

Approved Minutes – Strata Plan VIS2720 – Meeting on November 21, 2017

Attending: Roger Taylor, Anita Walper, Gayle Chong, Joan McInnis, Shick Singh, Naomi Palulis

Absent: Ian Froese

Minutes Taken by: Anita Walper

Quorum: Yes

Meeting called to order: 6:30 pm

1. Election of Council positions:

President/Chair – Roger Taylor

Vice Chair – Joan McInnis

Treasurer – Gayle Chong

Secretary – Anita Walper

General Building – Ian Froese

Security/Building – Shick Singh

Landscaping – Naomi Palulis.

2. Review Minutes

(a) The minutes of the Annual General Meeting of October 25, 2017, were amended and approved as to content;

(b) The minutes of the Strata Council meeting of September 19, 2017, were adopted.

3. Financial Review

(a) Financial Statement – four invoices for sewer and water were received all at the same time, the garbage and recycling is slightly over budget;

(b) Arrears - HC208 is in arrears. SIPM will be advised to levy fines and interest, and to file a lien against the property for all outstanding amounts.

4. Maintenance Items

(a) Dryer vent cleaning – internal access to four units for cleaning and the rooftop vents is still required;

(b) Exterior cleaning - has been completed;

(c) HC second rooftop ventilator - has been replaced;

(d) Generator – exhaust system became rusted and the pipes collapsed, replacement is in progress;

(e) CP406 – small amount of water on the kitchen floor coming out from underneath the cabinet next to the stove was due to a leaky seal on the roof and has been repaired;

(f) CP406 – small amount of water ingress in the living room window during a rain storm, window will be monitored by occupant;

(g) HC115 – small amount of water ingress in patio door during the night of strong winds/snow, window will be monitored by occupant;

(h) HC108 – small amount of water ingress in large kitchen window during heavy rains, window will be monitored by occupant;

(i) HC404 – small amount of water ingress in southeast corner skylight due to failed seal, a replacement skylight has been ordered;

(j) HC415 – small amount of water ingress in east side middle skylight, A&D Glass to be called;

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- (k) HC407 – occupant kept blowing the unit breaker after installing an electrical switch, an electrician will be called.

5. Bylaw Items

- (a) HC208 – complaint about occupant hanging rugs/mats over balcony railings, owner has been notified;
- (b) HC317 – owner request for two year exemption of Rental Bylaw as she has been relocated up Island with her job, Council approved a two year exemption of Rental Bylaw commenced November 1, 2017;
- (c) HC108 – bylaw infraction AirB&B. The owner has requested a temporary exemption of the Rental Bylaw. Council will request more information before making a decision on the temporary exemption.

6. Security Items

- (a) Access Control Phase II west stairwell floors 1 to 4 – HC west stairwell floors 1 to 4 have been completed, CP west stairwell floors 1 to 4 ETA completion November 24, 2017;
- (b) Replacement computer & POE switch purchased and installed;
- (c) Council members training/knowledge transfer – booked for November 24, 2017 at 6:30 pm.

7. Other

- (a) Property Management - Roger will be meeting with Sutton Advantage next week;
- (b) Succession planning – BF January 2018;
- (c) Fencing – Anita will find out from the City of Victoria the permitted fence height.

Next Meeting: December 19, 2017, at 6:30 pm in HC417

Meeting adjourned: 9:10 pm