

# Unapproved Minutes – Strata 2720 - Council Meeting – July 29, 2013

Attending: Will Carter of Baywood Property Management, Roger Taylor, Shane Bowman, Donna Bishop, Anita Walper, Tracy James, Judy Phillips.

Minutes Taken by: Judy Phillips

Quorum: Yes

Meeting called to order: 7.45 pm

## 1. Review Minutes

The minutes of June 17, 2013 were reviewed, amended and adopted.

## 2. Financial Review

- a. A legal fee of \$775 was not budgeted for as this kind of expense cannot be foreseen. Window washing costs will be transferred to repairs and maintenance. Administrative costs were over budget by \$1200. We are up to date with janitorial invoices, but not landscaping. The figures show we are actually ahead of budget.

### b. Arrears

HC 208. Will Carter filed a claim for arrears with the Small Claims Court. Notice could not be served on the owner as it is believed he is out of province. Mr Carter will follow up on this and find out if there is any way the owner can be served in another province if we can find out his where-a-bouts. The tenants in the unit will be asked for contact information. CP 112. Two months in arrears. A letter was sent to the owner, but there has been no reply. The owner will be asked for the contact information of the person responsible for the EFT as it under a different name than the owner. Roger Taylor will follow up on this. Will Carter will send him the name and bank account number.

HC 411 is 3 months in arrears. The owner passed away suddenly.

### c. Investments

Statements have been received from CCS and Scotiabank. The financial statement has been updated with the interest income for the year end.

## 3. Maintenance Items

- a. Doug Downs of Eagleye has been asked for a quote for a building inspection – no reply as yet.
- b. Roger Taylor called out Depend-a-Dor to repair the garage door as it was off track.
- c. There was a small leak in the fire suppression system. Cascade Fire Protection was called out and a segment of pipe was replaced.
- d. CP 407, Entrance hallway – skylight – stain on ceiling. There was a corner of the skylight where the seal had lifted a little. Doug Downs will fix the problem.
- e. HC 110. Stain on wall of bedroom. The owner is away this week, so hopefully there will be an update next week.
- f. Flood. Underground parking. A water escape was identified at garage level below CP 104. The en suite bathroom sink overflowed due to owner error.

## 4. Bylaw Items

- a. HC 305 – Request to rent. Additional information for review had been requested. This was

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received and reviewed by council. Council agreed the application met the criteria for exemption to rent under the hardship clause. Council agreed that there would be an exemption granted for 18 months, beginning Aug 1, 2013 and ending 31 Jan, 2015

### 5. Security Items

- a. Acme was called out to repair the front door lock of CP.

### 6. Other

- a. The bike area clean up has been brought forward to August.
- b. Depreciation Reports. Two quotes have been received. One from Phung Horwood, and one from Island Depreciation Reports. Phung Horwood has quoted \$7,500 for a depreciation report and \$8,200 for a combined depreciation and insurance report. No quote was given for future reports.  
Island Depreciation Reports quoted \$12,500 for a depreciation report with annual follow ups at 10% of the original report. Roger Taylor will obtain a third quote. The cost will come out of the contingency fund. It is slated for discussion at the AGM.
- c. AGM.
  - (1) Budget. Will Carter will prepare the budget and send it out to council members to review. \$15,000 should be estimated for the depreciation report. Strata fees will need to increase to cover various cost increases.
  - (2) Roger Taylor will contact the Legion and organize an August date for the AGM. He will send out notices to the owners.

Next Meeting: Tuesday August 13, 2013 at Will Carter's house. Time to be determined.

Meeting adjourned: 9.55 pm

DRAFT