

# Approved Minutes – Strata 2720 - Council Meeting – Oct 15, 2015

Attending: Will Carter of Baywood Property Management, Roger Taylor, Atley Jonas, Anita Walper, Donna Bishop, Judy Phillips.

Absent: Gayle Chong

Minutes Taken by: Judy Phillips

Quorum: Yes

Meeting called to order: 7.15 pm

## 1. Review Minutes

The minutes of Sept 17, 2015 were reviewed, amended and adopted.

## 2. Financial Review

- a. Financial Statement. Trash/recycling and the elevator which were slightly over budget. Otherwise there was nothing else untoward in the September financial statement.
- b. Arrears. CP111, HC404 and CP204 are in arrears. Letters will be sent. CP112 is also in arrears. Will Carter will hand deliver a letter to this unit advising the owner that at the end of this month we are in a position to put a lien on the property and to consider legal action.
- c. Investments. We have been advised by Scotiabank that \$100,000 has been deposited into a 3 month GIC account, maturing on Dec 9<sup>th</sup>, 2015, and \$140,000 has been deposited into a 6 month GIC account maturing on Mar 9<sup>th</sup>, 2016.

## 3. Maintenance Items

- a. CP rooftop ventilator has been ordered and should be delivered in 5-9 weeks.
- b. Roof debris clean-up - completed.
- c. Pressure washing – completed.
- d. Painting touch-ups have been started.
- e. Repainting garage level door – will be discussed at AGM, Mon Oct 19<sup>th</sup>.
- f. Replacement of Common Area lights with LED lights – awaiting quotes.
- g. HC Mechanical Room door replacement – ordered.
- h. Dryer Vent Cleaning – Part 11 - slated for Nov 3<sup>rd</sup>.
- i. Balcony repairs as per BECA are being scheduled.
- j. Annual Sump and Drain Inspection/Test is being scheduled for this month.
- k. Carpet Cleaning - Roger will request quotes.
- l. Privacy Screens – Roger will request quotes.
- m. Replacement of garage level carpet – Roger will request quotes.
- n. Annual Fire Inspection – Review. The Victoria Fire Dept advised there should a fire plan on every floor and that there should be a red binder with a fire plan in a locked box at the front door. B/F for further discussion.

## 4. Bylaw Items

- a. Legal opinion regarding rental restriction bylaw – awaiting response.

## 5. Security Items

- a. None.

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### 6. Other

- a. An owner asked how appropriate it is for the Baywood Property Manager to sit at the table during the AGM as it could be interpreted by some owners that he is on the Strata Council. It is standard practice to have a property manager at the table for convenience in the event that he/she needs to clarify bylaw rules or other general strata corporation rules.
- b. An owner asked about the feasibility of having a facilitator at the AGM. It isn't possible. The meeting should be chaired by the President. If he/she is not available, then it becomes the Vice President's duty. If that isn't possible, an owner who is present at the meeting needs to be nominated from the floor.
- c. Parking Stall and Locker Room Clean-up – B/F.

Next Meeting: AGM on Mon Oct 26<sup>th</sup>, 2015

Meeting adjourned: 8.50 pm