise complaint has been received against CP405, relating to noise transfer from their laminate floor. The owner has been notified.
- d. The owner of HC109 installed laminate floors without permission and has not signed and returned a Statement of Understanding and Responsibility (SUR), as requested. Council levied a fine of \$100.00.

6. Other Items

- a. Council has received a letter from Mr. Urmas Anniko, legal council for the owner of CP405, regarding noise from the rooftop ventilator situated over her bedroom. The changes made to the ventilator fan last fall have somewhat reduced the noise and vibration transferring to CP405. Roger and Chris recently visited the unit and confirmed that audible noise is still present when the fan is running. Council will enlist the services of an acoustical engineer to assess, report, and make recommendations on the issue.

Next Meeting: February 17th, 2005 at 7:00 PM at Anita's place (HC 106) or alternatively at Chris's place (CP 207) to be confirmed by Anita.

The meeting adjourned at 9:55 PM