

# Approved Minutes Strata 2720 Council

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May 18, 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
Dane Philpott	Landscaping	In Attendance
Marco Taccarelli / Liam Norby	Building Maintenance	Did not attend / In Attendance
Gilbert Gutfreund	Property Manager	In Attendance
Don Bridger	Accountant	Did not attend
Marco Taccarelli / Gayle Chong	Fire Marshals	Did not attend / In Attendance
Tyra Shupe	Member at Large	In Attendance

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- 1) Skype meeting called to order at 6:35 pm
- 2) Approval of March 16, 2021 Agenda  
Moved by Gayle      Seconded by Dane      Carried
- 3) Approval of Minutes – April 27, 2021
  - Move “Email updates April 28 – May 17, 2021” to May minutes  
Moved by Tyra      Seconded by Kevin      All in favor      Carried
  - Motion to approve minutes as amended

Moved by Gayle    Seconded by Kevin    All in favor    Carried

4) Council Standard Operating Procedures

- a) Agreement Regarding Acceptable Conduct – discussion
  - Tabled for next meeting
- b) Council Guidelines
  - Tabled for next meeting
- c) Quote Guidelines    All  
Motion: Council to approve pursuing quotes prior to pursuing a quote  
Moved by Gayle    Seconded by Helen    All in favor    Carried

5) President’s Report

- a) AGM – owner complaints
  - Owners shall not be given a platform for personal issues, such as parking spaces; the agenda must be followed
- b) Education Campaign (water saving tips, window condensation, lock bicycles)    Gayle
  - No update
- c) Bylaw Amendment (add requirement for occupant insurance) – discussion    Gayle
  - Appointment will be booked with lawyer (Gayle to attend)

6) Property Manager’s Report

- a) Gilbert will send 3 documents in support of item 4a and 4b    Gilbert

7) Treasurer’s Report

- Tabled for next meeting – report received April 26    Helen

8) Old Business

- a) HC Fence    Helen
  - Motion not to exceed \$1500 on landscaping for fence, with aesthetics decided in consultation with landscaper (Tom Duke) and Dane (Landscaping)  
Moved by Helen    Seconded by Dane    1 opposed    Carried
- b) Bulk toilet quote    Gayle
  - Tabled for next meeting
- c) Website    Kevin
  - Web hosting was purchased
  - Website must be rebuilt due to incompatible updates
- d) Google Drive    All
  - Account is open and active; Council members are encouraged to upload quotes and update logs
- e) Concrete cracks

- Tabled for next meeting – Liam not in attendance Liam
  - f) CP Fence easy entry point
    - Tabled for next meeting - Liam not in attendance Helen, Liam
  - g) Hot Water Tank / Fireplace List
    - No meeting between Gilbert, Kevin and Tyra occurred
    - Draft for questionnaire to be presented at the June council meeting Gilbert, Kevin, Tyra
  - h) Bathroom Fan education
    - Tabled for next meeting - Marco not in attendance Marco
    - Gilbert to provide educational flyer information Gilbert
  - i) Fire Door Handles
    - See item 10c
  - j) Lot 22 Balcony
    - Motion: RJC to investigate and create quote  
 Moved by Helen    Seconded by Kevin    1 opposed Carried
    - Gayle to contact RJC Gayle
  - k) Sidewalk, Roof, Windows – start date?
    - Sidewalk and roof in July (new fiscal year) Dane
  - l) Inspection of 5 windows (3 HC, 2 CP)
    - Tabled for next meeting Marco
    - Which 5?
    - Ask Ian to assist the council in an advisory capacity Gayle
- 9) New Business and Discussions
- a) 5 year plan
    - Helen to assist Roger Taylor with a comprehensive depreciation report Helen
    - Helen to provide list of quotes required for increased report accuracy to Gilbert Helen
    - Gilbert to assist with getting quotes (will not charge the strata for this service) Gilbert
  - b) Hall light at Lot 9 broken
    - See item 10d
  - c) EV Charging Stations
    - Grants available – Tyra will look into more details Tyra
  - d) Lot 27 – noise complaint from Lot 12, Tyra and Dane
    - See item 13b
  - e) Marijuana smell on HC 2<sup>nd</sup> floor
    - Move to have Sutton send a letter to Lot 12  
 Moved by Dane    No Second Not Carried
  - f) Lot 5 private gate
    - Owner has not indicated they wish to pursue the issue at this time
  - g) Enterphone long distance numbers
    - See item 13b

- h) Summer newsletter Kevin, Tyra
- ask for picnic volunteers
  - include spring cleaning details
- i) Summer picnic
- Canvass for resident volunteers – see item 9h
- j) Lot 27 renos – flooring Gilbert
- Gilbert to send a reminder letter and applicable forms re bylaw 5. (1) (i) regard change of flooring. If not in compliance we will note as such on Form B for any potential purchaser
- k) Spring Cleaning bin rental Dane
- Motion to approve a bin rental for spring cleaning, awarded to Save a Lot, not to exceed \$550
- Moved by Helen    Seconded by Tyra    2 opposed Carried
- l) Use lot numbers instead of unit numbers Gilbert, All
- Motion to use lot numbers in financial reporting and minutes
- Moved by Gayle    Seconded by Tyra    1 opposed Carried
- m) Garage faucet handle Gayle
- Lock cage will be purchased if necessary (handle has been replaced)
- n) Golden Glow has requested a 3% increase Dane
- Tabled for next meeting
- o) HVAC repair (fan currently not in service) Dane
- Motion to accept Cora quote of \$400 to repair HVAC
- Moved by Dane    Seconded by Kevin    All in favor Carried
- 10) Completed Projects
- a) Stucco Repairs Marco
- b) Relocate HC entry paving stones Helen, Liam
- c) Fire Door Handles Dane
- d) Hall light at Lot 9 broken Lot 53
- 11) Adjournment 9:16 and next meeting date – May 18 @ 6:30 pm
- Motion to adjourn
- Moved by Helen    Seconded by Kevin    All in favor Carried
- 12) In Camera Session
- 13) Recommendations for future consideration:
- a) Fire Inspections should be conducted in conjunction with a building inspector
- Owners must be informed of inspection details
  - Items to inspect include: braided hoses (faucet supply, washing machine, etc.), original vs replaced fireplace, original vs replaced bath fan and water leaks

b) Welcome package should be amended to include:

- Recommendation for owners to inform neighbors of renovations
- Instructions on how to obtain a free, local number that can be automatically forwarded to a resident's long-distance number to avoid entercomm long-distance number issues

Kevin

14) Email updates April 28 – May 17, 2021

a) Ref 8l – work began May 4. More extensive damage was found than expected on the balcony of Lot 22. Council has NOT resolved to empower the contractor to remove any damaged exterior sections associated with the BECA sample sites and repair as an emergency measure (it is recommended that BECA sample sites be repaired within 6 months)

Marco

Kevin, Dane and Tyra wish to have it recorded that they refuse to participate in any online voting

b) Ref 8o,p – RM has offered to beat offers accepted by council both in price and scope of work. Council has resolved to accept the quotes and has awarded both contracts to RM.

Dane

c) Ref 9h – the council is unable to act without an AGM resolution