



**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN
HELD ELECTRONICALLY BY ZOOM, JANUARY 10, 2023**

PRESENT:

Peter Durrant	379 Tyee
Joyce Elliott	379 Tyee
Alex Fyfe	373 Tyee
Chris Lawson	379 Tyee
Quinn Leitch	373 Tyee

PROLINE MANAGEMENT LTD: Sam Hasham, Property Manager

ABSENT WITH REGRETS:

Jennifer Cooper	379 Tyee
Tanya Howes	379 Tyee

1. CALL TO ORDER

The meeting was called to order by Council President Chris Lawson at 5:00 PM.

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. Several additional items were added to the agenda and the following motion was made:

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

Moved: Quinn Leitch

Seconded: Alex Fyfe

Carried unanimously.

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

4.1. Parkade Crack Repairs

The repairs have been completed. The repair company has advised that there may need to be further repairs and that this is normal for this issue. Council decided to monitor the cracks to determine when/ if further repairs may be needed.

4.2. Balcony Downspout Replacement

This project is scheduled for February 13 – March 2. Occupants of the affected units will be required to provide access so the replacements can be done on the balconies. Notices will be sent in advance.

4.3. Encroachments and Easements

The lawyer engaged by the strata council to review the four draft easements has provided

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opinions and recommendations on each of them, including suggested changes. (The lawyer suggested two of the four easements be dropped as she advises it is unnecessary.) Change requests have been forwarded to BOSA and council is now waiting for them to respond with revised versions of the easements, hopefully reflecting our lawyer's recommendations.

If all goes according to plan, final versions of the easements will be provided by BOSA within the next few weeks. The easements will then need to be approved by the owners via a ¾ vote at a general meeting, as per the BC *Strata Property Act*. Since one of the easements must be approved before BOSA can obtain an occupancy permit for 369 Tyee, the Council is tentatively planning to hold an electronic Zoom Special General Meeting on February 23. More information will be provided to owners shortly, including the official meeting notice.

With respect to the agenda of the meeting, council plans to also include a resolution asking owners whether they wish to approve a \$6000 allocation from the CRF to upgrade the elevator lights. This topic was last covered in the [minutes of the September 13 council meeting](#) and is further to discussions that occurred at the AGM in July 2022, as well as investigations that the council has conducted since then.

4.4. P3 Exit Walkway, Stairs, and Ramp

Council is still waiting for word from BOSA as to when the glass will be installed on the railings, and will follow up with them on this.

4.5. Insurance Claim Subrogation – Water Damage Incident in 2017

A settlement has been reached on this matter and the proceeds will be split between the insurance company and the strata based on the formula defined in the subrogation agreement. The council will provide a further update to owners when the funds are received.

Before release of the funds, the strata has been asked to sign a release. After review of the proposed release and discussion, the council decided that the release should be signed, and the following motion was made:

Motion: To authorize Chris Lawson to sign the insurance subrogation claim release on behalf of the strata corporation.

Moved: Alex Fyfe

Seconded: Peter Durrant

Carried Unanimously

4.6. Safety Loops for Parkade Gates

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

4.7. Automatic Door Openers

Installation of the automatic door openers is underway, but progress has been extremely slow. Council decided to inspect the 8 doors to determine what is left to be done.

Management will then follow up with Action Door and request that the work be completed immediately, since some of the doors are still not latching and locking.

Council also asked management to have Action Door review all existing doors with automatic openers and make any necessary adjustments and repairs.

4.8. Machstat Replacement Project

- The Supply Air Temperature reading has now been added to the mobile portal view. In addition, the “Check Plugged Valve Alarm” has been renamed the “Low Heat Output Alarm.” The support documentation will be updated shortly to reflect these changes.
- Prior to the meeting, the council received several quotes from Island Temperature Controls for system enhancements and proposed repairs, as follows:

Balance Tower UPS, \$7140

Quote to supply and install 2 network connected UPS (uninterruptible power supply) packs and rework the existing power feed to the main DDC panels in the two towers. The purpose of installing the UPS packs is to protect the control system in case of power outages. During power outages in the fall, issues with the system did occur and network access was interrupted, requiring the intervention of ITC.

