

# Approved Minutes

## Strata 2720 Council

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**March 16, 2021**

### **Council Members**

Gayle Chong	President	In Attendance
Kevin Jones	Vice President	In Attendance
Helen Merlot	Treasurer	In Attendance
Helen Merlot	Acting Secretary	In Attendance
Liam Norby	Security	Did not attend– technical issues
Dane Philpott	Landscaping	In Attendance
Marco Taccarelli / Liam Norby	Building Maintenance	In Attendance / Did not attend
Gilbert Gutfreund	Property Manager	In Attendance
Don Bridger	Accountant	Did not attend
Marco Taccarelli / Gayle Chong	Fire Marshals	In Attendance / In Attendance
Tyra Shupe	Member at Large	In Attendance

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1) Skype meeting called to order at 6:48pm

2) Approval of March 16, 2021 Agenda

Moved by Helen

Seconded by Dane

Carried

3) Approval of Minutes

Moved by Marco

Seconded by Helen

Carried

4) Secretary

- Due to a difference in point of view and in the interests of moving forward Tyra will no longer be Secretary
- Helen volunteered to fill in as Acting Secretary for the until the next AGM

5) President's Report

a) Reduce Water Use – discussion

- Gayle will create a poster education campaign to post around our buildings - as time permits
- Gilbert suggested updating toilets as a water saving measure  
Gayle to look at bulk pricing

Gayle

Gayle

b) Water Damage HC305 and HC 205 - discussion

- Handyman has painted ceiling of HC 205 for free

c) Bylaw amendment (insurance requirement) – discussion

- Gayle will prepare suggestion and send to council at least 1 week before next meeting for discussion

Gayle

d) BECA report timeline

- Tabled for next meeting due to short notice

e) Depreciation Report

- Finalized
- For discussion at the next meeting – depreciation and BECA report

All

Required jobs for the next 5 years will be identified and  
priorities will be set at the next meeting

f) Window Cleaning

- Should be scheduled for May
  - Gayle will get 2 quotes – Allco recommended by Gilbert
- Gayle

g) Bike stolen – March 14 @ 3:35

- Gayle, Kevin and Liam to investigate
  - Reminder to lock bikes in minutes and on Poster Education Campaign
- Gayle/Kevin/Liam  
Gayle

h) HC 417 has water damage from skylight leakage and will be painted

i) Poster Education Campaign

- To be done by Gayle as time permits
  - To include water saving tips, reminder to lock bicycles, how to prevent window condensation
- Gayle

6) Property Manager's Report

a) 2018 slip and fall

- Waiting on insurance company for their decision

b) Does the Council President have authority to reassign council member duties?

- Chair can propose adjustments on the duties and responsibilities (including agenda and minute taking) and council can vote

c) Floors and non-structural wall renovations HC 317

- Must apply to council for changes

d) Unit Inspections

- It has been suggested that fire unit inspections should be expanded to include additional items, such as checking for water leaks

- The council can expand inspections, but must inform the owners

#### 7) Treasurer's Report

- The gas bill is high - Marco will turn down hallway thermostats this week Marco
- Units in arrears: HC401
- Helen to send a reminder to Maurine ref HC401 fines and fees Helen
- Motion to approve the Treasurer's Report  
Moved by Gayle      Seconded by Marco Carried

#### 8) Old Business

- a) CP Fence – light height
  - Middle was chosen by consensus
- b) Fire Deficiencies – broken light
  - Additional light needs to be replaced
  - Motion to approve \$900 for the repair Helen  
Moved by Helen      Seconded by Marco Carried
- c) HC Entry – update
  - Completed, entry accessible tomorrow afternoon (March 17)
- d) HC Interior Painting – update
  - Ahead of schedule, completion expected prior to 1 April
- e) Charcoal Filters – update
  - CP installed
  - HC on backorder
  - It has been suggested that we should have backup filters on hand

