

# **Approved Minutes – Strata Plan VIS2720 – Meeting on March 1, 2018**

Attending: Gayle Chong, Shick Singh, Anita Walper, Roger Taylor, Joan McInnis, Ian Froese, Irving Burshtyn – Accountant and Gilbert Gutfreund – Property Manager from Sutton Advantage Property Management

Minutes Taken by: Anita Walper

Quorum: Yes

Meeting called to order: 6:30 pm

## **1. Sutton Advantage Property Management**

- (a) Gilbert Gutfreund introduced himself as the Property Manager and Irving Burshtyn as the Accountant for Sutton Advantage Property Management;
- (b) Discussion ensued and resulted in the following expectations and agreement:
  - (i) accrual based accounting,
  - (ii) current month v. budget,
  - (iii) year to date v budgeted year to date,
  - (iv) balance sheet,
  - (v) fines and interest assessed on a monthly basis on outstanding amounts as follows:
    - a. \$500 O/S = \$50 fine plus interest,
    - b. \$1000 O/S = \$100 fine plus interest,
    - c. \$2000 or more O/S = \$200 fine plus interest.

## **2. Review Minutes**

The minutes of the Strata Council meeting of January 16, 2018, were adopted as amended.

## **3. Financial Review**

- (a) Financial Statement – alarm/security camera item to be moved to approved allocations; general R/M looks high and will be investigated; \$17,094 payment approved as detailed in year to date;
- (b) Arrears – HC208 in arrears in the amount of \$3,581.40.

## **4. Maintenance Items**

- (a) Dryer vent cleaning – internal access to four units for cleaning and the rooftop vents is still required, the company will return the third week of March to do the work;
- (b) Generator – replacement muffler has been ordered;
- (c) HC115 – window being monitored by occupant, no recurrences reported;
- (d) HC108 – window being monitored by owner, no recurrences reported;
- (e) CP206 and CP208 - door replacements scheduled for March 8;
- (f) HC elevator room light – parts ordered;
- (g) CP elevator door – replacement arborite may not be available in the same colour so all walls may need to be replaced;
- (h) Garden maintenance – Gayle will email the gardener;
- (i) CP106 patio light – new light fixture has been ordered;
- (j) Sign above garage door – quotes for the new sign to be requested.

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### **5. Security Related Items**

Fencing/gates on the property perimeter – quote details were provided for fencing and gates on the perimeter of the strata property. The capital cost, maintenance costs, long term and short term expenses were requested.

### **6. Other**

- (a) Slip and fall in CP west stairwell – insurance adjustor inspected the stairwell and a report is pending;
- (b) Electrical vehicle charging station – an owner enquired at to the possibility of installing an electrical vehicle charging station and will provide information to Council;
- (c) Council members training/knowledge transfer – scheduled for the end of March;
- (d) Succession planning – B/F.

Next Meeting: March 20, 2018, at 6:30 pm in HC106

Accrual based Meeting adjourned: 8:55 pm.