



**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN
HELD ELECTRONICALLY VIA ZOOM, AUGUST 9, 2022**

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 Strata Property Manager Sam Hasham at 9:32 AM.

2. CONFIRMATION OF QUORUM

Property Manager Sam Hasham confirmed that there was a quorum with 6 of 7 council members present, enabling the meeting to proceed. Note: Council member Tanya Howes joined the meeting during the discussion on item 3.4, at which time all council members were then present.

3. COUNCIL MEMBER ROLES/ ELECTIONS/ ONGOING LOGISTICS

3.1. Executive and Other Roles

Property Manager Sam Hasham described the council executive roles that need to be filled from amongst the council members. After discussion, it was agreed that Chris Lawson will continue as President and that Peter Durrant will be Vice-President. The following motion was made:

Motion: That Chris Lawson be elected President and Peter Durant be elected Vice-President for the 2022-23 term.

Moved: Quinn Leitch

Seconded: Jennifer Cooper

Carried Unanimously.

In addition to the executive roles, it was agreed that Peter Durrant will continue in the roll of Privacy Officer. The following motion was made:

Motion: That Peter Durrant be appointed Privacy Officer for the 2022-23 term.

Moved: Quinn Leitch

Seconded: Chris Lawson

Carried Unanimously.

In addition to the roles above:

PROLINE MANAGEMENT LTD.

- Joyce Elliott is prime for the bike room and liaison with Delco.
- Tanya Howes is prime for landscaping.
- Quinn Leitch is prime for security issues.
- Alex Fyfe is prime for bylaws.
- Jennifer Cooper is lead on bylaw enforcement issues.

3.2. Council Manuals

The council member manuals are in PowerStrata in the *Council Internal* folder (available to council members only). These manuals were provided by Proline and contain excellent background information which should be reviewed by all council members.

3.3. Agreement Regarding Acceptable Conduct for Council Members

Several council members have already returned their signed agreements and the remaining members in attendance committed to do so before the next council meeting in September.

3.4. On-Site Emergency Contacts

The emergency contact schedule for 2022-2023 has been provide to Proline. This is a monthly rotation of council members who are the first points of contact for Proline when calls are received on the after-hours emergency line.

3.5. Council Meeting Schedule

The council agreed to continue meeting on the 2nd Tuesday of each month. Council agreed the meeting times may be adjusted based on the availability of all members.

3.6. Owner Volunteers

Owners Glenn Bond and Jim Ross regularly volunteer for maintenance activities and as back-up emergency contacts.

The council is grateful for their ongoing assistance and confirms that in performing these activities they do so as delegates of the council for insurance purposes.

At this time Chris Lawson assumed the role of meeting chair.

4. APPROVAL OF AGENDA

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

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

Moved: Tanya Howes

Seconded: Quinn Leitch

Carried unanimously.

5. APPROVAL OF MINUTES

The unapproved minutes of the June 7, 2022 Strata Council meeting were circulated prior to the meeting. With there being no amendments, the following motion was made:

Motion: That the minutes of the June 7, 2022 Strata Council meeting be adopted as written.

Moved: Tanya Howes

Seconded: Alex Fyfe

Carried unanimously.

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

6.1. Insurance Claim Subrogation – Water Damage Incident in 2017

There have been no further developments on this matter since the previous council meeting.

6.2. P2 Gate Repairs

The new bottom panel for the P2 Gate was installed in late May.

6.3. Greenway walkway from P3 exit door

BOSA has advised that the walkway construction should be completed in about 2 weeks. The improved walkway leading out from the P3 exit door will include both a concrete ramp and stairs, leading out to the bridge over the pond.

6.4. Request to Improve Accessibility

Since the owner has switched parking stalls with another owner and now has a stall adjacent to the elevator lobby and since the resolution on the AGM agenda to install automatic door openers in the parkade (including the doors into 373 Tyee on P1) was approved, the council considers this matter to be closed. As identified in item 10.1.3 below, council is in the process of having the automatic door openers installed.

6.5. Parkade Crack Repairs

Rain Coast Weatherproofing has advised that they will be able to conduct the repairs approved at the June council meeting in late September.

6.6. Building Exterior Maintenance

6.6.1. Exterior Repairs

Exterior Repairs: Alco has advised that the exterior repairs will start on August 15. A notice will be distributed to residents this week.

