



**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN  
HELD ELECTRONICALLY VIA ZOOM, MAY 10, 2022**

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**PRESENT:**

Jennifer Cooper	379 Tyee
Peter Durrant	379 Tyee
Joyce Elliott	379 Tyee
Alex Fyfe	373 Tyee
Tanya Howes	379 Tyee
Chris Lawson	379 Tyee
Quinn Leitch	373 Tyee

**PROLINE MANAGEMENT LTD:** Sam Hasham, Property Manager

**1. CALL TO ORDER**

The meeting was called to order by Council President Chris Lawson at 10:03 AM.

**2. CONFIRMATION OF QUORUM**

The chair confirmed that there was a quorum with all council members present, enabling the meeting to proceed.

**3. APPROVAL OF AGENDA**

The meeting agenda was circulated in advance of the meeting. As there were no amendments, the following motion was made:

**Motion:** That the agenda of the Strata Council meeting be adopted as written.

**Moved:** Joyce Elliott

**Seconded:** Tanya Howes

**Carried unanimously.**

**4. APPROVAL OF MINUTES**

The unapproved minutes of the April 12, 2022 Strata Council meeting were circulated prior to the meeting. With respect to item 9.4, the following changes were requested:

- That "A tenancy is a lease under the Residential Tenancy Act" be changed to "A tenancy is based on a lease."
- That "A license is an occupancy that does not involve a lease under the Residential Tenancy Act and is usually short-term" be changed to "A license is an occupancy that does not involve a lease and is usually short-term."

With no other changes requested, the following motion was made:

**Motion:** That the minutes of the April 12 Strata Council meeting be adopted as amended.

**Moved:** Alex Fyfe

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**Seconded:** Peter Durrant  
**Carried unanimously.**

**5. BUSINESS ARISING FROM THE MINUTES (OPEN ITEMS FROM PREVIOUS MEETING)**

5.1. Insurance Claim Subrogation – Water Damage Incident in 2017

Chris Lawson reported that a new lawyer has been assigned to the case by the law firm as the previous one is on maternity leave. The new lawyer is familiarizing himself with the case and will keep the strata informed on developments.

5.2. Annual Window Cleaning, Gutter Cleaning, Sunshade Cleaning and Repairs

This project has been completed.

5.3. P2 Gate Repairs

The new bottom panel for the P2 Gate has been ordered and Harbour Door is still waiting for it to be received. The new panel will replace the existing one which was damaged in an incident in December 2021.

5.4. Failing Machstats and Infrastructure/ Machstat Replacement Project

Council received positive feedback from owners regarding the Information Meeting held on May 2. There was excellent participation, with 37 owners in attendance. After the meeting, council consulted with Island Temperature Controls and has obtained answers to the technical questions that could not be answered at the meeting. These answers will be included with the material that was presented at the meeting, which will be distributed to all owners.

At the meeting, the council was asked whether the plan is to share the new server and software with Synergy, or whether Balance will have an independent server. Council will consult with Synergy and Island Temperature Controls on this matter and make a decision prior to or during the final design stage of the project.

Council has recently been informed by Island Temperature Controls (ITC) that on July 1 there is going to be a price increase on the controller equipment supplied by Delta Controls. Our project would be subject to the price increase if we do not commit before July 1. As a result, the council decided to hold a Special General Meeting (SGM) by Zoom in early June, to obtain owner approval for the project and the associated expenditure from the Contingency Reserve Fund. This will allow us to sign the contract with ITC before the end of June, thereby avoiding the price increase.

**Update:** A Notice of Special General Meeting, to be held on June 9, has been sent to owners following this council meeting. Please refer to the notice for new updates and developments on this project.

5.5. Main Entrance For-Sale Notice Panels

Management provided several samples for consideration. After discussion, the council decided to leave this item open and continue to investigate it further.

5.6. Building Exterior Maintenance

Management advised that Alco has scheduled the exterior repairs approved by the council at the March council meeting to start in June, subject to weather and completion of other projects currently under way.

Management also advised that Modern Maintenance is in the process of preparing a quote for exterior cleaning of the building, which the council is hoping to consider at the next meeting.

5.7. Delco Janitorial Contract Increase

Further to discussion at the previous meeting, Delco has agreed to delay the contract increase to June 1, the start of the new fiscal year. However, they have advised that the increase of the monthly charge from \$4150 to \$4650, an increase of approximately 13%, will still apply, a significant portion of which is with respect to a salary increase for Frances Williams.

After discussion, the council decided to accept the increase. Council also decided that Joyce Elliott will be the point of contact for Delco and Frances going forward. The council is very pleased with the standard of cleaning overall however any issues will be identified to Delco and Frances when they arise.

5.8. Door Cleaning

Delco has confirmed that doors will be cleaned as part of the janitorial contract, at no additional cost.

