



**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN
HELD ELECTRONICALLY BY ZOOM, JUNE 6, 2023**

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 Council President Chris Lawson at 4:32 PM.

2. CONFIRMATION OF QUORUM

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

3. APPROVAL OF AGENDA

The meeting agenda was circulated in advance of the meeting. Three additional items were added under new business and the following motion was made:

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

Moved: Jennifer Cooper

Seconded: Quinn Leitch

Carried unanimously.

4. HEARING

A hearing was held at the request of the owners of SL 170, regarding the responsibility for maintenance of the rooftop irrigation systems. One of the owners attended the meeting and asked the council to make 2 decisions.

5. HEARING

A hearing was held at the request of the owners of SL 171, regarding the responsibility for maintenance of the rooftop irrigation system. The owners gave their views and comments on the matter but did not request any decisions of the council.

At this point, council member Tanya Howes left the meeting.

6. HEARINGS DELIBERATION

Council considered the two decisions requested by the owner of SL 170 during the hearing identified above. The council decided on responses which will be provided to the owners within

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a week.

At this point council member Tanya Howes re-joined the meeting.

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

6.1. Exterior Cleaning

Property Manager Sam Hasham advised that he will follow up with BOSA to confirm when they will conduct the exterior cleaning of the south-exposure of 373 Tye.

6.2. Bulk Purchase of Filters for Fan Coils

Three owners have volunteered to coordinate the bulk purchase of filters for the fan coils and return air vents. Thank-you! After discussion, council decided to contact them, thank them for volunteering and advise them that council will be in touch following the first meeting of the new term to discuss getting started.

6.3. Landscaping

Prior to the meeting, Fallingwater provided updates about several landscaping matters to council member Tanya Howes, who then passed them on to the council. In addition, Fallingwater submitted a quote for \$677 to replace the huckleberry plants in the northeast corner of 379 Tye with spirea plants. Fallingwater advised that the huckleberry plants are not doing well and that the spirea would be a better option and would provide better continuity. After discussion, council decided to approve the quote and the following motion was made:

Motion: That the quote for \$677 plus GST from Fallingwater to replace huckleberry plants with spirea plants be approved.

Moved: Joyce Elliott

Seconded: Alex Fyfe

6 in favour, 1 opposed. Carried.

6.4. Parkade Membrane Repair

Management advised that South Island Surfaces will be contacting the strata council to arrange to view the areas of the membrane that require repair.

6.5. Preauthorized Debit for Residential Heating and Water Utility Invoices

Council decided to review the next arrears report before considering next steps on this matter.

6.6. Water Pressure

Island Temperature Controls (ITC) has advised that they have a quote from Avalon Mechanical to assist with investigation of the water pressure on the upper levels of the two towers and report on possible remedies. Council members Peter Durrant and Chris Lawson will be meeting with ITC to discuss next steps.

6.7. Machstat Replacement Project

ITC is investigating the weather temperature readings that are displayed in the enteliWEB portal, since they don't appear to be accurate.

6.8. Meters for Rooftop Air Handling Units/ Energy Consumption Billing

ITC advised that most of the physical installation work for the energy meters has been completed. Network connectivity work is in progress and then portal updates will be implemented. All work is expected to be completed within about 2 weeks.

6.9. Annual Fire Inspection/ Bell Testing

The annual inspection is scheduled for July 24-28 and occupants will be advised of the logistics prior to those dates.

Before the meeting, management obtained a quote from Pacific Coast Fire Equipment for a year's worth of monthly bell testing, which is a requirement of the BC Fire Code. The quote included 11 months of testing since testing for July is included with the annual fire inspection. After discussion, the council decided to approve the quote and the following motion was made:

Motion: That the quote for \$1870 plus GST from Pacific Coast Fire Equipment to perform the monthly bell testing for 11 months be approved and the expenditure charged to Fire Alarm Servicing and Monitoring in the operating fund:

Moved: Tanya Howes

Seconded: Peter Durrant

Carried unanimously.

6.10. Community Easement/ Responsibility for the Area in Front of the Circular Driveway

Due to other more urgent work that the council has been involved in, it has been decided to delay the meeting with DGVS about the responsibility for maintenance of "communal amenities" as per the Community Easement until late July or August.

6.11. Emergency Generator

Further to the discussion at the May 9 meeting, management checked with Simson Maxwell who maintains the emergency generator. They advised that an overhaul should not be required until year 25, which would be 2034.

6.12. Exterior Building Envelope Review/ Exterior Renewal

The exterior review was completed by Method Engineering on May 11 and 12 and at the time of this meeting the report had not yet been received.

6.13. Stairwell Cleaning

Prior to the meeting, council member Joyce Elliott arranged for Delco Building Services to clean a sample portion of a stairwell in 379 Tyee. As a result, Joyce asked Delco to provide a quote to clean all the stairwells. Council expects to receive the quote shortly. After discussion, council decided to consider this matter further at the beginning of the next term and that if a decision is made to proceed, the expenditure could be funded from the Major Mechanical and Interior Maintenance allocation in the contingency reserve fund.

6.14. Electrical Thermography (Infrared Scanning)

Prior to the meeting, council received a quote from Houle Electric to perform thermography (infrared scanning) on the common area electrical equipment. This activity

was last done in 2018 and the Depreciation Report recommends that it be done every 5 years. Following discussion, the council decided to plan for this activity in fiscal 2024 and that it should be funded from the Major Mechanical and Interior Maintenance allocation in the contingency reserve fund.

