

**UNAPPROVED MINUTES
MEETING OF THE EXECUTIVE COUNCIL
STRATA PLAN VIS2720 – HAMPTON/CHURCHILL
HELD ON TUESDAY, January 19, 2021 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 - Don Bridger

1. CALL TO ORDER:

Skype
6:38p.m.

Approval of Agenda

Moved by - Gayle Seconded by - Helen Carried

2. APPROVAL OF MINUTES:

Approval of December 15, 2020 Council Minutes

Moved by - Helen Seconded by - Kevin Carried

3. PRESIDENT'S REPORT:

- (A) New handyman - Richard - 50.00 per hour, minimum of 1.5 hours callout. Seems to be good, so far.
- (B) HC107 pest control
Rat Problem, ongoing since December.
Orkin charged extra for ongoing call outs.
Letter being sent to owner with warning.

4. **TREASURER'S REPORT:**

Garbage and Recycling over budget

Gas over budget

Discussion re: Bc Hydro and possible ways to save - LED's, rebates etc

Office and General over for the year

water and sewer over budget for year

1.1mil term deposits maturing this summer

3 late payment charges to units

CP112

HC208

HC317

Moved by - Gayle Seconded by - Kevin Carried

5. **PROPERTY MANAGER'S REPORT: N/A**

6. **OLD BUSINESS**

(A) **BECA Report**

Meeting with BECA report engineers next week - details TBA

Conversation with engineers to understand timeline and priorities

Quotes for windows from 2 companies have been requested and quotes from construction companies.

(B) **Depreciation Report**

Gayle received email from Gordon Chan with explanations to Rogers concerns.

Gayle will review email - tabled for February meeting.

(C) **Fire Extinguishers**

Marco and Helen were getting the fire extinguishers serviced.

Status- These have been serviced.

(D) **Fire Deficiencies**

2 Quotes received

1 - Troy Life & Fire Safety Ltd - \$1972.95

2 - Cantech - \$2429.97

\$600 to be subtracted from quotes as extinguishers were serviced.

Motion to approve \$2,000 to fix deficiencies.

Moved by - Dane Seconded by - Gayle Carried

(E) **CP Bollard Lighting**

CP lighting / fence - we can have fence post lights that will save us quite a bit of money vs bollards.

Company	type	number	cost	notes
Henneberry	bollard	10	\$19,870.00	
CBS	bollard	6	\$9,960.00	
	post	9	\$4,080.00	
	entry	6	\$1,070.00	CP entry and parkade ramp
Wattson	post	ea	\$1,744.00	Max price - if easier \$= time + materials
	entry	ea	\$256 + labour	CP entry and parkade ramp, labour ~\$40 ea

Motion to approve additional CP fencing on inside of hedge.
Moved by - Helen Seconded by - Kevin Carried

Motion to approve additional CP fencing to be built now
Moved by - Helen Seconded by - Dane Carried
Marco against

Motion to approve CBS Post (9) and Entry (6)
Moved by - Gayle Seconded by - Helen Carried

(F) **Garbage and Recycling**

Changes in Pickup schedule - in process of working out the schedule with waste management.

(G) **Fence Variance**

Helen had meeting on January 13, 2021
TO DO list - to be completed before public hearing will be booked - Helen has breakdown of this extensive list.
We continue to await the public hearing.

(H) **VREB secure boxes**

Has the site visit been scheduled? Marco and Liam were to pick the location of this secure box.
Helen and Gayle picked out the spots for these. We are awaiting information on the dimensions.
Security boxes being installed by end of this month.

- (I) **Trip and Fall hazard front of HC**
Scheduled with Orca Masonry at \$5000.34.
Date to be determined.
- (J) **Crack Repair in Parkade**
Repairs have been completed.
- (K) **Muloney Painting**
Survey currently being completed.
Marco to pick up the corner protectors - stainless steel
- (L) **Strata's own server**
Kevin will be purchasing a hosting site.
Helen and Kevin to connect and purchase this.
- (M) **Contractor list to be updated by Gayle**
Gayle continues to work on this.
- (N) **Cleaning of HC lighting**
Quote of \$420 to clean light fixtures while painting is going on.
Will have a conversation with Handyman to see if he is interested.
- (O) **Fence out front of HC**
Marco and Liam to fix the fence out front of HC where the REB lockbox was cut out.
- Marco continues looking for the materials - carried forward to February meeting.
- (P) **CP Fence height**
Confirmed that the fence is very low. Discussion about possible options to stop people from jumping over the fence. Liam will look into options.
- (Q) **Fob scanners**
Issues with scanners continue in both HC and CP stairwells
Paladin states there is nothing that can be done.
- (R) **Hot Water Tanks and Fireplace maintenance**
Council needs to follow up on the Hot water tank and fireplace maintenance schedules.
Tyra to work with Gilbert and send out email requesting information from when these 2 items were last completed.
Email to be sent out after Kevin sets up email.
- (S) **Tow Away Signs**
Marco to bring them home from his work as soon as he goes to his shop next.

(T) **Securing the Entry-phones**

2 options

1 - Prefab option \$450

2 - Custom option \$300-\$400

Both options will have an additional \$210 added on for removal of entry phone box

Motion to approve \$2200 to secure entry phone unit

Moved by - Helen Seconded by - Kevin Carried

7. **NEW BUSINESS:**

(A) Victoria Fire Department attended New Years Eve.

VicFD stated that the rooftop ventilation units are circulating the smoke in from outside. Coral recommended installing charcoal filters that would be replaced once every 3 months.

(B) CP Flowers

Gayle and Helen will be picking up flowers for the front of CP. Cost to be approved at future meeting.

(C) Bike on CP Carpet

Letter received from owner, no further discussion required at this time.

(D) HC117 inspected for mould - Marco determined they keep the unit too hot.

They have requested to store at least one stroller under the staircase.

Request declined due to fire code.

8. **ADJOURNMENT:**

Meeting adjourned at 9:05 pm

Moved by - Dane Seconded by - Helen Carried

Next meeting tentatively scheduled for: February 16, 2020 @ 6:30 pm

Location: *TBD*