5.9. Hot Water Tank Repairs

South Island Mechanical has completed these repairs.

6. OPERATING STATEMENTS

The operating statements for April 2022 were provided to council members by management in advance of the meeting. The following corrections were requested:

- Income credited to "Parking" (an account which does not exist in the budget) should be credited to "Other Income" instead.
- The expenditure charged to "Major Maintenance" (account 8914) should be re-charged to 8932 Major Mechanical and Interior Maintenance since there is no allocation for 8914.
- The additional allocation of \$25,000 for Building Exterior Maintenance and Renewal (account 8928) that was approved at the SGM on March 21 should be reflected on the statement.

**Motion:** To approve the April operating statements as amended.

**Moved:** Tanya Howes

**Seconded:** Jennifer Cooper

**Carried unanimously.**

Based on anticipated expenditures in May, council still expects the closing balance of the

operating fund will be very close to budget at fiscal year end May 31.

7. **ARREARS**

Management reported that the arrears identified by council at the previous meeting have either been paid, or steps are being taken to have the owners pay the outstanding amounts.

8. **RATIFICATION OF ELECTRONIC VOTES SINCE LAST MEETING**

Two decisions were made electronically by the council since the last council meeting:

- On April 21, council approved a request from SL 101 for a visitor to park in visitor parking for a two-week period.
- On April 26, council approved a quote for \$1844 from South Island Mechanical to replace 2 failed fans in P3 storage rooms.

As a result, the following motion was made:

**Motion:** To ratify the decisions made by council since the April 12 meeting, concerning visitor parking and repair of 2 failed fans in P3 storage rooms.

**Moved:** Alex Fyfe

**Seconded:** Jennifer Cooper

**Carried Unanimously**

9. **NEW BUSINESS**

9.1. **Insurance Renewal**

Prior to the meeting, council received a renewal proposal for the strata's insurance policy from Arthur Gallagher Canada Limited, the strata's insurance broker. The annual premium has increased from \$232,508 to \$244,814, a 5.3% increase. **In addition, the deductible for water and sewer back-up has increased from \$25,000 to \$50,000.**

The premium increase is the lowest increase we have experienced in several years and is no doubt at least partly due to the investments we are making in maintenance and the council's diligence in following the recommendations set out in the Depreciation Report. Management advised that the typical increase that they are currently seeing is 10 – 15%.

Despite the relatively low increase, there are still significant pressures in the current insurance market, and we have done much better than many other stratas in BC. This insurance market update from our broker summarizes the current market conditions:

[https://pms.powerstrata.com/plpm/VIS6763/files/42525211396060131/Condo\\_Market\\_2022\\_eCopy.pdf](https://pms.powerstrata.com/plpm/VIS6763/files/42525211396060131/Condo_Market_2022_eCopy.pdf)

With regards to the increase in the water and sewer back-up deductible, it is even more important for each owner to have their own condo insurance. The strata's bylaws authorize the strata to charge the insurance deductible to an owner when that owner is responsible for the loss. In addition, water damage losses under \$50,000 will normally be the responsibility of the owner of the strata lot from where the damage originates.

Here is a great article about who is responsible for repairing damage in a strata lot when the cost is less than the insurance deductible:

<https://www.choa.bc.ca/wp-content/uploads/pdf/200/200-129-Repairing-Damage-in-a-Strata-Lot-When-the-Cost-is-Less-Than-the-Deductible.pdf>

For more information about condo owner's insurance, please see this tip sheet *Buying Insurance for Your Condominium Unit*, from our insurance broker:

[https://pms.powerstrata.com/plpm/VIS6763/files/52525211396060132/Condo\\_Owners\\_Tip\\_Sheet.2021.pdf](https://pms.powerstrata.com/plpm/VIS6763/files/52525211396060132/Condo_Owners_Tip_Sheet.2021.pdf)

After discussion, the council decided to approve the renewal proposal from Gallagher and the following motion was made:

**Motion:** To approve the insurance renewal proposal from Arthur Gallagher Canada Limited and authorize Proline to pay the new annual premium of \$244,814.

**Moved:** Joyce Elliott

**Seconded:** Alex Fyfe

**Carried Unanimously**

#### 9.2. Parkade Door Openers

On April 22, Jennifer Cooper and Chris Lawson met with Action Doors to review the operation of existing automatic doors throughout the common property and to determine the feasibility of installing automatic door openers on the doors leading from the parkade to the elevator lobbies in the P1 and P2 levels of the parkade, and the doors into the storage rooms on all levels.

With respect to the existing automatic doors, Action Door recommended that one push button be replaced and advised that a main door requires some adjustments. Since these repairs are not urgent, they can be done along with other more urgent repairs, when required.

With respect to the doors on P1 and P2 leading from the parkade to the elevator lobbies, Action Door advised that installation of automatic door openers would cost approximately \$5,000 per set of 2.

