



**UNAPPROVED MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN
HELD ELECTRONICALLY VIA ZOOM, JUNE 7, 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

PROLINE MANAGEMENT LTD: Sam Hasham, Property Manager

ABSENT WITH REGRETS: Quinn Leitch

1. CALL TO ORDER

The meeting was called to order by Council President Chris Lawson at 10:02 AM.

2. CONFIRMATION OF QUORUM

The chair confirmed that there was a quorum with 6 of 7 council members present, enabling the meeting to proceed.

3. APPROVAL OF AGENDA

The meeting agenda was circulated in advance of the meeting. Additional item(s) were added, and the following motion was made:

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

Moved: Jennifer Cooper

Seconded: Peter Durrant

Carried unanimously.

4. APPROVAL OF MINUTES

The unapproved minutes of the May 10 Strata Council meeting were circulated prior to the meeting.

With no changes requested, the following motion was made:

Motion: That the minutes of the May 10 Strata Council meeting be adopted as written.

Moved: Alex Fyfe

Seconded: Jennifer Cooper

Carried unanimously.

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

5.1. Insurance Claim Subrogation – Water Damage Incident in 2017

PROLINE MANAGEMENT LTD.

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Chris Lawson reported that the lawyer has requested a more detailed letter from our insurance broker, in order to give a more specific and definitive opinion on how much of the insurance premium increase was due to the incident in 2017. Our broker is currently working on this.

5.2. 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.

5.3. Building Exterior Maintenance

The repairs approved at the March meeting, which will be done by Alco Building Management Services, are expected to start later this month.

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

5.4. Machstat Replacement Project

The SGM for approval of the project is scheduled for June 9. Houle and ITC have been informed of council's decision to use ITC, pending owner approval of the project (see *Ratification of Electronic Votes Since Last Meeting*, below.)

5.5. Main Entrance For-Sale Notice Panels

Council decided to consider this matter further at the August meeting.

5.6. Greenway walkway from P3 exit door

Prior to the meeting, BOSA provided further detail on the design of the walkway from the P3 exit door to the greenway, as requested by the council. BOSA also advised that the work would begin on June 6 and access through the door from the P3 level of the parkade will not be possible for about 6 weeks. A notice regarding this was developed and sent to all Balance residents.

6. OPERATING STATEMENTS

The draft operating statements for May 2022/ Fiscal 2022 year-end were provided to council members by management during the meeting. At year end, we were slightly over budget for both income and expenditures and ended the year with a small deficit of \$2627 (0.3 % of the budget). Various accounts within the operating budget came in somewhat under or over budget, but the deficit was due primarily to higher-than-expected expenditures for Machstat repairs and for the annual fire inspection.

In fiscal 2022, we incurred almost \$15,000 in Machstat and control network repair costs which were not anticipated. In addition, the annual fire inspection was significantly more costly because we had to use a different inspection company, since the one we normally use wanted stringent protocols due to the pandemic that would have made the inspection extremely labour intensive for the council and for management and would have caused significant inconvenience to

occupants.

At the end of fiscal 2022, the balance in the Contingency Reserve Fund was about \$836,000, well above what we projected at last year's AGM package. This is because much of the work planned for fiscal 2022 has been delayed, for various reasons. The fire extinguishers have only just been replaced and the invoice was not processed as of the end of fiscal 2022. Planning for the exterior repairs took longer than expected, but the work will start in June and will be charged to the allocation approved at last year's AGM when completed. The landscaping improvements are not all completed because there has been a shortage of Yew Trees. The remaining work will also be charged to the allocation approved at the AGM in 2021, when it is completed.

As the year-end operating statements have not yet been finalized, council decided to consider and approve them electronically, when received.

7. ARREARS

Since the arrears statement as of May 31 was not received at the time of the meeting, council decided to follow up when it is received and provide feedback or instructions to management as required.