6.6.2. Exterior Cleaning

As requested by council in the spring, quotes were received from Modern Maintenance to clean the exterior of the building. The first quote, to clean only inaccessible and common areas of the exterior was for \$28,925 excluding GST. The second quote, to clean all exterior areas, including LCP balconies and patios, was for \$56,725 excluding GST. After discussion council decided to defer consideration of these quotes until the January meeting, since this would likely

be a spring project. In addition, council decided to give BOSA a heads up that Balance will be asking them to contribute to the cost, given that the construction has caused a significant amount of debris on Balance property.

6.7. Exterior Sunshades Maintenance

Further to the discussion at the previous meeting, council member Jennifer Cooper reported to council that she contacted the maintenance manager of a building in Esquimalt that has sunshades like Balance's. Unfortunately, they have never had any repair requirements, so they were unable to assist in identifying technicians qualified to repair both the sunshades and the associated control system. Balance's handyman does perform basic maintenance such as repairing broken tapes but unfortunately the council is not aware of any local technicians who can make more extensive repairs.

6.8. Fire Extinguisher Replacement

Prior to the meeting, council received a quote from Troy Life and Fire Safety Ltd to replace 14 expired fire extinguishers which were not replaced when all the others were replaced in May. After discussion, the council decided to approve the quote and the following motion was made:

Motion: That the quote from Troy Life and Fire Safety Ltd for \$1,825 for replacement of 14 fire extinguishers be approved, and that the expenditure be charged to the Major Mechanical and Interior Repairs allocation in the CRF.

Moved: Quinn Leitch

Seconded: Peter Durrant

Carried Unanimously

6.9. Machstat Replacement Project

The project is progressing well and according to plan. By the end of this week, all Machstats in the garden units and 379 Tyee will have been replaced, meaning we are at 60% completion. Operating instructions for the new Delta Controllers are being provided to the unit occupants by Island Temperature Controls (ITC) as they complete the replacements.

Machstats in the units in 373 Tyee will all be replaced by August 29. Access notices identifying the replacement dates have been sent to units on the 1st to 4th floors and the remaining units will receive their notices by August 12.

ITC expects the new server to be received and installed by the end of August. The server is required to enable on-line access to the web portal, which owners and occupants will be able to use to control their thermostats and set their heating schedules. Further information about this will be sent out soon.

ITC has noted pre-existing deficiencies with respect to water meters and fan coils in several units. A plan is being formulated to deal with these deficiencies and owners of the subject units will be contacted shortly. Council confirmed that as per the bylaws, the strata is responsible for maintaining and repairing the water meters in the units, while the unit owners are responsible for maintenance and repair of the fan coils.

6.10. Main Entrance For-Sale Notice Panels

Council decided to defer further consideration of this matter until the spring of 2023.

7. OPERATING STATEMENTS

The operating statements for June 2022 were provided to council members by management in advance of the meeting. No changes were requested, and the following motion was made:

Motion: To approve the June operating statements as written.

Moved: Quinn Leitch

Seconded: Tanya Howes

Carried unanimously.

8. ARREARS

Council decided to review the current arrears report when received and contact management with questions or for further action as required.

9. DECISIONS MADE ELECTRONICALLY SINCE LAST MEETING

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

- o June 8: Council approved the request from SL 162 to allow a visitor to park in the visitor parking area until June 20, pursuant to the visitor parking bylaw, due to extenuating circumstances.
- o June 11: Council approved the May 31 / Fiscal 2022 year-end operating statements.
- o July 12: Council decided to recharge the invoice for \$2097.90 from Harbour Door to replace the bottom panel of the P2 parkade gate to SL 21.

As a result, the following motion was made:

Motion: To ratify the decisions made by council since the June 7 meeting, concerning visitor parking, the May 31 operating statements and the invoice recharged to SL 21.

Moved: Alex Fyfe

Seconded: Jennifer Cooper

Carried Unanimously

10. NEW BUSINESS

10.1. Resolutions Approved at the July 18 AGM

10.1.1. Building Exterior Maintenance and Renewal 2023

Council reviewed the quotes received from DRTC services on June 4, for replacement of the 04/05 and 08/09 balcony downspouts in 373 and 379 Tye Rd. After discussion, council decided to approve the quotes and to direct management to have the work done in late fall, since this work is not weather dependent.

Motion: That the quotes from DRTC Services for \$9,600 plus GST (for replacement of downspouts in 379 Tye) and \$8,800 plus GST

(for replacement of downspouts in 373 Tye) be approved, that the work be scheduled in late fall, and that the expenditure be charged to the Building Exterior Maintenance and Renewal – 2023 allocation in the CRF.

Moved: Quinn Leitch
Seconded: Peter Durrant
Carried Unanimously

Council decided to defer planning for the exterior review until the January 2023 meeting.