It would cost approximately \$2500 to install automatic openers on each storage room door. However, there would be an additional cost, and a different company required, to install fob readers on each of these doors.

After discussion council decided to consider this matter during planning for the fiscal 2023 budget, to determine if an allocation can be set aside for automatic door openers to be added to at least a sub-set of the doors.

#### 9.3. AGM Agenda

Council held a preliminary planning session regarding the agenda for the upcoming AGM.

The following **tentative** decisions were made, subject to further investigation and/or discussion at the June council meeting, and subject to finalization of the fiscal 2023 budget proposal:

- To include a resolution on the agenda to change references to “Machstats” in the bylaws, in view of the pending Machstat replacement project.
- To include a resolution on the agenda to defer renewal of the Depreciation report for one more year. Council feels that the 2019 Depreciation Report, together with the 2020 Building Exterior report from Method Engineering and the 2021 Mechanical Review from Avalon Mechanical Consultants, are still providing a very good picture of the renewal projects that will be required over the next few years and that there would be little to be gained from spending the \$10,000 to \$12,000 which would be required for an update at this time. Instead, council feels that the strata should plan for an update in the fall of 2023, which would require the funding to be approved at the July 2023 Annual General Meeting.
- Council requested that management obtain a quote from Gary Muir plumbing to clean all the plumbing stacks, which were last cleaned in 379 Tyee in 2019 and in 373 Tyee in 2020. Council will consider the quote at the June meeting for coverage in the fiscal 2023 budget.
- Council requested that management obtain a quote from Doug Rutherford for replacement of the remaining galvanized steel downspouts within the balconies of the 04, 05, 08 and 09 units. Council will consider the quote at the June meeting and determine whether funding should be allocated for replacement of some or all the downspouts in 2023.
- Council decided that the existing allocation from the Contingency Reserve Fund (CRF) for *Major Mechanical and Interior Maintenance*, which was approved at the July 2021 AGM and is only half spent, will likely be sufficient to cover expenditures in fiscal 2023, although this will be confirmed at the June meeting.
- Council decided that an additional allocation from the CRF for *Exterior Maintenance and Renewal* will likely be required for fiscal 2023. Council will determine the amount at the June meeting, based on the quote for the downspout replacement and other considerations.
- Council decided to investigate the possibility of changing the lighting in the elevators. Council member Tanya Howes volunteered to investigate this and report back at the next meeting.
- In August 2021, council considered a proposal from Vertical City to install digital screens in the elevators and lobbies. The digital screens would give the ability for management and the strata council to post notices electronically, replacing paper notices. In addition, local content ads would appear on the screens for which the strata would receive revenue. Installation of the screens is free and there are no monthly costs. At the time, council decided to defer a decision on the screens, since council felt it would have a significant affect on the appearance of the common property and the Strata Property Act requires such changes to be approved by the owners at a general meeting. After discussion, council decided not to consider this further.

9.4. Greenway walkway from P3 exit door

Prior to the meeting, BOSA provided new plans for the alterations to the walkway which extends from our P3 exit door to the greenway and is partly on Balance's property. The new plans are more detailed than the ones considered at the December 14, 2021 strata council meeting but don't change the overall design, which is to replace the gravel with concrete and provide both stairs and a gently sloped, winding ramp, leading down to the bridge over the pond.

After discussion, council is still comfortable with the overall design but decided to ask BOSA for more details about the materials that will be used.

9.5. Balcony and Patio Reminder

Council decided to send a reminder to all owners and tenants regarding maintenance of balconies and patios, pursuant to the new bylaws.

9.6. Rental Bylaw respecting Form K

Council member Alex Fyfe recommended some changes to the bylaws respecting Form K's, as well as changes to the maximum fine bylaw. After discussion, the council decided to log the recommendations for consideration during the next bylaw review.

10. CORRESPONDENCE

No correspondence was on the agenda for this meeting.

11. COMPLAINTS AND BYLAW ENFORCEMENT

(The BC *Strata Property Act* requires strata councils to enforce the bylaws of the strata corporation. Section 135 describes the process that must be followed when a bylaw complaint is received by the strata council.)

11.1. A complaint was received about a vehicle in the P3 level of the parkade that is allegedly blocking access to a storage room. In response, council has requested proof of ownership of the vehicle and of insurance from the owner/ tenant of the unit to which the stall is assigned. Council will consider next steps once this information is provided.

12. ANY OTHER BUSINESS

Council reviewed topics for inclusion in the next edition of the Balance Bulletin.

13. DATE OF NEXT MEETING

The next council meeting is scheduled for June 7, 2022.

14. ADJOURNMENT

The meeting was adjourned at 12:25 pm.

**2022 Residential Heating/ Water Utility Rates - Variable**

Heat and Hot Water Energy Consumption: \$0.072/ kwh

Water Consumption: \$0.00155/ litre

Rates are subject to change.