



**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN
HELD ELECTRONICALLY VIA ZOOM, OCTOBER 11, 2022**

PRESENT:

Jennifer Cooper	379 Tyee
Joyce Elliott	379 Tyee
Alex Fyfe	373 Tyee
Tanya Howes	379 Tyee
Chris Lawson	379 Tyee

PROLINE MANAGEMENT LTD: Sam Hasham, Property Manager

ABSENT WITH REGRETS: Peter Durrant
Quinn Leitch

1. CALL TO ORDER

The meeting was called to order by Council President Chris Lawson at 10:05 AM.

2. CONFIRMATION OF QUORUM

The chair confirmed that there was a quorum with 5 of 7 council members present, enabling the meeting to proceed.

3. APPROVAL OF AGENDA

The meeting agenda was circulated in advance of the meeting. One item was removed from the agenda as it was no longer required. As a result, the following motion was made:

Motion: That the agenda of the strata council meeting be adopted as amended.

Moved: Jennifer Cooper

Seconded: Alex Fyfe

Carried unanimously.

4. APPROVAL OF MINUTES

The unapproved minutes of the September 13, 2022, strata council meeting were circulated prior to the meeting. An amendment to the first 3 sentences in the 2nd paragraph of item 11.1 was proposed, as follows:

- From: *A bylaw reminder letter and then a bylaw enforcement letter were sent to SL 119, regarding a freezer and other items on the balcony allegedly in breach of section 4 of the bylaws. The items have been the subject of bylaw enforcement action in the past. No responses to either of the letters were received from the owner of the unit.*
- To: *A bylaw enforcement letter was sent to SL 119, regarding a freezer and other items on the balcony allegedly in breach of section 4 of the bylaws. No response was received from the owner of the unit.*

The following motion was then made:

PROLINE MANAGEMENT LTD.

Motion: That the minutes of the September 13, 2022, strata council meeting be adopted as amended.

Moved: Tanya Howes

Seconded: Joyce Elliott

Carried unanimously.

5. HEARING

A hearing was held at the request of the owner of SL 6, regarding the council's finding at the September 13 meeting that the lattice on the unit's patio was in breach of the bylaws, as well as the council's decision to assess a fine of \$100 to the owner's account. During the hearing the owner identified reasons why he felt the council should reverse those decisions. Following the hearing, the council thoroughly considered the owner's input, as well as the reasons for the council's decisions at the September meeting, and the following motion was then made:

Motion: To uphold the finding made at the September 13 council meeting that the lattice on the patio of SL 6 is in breach of sections 4 (1) and 4 (3) of the bylaws, as well as the decision to impose the fine of \$100.

Moved: Chris Lawson

Seconded: Jennifer Cooper

Carried with 3 in favour and 2 opposed.

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

6.1. Insurance Claim Subrogation – Water Damage Incident in 2017

Prior to the meeting, the lawyer for the insurer advised the council that an offer to settle at \$350,000 all-inclusive of insured and uninsured losses was made to the defendant. The lawyer further advised that defence counsel was away until mid-October and that the council would be kept informed of further developments.

6.2. P3 Exit Walkway, Stairs, and Ramp

Construction of the new walkway, stairs and ramp was substantially complete on Sept 2. The new railings have since been installed with the glass still on order.

6.3. Parkade Crack Repairs

The council has not had an update from Rain Coast Weatherproofing regarding the parkade crack repairs and has asked management to follow up.

6.4. Balcony Downspout Replacement

This project is still scheduled for late fall. Owners and tenants with balconies that are affected will be notified prior to the work being done.

6.5. Machstat Replacement Project

The council reviewed the status of this project, which has been very successful and is nearing completion, on time and on budget.

Installation of the new server has been completed and the on-line portal is ready for

launch. The portal will allow occupants to view and change the settings on their thermostats and set their heating schedules remotely. Heating energy and water consumption data will also be available via the portal. Information about the portal was to be sent to all owners and tenants shortly after this meeting, along with usernames and passwords.

The new server, with consumption reporting capabilities, will significantly reduce the time and effort associated with obtaining the heating energy and water consumption data from the thermostats for invoicing purposes.

During the installation of the new thermostats, Island Temperature Controls (ITC) found 7 defective water meters. All have been replaced except for one, which will be replaced shortly. Working water meters are required so that water usage may be charged back to owners.