10.1.2. Major Mechanical and Interior Maintenance and Renewal 2023

Council reviewed the quotes received from Gary Muir Plumbing Services Ltd on May 16, for rodding and flushing the plumbing stacks in 373 and 379 Tye Rd. After discussion, council decided to approve the quotes and to direct management to ask Gary Muir to schedule the work.

Motion: That the quotes from Gary Muir Plumbing Services Ltd for \$6,340 plus GST (for plumbing stack cleaning in 373 Tye) and \$8,320 plus GST (for plumbing stack cleaning in 379 Tye) be approved, that management ask Gary Muir Plumbing to schedule the work, and that the expenditure be charged to the Major Mechanical and Interior Maintenance and Renewal – 2023 allocation in the CRF.

Moved: Quinn Leitch
Seconded: Alex Fyfe
Carried Unanimously

10.1.3. Automatic Door Openers

Prior to the meeting, council received a quote from Action Door Service Inc to install automatic door openers on 9 doors in the parkade, according to the resolution approved at the AGM. The quote was for \$18620, excluding tax and electrical work. The council is waiting on a quote for the electrical work but in the meantime decided to approve the quote from Action Door and request that the doors into 373 Tye on P1 be done first. The following motion was made:

Motion: That the quote from Action Door Service Inc for \$18,620 plus GST for installation of nine automatic door openers be approved, that the openers on the doors into 373 Tye on P1 be installed first, and that the expenditure be charged to the Automatic Door Openers allocation in the CRF.

Moved: Jennifer Cooper
Seconded: Joyce Elliott
Carried Unanimously

Council also agreed that Action Door should inspect all existing door openers and

make repairs as required, when they are installing the new ones.

10.1.4. Elevator Lights

As a result of the resolution approved at the AGM, council has tested two types of bulbs in Elevator 1, 373 Tye Rd. Neither fulfilled the mandate of the resolution, which was that the elevator lights should be brighter than the original blue lights but not as bright as the lights currently in Elevator 2, 373 Tye Rd. (Both were brighter than even the lights in Elevator 2, and one had a significant flicker.) As a result, the council has decided to consult with Thyssen Krupp and an electrician who specializes in elevator lighting, to determine if there are other options.

10.1.5. Revised Bylaws

Management advised that the new schedule of consolidated bylaws reflecting the changes approved at the AGM has been filed in the Land Title Office. In addition, the new bylaws have been posted in PowerStrata and distributed to all owners.

10.2. “Any Other Business” Items From AGM

10.2.1. Landscaping in circle within Wheelchair Ramp, 379 Tye

Council member Tanya Howes will ask Fallingwater to provide an additional plant to fill in the bare space in this area.

10.2.2. Washing Exterior Concrete at 379 Tye Entrance

Council decided to consider pressure washing the exterior concrete in the spring of 2023. Further discussion deferred to the January 2023 meeting.

10.2.3. User Fee for EV Charging

Council decided to investigate the current total rate of consumption for the electric vehicle charging.

10.2.4. Balcony Glass – 04/05 and 08/09 Units

Council decided to ask Method Engineering for options to improve the appearance of the balcony glass on these units.

10.3. Waste Connections Long Term Contract

Waste Connections of Canada is currently providing waste removal services to the strata on a month-to-month basis, based on a set number of weekly pick-ups by bin type and by volume. Prior to the meeting, council received a proposal from them to provide the equivalent number of weekly pick-ups on a fixed price basis, on a 5-year contract at \$1775 per month before fuel and taxes. This is a significant reduction from the current “all in” charges which average about \$2500 per month.

After discussion, council decided to obtain another quote from Waste Management and consider the matter further at the next meeting.

10.4. Encroachments and Easements

Prior to the meeting, council member Alex Fyfe submitted a report to the council regarding encroachments and proposed easements that have arisen as a result of the

BOSA Construction to the south of Balance.

In the first case, a small portion of our foundation wall on the south end of the parkade was originally built less than a foot inside our property line. When BOSA built their foundation, following good building practices, they built their wall flush to ours and this created the encroachment. (It would not have been desirable to leave a gap between the foundations.) As such, BOSA is requesting that Balance grant an easement to accommodate the encroachment. Such an easement would be similar to an existing easement that accommodates the encroachment of a small portion of our ramp near the sidewalk, onto the BOSA property. That easement was granted when Balance was being built.