8. DECISIONS MADE ELECTRONICALLY SINCE LAST MEETING

Since the May council meeting, the council held several on-line Zoom sessions and discussions by email regarding the Machstat Replacement Project. Specifically, discussions were held regarding new quotes that were received from Houle Controls. As a result of the new quotes, council decided to obtain an opinion from Avalon Mechanical Consultants Ltd on the relative merits of the solutions proposed by Houle and Island Temperature Controls. On May 27, Avalon advised that in their opinion, ITC was the "clear choice" and provided supporting reasons. Based on this, on May 30 the council decided to stay with the original plan and use Island Temperature Controls as the provider of the new controllers.

9. NEW BUSINESS

9.1. Fiscal 2023 Budget and AGM Agenda

Proposed Operating Budget for Fiscal 2023:

The council reviewed the preliminary fiscal 2023 budget proposal prepared by Management prior to the meeting. The proposed budget would require a 4.9% increase to strata fees. (Since the increase will be effective on August 1, the effective increase, due to retroactivity back to June 1, would be 5%.)

This is the lowest strata fee increase since fiscal 2018, when the fees were increased by 1.8%. Increases since then were:

- 6.1% for fiscal 2019,
- 5.1% for fiscal 2020,
- 10.6% for fiscal 2021.
- 5.5% for fiscal 2022.

It is also lower than the current rate of inflation in Canada.

Until this year, the more recent and more significant fee increases have been driven mainly by large increases in the insurance premiums. This year, our insurance

premium has only increased by 5.3%.

Janitorial, Plumbing and HVAC maintenance, lock repairs and snow removal expenditures have significantly increased since the fiscal 2022 budget was prepared. On the other hand, the allocation for electrical repairs is decreased in the proposed budget since there will not be a requirement for Machstat repairs. The allocation for fire alarm servicing is also lower in the proposed budget. The 2021 annual inspection was just recently completed, and council proposes not to conduct another inspection until the spring of 2023 and cover it in the fiscal 2024 budget.

The budget also proposes to increase the contribution to the Contingency Reserve Fund from \$144,000 to \$156,000. In fiscal 2023, at least \$209,000 will be taken from the CRF to fund the Machstat Replacement Project. In addition, other significant renewal expenditures are expected in the next five years. Increasing the contributions to the CRF by a reasonable amount each year will help to minimize the amount of a special levy that may be required.

Other Agenda Items

Resolutions Affecting the Contingency Reserve Fund

Council decided to include the following resolutions on the AGM agenda for expenditures from the Contingency Reserve Fund:

- 3/4 vote resolution to waive the requirement to obtain a Depreciation Report in fiscal 2023.
- Majority vote resolution to authorize an expenditure of up to \$75,000 from the Contingency Reserve Fund for building exterior maintenance and renewal activities, as identified in the Depreciation Report.
- 3/4 vote resolution to authorize an expenditure of up to \$25,000 from the Contingency Reserve Fund to fund major mechanical and interior repairs.
- 3/4 vote resolution to authorize an expenditure of up to \$10,000 from the Contingency Reserve Fund to fund landscaping improvements and irrigation repairs, if required.
- 3/4 vote resolution to authorize an expenditure of up to \$25,000 from the Contingency Reserve Fund to install automatic door openers on all the doors leading into the elevator lobbies on the P1 and P2 levels of the parkade and the door leading out to the greenway on P3 – a total of 9 doors.

The CRF is for (capital) expenditures that normally occur less frequently than once per year, and for emergency expenditures.

New Business Resolutions

- The council is considering whether to replace the existing light bulbs in all four elevators. Some owners feel that the original “blue” lights in the 379 Tyee elevators and in elevator #1 in 373 Tyee are too dim. On the other hand, some other owners feel that the brighter lights in elevator 2 in 373 Tyee are too bright. Therefore, council decided to include a 3/4 vote

resolution to determine if owners would authorize a change in the appearance of the elevator lights, so the light is uniform in all 4 elevators, less bright (in lumens) than the existing lights in elevator 2 in 373 Tyee and brighter (in lumens) than the lights in all the others.

