



**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN
HELD ELECTRONICALLY BY ZOOM, FEBRUARY 13, 2023**

PRESENT:

Jennifer Cooper	379 Tye
Joyce Elliott	379 Tye
Alex Fyfe	373 Tye
Chris Lawson	379 Tye
Quinn Leitch	373 Tye
Tanya Howes	379 Tye

PROLINE MANAGEMENT LTD: Sam Hasham, Property Manager

ABSENT WITH REGRETS: Peter Durrant 379 Tye

1. CALL TO ORDER

The meeting was called to order by Council President Chris Lawson at 4:30 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. One additional item was added to the agenda (under correspondence) and the following motion was made:

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

Moved: Alex Fyfe

Seconded: Joyce Elliott

Carried unanimously.

4. CORRESPONDENCE

4.1. Rooftop Irrigation Control Rooms

Correspondence was received from the owners of SL 93 on behalf of themselves and 8 other penthouse unit owners, requesting that the penthouse owners be provided with access to the irrigation control rooms for storage purposes. After discussion, the council determined that more time was required to properly consider the request and decided to advise the owners of SL 93 accordingly.

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

(At this point at 5 PM, council member Tanya Howes joined the meeting, meaning that 6 of 7 council members were now in attendance.)

5.1. Balcony Downspout Replacement

PROLINE MANAGEMENT LTD.

201 – 20 Burnside Road West, Victoria, BC V9A 1B3 | T: 250.475.6440 F: 250.475.6442
Westshore: 250.915.8888 | Nanaimo: 250.754.6440 | Courtenay: 250.338.6900 | www.prolinemanagement.com

This project is now underway. 379 Tyee downspouts are being replaced the week of February 13 and those of 373 Tyee are being replaced the week of Feb 27. Occupants are being advised accordingly.

5.2. Encroachments and Easements

The easements have been finalized and are the subject of the special general meeting scheduled for February 23.

5.3. P3 Exit Walkway, Stairs, and Ramp

BOSA has advised that glass will be installed within the gate separating the ramp from 369 Tyee but that as per code, it is not required in the remaining partition, above the concrete.

5.4. Insurance Claim Subrogation – Water Damage Incident in 2017

The lawyer has advised the council of the final amount of the settlement. Council expects that the proceeds will be received soon, at which time owners will be advised.

The day after the meeting, on February 14, a cheque for \$53,998.38 was received as the strata corporation's portion of the settlement fees paid with respect to the insurance subrogation claim initiated by the insurers. The proceeds partially compensate the strata for the increase in the insurance premiums that occurred as a result of the loss that was incurred in December 2017. Success in claiming a loss based on increase in insurance premiums is extremely unusual, so the council is very pleased with the result.

The cheque is being deposited into the strata's contingency reserve fund account.

5.5. Safety Loops for Parkade Gates

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

5.6. Automatic Door Openers

Installation of the automatic door openers is complete; however a number of the doors are not latching. Management has followed up with Action Door several times about this and will contact them again.

Council also asked management to remind Action Door to review all existing doors with automatic openers and make adjustments and repairs as needed.

5.7. Machstat Replacement Project

- The new supply of water meters (5 cold and 5 hot) has been received.
- The two UPS (Uninterruptible Power Supplies) have been installed on the main DDS panels in the tower electrical rooms. This should improve system performance and prevent the system from going down during power outages.
- Discussion on other items from the previous meeting was deferred until the next meeting.

5.8. Balcony Glass

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

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

The new pulleys and belts have been installed on the rooftop air handling units. This project is complete.

5.10. Garbage and Recycling

Prior to the meeting, council received a proposal from GFL environmental to provide waste collection services on a 5-year term basis starting in early April. The monthly rate would be \$2138 plus GST, subject to annual increases and other increases if “external factors” come into play. The GFL quote is approximately 50% higher than the existing contract with Waste Management, although it does include more recycling services.

There was a lengthy discussion to consider the merits of switching providers, given the service from Waste Management has been extremely poor, at least until very recently. Even in the past two weeks there have been issues with returning the blue bins to the recycle room after being emptied, and a few pick ups missed. Some council members felt a change to GFL Environmental should be made now, others felt that given the recent improvement in service, more time is required to assess whether Waste Management can provide acceptable service on a longer-term basis.

In the end, the following motion was made:

Motion: To approve the proposal of GFL Environmental for waste removal services and switch providers as of early April.

Moved: Joyce Elliott

Seconded: Jennifer Cooper

3 in favour, 3 opposed. Not Carried.

Since GFL advised that they could not start service until early April, council asked Management to thank them for their proposal and advise that council will make a final decision at the March meeting.

After the meeting, council asked management to advise Waste Management that council is still unsatisfied with their services, that council is considering other options and that improvement is expected. In addition, council asked management to request a credit of approximately 50% to compensate for the poor service from November 11 to January 31.

5.11. Exterior Cleaning

Property Manager Sam Hasham advised the council that he has approached the BOSA project manager to request that BOSA contribute to the cost of cleaning the exterior of the buildings. An answer is anticipated prior to the next meeting.

5.12. Exterior Concrete Pressure Washing

Prior to the meeting, council received quotes from Alco Building Management Services and Modern Maintenance to pressure wash the untreated exterior concrete areas on the ground levels of both buildings. The quotes were for \$3870 and \$2250 respectively. After discussion, the council tentatively decided to accept the quote from Modern Maintenance. Council asked management to follow up with Modern Maintenance to obtain quotes for the April annual window cleaning and exterior blind repairs with the objective of having them carry out all three activities in April. Council plans to consider all quotes at the March meeting.