6.15. Carpet and Tile Replacement

Prior to the meeting, budget quotes totalling approximately \$100,000 were received from Hourigan's Flooring to replace all the common area flooring, including the carpets, lobby tiles, elevator tiles and the tiles in the lobby and vestibule areas in the parkade. All these items are showing signs of aging and the depreciation report does project that they are nearing end of life and will need to be replaced. As a result, the council decided to include a resolution on the AGM agenda for an allocation of up to \$10,000 to obtain the services of an interior designer to assist in planning the eventual update and/ or replacement of flooring throughout the common areas. This is only the first stage of an eventual replacement project which would ultimately require approval of the owners at a general meeting.

6.16. Safety Loops for Parkade Gates

After discussion, council decided not to proceed further with installation of safety loops at this time.

6.17. Bylaw Amendments

Council reviewed draft bylaw amendments regarding Rentals, Maximum Fines and Related Matters, prepared by strata lawyer Jennifer Neville of Hamilton and Company strata lawyers. As identified in the minutes of the May 9 meeting, council decided to have these done so that the bylaws are not in conflict with the Strata Property Act and Regulations. After discussion, council agreed that the amendments should be placed on the agenda of the annual general meeting with a recommendation that they be approved by the owners.

6.18. EV Charging fee

Council decided not to change the EV charging user fee at this time. Common area electrical consumption has increased significantly in the past year and the council decided that this needs to be investigated and the reason determined, before considering any change to this user fee. The council will investigate options for investigation in due course.

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

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

- On May 15, the council approved the minutes of the May 9 strata council meeting.
- On May 19, the council approved the proposal from Intact Insurance for renewal of the strata's insurance policy.
- On June 1, the council approved the minutes of the May 25 strata council meeting.

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

Motion: **To ratify the decisions made electronically by the council since the May 9 strata council meeting, concerning the approval of the May 9 and May 25 strata council meeting minutes and the renewal of the strata's insurance policy.**

Moved: Alex Fyfe
Seconded: Quinn Leitch
Carried Unanimously

8. NEW BUSINESS

8.1. 2024 Budget

Council reviewed a draft budget for the 2024 fiscal year in detail. Various revisions were made, and the following motion was then made:

Motion: That the proposed fiscal 2024 budget be approved to be presented to the owners at the Annual General Meeting.

Moved: Quinn Leitch
Seconded: Alex Fyfe

Carried Unanimously

8.2. AGM Agenda

Council decided that the following resolutions will be included on the agenda of the AGM:

- Ratify a new rule regarding kayak racks.
- Approve an allocation to obtain services of an interior designer to assist in planning the eventual update and/ or replacement of flooring throughout the common areas.
- Approve funding from the CRF to obtain a new Depreciation Report.
- Approve funding from the CRF to investigate the feasibility of heat pumps.
- Approve an allocation for major mechanical and interior maintenance.
- Approve bylaw amendments regarding rentals, maximum fines and related matters.

Motion: To include the resolutions discussed at today's meeting on the agenda of the July 17 AGM.

Moved: Jennifer Cooper
Seconded: Tanya Howes
Carried Unanimously

9. CORRESPONDENCE

9.1. Unused Canoe

Further to the decision at the May 6 council meeting, management wrote to the owner of SL 51 to request that the canoe in rack 12 be removed since it was unused. On receipt of the letter, the owner contacted management, advised that the canoe was not unused and requested that it not be removed. After discussion, the council decided not to remove the canoe.

9.2. Alteration Request – Portable Air Conditioner

Prior to the meeting, an alteration request was received from the owner of SL 152 to use a portable air conditioner. Based on this request and given the high interest in air conditioning in general, the council researched options for use of portable air conditioners

with Balance's window type.

In conducting this research, the council found a way of using portable air conditioners that does not involve placing the hose (duct) such that it protrudes out a window. This method also provides a much better window seal, resulting in improved air conditioning performance.

As a result, the council has developed and documented [a policy for use of portable air conditioners](#). The policy is filed in PowerStrata in the Documents library under *Building Info and User Guides*.

No council approval is required to use a portable air conditioner in compliance with this policy, since no part of the air conditioning unit would extend outside the strata lot.

With respect to this alteration request, the council decided to respond to the owner and advise that a portable air conditioner can be used as long as it complies with this policy.

Going forward, owners and tenants can use portable air conditioners and if the use complies with this policy, they do not need to apply to the council for approval.

Due to this very satisfactory solution, which does not involve significant cost, the council will likely not approve a different method that involves extending a hose outside a window.

9.3. Ladder and Dolly

Prior to the meeting, a suggestion was received from an owner that the strata make available, on an ongoing basis, a step ladder and dolly that could be borrowed on request. After discussion, the council decided not to proceed with this.

9.4. Visitor Parking

Due to time constraints this item was deferred to the next council meeting.

9.5. Retention of Paper Records in Storage

Due to time constraints, this item will be discussed off-line.

9.6. Distribution of Outside Notices via PowerStrata

Due to time constraints, this item will be discussed off-line.

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.)

10.1. Use of Property SL 86

Prior to the meeting, a complaint was received regarding various alleged use of properly bylaw infractions. A bylaw enforcement letter was sent to the tenant and the tenant responded. After discussion, the council decided to thank the tenant for the response, to remind the tenant that all owners and tenants are required to comply with the bylaws and to provide the *Use of Property* bylaws to the tenant.

11. ANY OTHER BUSINESS

Council discussed items for the next newsletter.

12. **DATE OF NEXT MEETING**

The next strata meeting is the annual general meeting on July 17.

13. **ADJOURNMENT**

The meeting was adjourned at 7:00 pm.

Current Residential Heating/ Water Utility Rates - Variable

Heat and Hot Water Energy Consumption: \$0.072/ kwh. Water Consumption: \$0.00170/ litre.

Rates are subject to change.

Supplied to StrataDocs 2023/06/14
Ordered by Tom Fraser 2024/04/10