Staffing issues have affected ITC's ability to respond to owner requests for repairs to the fan coils, however these are being processed as quickly as possible.

Council decided to review the project at the next meeting to determine if there are lessons-learned that can be applied to future large-scale projects.

6.6. Major Mechanical and Interior Maintenance

6.6.1. Plumbing Stack Cleaning

Cleaning of the stacks in 379 Tyee is scheduled for Oct 17-20. 373 Tyee is scheduled for Oct 24-26. Occupants have been notified.

6.6.2. New Fan for Bike Room

The new fan was installed on September 22.

6.7. Encroachments and Easements

There have been no updates from BOSA and Dockside Green Victoria Society on this since the last meeting.

6.8. E-Bike Battery Safety

The notice is being worked on and will be distributed when it is finalized.

6.9. Waste Removal Contract

Management advised the council that the change-over from Waste Connections to Waste Management is scheduled for November.

6.10. Automatic Door Openers

Council has asked management to follow up with Action Door to see when the installation of the new automatic door openers will begin.

6.11. Balcony Glass

Prior to the meeting, council received an opinion and recommendations from Method

Engineering regarding the discolouration of the lower portion of the balcony glass on the balconies of the one-bedroom units. In Method's opinion, the only solution to fully address the issue is replacement of the glass. This is consistent with the findings of both Alco Building Services and Modern Maintenance, who in the past have both tried cleaning methods and achieved unsatisfactory results.

Method did recommend two cleaning methods which they said might reduce the staining but would not eliminate it. After discussion council decided to ask an owner who has written to the council about the problem to see if she would be willing to try the cleaning methods with the assistance of a council member.

6.12. Landscaping

Prior to the meeting, council member Tanya Howes submitted quotes received from Fallingwater Property Services for landscape improvements. The first quote was for \$426 to remediate the plants in the tree circle bed adjacent to the entrance ramp at 379 Tyee. The 2nd quote was for remediation of a common property planter in the enclosed patio area adjacent to SL 101. For this, two options were proposed: One with plants costing \$400 and the other with weed membrane and rocks ("the stone option") costing \$442. After discussion, council decided to go with the latter option and the following motion was made:

Motion: To approve the quote from Fallingwater for \$426 for improvements to landscaping in the tree circle bed adjacent to the entrance ramp at 379 Tyee and the "stone option" quote from Fallingwater for \$442 for improvements to the landscape bed in the patio area adjacent to SL 101.

Moved: Tanya Howes

Seconded: Alex Fyfe

Carried Unanimously.

Tanya also advised the council that Fallingwater is still attempting to acquire the remaining Yews for the courtyards along Tyee Rd. Fallingwater has advised that the prices for established plants have increased significantly. They will advise the council when the plants are available, provide a sample, and then identify the cost. Finally, the planters and trees in the courtyard are being monitored and the council will consult with Fallingwater in the spring to determine if any remediation is required.

6.13. Bicycle Storage Room

The handyman has advised management that he is currently booked with other work but will do the change to the bike rack, to enable more roll-in spaces, as soon as possible.

6.14. Safety Loops for Parkade Gates

The council is still waiting for a proposal from Harbour Door on this matter.

7. OPERATING STATEMENTS

The operating statements for September 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 September operating statements as written.

Moved: Chris Lawson

Seconded: Tanya Howes

Carried unanimously.

8. ARREARS

Property Manager Sam Hasham reported that he is working with the Proline accounting manager to reconcile the credit balances on several owner ledgers. Sam also advised the council that Proline has implemented a new procedure where owners and tenants will be required to pay the moving fee before being provided with the elevator key for move-in. This should reduce or eliminate the number of unpaid move-in fees.

Council discussed several accounts with outstanding utility invoices. Council decided to monitor and determine at the next council meeting if bylaw letters should be sent.

9. DECISIONS MADE ELECTRONICALLY SINCE THE LAST STRATA COUNCIL MEETING

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

- On September 16, the council considered correspondence received from the owner of SL 6 after the September 13 council meeting, regarding a bylaw enforcement letter that was sent in August, prior to the meeting. The council made decisions regarding the matter at the September 13 meeting and after considering the correspondence received from the owner, decided to uphold those decisions and to respond to the owner accordingly.
- On September 22, the council approved a contract proposal from Alco Building Services for time-and-materials-based winter snow removal services.
- On September 28, the council considered correspondence received from the owner of SL 119 regarding a bylaw fine assessed at the September 13 meeting. After considering the owner's proposal contained in the correspondence, the council decided it would reverse the fine if the non-complaint items were removed from the balcony by October 8, and to respond to the owner accordingly.

