

**UNAPPROVED MINUTES  
STRATA COUNCIL MEETING  
STRATA PLAN 1578 – THE ROCKLAND  
HELD VIA VIDEOCONFERENCE  
ON TUESDAY, NOVEMBER 23, 2021 AT 9:30AM**

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**Council in Attendance:** Tim Cheesman, Graham Dragushan, John Gilfoyle,  
Christine Kirchner, Rick Ottewell (chair and secretary), Basil Shammass

**Absent, with Regrets:** N. Bell

**Proline Management Ltd.** Sebastian Calderone, Property Manager

**1. CALL TO ORDER** – At 9:31AM

**2. APPROVAL OF THE MINUTES:**

**Motion:** That the Minutes for the Council Meeting held on Tuesday, October 19, 2021 be adopted as circulated.

**Moved:** R. Ottewell

**Seconded:** B. Shammass

**Carried, all in favour.**

**3. UPDATE FROM PROLINE** – S. Calderone

**4. PRESIDENT'S REPORT** – R. Ottewell

**4.1. Planning for the Annual Information Meeting (January 18, 2022) and the Annual General Meeting (February 22, 2022)** – IN PROGRESS

Management advised that the current Ministerial Order that permits electronic meetings is set to expire on December 31, 2021, pending any further government intervention. Council will begin exploring feasible in-person venues should electronic meetings no longer be permitted at the time of the 2022 Annual Information Meeting and Annual General Meeting.

**Action: The Secretary will contact Grace Lutheran Church and Central Middle School on space availability for those dates and costs.**

**4.2. Annual Information Meeting for Owners Time Change**

The start time for the Annual Information Meeting for Owners (Pre-AGM) scheduled for Tuesday, January 18, 2022 will begin at **3PM** and not 7PM.

**4.3. Territorial Acknowledgement process** – IN PROGRESS

Email from an owner on June 29, 2021.

**Action: Council is reviewing the most appropriate wording and usage for such acknowledgements. Owner input would be welcome.**

4.4. **Deep Energy Retrofit Study (DERS) Current Status** – IN PROGRESS

Council is awaiting the draft report from RJC. A further air intake and flow measurement session was completed on-site by RJC on October 6, 2021 lead by T. Cheesman with assistance by R. Ottewell. Discussed further in Tim's report.

4.5. **Temporary Time Specific 'Relaxation' of Bylaw 33. (8)** – IN PROGRESS

A reminder to all owners that the temporary storage of items during the roof/terrace/deck replacement project only for owners on the 1<sup>st</sup> and 7<sup>th</sup> floors was approved by Council until the conclusion of the project. The project is now complete. The new planters have been moved to the first-floor terraces. They will be positioned, the soil will be added, and the plantings supplied by the Strata will take place. The owners with articles or additional plants stored in the upper garage will need to remove those items as soon as possible thereafter.

4.6. **COVID 19 Precautions Review** – IN PROGRESS

Maintain the updated procedures as currently posted. NOTE: face coverings/masks are optional but still recommended in common areas. Council will continue to review the latest guidelines to the health protocols from the Chief Medical Officer, and update owners accordingly.

4.7. **Emergency Procedures & Walkthrough for All Council Members** – IN PROGRESS

Due to the on-going extension of the COVID social meeting restrictions, Council will work in groups of three using the new procedures documented by G. Dragushan and T. Cheesman until all of Council has been briefed/practiced the emergency procedures.

5. **TREASURER'S REPORT** – J. Gilfoyle

**For the period October 19 to November 22, 2021.**

5.1. **Operating Statement for October 2021**

After ten months, representing 83.3% of the budget, the strata is at 83.6% of budget for revenues and 77.2% of budget for expenses. Building Common Area expenses are at 74.7% of budget and Administration expenses are at 68.6% of budget. When we allow for pro-rating the insurance premium over 12 months, instead of being fully expensed in ten, the Building Common Area expenses would be 69.8% of budget.

Notable operating expenditures in addition to the usual monthly items included:

- \$2,543.08 paid to City of Victoria – Utility Department for the January 1 – December 31, 2021 annual stormwater utility charge.

The closing balances in the operating account and the contingency reserve fund as of October 31, 2021 were \$95,676.52 and \$1,227,348.87 respectively. The monies in the contingency reserve fund are held in various investments & cash totaling \$384,424.35 at RBC Dominion Securities (yielding interest between .25% and 3.0%), and \$842,924.52 held in an interest-bearing cash account with the Bank of Montreal yielding between 1.75% and 1.95% below prime. Further details regarding the investments are included with the operating statements.

**Motion:** That the Operating Statement for the period ending October 31, 2021 be adopted as circulated.

**Moved:** J. Gilfoyle

**Seconded:** T. Cheesman

**Carried, all in favour.**

5.2. **Disbursement Report & Invoice Review October**

The October disbursements and invoices have been reviewed. Everything was in order. The two disbursements mentioned last month were re-allocated as requested.

