

Approved Minutes – Strata 2720 - Council Meeting – Dec 16, 2015

Attending: Will Carter of Baywood Property Management, Roger Taylor, Atley Jonas, Anita Walper, Donna Bishop, Judy Phillips, Ian Froese, Gayle Chong. Teresa Minnion was welcomed as a guest.

Minutes Taken by: Judy Phillips

Quorum: Yes

Meeting called to order: 7.10 pm

1. Review Minutes

The minutes of the Strata Council meeting of Nov 16, 2015 were reviewed, amended and adopted.

2. Financial Review

a. Financial Statement. Landscaping was below budget – awaiting invoices. Administration was over budget due to expenses incurred for the AGM. Janitorial and Repairs and Maintenance were a little over budget. Electricity was over budget due to some cold weather in November. Will Carter has been in contact with the City of Victoria regarding the last 2 missing water/sewer bills. His request for reversal of late payment penalties was successful. He has submitted the paperwork to the City for online payment, but has not as yet received a reply. He will also inquire about signing up for email billing. There was nothing else untoward in the financials.

Roger will follow up on a letter received from Waste Management advising that they wish to charge a 2.25% environmental fee.

b. Arrears. CP112, HC208, HC210, and HC409 are in arrears. Will Carter will follow up with the owners.

c. Investments. No change.

3. Maintenance Items

a. The electrician has been given the go-ahead to proceed with LED bulbs. The common garage level would have “cool light” bulbs which provide better light. Roger requested options for the stairwells as the lights may be too bright. The electrician dropped off a light fixture for review. Council discussed the options for the stairwells, and agreed to have warm, clear bulbs.

b. HC Rooftop ventilator - ordered - awaiting delivery.

c. Balcony repairs as per BECA have been completed. It has been recommended that the membrane of the balcony of HC410 be entirely replaced due to extensive damage. Roger is awaiting a quote.

d. Annual Sump and Drain Inspection/Test has been completed. Roger noted that the gas level was below half, so gas was ordered. There is no way to discern the age of one of the pumps. Roger proposed that due to recent rain fall and the previous major problem we should replace the pump. Council agreed.

e. Carpet Cleaning. Roger received another quote which was much higher than Kelly's Carpets. A third company declined to provide a quote as they are too busy. Roger will also ask for a quote from Diamond T Ventures. Roger will contact Strata members regarding quotes via email.

f. Replacement of garage level carpet – B/F

g. Annual Fire Inspection. Council agreed to employ a company which deals with fire plans. Roger will request quotes.

h. HC308 – Kitchen window. The flashing below HC408 has been caulked, and the water leak into HC308 has not re-occurred.

i. CP402. Kitchen window. On inspection, there was water at the top slider of the bottom section. Weather stripping will be replaced in the slider window.

j. HC414 unit hallway light fixture needs replacing. Roger found a light at Pine Lighting (at a

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very reasonable cost) that best suited as there is no match for the original to be found. Council discussed and it was agreed that new lights would be replaced on the 1st floor for cosmetic reasons and that one of the removed lights from the first floor would replace the damaged one on the 4th floor.

4. Bylaw Items

- a. Legal opinion re Strata Bylaws. No response from lawyer. Will Carter will email a lawyer he knows is knowledgeable regarding these matters. Atley will contact Tony Gioventu. Atley Jonas and Teresa Minnion have shown an interest in setting up a two person committee to oversee the review of the strata bylaws. Council agreed.

5. Security Items

- a. While reviewing routine security camera footage, Roger witnessed a male and female breaking into 3-4 lockers in the locker room. They stole backpacks and filled them with other stolen goods. It occurred between 7.30 and 8.30 am on Nov 16, 2015. Council discussed obtaining new keys for the locker room and the better option of proceeding with obtaining quotes for and selecting a vendor for a fob based security system for the locker room, the bike room and the garage gate, which could be expandable in the future to include other doors. The agreed maximum is \$10,000. The motion to proceed with the fob option was proposed by Roger and seconded by Anita. Motion carried.

6. Other

- a. Parking Stall and Locker Room Clean – up – B/F

Next Meeting: HC104- Mon Jan 18, 2016 @ 7pm

Meeting adjourned: 9.40 pm