Replace Pressure Sensors, \$3210

Quote to supply and install one gauge pressure sensor to replace the failed sensor on the domestic hot water expansion tank, to supply and install one wet-type differential pressure sensor across the domestic cold-water pumps, to commission the new sensors and update record drawings.

After discussion, the council agreed that both of the above repairs and enhancements are critical and given that funds remain in the Machstat Replacement allocation, decided to approve the two quotes. The following motion was made:

Motion: **To approve the quotes from Island Temperature Controls for \$7140 to install UPS packs to protect the main DDC panels in the two towers and for \$3210 to install the pressure sensors. The expenditures are to be charged to the Machstat Replacement allocation in the CRF.**

Moved: Quinn Leitch

Seconded: Peter Durrant

Carried Unanimously

Synergy/ Balance Weather Station \$8430

Quote to supply and install a new network connected shared weather station complete with temperature, wind speed, rain gauge and DDC interface panel to replace the existing, failed unit. (Due to the failed unit, the weather data currently being reported on the enteliWEB portal is incorrect.)

After discussion, the council decided not to approve this quote, due to the high cost and since the current local weather can easily be obtained with on-line access to numerous weather sites and applications.

However, ITC also advised that instead of installing the full weather station, a new outdoor temperature sensor could be installed which would provide the current temperature to the enteliWEB portal interface. This could be done for a nominal cost of under \$1000 which would be split between the two stratas (Balance and Synergy) and would enable the accurate outdoor temperature to be displayed on the enteliWEB portal interface.

After discussion, council decided to approve this expenditure and the following motion was made:

Motion: To approve an expenditure of up to \$1000, split between Synergy and Balance, for Island Temperature Controls to install a new outdoor temperature sensor and update the enteliWEB graphic accordingly. The expenditure is to be charged to the Machstat Replacement allocation in the CRF.

Moved: Quinn Leitch

Seconded: Joyce Elliott

Carried Unanimously

4.9. Balcony Glass

Council is planning to conduct the testing of the cleaning methods recommended by Method Engineering by the end of March.

4.10. Landscaping

Prior to the meeting, council member Tanya Howes provided the following updates:

- The improvements have been completed in the patio area of SL 101.
- Fallingwater has been advised that council approved the quote to replace the remaining Yews. The work is expected to be done in the spring.
- Dead plants near the entrance to 373 Tyee have been removed and Fallingwater has advised they will be replaced free of charge in the spring, since they are under warranty.

4.11. Replacement of Drive Pulleys and Belts – Rooftop Air Handling Units

South Island has advised that the parts for these repairs have been ordered. They are expected by mid January at which time the work will be scheduled.

4.12. Garbage and Recycling

The performance of Waste Management was discussed.

Since November 11 when they took over from Waste Connections, the council has been keeping track of all missed pick ups, of which there have been far too many. Most recently and perhaps most seriously, the blue bins were not emptied for three weeks.

Management has been in communication with the Waste Management account representatives almost daily since November 11 and although they seem to be responsive, the situation has not really improved. As a result, management has now “read the riot act” and has advised Waste Management that the situation is unacceptable and cannot continue. In response, Waste Management says they have “activated a code red” within their organization which is apparently supposed to escalate the matter internally and result in a resolution and improvement. They have also confirmed in writing that they are willing to let us out of the contract with no penalties if we should decide to go that route.

As the next step, it was agreed that management will approach GFL for an alternate service proposal. In the meantime, management and council will continue to monitor the performance of Waste Management. Assuming GFL is in the position to provide a satisfactory proposal, a decision will then be made as to whether to make the change, or whether to stay with Waste Management, if there has been a sustained improvement in their performance.

All Waste Management invoices are being held for payment until there is a satisfactory resolution.

5. **OPERATING STATEMENTS**

The operating statements for November 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 November operating statements as written.

Moved: Joyce Elliott

Seconded: Alex Fyfe

Carried unanimously.

6. **ARREARS**

- During a recent review of the accounts receivable, it was confirmed that several owner accounts had credit balances which were the result of over payments or duplicate payments in the past, mostly for utility invoices. Proline is issuing refunds on these accounts and the affected owners will be receiving cheques in the mail.
- With regards to the latest arrears report, council requested that management collect outstanding charges on 7 owner accounts and investigate one account with a recent duplicate payment.

