

Unapproved Minutes – Strata Plan VIS2720 – Meeting on November 14, 2019

Attending: Roger Taylor, Anita Walper, Gayle Chong, Marco Taccarelli, Dane Philpott, Tyra Shupe, Liam Norby, Heidi Fowler (By Video Conference), Gilbert Gutfriend (Sutton Advantage Property Management)

Minutes taken by: Tyra Shupe

Quorum: Yes

Meeting called to order: 6:35pm

1. Council Duties (6f) moved to first item on agenda. Duties taken on/continued as follows:

Chair - Anita Walper

Secretary - Tyra Shupe

Treasurer - Gayle Chong

Security - Liam Norby

Fire Marshals - Marco Taccarelli & Gayle Chong

Building Maintenance - Marco Taccarelli

Landscaping - Dane Philpott

Privacy Officer - Tyra Shupe

Member at Large - Heidi Fowler

Sub-Committee (security)- Shick Singh

- a. New rule stating depreciation does not need 75% approval if item is under depreciation on annual operating budget.
- b. Transfer designate of signing officers of Coast Capital Savings to Anita Walper and Tyra Shupe and Gilbert Gutfriend (SAPM)
- c. Gilbert Gutfreund to supply Privacy rules booklet to Tyra Shupe

2. Review Minutes

- a. Minutes of Strata Council meeting of September 24, 2019, were amended and adopted.
- b. Minutes of AGM October 22, 2019 we approved for posting on the web.

3. Financial Review

- a. Review of September financials added to minutes - noted water bill was a little high;
- b. October 2019 Financials

- (i) Noted in the financial review that the landscaping costs were over budget;
 - (ii) Classification of insurance evaluation needs to be removed from CRF - deposit for depreciation report \$2,231.25
 - (iii) two special resolutions taken out of 2018 Contingency Fund;
 - a. SR20181026B - \$40,000 BECA & Depreciation Report
 - b. SR20181026D - \$30,000 CP Lighting
 - c. Move following to approved expenditures
 - (i) SR20191022D - \$34,200 - Maintenance, Safety & Insurance
 - (ii) SR20191022E - \$60,000 - HC Fencing Security
 - (iii) SR20191022F - \$3,000 - Electrical Infrastructure
 - Total - \$97,200
 - d. Arrears - HC208 & HC317 - to be fined \$50 if not paid by November 15, 2019.
 - e. On the 15th of each month, the following fines are levied on arrears:
 - \$50 fine for outstanding balances \geq \$500, plus interest
 - \$100 fine for outstanding balances \geq \$1,000, plus interest
 - \$200 fine for outstanding balances \geq \$2,000, plus interest
 - f. Motion to approve financial statement for October, with approved changes, passed;
4. Maintenance/Repair Items
- a. Discussed all council to walk around building to learn where water shut off is and all other important maintenance items are located;
 - b. Keys to be exchanged at the time of the building tour;
 - c. Create inventory of who has what keys;
 - d. HC/CP Outside Elevator -corner protectors - B/F
 - e. Discussed HC elevator cab 2 - person stuck on first floor - Roger contacted ThyssenKrupp
 - f. Garage Level Crack Repairs - Island Basement Systems - Electrical - Dane to clarify if repairs are completed and invoice paid by Island Basement
 - g. Advantage Tree Care Service - discussed invoice, confirmed work complete SAPM authorized to pay invoice.
 - h. Garage Gate - closing time adjusted - time was adjusted by Dane's instruction;
 - i. HC/CP Plumbing stacks - power jetting - work completed

- j. CP/HC hallways too warm - temperature adjusted down by 2c - Liam to learn how to adjust heating for future
 - k. HC Front Entrance - loose tile - B/F - Dane has contact Wet Coast Drainage Solutions to fix.
 - L. HC105 - Infested bush removed, to be replaced with new bush - Dane to follow up on status
 - m. Replacement of Generator/Sump Pumps - Simpson Maxwell now located in Nanaimo, looking for new company.
 - n. Pur-Air Duct cleaning - 8 units hard to access, Roger looked into hiring a genie bucket to clean from outside, will cost \$600 for rental - Council approved lift rental.
5. Bylaw Items
- a. Noise Complaint CP111 - Police called, written complaint in to strata - received bylaw infraction
 - (i) to be fined \$200 by Property Management - Motion Passed - Council voted to fine CP111 \$200. SAPM to send letter to owner.
6. Security Related Items
- a. CP Driveway lighting - B/F - Shick to provide update at next meeting
7. Other
- a. Two bodily injury claims filed against strata - sent to lawyers
 - b. CP108 - Toilet tank crack, flood primarily in unit - no claim on strata, will not be initiating a claim
 - c. Going forward, all notices should be discussed with council prior to posting
 - d. Updated towing signs are required to reflect current towing company
 - e. Parking stalls - priority of assigning - B/F
 - f. BECA Quotes - RJC/MH - B/F, council to review prior to next meeting
 - g. HC308 - motion passed for change of flooring to approved types

Next meeting: December 17, 2019, at 6:30pm in CP106

Meeting adjourned: 9:40 pm