In the second case, BOSA has advised that a triangular portion of Balance's exit pathway from the rear P3 door (currently under construction) encroaches on the greenway which is property of Dockside Green Victoria Society (DGVS). BOSA proposes that Balance obtain an easement from DGVS for the triangular parcel.

Finally, the three bridges connecting the decks of GA2, GA3 and GA4 to the greenway walkway are partially on DGVS property. DGVS proposes that Balance obtain an easement from DGVS such that Balance would be completely responsible for the maintenance of these three bridges.

The council currently understands that all the above easements would require $\frac{3}{4}$ vote approval at a general meeting of the owners of Balance.

BOSA and DGVS have advised that they are currently having their lawyer draft paperwork for the above. After discussion, the council decided to consider these matters further when the paperwork has been provided.

10.5. Quotes to Replace Fans in Recycle Room and Bike Room

Prior to the meeting, council received a quote from South Island Mechanical to replace the fan in the Bike Room (for \$2,400) and another quote to replace the fan in the recycle room (for \$2,000). After discussion, council decided to proceed only with replacement of the bike room fan at this time. The following motion was made:

Motion: **That the quote from South Island Mechanical for \$2,400 to replace the bike room fan be approved, and that the expenditure be charged to the Major Mechanical and Interior Repairs allocation in the CRF.**

Moved: Alex Fyfe

Seconded: Tanya Howes

Carried with 6 in favour, 1 abstention.

In addition, council decided to ask the pest control contractor if a fan in the recycle room would be helpful in controlling pests.

10.6. Quote to Repair Rooftop Air Handling Unit – 373 Tyee

Prior to the meeting, council received a quote from South Island Mechanical to repair a

failed bearing on the roof top air handling unit fan of 373 Tyee. After discussion, the council decided to approve the quote and the following motion was made:

Motion: That the quote from South Island Mechanical for \$1,220 plus GST to repair the rooftop air handling unit on 373 Tyee be approved, and that the expenditure be charged to the Plumbing and Heating allocation in the operating account.

Moved: Peter Durrant

Seconded: Tanya Howes

Carried Unanimously

10.7. Bike Room

Council received a complaint from a bike room user that a bike that is not an e-bike has been left in the e-bike spaces, taking up room that is intended for e-bikes.

After discussion, council decided to conduct a bike room audit and will consider further options regarding capacity in the bike room for e-bikes and heavy bikes, at the next meeting.

10.8. Landscaping

Council decided to defer discussion on the courtyard improvements, the request from SL 101 to remediate the planter and the remaining Yews until the next meeting.

11. CORRESPONDENCE

11.1. Lobby Paintings

Correspondence was received from an owner offering to provide a painting for the lobby of 379 Tyee. After discussion, council decided to thank the owner for their offer but decline it.

11.2. E-Bike Batteries

Correspondence was received from an owner regarding media reports of fires caused by e-bike batteries. After discussion, the council decided to issue an information bulletin about the topic.

12. 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.)

12.1. Balconies and Patios

After the June council meeting, bylaw reminder letters were sent to ten units with balconies and patios not in compliance with the bylaws approved at the March 21, 2022 SGM. Since then, five balconies/ patios have been brought into compliance and one owner has committed to comply by the end of August. After discussion, council directed management to send bylaw enforcement letters to three of the remaining units and discuss the matter with the other owner who has not yet brought the deck into

compliance but who did respond to the letter.

12.2. Dog Barking

A complaint was received alleging that a dog had been barking in SL 108 for over 2 hours, disturbing the complainant in an adjacent unit. A bylaw enforcement letter was sent to the owner occupants. One of the owners responded and provided evidence which they said proved that the barking could not have taken place as alleged. However, the complainant provided evidence that indicated a dog was in the unit and there was barking, during the time when the disturbance was alleged to have occurred. After discussion, the council decided that it is more likely than not that the dog was in the unit and that there was a breach of section 6.4 of the bylaws which states that "an owner of a pet shall not permit the pet to ... disturb any other owner, tenant or occupant due to barking..." As a result, the council decided to fine the owners \$100, and the following motion was made:

Motion: That a fine of \$100 be assessed against the owners of SL 108 in view of the breach of Section 6.4 of the bylaws.

Moved: Jennifer Cooper

Seconded: Chris Lawson

Carried Unanimously

13. ANY OTHER BUSINESS

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

14. DATE OF NEXT MEETING

The next council meeting is scheduled for September 13.

15. ADJOURNMENT

The meeting was adjourned at 12:00 pm.

2022 Residential Heating/ Water Utility Rates - Variable

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

Water Consumption: \$0.00160/ litre

Rates are subject to change.