As a result of the above decisions, the following motion was made:

Motion: To ratify the decisions made by council since the September 13 meeting, concerning approval of the snow removal contract and fines assessed to SL 6 and SL 119.

Moved: Alex Fyfe

Seconded: Tanya Howes

Carried Unanimously

10. NEW BUSINESS

10.1. Heating/ Water Utility Invoices

Prior to the meeting, council president Chris Lawson submitted a proposal to the council and management to start sending the quarterly Heating/ Water Utility Invoices by email,

to those owners who have agreed to receive email from the strata. Paper invoices would continue to be mailed to owners who have requested to receive hard copy notices, including those who have requested to receive notice at an off-site mailing address. The change is intended to reduce paper consumption and to significantly reduce the costs incurred by the strata in processing and sending the invoices. It would also be more environmentally friendly. After discussion, the council decided to proceed with the change effective with the invoice for 3Q (July-September) 2022 consumption. This invoice will only be for consumption for September, since it was not possible to retrieve consumption data during July and August when the Machstats were being changed to the new Delta thermostats. Therefore, water and heating energy costs incurred by the strata during July and August will not be recovered and will be covered from the operating account. This was anticipated in planning of the fiscal 2023 budget.

10.2. Island Temperature Controls Support and Maintenance Contract Quotes

Prior to the meeting, council received proposals from Island Temperature Controls (ITC) for support and maintenance of the new Delta Controls system, server, and software. After discussion, the council decided to accept the proposals. The total annual ongoing cost for the support and maintenance will be about \$2400 but the incremental cost will be significantly less since costs associated with maintenance of the Machstat system are no longer being incurred. The new ITC support costs incurred prior to the end of the current fiscal year (fiscal 2023) can be absorbed within the existing budget. Council will include the ongoing support and maintenance costs in the proposed budget for fiscal 2024.

10.3. Recycle Room: Battery and Light Bulb Bins

Prior to the meeting, the owner volunteers who take care of the batteries and light bulbs in the recycle room reported that kitchen scraps are being mistakenly placed in the battery and light bulb bins. The volunteers advised that they have placed different bins to reduce the chances of the kitchen scraps being put in the wrong bins. Council appreciates the ongoing work of the volunteers and as an additional measure to eliminate the problem, decided to place the light bulb and battery bins in a different location away from the compost (kitchen scrap) bins.

At this point council member Tanya Howes left the meeting. Quorum was maintained with 4 of 7 members in attendance.

11. CORRESPONDENCE

11.1. Alteration Approval Request

A request was received from the owners of SL 170 for approval to make alterations to the bathroom of the unit, as well as the adjoining closets. After discussion, the council decided to approve the request on condition that the owners sign the standard indemnity agreement. The following motion was made:

Motion: To approve the alteration request from the owners of SL 170 for bathroom and closet alterations, on condition that the indemnity agreement be signed.

Moved: Jennifer Cooper
Seconded: Alex Fyfe
Carried Unanimously

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

Council noted that the lattice in the patio of SL 101 has not been modified per the council’s suggestion made as a result of the September council meeting. Council asked management to send a bylaw enforcement letter.

Council noted that the freezer and other items have been removed from the balcony of SL 119, as per the owner’s proposal covered in item 9 above. The following motion was therefore made:

Motion: **That the fine of \$200 assessed to the account of SL 119 regarding items on the balcony in breach of the bylaws be removed from the account.**

Moved: Jennifer Cooper
Seconded: Chris Lawson
Carried Unanimously

13. ANY OTHER BUSINESS

The council considered topics for inclusion in the next *Balance Bulletin*.

14. DATE OF NEXT MEETING

The next council meeting is scheduled for November 8.

15. ADJOURNMENT

The meeting was adjourned at 12:05 pm.

<p>2022 Residential Heating/ Water Utility Rates - Variable</p> <p>Heat and Hot Water Energy Consumption: \$0.072/ kwh</p> <p>Water Consumption: \$0.00160/ litre</p> <p>Rates are subject to change.</p>
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