6. **VICE-PRESIDENT'S/BUILDING REPORT** – T. Cheesman

6.1. **Roof and Deck Project**

- Roofing Certification is posted on our Pillar at our Entrance. All that remains is some minor flashing and sealing, dependent on weather and rappelling. Roof and deck drainage worked well during our recent deluge. Although the four months turned into six months the result is an improvement and most importantly will help keep our insurance premiums in check! I will be doing up a picture summary which we will distribute to all owners for their viewing. The extra insulation could be seen working last Thursday when I was on roof with engineers and frost was on the roof not allowing any moisture below, which means its working!!!!
- The roof anchors were inspected by RJC Engineers, and nuts were steel welded as per my last posted update, however one requires re- welding. We await the written certification from RJC before we can continue with window washing, window installs, and remainder of sealant and drain spout extensions on Unit 704.
- As mentioned before, our landscaper Patrick will be working with us through a separate contract to complete the planter placement, soil and plant replacement after lower deck completion. This looks like in a couple of weeks to locate/position in place, and fill planters on first floor level, so affected owners can begin replanting with saved plants. We are going to haul up the four-40x40 inch ones over the railing, before placement is made with drainage paver/supports and fill. Patrick will be getting us the quote on replacement plants and some owners have already obtained herb plants for the herb garden.
- As mentioned before RJC and PJ checked out other membrane and sealant issues while they work on roof and deck project, including membranes on ledges and options for improved drainage. The ledges membranes are in good shape but could do with a repaint. When they were installed in 2011, it was noted that they should have been sloped better to shed water, however as this is not a traffic area RJC was not concerned with any membrane damage. We will be getting an estimate from ALCO and Tri-City on repainting ledges to enhance protection and get rid of that ugly black residue!
- Tri-City has inspected Unit 701 and will provide an estimate. The owners have been very patient regarding this matter, and the project will be done in spring 2022, as it requires warmer weather for liquid membrane epoxy coating.

- Parker Johnson has cleaned up most debris, and replacement railings glass have been ordered. Once we get soil and planters placed and plant materials brought in, we will clean up 1st floor deck areas, along with some touch ups including repainting of areas disturbed by construction.
- The original PJ crews were appreciative of the pizza lunch and gift cards. It would have been nice to have a bigger event with all owners, however with COVID it was kept small. The "Original" group of five with Foreman Roy, stated that they had never experienced a thank you like this before. Also, despite delays and concerned owners, neighbours and other contractors, they would be happy to comeback, however hopefully that will be in thirty years!!!!

#### 6.2. **Windows Update**

- First round of IGU's have been installed being and we are awaiting rappelling ones subject to anchor certification. We will be also starting our measuring for east side windows and failed units for the spring install as well as the first-floor window replacements which were deferred due to roof and deck project. Further information will be secured once we get confirmation from Vic Glass. Vic Glass and other window companies are experiencing continued supply and quality issues on the Island and lower mainland.
- Window and Wall Washing is still scheduled to happen when it warms up and cleaning of tar, concrete filings etc. this fall.

#### 6.3. **City of Victoria Building Permit Fire Panel and Elevator Project**

- Our Consultants continue to battle with the City Building Department on closure of the Permit. No new update.

#### 6.4. **Water Heater Renewal**

- We are up to date on all water heaters, and none are scheduled for renewal in 2022. Owners who have concerns can get John Massier to check on dates and warranty.

#### 6.5. **Renovations**

- No major Renovations currently. Carpet renewal, painting, and window coverings are the fall activities. Please contact VP Buildings if you have questions or concerns. John, our Caretaker, is monitoring activity and owners are ultimately responsible for all their contractors' activities. Reminder to advise VP Buildings and Caretaker if you are having contractors, requiring directions, elevator padding, access Fobs, etc. or planning a Reno, to allow for ample time to address other owners' concerns.
- John M. will be putting back the carpet runners now that major construction is completed, it seems we have a 50-50 split amongst owners in leaving it rolled up, as it makes the lobby look more spacious and less utilitarian.

#### 6.6. **Other Activity**

- We will do paint touch ups after the roof and deck project, as we are aware of cosmetic cracks in textured ceilings and drywall pops.
- FOB's have increased in price due to supplier costs and new ones will now be \$ 100.00, which is slightly below our cost, which includes programming by A-Tech Doors. John M. has CR 2016 replacement batteries for those who need them.

- Further hallway and stair painting will also be done over winter.
- We are getting an electric (non-rechargeable as they don't last) snow thrower for our caretaker, who used one at his last posting and says they work well for light snow and keeping pathways open. We are well-stocked with shovels, brooms and salt, hopefully dispelling any risk of snow. A motion was put forward at this time.

