

## **Approved Minutes - Council Meeting - Strata 2720 – February 17, 2005**

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

**Absent:** Mary Lou Newbold, Gerry Gabel

**Quorum:** Yes

**Minutes taken by:** Roger Taylor

The meeting was called to order at 7:15 PM at Anita's place.

### **1. Review Minutes**

- a. The January Minutes were reviewed and there were a large number of changes. In the interest of brevity, only the paragraph number of the items changed are listed below:
  - (1) 2a - last sentence should read: "The YTD Budget Analysis indicates that the strata's expenses are slightly lower than expected at this time."
  - (2) 2b, 2c - reduced to information on payments, balance due and fines levied and renumbered to 2b(1), 2b(2), 2b(3), 2b(4), 2b(5), 2b(5)(i), and 2b(5)(ii)
  - (3) 2d – should read: "After reviewing the past year of arrears and late payment 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."
  - (4) 3a – should read: "We are waiting on Hourigans for an installation date on retiling the elevator floors."
  - (5) 3b – should read: "The Hampton Court east end fence was damaged and has been repaired."
  - (6) 3c – should read: "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."
  - (7) 3d – should read: "Roger will approach a painter in CP to see if they can do paint touch-ups in the buildings."
  - (8) 3e - should read: "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."
  - (9) 4a – should read: "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."
  - (10) 4b – should read: "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."
  - (11) 5a – should read: "Council has received a request from CP201 to install laminate flooring. 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."

## **Approved Minutes - Council Meeting - Strata 2720 – February 17, 2005**

- (12) 5c – should read: “A noise complaint has been received against CP405, relating to noise transfer from their laminate floor. The owner has been notified.”
- (13) 5d – should read: ” 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.”
- (14) 6a – should read: “Council has received a letter from Mr. Urmas Anniko, legal counsel 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.”

### **2. Financial Review**

- a. Council reviewed the January financial reports and found the January 2005 Month to Date Income Statement to be missing a large number of expenses for the month. Will Carter was directed to investigate and report at next meeting.
- b. The following units had balances in excess of \$100 as of February 15. Therefore, 10% interest shall be charged on the outstanding balances of the units: CP101, CP106, CP110, HC111, CP204, CP207, HC217, CP304, CP312, CP406, and HC411.
- c. The following serious arrears were then discussed:
  - (1) CP108 – Balance \$2706.72 - No payment - \$100 fine levied.
  - (2) CP204 – Balance \$1024.52 - No payment - \$100 fine levied (Note: A \$50 fine had already been assessed by Baywood. Therefore only a \$50 additional fine will be charged to the account)
  - (3) CP207 – Balance \$5575.79 - Payments made according to payment schedule. No fine. (Note: A \$50 fine had been automatically levied by BPM for February. This is to be reversed.)
  - (4) CP406 – Balance \$504.00 - Current strata fee paid, but no payment on arrears and no payment plan - \$50 fine levied.
- d. Council requested that Baywood Property Management provide each month a Fee Summary for the end of the previous month as well as a Fee Summary for the current month-to-date, so council can perform a complete review of payment histories at council meetings.

### **3. Maintenance/Repair Items**

- a. New tiling in elevators - We are still waiting to hear from Hourigans on an installation date. Roger will follow-up with Bernie.
- b. CP failed standpipe flow test – Upon investigation, it was found that the VFD letter was in error, as there is no report. Both M. Griffin and Pacific Coast Fire Equipment confirmed that they did not perform a standpipe flow test and did not give a “failed” report to VFD. In anticipation of VFD’s response, Roger will ask for PC Fire Equipment to perform the test.
- c. Accelerator System Required – The VFD has determined that we will require an accelerator unit for the garage sprinkler systems in order to reduce the time from valve trip to water at furthest point from 2:04 to 60 seconds or less. PC Fire Equipment has been asked to provide a quote.

## **Approved Minutes - Council Meeting - Strata 2720 – February 17, 2005**

- d. Paint touch-ups – Roger will follow-up with resident.
- e. Annual Building Inspection – Currently underway. Nothing to report as of yet.
- f. Testing of in-suite alarms and buzzers – PC Fire Equipment has been asked to provide a quote.

### **4. Security Issues**

- a. Chris heard from Don Sherman at Posscan. Unfortunately, the VFD was not willing to allow us to place any sort of restraining device on the garage level west-end stairwell doors. This greatly increases the cost of installing an access control system. Options will be reviewed.
- b. Chris will also be following-up with Posscan regarding quotes on surveillance systems.
- c. Don Gorby reported that Ross Harmsworth would be able to connect the garage gate to the back-up generator within the next 3-4 weeks. Estimated cost \$1000 +/- 15%. Council approved the expense.

### **5. Bylaw Issues**

- a. Fire alarm pulled – A guest of HC205 pulled three fire alarm pull stations near midnight on Sunday January 23. The owner has been fined \$800, paid the fines, and sold his unit.

### **6. Other Items**

- a. CP405 – Noise from Rooftop Ventilator – Acoustical Engineer visit scheduled for Tue Feb 23, 2005.

**Next Meeting:      Thursday March 17, 2005 @ 7:00pm - Location: CP209 (Chris Maze's)**

The meeting adjourned at 9:42 PM