7. **DECISIONS MADE ELECTRONICALLY SINCE THE LAST STRATA COUNCIL MEETING**

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

- On December 11, council approved the minutes of the December 6 strata council meeting.
- On December 19, council approved an alteration request from the owner of SL 148, with conditions.
- On December 24, council approved an alteration request from the owner of SL 90, with conditions.

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

Motion: To ratify the three decisions made by council since the December 6 council meeting, concerning approval of the council meeting minutes and approval of two alteration requests.

Moved: Alex Fyfe

Seconded: Peter Durrant

Carried Unanimously

8. NEW BUSINESS

8.1. Pacific Coast Fire Equipment Quote to Winterize Dry Sprinkler System

Prior to the meeting, the council received a quote for \$525 from Pacific Coast Fire Equipment to complete the winterization of the dry sprinkler system. After discussion, the council decided not to approve the quote, since the winter is well underway and by the time the work can be scheduled, it is unlikely the winterization will be necessary.

8.2. Deferred Items from Previous Council Meetings

Council reviewed several items that were deferred from previous meetings:

- Concrete crack painting: Since the cracks have just recently been repaired, council decided to again defer any consideration to re-paint the cracks until the fall of 2023.
- Exterior Cleaning, re adjacent new construction: Council asked management to review the quotes previously received from Modern Maintenance for exterior cleaning with BOSA and request that they contribute to the cost.
- Exterior Concrete Pressure Washing: Council asked management to obtain quotes from Modern Maintenance and Alco for concrete pressure washing across the ground level facades of both buildings (north, south and west exposures).
- Exterior Building Envelope Review: Council asked management to contact Method Engineering to discuss next steps on this.

8.3. Corix Restructuring Notice

Prior to the meeting, council received notification that Corix and SW Merger Acquisition Corp have applied to the BC Utilities Commission (BCUC) for approval of a proposed business combination and restructuring. This will affect the ownership of the Dockside Green District Energy Utility which Corix currently owns. Information on the application can be found [here on the BCUC website](#).

8.4. Affordable Units Covenant

The BC legislature has passed Bill 44 which amended section 141 of the *Strata Property Act* to prevent stratas from restricting rentals. This amendment came into force on Nov 24, 2022. With respect to Balance, a covenant is registered on title of 17 strata lots that are designated as "Affordable Units." The covenant says in section 2.1 (c) "the Owner shall not permit (whether by renting or otherwise) any person other than the Owner and members of the owner's Immediate Family to occupy the Affordable Unit."

Because the amended section 141 applies to strata corporations, section 141 does not affect this covenant: The Affordable Units are subject to the covenant and still cannot be rented.

8.5. Bulk Fan Coil Maintenance

The council is exploring some sort of arrangement with Island Temperature Controls which might enable bulk reduced pricing for owner fan coil maintenance, including filter replacement. Due to time constraints, the council decided to defer discussion on this item to the next council meeting.

9. CORRESPONDENCE

9.1. ITC Invoice

Correspondence was received from an owner regarding an invoice received from ITC for fan coil maintenance. Council discussed the matter and agreed on an appropriate response.

9.2. Packages Left in Lobby

Correspondence was received from an owner regarding packages left in the lobbies. Council discussed the matter and agreed on an appropriate response. Council reminds all residents to please retrieve packages left in the lobbies by couriers as soon as possible, for security reasons.

9.3. Visitor Parking

Correspondence was received from an owner requesting that a visitor be allowed to park in the visitor parking spaces for 2 weeks instead of the maximum 7 days that is permitted in the bylaws without council approval. After discussion, the council decided to approve the request and the following motion was made:

Motion: To approve the request to extend the duration of parking in the visitor parking area to 2 weeks from 7 days, pursuant to section 13 (9) (c).

Moved: Quinn Leitch

Seconded: Peter Durrant

Carried with 4 in favour, 1 opposed

10. 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.)

Due to time constraints, discussion on one bylaw enforcement matter was deferred to the next meeting.

11. ANY OTHER BUSINESS

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

12. DATE OF NEXT MEETING

The next council meeting is scheduled for February 13, 2023.

13. **ADJOURNMENT**

The meeting was adjourned at 7:03 pm.

Current 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.

Supplied to StrataDocs 2023/01/19
Ordered by Tom Fraser 2024/04/10