

**UNAPPROVED MINUTES
MEETING OF THE EXECUTIVE COUNCIL
STRATA PLAN VIS2720 – HAMPTON/CHURCHILL
HELD ON TUESDAY, November 17, 2020 AT 6:30PM**

COUNCIL MEMBERS:

GAYLE CHONG	PRESIDENT
KEVIN JONES	VICE PRESIDENT
HELEN MERLOT	TREASURER
TYRA SHUPE	SECRETARY
LIAM NORBY	SECURITY
DANE PHILPOTT	LANDSCAPING
MARCO TACCARELLI/LIAM NORDBY	BUILDING MAINTENANCE
GILBERT GUTFREUND	PROPERTY MANAGER
DON BRIDGER	ACCOUNTANT
MARCO TACCARELLI/GAYLE CHONG	FIRE MARSHALS

Regrets - Gilbert Gutfreund, Don Bridger

1. CALL TO ORDER:

Storage Locker Room
6:32 p.m.

2. APPROVAL OF MINUTES:

Approval of September 15, 2020 Council Minutes as amended

Moved by - Dane Philpott Seconded by - Kevin Jones Carried

Approval of October 27, 2020 Organizational Council Minutes

Moved by - Dane Philpott Seconded by - Kevin Jones Carried

3. CHAIRPERSON'S REPORT:

Dog incident in hallway of 4th floor HC

Letter sent to HC406 and HC411 in respect to this issue.

Marks on carpet in Hallway of CP

Letter sent to unit 312

BECA Report

Gayle spoke to Terry, he needs more rain

Received an email November 17, 2020 that there has been enough rain and will attend to do a moisture check in the exterior walls.

Depreciation Report

Gayle contacted Gordon Chan re: Rogers concerns

Waiting to hear back about this, Gayle will follow up.

GIC'S

Gayle and Helen attended at G&F in Richmond to open a GIC. They require a 3rd person for signing authority.

Motion to approve signing authority on all financial matters to Helen Merlot, Gayle Chong and Dane Philpott.

Moved by - Kevin Jones Seconded by - Tyra Shupe Carried

Entryphone

Kevin to obtain access and training on this system.

Bike Spots

HC102 owes \$18 for C06 is now free and available. Gayle will contact Gilbert to have this amount obtained.

4. TREASURER'S REPORT:

GIC's have been reinvested \$550,000 to G&F and \$400,000 to Oaken.

Garbage and Recycling issue - Helen contacted waste management and discovered that the contract may have expired. Helen is looking into new contracts with Waste Management and other waste companies.

Helen proposed that we amend the pickups as follows:

Garbage 2x pickup - 1 Day

Recycling 2x pickup - 1 Day

3rd day picking up one garbage and one recycling.

Will follow up on this and inform us at next meeting.

Landscaping is under budget by \$1200

Office expenditures are over budget by \$2200

Water and Sewer over budget

Review of October financials

Landscaping is under budget by \$1200

Office expenditures are over budget by \$2200

Water and Sewer over budget YTD \$3000

Arrears -

Total in arrears of 3 units \$1850.46 in 3 units and applying fines and interest as applicable.

Out of Pocket expenses approved by treasurer - cheque was issued

Moved by - Dane Philpott Seconded by - Tyra Shupe Carried

5. PROPERTY MANAGER'S REPORT:

N/A

6. OLD BUSINESS

Fence Variance

Completed:

1) call out for impact statements - 1 received

2) draft letter to mayor

3) outreach to neighbours-

3a) Bristol court has details and is happy with the proposal.

3b) email sent to contact at Manchester Court - no response

3c) contact made with Burnside Gorge community association - details sent - no response

To do:

1) compile impact statements, police reports & other relevant docs

- title

- elevation map?

2) finalize letter to mayor

3) follow-up with above neighbours and try outreach with buildings across the street from HC

4) letter of authorization

Parcel Boxes with Canada Post

Completed:

1) application has been approved, 2 boxes / building

To do:

- 1) send pics of requested box locations
- 2) schedule install

Motion to go forward with the parcel boxes - 1 per building
Moved by - Kevin Jones Seconded by - Liam Nordby Carried

VREB secure boxes

Completed:

1) application is approved - we are waiting for backorder secure boxes (ETA late Dec/early Jan)

To do:

- 1) schedule site visit to choose box location

Motion for Marco and Liam to pick the location of this secure box
Moved by - Helen Merlot Seconded by - Dane Philpott Carried

Trip and Fall hazard front of HC

Motion passed at September meeting to spend up to \$5,000 to fix this issue - Report on status

Marco, Dane and Liam will obtain quotes to have this fixed.

Crack Repair in Parkade

Quote received from Orca Masonry for \$6,722.50

Motion to approve the quote at \$6,722.50

Moved by - Marco Taccareli Seconded by - Tyra Shupe Carried

Abstained - Dane Philpott

7. **NEW BUSINESS:**

Dane obtained follow up painting quotes from Muloney Painting as follows:

HC - \$22,569.75

CP - \$19,157.25 - BF to December

Total - \$41,727

Motion to go forward with HC only at this time at \$22,569.75

Moved by - Marco Taccareli Seconded by - Kevin Jones Carried

Obtaining Strata's own website/email hosting plan - brought forward by Kevin

- This is a service that hosts our domain name, website, email and allows us to manage them all.
- These things currently reside on Roger's personal account and, understandably, we don't have full control over it.

- Web Hosting Hub currently has a promotion for \$5.99 USD per month on a 3 year prepay (\$215.64 USD total for the 3 years). The plan is currently posted at \$9.99 USD per month after the 3 years.
- We will need to sign up with a credit card.

Motion to obtain Strata's own website

Moved by - Helen Merlot Seconded by - Kevin Jones Carried

Google Drive updates (Contacts, keys etc) - brought forward by Tyra

Gayle has Anita's Keys and Tyra will obtain Heidi's

Contractor list to be updated by Gayle

Discussion re: Elevator maintenance - brought forward by Gilbert

Short discussion, council will review received materials and will bring forward to new year, closer to the AGM

Motion for Marco and Liam to fix the fence out front of HC where the REB lockbox was cut out. Maximum of \$300 to fix.

Moved by - Tyra Shupe Seconded by - Kevin Jones Carried

Discussion re Entry box break in

- Liam reviewed the video and forwarded a picture of culprit to police.

-Police attended and followed up with Gayle Chong.

Motion to have a Trial basis of a Swap area in parkade until January 30

Moved by - Helen Merlot Seconded by - Gayle Chong Not Carried

Monthly newsletter - Kevin and Tyra to create a Winter newsletter

CP fence height by the parking entrance - Brought forward by Kevin

- I have witnessed two people jumping the fence at this spot into our courtyard with little effort.
- We might consider raising this segment of the fence when the fencing company is doing HC fence, assuming our variance request is granted.

Liam and Kevin to look over this concern.

Fob scanners in CP (HC too?) stairwells are very weak - Brought forward by Kevin

- It seems that most people are aware of this and just put up with it.
- I haven't been able to get mine to work at all.
- This might just require an adjustment to the sensitivity by the security company.

Gayle to contact Paladin to see if there is anything that they can suggest.

Dane to contact Landscaping company about snow removal and to have them on stand by.

Irrigation Line issue - Brought forward by Gayle

- Irrigation coming to look at this November 18, 2020 and provide feedback

8. ADJOURNMENT:

Meeting adjourned at 8:45pm

Moved by - Helen Merlot

Seconded by - Tyra Shupe

Carried

Next meeting tentatively scheduled for: December 15, 2020 @ 6:30 pm

Location: *TBD*