- Dane will get a price for backup filters for next meeting Dane
- f) HC Fence
  - Waiting to hear back from the city – expect to be included in 1 April city council meeting
- g) Website – update
  - Website will be moved to Strata hosting before next meeting Kevin
- h) Database – update
  - Expected to be completed around September
- i) Concrete cracks – update
  - Quote will be in next week
- j) CP easy entry point - update
  - Tabled for next meeting due to member absence
- k) Hot Water Tank/Fireplace List – update
  - Gilbert and Kevin to give list of units that need to be contacted to Tyra Kevin/Gilbert
- l) Bathroom Fan Education - update
  - Approached residents in HC 105 205 301 407
  - Marco has advised: leave bath fan running and maintain less than 30 C between inside and outside
  - Marco will speak to CP111, CP211, CP112, CP212 Marco
- m) HC 215 Balcony – update
  - Nothing wrong with it – BECA incorrect
- n) Fire door handles (x2 doors) - update
  - Marco will have quotes for the next meeting Marco
- o) Gate handles

- Gate handles have been used as steps to climb the fence
- We need handles that are flat but keyed on the outside for fire entry
- Marco will have quotes for the next meeting

Marco

p) Stucco repair

- Motion to approve DeCicco Bros Plastering & Stucco quote (\$9860 +tax)
- Moved by Helen      Seconded by Marco

Marco

Carried

9) New Business and Discussions

a) 5 year plan

- For discussion at the next meeting – depreciation and BECA –  
Required jobs for the next 5 years will be identified and  
priorities will be set
- Marco will determine whether the membrane has issues prior to  
the next meeting

All

Marco

b) Window Remediation – quote

- Windows and doors 1.1 M, BECA estimate for windows only 1.5M
- Design issues with the trim for water issues

c) Inspection of 5 windows (3 in HC, 2 in Cp/P)

- Marco recommend a window inspection to determine the scope  
of work
  - Marco estimates repairs at \$80-150 / window
  - Motion to approve \$200 for scope of work investigation
- Moved by Helen      Seconded by Dane

Marco

Carried

d) Roof Maintenance – quote

- Marco will get 2<sup>nd</sup> quote for the next meeting

Marco

- Marco also has colleagues willing to do the work at \$50/hr + material
  - Marco recommends using the paving stones from the HC entry repair on the roof to address water drips – Helen and Marco will move the paving stones Helen/Marco
- e) Gate knob replacements - quote
- See Old Business item o
- f) Sidewalk Maintenance (power wash) - quote
- Dane will get a quote for the next meeting from the landscaper Dane
- g) Paving Stones Maintenance (power wash) - quote
- Quotes include cleaning the parking ramp and both driveways and resanding the paving stones
  - Motion to book the work for after July Dane
  - Moved by Tyra      Seconded by Helen Carried
- h) Doggy Play Hour – trial discussion
- Concerns about liability were expressed
  - Concerns about duty to owners were expressed
  - Motion to allow a trial all day Sunday for each Sunday in May by Gayle
  - Moved by Helen      Seconded by Marco Not Carried
  - The issue will have to be discussed at the next AGM
- i) Parking Stall Bike Racks – discussion
- Helen and Kevin to present more information at the next meeting Kevin/Helen
- j) Online platform - discussion
- Consensus is in favor or neutral for an online platform
  - Kevin and Helen to present options at the next meeting Kevin/Helen
- k) Council Guidelines - discussion

- Motion to carry New Business items k-n to the next meeting

Moved by Helen      Seconded by Marco      Carried

l) Project Workload - discussion

m) CP gates

n) Exterior seal and paint

#### 10) Completed Projects

a) Parking Signs – installed      Helen

b) Entry phone - installed      Helen

c) CP Cedar bushes – installed      Dane

d) HC light fixtures – cleaned      Dane

e) HC 117 Tricycle - replaced      Gayle and Helen

#### 11) Residents are reminded to lockup their bicycles

#### 12) Adjournment and next meeting date – April 20<sup>th</sup>, 2021

- Motion to approve adjourn at 9:30pm

Moved by Helen      Seconded by Dane      Carried

Next meeting scheduled for: April 20 @ 6:30 pm via Skype