

**MEETING OF THE EXECUTIVE COUNCIL  
STRATA PLAN VIS 2720 – HAMPTON/CHURCHILL  
HELD ON WEDNESDAY, JANUARY 22, 2020 AT 6:30PM**

**COUNCIL MEMBERS:**

ANITA WALPER

TYRA SHUPE

LIAM NORBY

MARCO TACCARELLI/GAYLE CHONG

MARCO TACCARELLI

DANE PHILPOTT

TYRA SHUPE

HEIDI FOWLER

GILBERT GUTFREUND

CHAIRPERSON

SECRETARY

SECURITY

FIRE MARSHALS

BUILDING MAINTENANCE

LANDSCAPING

PRIVACY OFFICER

MEMBER AT LARGE

PROPERTY MANAGER

SHICK SINGH

GAYLE CHONG

DON BRIDGER

SUB-COMMITTEE (SECURITY) - **Absent**

TREASURER- **Absent**

ACCOUNTANT - **Absent**

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**1. CALL TO ORDER:**

6:32 pm meeting called to order

**2. APPROVAL OF MINUTES:**

December minutes

Moved by - Heidi Fowler

Seconded by - Tyra Shupe

Carried

**3. BUSINESS ARISING:**

- Send out reminder to all owners to find copies of minutes at [strata2720.com](http://strata2720.com)
- Key inventory - Liam to check with Roger on possible existing list
  
- Create or Maintain a \$500 petty cash float - Anita to discuss this with Roger  
Moved - Marco    Seconded - Heidi    Carried
  
- Property manager to follow up on invoice of \$226.61 with CP108 and obtain the money back if it hasn't been paid back  
Moved- Dane    Seconded- Liam    Carried

- Pure Air Duct cleaning 8 units – CP206, CP306, CP208, CP308, HC207, HC307, HC209, HC309 has been quoted \$600 for the man-lift cost for these units - Anita to contact Roger for information about scheduling  
Motion to approve cost - Dane Seconded- Marco Carried
- Always Towing new signs needed – commence contract with them property manager to follow up on contract and obtain 10 signs  
Moved- Heidi Seconded - Anita Carried

### **Bring Forward**

- Council to walkabout building to learn where water shut off is located on a weekend - bf
- BECA quotes RJC/MH – council to review

### **Sub-committee items**

#### Bylaw Items

Bylaw to deal with claims that owner has not covered

Marijuana smoking bylaw

Confidentiality officer

#### Parking

- Parking stalls – priority of assigning - bf - sub committee
- Parking stalls – priority/cost/kayaks - bf - sub committee

### **4. CORRESPONDENCE:**

Bring Forward to next meeting

### **5. CHAIRMAN'S REPORT:**

## 6. **TREASURER'S REPORT:**

Review Financial Statement of Dec 2019

Excess of \$21,693.12 on income amounts

Expense amounts

- Incurring excess cost on garbage monthly occurrence
- Management company contemplating increase of fees for next years budget- Anita to distribute a copy of the management contract

Overall-

Surplus \$15,282.50 YTD

Moved Dec financials by - Marco Seconded by - Dane Carried

- Property manager to apply a fine and interest to CP112 and HC317 for outstanding strata fees as follows:
  - Arrears - HC317 - \$464.34
  - Arrears - CP112 - \$394.24

Moved: Anita/ Seconded: Liam carried

## 7. **GROUNDS DIRECTOR'S REPORT:**

- Paver stones at the front of HC and CP are mossy and need to be repaired or washed - prespray with Spray and Forget in spring.
- CP108 garden plot outside concrete pad- who allowed this originally? Dane to investigate.
- Tom Duke is prepared to take us back for snow removal for the Fall/Winter 2020/2021 and from now on as it was previously
  - Will be placed on stand by for any amount over 4 inches for future snow events

Moved- Marco Seconded- Liam Carried

## 8. **BUILDING DIRECTOR'S REPORT:**

- Replacement of Generator and sump pump - will obtain annual maintenance on the generator

Moved- Marco Seconded- Liam carried

- Exhaust fan from parking garage making loud noise - Marco is maintaining fan belt that makes the noise.
- Liam is obtaining quotes on replacing the Sump Pumps.
  - Is also obtaining quotes for maintenance on the existing pumps
  - Liam to also obtain a back-up Sump pump

Motion to spend max \$1500 for back up pump-  
 Moved by- Marco Seconded- Tyra Carried

- EV stations - need to obtain an energy audit asap
- Motion to carry out audit of electric by AES Engineering  
 Moved by - Marco Seconded- Dane Carried

- Marco to find out the unit numbers of vehicles plugged in.
- Liam to apply Zypex to parking spot above CP31
- Marco to source corner protectors
- HC104 requested parking stall and storage unit - denied, no space, added to waiting list.
- Gayle to send to Property Manager (Gilbert) a copy of the parking list.
- CP112 Black Mold in window - Email to be sent by Anita asking to clean the window sill
- CP East stairwell fourth floor flashing light - Marco to inspect

- Motion to purchase and install 1 door sweep for CP West end door Marco and Liam to attend to
- Moved- Heidi Second- Anita Carried

- HC207- Black goo and sink backup - watch and assess, if it happens again have a plumber run an auger - Plumber came out, found blockage between 207 and 307

## **9. SECURITY/ PARKING DIRECTOR'S REPORT:**

## **10. PROPERTY MANAGER'S REPORT:**

- CP112 Notice of arrears sent for \$758.68
- HC317 Notice of arrears sent for \$464.34
- HC414 Notice of arrears sent for \$350.45

Items Completed

## **11. NEW BUSINESS:**

- The California drain at the garage gate is sinking and should be replaced with a removable drain - Dane to contact 5 star paving
- The fence is reliant on a variance for the height – someone will have to take control of this issue with the City of Victoria- Anita to locate contact for Marco to call the City of Victoria to discuss the fence height.
- Bollards are approved in quality but need a bit more testing before installation in better weather - BF for next meeting
- Council has approved an honorarium for Roger Taylor

Moved- Heidi      Seconded- Marco      Carried

## **12. ADJOURNMENT:**

Meeting adjourned at 9:27pm

Moved- Anita.      Seconded. Liam      carried

Next meeting tentatively scheduled for: February 20, 2020 @ 6:30

Location: HC402