

Approved Minutes – Strata 2720 - Council Meeting - 19 April 2016

Attending: Will Carter of Baywood Property Management, Roger Taylor, Atley Jonas, Anita Walper, Judy Phillips, Ian Froese. Robert Pearson and Robin Wilson of South Island Property Management Ltd.

Absent: Gayle Chong.

Minutes Taken by: Judy Phillips

Quorum: Yes

Meeting called to order: 6.30 pm

1. Change in Property Management. Will Carter has decided to retire. Robert Pearson (President) and Robin Wilson (Property Manager) from South Island Property Management Ltd joined us for a meet, greet and discussion of what their company can provide for us and expectations on our part.

Will Carter will provide them with pertinent information to ensure as smooth and easy a transition as possible for unit owners.

South Island Property Management Ltd will be managing our property for an interim period. Other management property companies will be reviewed.

2. Review Minutes

The minutes of the Strata Council meeting of Mar 15, 2016 were reviewed, amended and adopted.

3. Financial Review

- a. Financial Statement. Landscaping and Trash/recycling are under budget as both are behind in providing invoices. Other than that there was nothing untoward in the financials.
- b. Arrears. CP 112, HC 208, HC 210 and HC 414 are in arrears. Owners will be contacted and appropriate fines and interest applied where applicable.
- c. Investments. Roger requested quotes for term deposit interest rates from Coast Capital and Scotiabank. Coast Capital has responded, but we are awaiting a quote from Scotiabank.

4. Maintenance Items

- a. HC 109 – Kitchen Sink Drain. Pipe Scope Services were contacted and they resolved the problem.
- b. CP 103 – Laundry Drain. Attended to and resolved.
- c. CP Front Door – Cylinder has been replaced.
- d. CP – California Drain – Grill. Scheduled for repair on Thurs 21 Apr, 2016.
- e. HC 206 – Window Repair. A&D Glass will repair.
- f. HC 110 – Patio Door Repair. A&D Glass will repair at the same time as the HC 206 window repair.
- g. Irrigation System – Activation and Backflow Test. No confirmed date as yet.
- h. Dryer Vent Cleaning – Quote requested from Phillips Power Vacuum Service Inc.
- i. Replacement of Common Area lights with LED lights – follow-up. All the dark area new lights in the garage have been installed.
- j. HC 410 – Balcony Membrane – B/F
- k. CP Elevator Door – painting completed.
- l. Carpet Cleaning – B/F. Previous quote was in Sept 2015, so no longer applies. Awaiting new quote from Kelly's for both carpet and window cleaning.
- m. Replacement of garage level carpet. Atley will follow up with Edgar and Miner regarding carpet tiles.

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5. Bylaw Items

- a. HC 111 – Complaint regarding tobacco smoke penetrating the unit. Roger had previously spoken to the smoker from the other unit. The problem, however, continues to be on-going. Roger will write a formal letter advising of the strata nuisance bylaw, and that fines will be levied if smoke continues to penetrate into HC 111.

6. Security Items

- a. Motion Sensor Lights. Cost estimate \$600 per light for lights at east end of HC. Gayle had suggested bollards at CP to light from the driveway to the front entrance. Constant light after dusk may be a better investment. Anita will request quotes for wrought iron gates to deter trespassers and investigate the possibility and cost of the security company employed by the owner of Tim Horton's to include our buildings in their security routes.
- b. Quotes for access control for locker room, bike room, and garage ramp – update. Neither company has responded. A wireless receiver is the best option, but a lot more expensive than we had anticipated.

7. Other

- a. Parking Stall and Locker Room Clean-up – B/F
- b. Anita suggested that all bicycle serial numbers should be registered with the police.
- c. Atley will follow up on the Fire Safety Plan.

Next Meeting: HC 106 Tues May 17, 2016 @ 6.30 pm

Meeting adjourned: 9.15 pm

* We would like to thank Will Carter for his superb work of managing our building for so many years. He will be extremely missed. We wish him good health, a well-earned rest, and of course, lots of fun in his retirement.