

Approved Minutes – Strata 2720 - Council Meeting - 24 Nov 2016

Attending: Robert Pearson and Robin Wilson of South Island Property Management Ltd (SIPM), Roger Taylor, Atley Jonas, Anita Walper, Judy Phillips.

Absent: Gayle Chong, Ian Froese.

Minutes Taken by: Judy Phillips

Quorum: Yes

Meeting called to order: 6.40 pm

1. Review Minutes

- a. Minutes of the Strata Council meeting of Sept 27, 2016 were reviewed and adopted.
- b. Minutes of the Annual General Meeting of Oct 6, 2016 were reviewed and amended.

2. Financial Review

- a. Financial Statement. Council requested that all financials be listed on 1 page as previously provided by Baywood Property Management.

Atley pointed out that he had sent an invoice from Edgar and Miner on Sept 8, 2016 to Robin. The financial statement did not show that it had been paid. Robin will check up on it and contact Atley. Income statement. Account 4645 (Interest-Envelope Reserve Fund) will be closed and put into account 4900 (Interest – Contingency Account).

- b. Arrears. CP 112 remains in arrears. The owner has not responded to many emails and phone calls. Robert suggested putting a lien on the property. Motioned by Roger, seconded by Atley. All council members were in favour. Motion passed.

The owner of HC 208 has been providing late payments each month by electronic transfer. SIPM will inform the owner that we have been advised that this is not a legitimate form of payment for strata fees. Due to laws regarding money laundering, a one time payment is acceptable, but not recurring payments. Council agreed that fines and interest will be applied.

Roger pointed out that if payment of fees has not been received 21 days after owners have been informed that payment is overdue, SIPM should automatically apply interest and fines.

- c. There is a new owner in HC 217. We have no contact information as of yet.

3. Maintenance/Repair Items

- a. Motion sensor light – CP east – B/F.
- b. HC 308 – Kitchen Window – water ingress during heavy wind and rain. Being investigated.
- c. HC 115 – Ensuite Bathroom – water escape – toilet tank cracked

(1) Affected Areas -

- (i) HC 115 – both bathrooms, walk-in closet, bedroom
- (ii) HC 111 – bedroom closet, bedroom.
- (iii) Building Hallway

Repairs have been completed by Eagleye.

- d. HC 403 – Main Bathroom – water escape. Approximately 2 litres of water travelled through to HC 303. B/F.
- e. HC second rooftop ventilator is not urgently required, and will be ordered for June 2017.

4. Bylaw Items

- a. None

5. Security Items

- a. Access Control System. B/F.

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6. Other

- a. Colleen Shotbolt has stepped down from Council due to personal circumstances. She hopes to be able to serve on Council at another time.
- b. Due to Colleen Shotbolt's resignation, the following positions were voted on and approved the by council:

<u>Name</u>	<u>Position</u>
Roger Taylor	President
Atley Jonas	Vice President
Anita Walper	Treasurer
Judy Phillips	Secretary
Ian Froese	Building Maintenance
Gayle Chong	Landscaping

Next Meeting: HC 106, Tues Dec 13, 2016 @ 6.30 pm

Meeting adjourned: 9 pm