- There are 2 references to “Machstats” in the current bylaws. Therefore, council decided to include a 3/4 vote resolution for approval to change these references to “heating controllers.”

Motion: To include the budget proposal and resolutions discussed at today’s meeting on the agenda of the July 18 AGM.

Moved: Tanya Howes

Seconded: Joyce Elliott

Carried Unanimously

Council Elections

As per the bylaws there can be a maximum of seven council members. All current council members have confirmed that they wish to stand for re-election at the upcoming Annual General Meeting. However, additional nominations of other owners may occur at the AGM. Owner(s) who are interested in serving on council and standing for election can contact either the council or management and we will be happy to answer any questions about working on council.

The notice for the AGM, which will be held on July 18 at the Da Vinci Centre on Bay Street, will be sent out before the end of June.

9.2. Balconies and Patios

Further to the informational bulletin that was sent on May 10 regarding maintenance of balconies, patios and roof gardens, the council noted that several balconies and patios are not in compliance. The council decided to send bylaw reminder letters to the owners of these units.

9.3. Landscape Prime

Council member Tanya Howes volunteered to be the Landscape prime.

9.4. Bylaws

Prior to the meeting, council became aware of a media article regarding typical strata parking bylaws. The article raised the possibility that such bylaws (which Balance has) may need to be updated due to changes in the ICBC license renewal procedures. After discussion, the council decided to keep track of this matter for consideration during the next bylaw review.

9.5. Parkade Crack Repairs

Prior to the meeting, council received a quote from Rain Coast Weatherproofing and Restoration for repairs to two cracks in the wall of the parkade on P3. Although repairs were made in January, efflorescence has re-occurred and council has been advised by

Method Engineering that repeat repair attempts are often required. After discussion, the council decided to approve the quote and the following motion was made:

Motion: That the quote from Rain Coast Weatherproofing and Restoration for \$4985 plus GST for crack repairs be approved, and that the expenditure be charged to the Major Mechanical and Interior Repairs allocation in the CRF.

Moved: Joyce Elliott
Seconded: Jennifer Cooper
Carried Unanimously

10. CORRESPONDENCE

10.1. Request to Improve Accessibility

Correspondence was received from the owners of SL 112, requesting assistance to reasonably accommodate mobility limitations of a parent who lives in the unit. A key request was the installation of new automatic door openers in the parkade. The council noted that there will be a resolution on the AGM agenda to install automatic door openers on all the parkade doors leading into the elevator lobbies on P1 and P2 and the door leading out to the greenway on P3. Council considered the owners' other requests and formulated a response.

10.2. Landscaping Request

Correspondence was received from the owner of SL 101 requesting that the landscaping be renewed in a planter within the unit's courtyard. After discussion, council decided to ask Fallingwater to provide a quote for this, with the intent of covering the expenditure from the existing landscape improvement allocation.

10.3. Defective Sunshade

Correspondence was received from an owner regarding a sunshade that does not extend all the way down. Council has consulted with the repair technicians and no solution is apparent, however council will investigate a bit further to see if anything can be done.

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. Storage Room Access

A complaint was received about a vehicle in the P3 level of the parkade that is allegedly blocking access to a storage room. After discussion, council asked management to contact the user of the stall to discuss the matter.

12. ANY OTHER BUSINESS

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

(Continued on next page)

13. DATE OF NEXT MEETING

The next meetings are the SGM on June 9 and the AGM on July 18.

14. ADJOURNMENT

The meeting was adjourned at 12:19 pm.

Following the meeting, the council confirmed that the concrete barriers in the parkade on P3 and P2 in front of the south wall are not required structurally. BOSA has confirmed that the new concrete blocks (installed a year ago) are now cured and extremely solid and that there is another concrete wall immediately behind them. As a result, the council decided to take steps to have the barriers removed.

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.

Supplied to StrataDocs 2022/10/25
Ordered by Tom Fraser 2024/04/10