**Motion:** That Council approve an expenditure of up to \$200 for the purchase of an electric snow thrower.

**Moved:** T. Cheesman

**Seconded:** B. Shammass

**Carried, all in favour.**

- We also will be damp proofing walls and concrete joints to limit water intrusion.
- We will be bringing forward the further installation of Plexiglas in upper garage to deflect moisture and leaves etc., while maintaining ventilation.
- The EV Charger quote for electrifying 2-4 common area spaces was received and is around \$20,00.00 for all four, and we would be eligible for the \$2,000.00 per outlet reducing our actual cost to \$ 12,000.00 +/- . This will come in AGM Info package and reflect current Rebate program availability. The pre-approval is being submitted so we will have all information in for our AGM.
- The Deep Energy Retrofit Study will hopefully be complete soon, so we can incorporate any potential upgrades in our 2022 budget, three-, five- and thirty-year costing estimates.
- Fireplace cleaning and inspections are taking place on December 9, 2021. John M. will coordinate with owners with active fireplaces.
- Council wishes to remind all owners that a **temporary power outage is set to take place during the morning hours of Friday, November 26, 2021**. Additional notices will be posted on-site to advise owners of this power outage.
- Council is currently preparing an updated and new maintenance schedule that will be sent to Management for future use and implementation.

## 7. **GARDEN & GROUNDS REPORT** – N. Bell

### 7.1. **Trees** – IN PROGRESS

We have received approval from the City of Victoria to remove the dead arbutus tree adjacent to the west side of the building. N. Bell has forwarded the removal permits to Bartlett for scheduling of the removal of the Garry oaks next to the upper driveway and for the arbutus on the west side of the building. Awaiting a reply from Bartlett.

### 7.2. **Gardens** – IN PROGRESS

This summer a new invasive plant has spread rapidly from our neighbour's yard to the south into a significant portion of the south garden and lawn area. This is a link to an informative description of this plant called Lesser Celadine.

<https://urbanecologycenter.org/blog/invasive-plant-to-watch-lesser-celandine-ranunculusficaria.html>.

As indicated in the article, the only way to contain and remove it is by spraying an appropriate herbicide. This is an essential first step toward the creation of a naturalized meadow area in the Garry oak grove. Our gardener is looking for licensed weed removal company to do this in the spring.

- 7.3. **Budget Estimates** – IN PROGRESS  
Budget estimates for 2022 for garden maintenance and upgrades, irrigation maintenance and upgrades, and tree maintenance and replacement have been submitted to the Budget Working Group.
- 7.4. **Irrigation**  
John Massier reports that system has been successfully blown out and shut down for the season.
- 7.5. **Fence** – IN PROGRESS  
New fencing by our neighbour to the south has left a small open gap in the fence. Consultation with the neighbour (on Regents Place) who replaced the fence will take place shortly. The Strata will also consult with the management from Belmont Properties (the actual land title holders of the slice of property bordering on what we are calling ‘our’ side of the fence). N. Bell recommends that we fence in the last opening. Sufficient funds are available in the 2021 budget.
- 7.6. **Garden Bench** – IN PROGRESS  
Additional input is from owners on the placement of a small bench on the path is on-going.
8. **Guest Suite Renewal** – C. Kirchner, G. Dragushan and N. Bell  
An estimate of \$25,000 for the renewal of the guest suite which would include new flooring, window coverings, and vanities and fixtures in the bathroom and kitchen areas has been compiled by Christine Kirchner, Graham Dragushan and Nancy Bell. This is a generous estimate for the work as supply and labour costs have proven to be uncertain in the recent past. This estimate will be submitted to the Budget Working Group for inclusion in their planning process.
9. **WEBSITE DOCUMENTS REVIEW** – G. Dragushan
  - 9.1 **Review and Update of Website On-line Documents** – complete for now
  - 9.2 **Fire Alarm Procedures Manual** – IN PROGRESS
    - G. Dragushan is working with T. Cheesman and J. Massier to further update the *Fire Alarm Procedures Manual*. On-line options are being further explored. Next steps to be determined.
    - Troy Fire and Safety have provided a one-page guide to the Fire Alarm system to enable easier reset for system and testing purposes. This is posted in Electrical Room and is also retained in Fire and Emergency Manual and files.
10. **REVIEW AND ORGANIZATION OF PAPER AND ELECTRONIC FILES** – B. Shammass – IN PROGRESS  
The on-going electronic transfer of files in the office is on-hold based on COVID-19 guidelines and the limited amount of space in the new office. B. Shammass has contacted E. Ferguson via email on July 13, 2021 to confirm that the electronic file folder topics maintained by Proline are

coordinated with those stored on-site on the office computer hard drive. B. Shammass to update Council.

The internal file re-organization (all electronic and paper files held in the office) and 'clean-up' is now complete.

**11. CARRIED FORWARD ITEMS**

None at this time.

**12. NEW BUSINESS**

None at this time.

**13. IMPORTANT DATES**

**Next Council Meeting** – Tuesday, December 21, 2021 at 9:30AM (Proline is not scheduled to attend).

**14. TERMINATE MEETING – 10:19AM**

Supplied to StrataDocs 2021/11/29  
Ordered by Paul Whitney 2022/04/19