5.13. Exterior Building Envelope Review

Property Manager Sam Hasham advised the council that he has discussed the review with Method Engineering and is expecting to receive a proposal from them in time for the next meeting.

6. OPERATING STATEMENTS

The operating statements for December 2022 and January 2023 were provided to council members by management in advance of the meeting. As of January 31, which is 66.6% through the fiscal year, the operating expenditures are 65.8% of budget, meaning we are exactly on budget so far for the fiscal year.

No changes were requested to the operating statements and the following motion was made:

Motion: To approve the December and January operating statements as written.

Moved: Chris Lawson

Seconded: Quinn Leitch

Carried unanimously.

7. ARREARS

Prior to the meeting, council identified 11 accounts with various charges outstanding and requested that management collect the outstanding amounts.

8. DECISIONS MADE ELECTRONICALLY SINCE THE LAST STRATA COUNCIL MEETING

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

- On January 14, council approved the minutes of the January 10 strata council meeting.
- On February 1, council approved the alteration request from SL 63 to replace the carpet in the bedrooms with hard surface flooring, on condition the owner sign the indemnity agreement.
- On February 2, council decided that resolutions respecting the recently finalized easements for the parkade ramp and the new concrete pedestrian ramp should be placed on the agenda of the Feb 23 SGM and that the council should recommend to the owners that they be approved.

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

Motion: To ratify the three decisions made by council since the January 10 council meeting, concerning approval of the January council meeting minutes, approval of an alteration request from SL 63 and the easements on the agenda of the

February 23 special general meeting..

Moved: Jennifer Cooper
Seconded: Quinn Leitch
Carried Unanimously

9. NEW BUSINESS

9.1. Full insurance appraisal

Council asked management to obtain a full building appraisal in advance of the insurance renewal which occurs at the end of May.

9.2. Bicycle storage room

Council is planning to conduct a bike audit in the bicycle storage room in March. The purpose of the audit is to identify bikes that have been abandoned and free up space for regular users of the bike room. Details will be published prior to starting the audit.

As discussed previously at the September 2022 meeting, the council is still planning to re-position the rack to the right of the existing "wheel-in" rack so that it can also be used for heavier bikes. This is planned for May and more details will be published at that time.

9.3. Visitor Parking

Council reviewed a proposal to use electronic visitor parking permits instead of the paper permits that must be displayed in vehicles parked in visitor parking. Owners and tenants with a visitor who wishes to park in visitor parking would have to create an electronic permit in PowerStrata for each day the vehicle is parked. After discussion, the council decided to proceed with a six-month trial and the following motion was made:

Motion: To implement a six-month trial of electronic visitor parking passes, where an electronic parking pass, created in PowerStrata, will be required for each day a vehicle is parked in a visitor parking stall. The paper passes that currently must be displayed in a vehicle will not be valid during the trial, nor required. At the end of the trial, council is to consider the results and decide whether to make the electronic pass system permanent.

Moved: Jennifer Cooper
Seconded: Quinn Leitch
Carried with 5 in favour, 1 opposed.

The council will publish further details about the trial before it begins.

9.4. Variable Heating and Hot Water Energy Billing

Discussion on this item was deferred until the next meeting.

9.5. Thermostats and controls – server maintenance

Discussion on this item was deferred until the next meeting.

9.6. Water Pressure

Island Temperature Controls will be on site Friday February 17 to test the water pressure on the penthouse and sub penthouse levels of both buildings, to confirm that it is adequate for the proper operation of the fan coils in the units on those levels.

9.7. Vent Cleaning

Discussion on this item was deferred until the next meeting.

9.8. Bylaws: Rentals and Alterations

Discussion on this item was deferred until the next meeting.

10. CORRESPONDENCE

10.1. ITC Invoice

Correspondence was received from an owner regarding an invoice received from ITC for fan coil maintenance. Council discussed the matter and decided to discuss the concern with ITC.

10.2. Visitor Parking Request

A request was received from the tenant of SL 22 to allow a visitor to park in the visitor parking stalls for more than 7 days in a 30-day period. After discussion, the council decided to grant the request but only for a period of 90 days.

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. Alteration

A bylaw enforcement letter was sent to the owner of SL 90 regarding alterations to the strata lot that commenced without approval of the strata council. The owner immediately stopped the work and submitted an alteration approval request, which the council approved.

After discussion, the council decided that the owner had breached the bylaws but decided not to take any further action since the matter was rectified when the owner submitted the alteration approval request.

11.2. Indoor Appliance on Balcony

A bylaw enforcement letter was sent to the owners of SL 109 regarding an indoor appliance on the balcony, contrary to sections 4 (1) and 4 (3) of the bylaws. The owner responded by email and said they had already dealt with the matter. As the appliance was still on the balcony as of the meeting, council found that there was an ongoing breach of the bylaws referenced above, and decided to fine the owners \$100. The following motion was made:

Motion: That a fine of \$100 be assessed on the account of SL 109 in view of the breach of sections 4 (1) and 4 (3) of the bylaws.

Moved: Quinn Leitch
Seconded: Jennifer Cooper
Carried Unanimously

11.3. Bylaw enforcement letter request

Council discussed recent events related to a unit in 379 Tye and asked management to send a bylaw enforcement letter.

11.4. Preauthorized Debit for Residential Heating/ Water Utility Invoices

This item was deferred until the next meeting.

12. ANY OTHER BUSINESS

There was no other business.

13. DATE OF NEXT MEETING

The next council meeting is scheduled for March 14, 2023.

14. 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 2023/02/23
Ordered by Tom Fraser 2024/04/10