

Approved Minutes – Strata 2720 - Council Meeting - 26 Jul 2016

Attending: Roger Taylor, Atley Jonas, Ian Froese, Gayle Chong, Anita Walper, Judy Phillips

Minutes Taken by: Judy Phillips

Quorum: Yes

Meeting called to order: 6.40 pm

1. Review Minutes

The minutes of the Strata Council meeting of 28 June 2016 were reviewed, amended and adopted.

2. Financial Review

- a. Financial Statement. Council remains unsatisfied with the financial statement. Roger had discussed changes with SIPML. He received a sample of a revised balance sheet, which he accepted, but the financials he later received did not reflect any of the agreed changes. The changes we discussed at this meeting were as follows:-
 - (i) The envelope fund is basically a contingency reserve. On the statement received it was referred to as an “envelope levy”. It should be called “contingency funds”.
 - (ii) TD “levy” account should be called TD investment account.
 - (iii) We should be using an accrual basis of accounting with Accounts Receivable and Accounts Payable.
 - (iv) We need a list of arrears as of the end of the month and the Strata Council meeting date.
 - (v) We need a list of charges by unit number or owner's name.
 - (vi) We need a list of expenses by date with the vendor name included.
- b. Arrears. Not available.
- c. Insurance Forms – need to be signed due to change in insurance company.
- d. The transfer from Scotia Bank to TD Canada Trust should appear on the next financial statement.
- e. Banking Forms – need to filled out and signed due to changes in Strata Council members.

3. Maintenance Items

- a. Garage Membrane Repair. We withheld payment of \$5,000 due to some flashing and finishing issues. Doug Downs is addressing the concerns and the work is being carried out.
- b. Replacement of garage level carpet. There was miscommunication with Edgar and Miner regarding the area to be covered in CP. As a result only a portion of the required area was done. Atley will follow up.
- c. Annual Fire System Inspection. Completed. Roger was not, however, as impressed with Cantec this year as the technicians forgot to disconnect the alarms between buildings, causing the alarms to go off in both buildings instead of just the one they were working in.
- d. CP air compressor. A new compressor has been installed. The old one failed 3 times, so it was more cost effective to get a new one at the cost of \$2,374.70.
- e. Someone poured gasoline down a drain in the garage. It was most likely the drain at the bicycle rack area. After the initial clean-up, it happened again. The initial clean-up was carried out by Pipe Scope Services. Luckily it is not considered contaminated waste as it stayed within our system. Doug Downs carried out the second clean-up as Pipe Scope Services were not available.
- f. A rat has been spotted climbing along the outside wall of CP. Roger called out Orkin to put down rat traps.

4. Bylaw Items

- a. None.

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5. Security Items

- a. Update regarding June 22, 2016 break-in. A Telus employee lost or had his master key stolen. Telus installed a new cylinder. Police arrested an individual in possession of both the cylinder and the keys.
- b. It was suggested that perhaps we should cage in the area at the generator door to prevent someone hiding down the steps, although this could cause problems in case of an emergency. Another suggestion was to put up a mirror so that a driver leaving the garage could see down into the area of the generator door. Roger will look in to the possibility of installing motion sensor lights.

6. Other

- a. A representative from the City of Victoria arrived today to inspect our EXIT lights. Anita (who knows the guy) let him in. Anita will follow up as to what prompted this inspection.
- b. Landscaping. Gayle asked the landscaper to tidy up and even out a hedge facing Dunedin Street, which he did. She also suggested removing a bush on the south west side of CP and replacing it with ground cover. The cost of this would be approximately \$300. Council agreed.
- c. Atley suggested we remove the “No Smoking” sign in the CP elevator as it is an eyesore.

Next Meeting: Tues. 23rd Aug, 2016 @ 6.30pm. CP 106

Meeting adjourned: 9.15 pm