



**MINUTES OF THE STRATA COUNCIL MEETING  
STRATA PLAN VIS6763 – BALANCE AT DOCKSIDE GREEN  
HELD ELECTRONICALLY BY ZOOM, AUGUST 14, 2023**

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<b>PRESENT:</b>	Jennifer Cooper	379 Tyee
	Peter Durrant	379 Tyee
	Pamela Hayer	373 Tyee
	Chris Lawson	379 Tyee
	Quinn Leitch	373 Tyee
	Griffin Ryall	379 Tyee
	Kurt Sandstrom	373 Tyee

**PROLINE MANAGEMENT LTD:** Sam Hasham, Property Manager

**1. CALL TO ORDER**

The meeting was called to order by Strata Manager Sam Hasham at 5:03 PM.

**2. CONFIRMATION OF QUORUM**

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

**3. COUNCIL MEMBER ROLES/ ELECTIONS/ ONGOING LOGISTICS**

**3.1. Executive and Other Roles**

Property Manager Sam Hasham described the council executive roles that need to be filled from amongst the council members. After discussion, it was agreed that Chris Lawson will continue as President and that Peter Durrant will be Vice-President. The following motion was made:

**Motion:** That Chris Lawson be elected President and Peter Durant be elected Vice-President for the 2023-24 term.

**Moved:** Jennifer Cooper

**Seconded:** Kurt Sandstrom

**Carried Unanimously.**

*At this time Chris Lawson assumed the role of meeting chair.*

In addition to the executive roles, it was agreed that Kurt Sandstrom will be the Privacy Officer.

**3.2. Other council roles**

- Newsletter: Kurt Sandstrom agreed to write the monthly Balance Bulletin.
- Bylaws: Jennifer Cooper will continue in her role as special adviser regarding the bylaw enforcement process.
- Cleaning liaison: Pamela Hayer will be the liaison with the janitor.

**3.3. Council Meeting Schedule and Format**

**PROLINE MANAGEMENT LTD.**

The council decided that the monthly meetings will be held on the 2<sup>nd</sup> Monday of each month, except when a statutory holiday falls on the 2<sup>nd</sup> Monday. In that case, the meeting will be scheduled for the following day (Tuesday).

Council also agreed that from time to time the meetings should be held in person rather than electronically by Zoom. Council agreed that the September meeting will be held in person.

3.4. Council Manuals

The council member manuals are in PowerStrata in the *Council Internal* folder (available to council members only). These manuals were provided by Proline and contain excellent background information which should be reviewed by all council members.

3.5. Agreement Regarding Acceptable Conduct for Council Members

All council members have signed the agreement as required by the bylaws.

3.6. On-Site Emergency Contacts

The emergency contact schedule for 2023-2024 has been provide to Proline. This is a monthly rotation of council members who are the first points of contact for Proline when calls are received on the after-hours emergency line. A few months in 2024 near the end of the term are not yet assigned. Council agreed these will be assigned closer to the time.

3.7. Owner Volunteers

Owner Joyce Elliott has agreed to continue as the bike room monitor and council liaison, a role she performed when a council member.

Owners Glenn Bond and Jim Ross regularly volunteer for maintenance activities and as back-up emergency contacts and have agreed to continue.

Owners Barb and Glenn Bond regularly volunteer to help new owners become acquainted to Balance and have agreed to continue.

Owners Greg Cline, Steve Lebel, Caroline Thibault and Miriam Waldman take the old batteries and lightbulbs to the recycling depot.

The council is grateful to all the above owners for their ongoing service to the strata.

4. **APPROVAL OF AGENDA**

The meeting agenda was circulated in advance of the meeting. One item was removed from 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:** Pamela Hayer

**Carried unanimously.**

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

5.1. Exterior Cleaning

The exterior cleaning of the south exposure of 373 Tye that was scheduled for the week of August 21 has been postponed because BOSA has determined that further exterior construction activity could cause further soiling. (BOSA Development has agreed to do

this cleaning, in view of the construction immediately to the south.) BOSA will advise when they have new dates.

5.2. Landscaping

The work approved at the previous meeting (to replace huckleberry plants with spirea plants at the northeast corner of 379 Tyee) has been completed.

5.3. Preauthorized Debit for Residential Heating and Water Utility Invoices

There are no outstanding residential heating and water utility invoices at this time.

5.4. Parkade Membrane Repair

South Island Surfaces has been on site to inspect the parkade membrane and will provide a quote to repair a few holes and cracks that were observed.

5.5. Annual Fire Inspection/ Bell Testing

The annual inspection is underway (August 14-17).

The monthly bell testing approved at the previous council meeting has been scheduled to start in September and will occur on the last Wednesday of each month. A reminder that the alarms may sound throughout Balance will be sent to all residents by PowerStrata the day prior.

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

This project has been completed. For background, please see item 8.2 in the minutes of the March 14, 2023, council meeting.

5.7. Community Easement

A meeting is being scheduled with Dockside Green Victoria Society for later in August, to discuss the responsibility for maintenance of “communal amenities” on the exterior property of the stratas, as per the Community Easement. Owner Alex Fyfe will participate in the discussions along with council president Chris Lawson. Synergy is also participating in the discussions.

5.8. 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.

5.9. Bulk Purchase of Filters for Fan Coils

Council decided that a meeting will be scheduled with the 3 volunteers and Chris Lawson, to initiate this activity.

5.10. Water Pressure

Prior to the meeting, the council received a quote from Island Temperature Controls (ITC) to conduct further investigation, with participation of Avalon Mechanical, regarding the water pressure on the upper levels and in particular the penthouse units. After discussion, council decided to consult with the owners to determine if they feel this is a significant issue, before deciding on the quote.

6. OPERATING STATEMENTS

The operating statements for June and July 2023 were provided to council members by management in advance of the meeting. As of July 31, the overall operating expenditures are trending on budget.

Council requested that one correction be made to the July statement and the following motion was made:

**Motion:** To approve the March operating statements as amended.

**Moved:** Quinn Leitch

**Seconded:** Griffin Ryall

**Carried unanimously.**

## 7. ARREARS

Prior to the meeting, council asked management to investigate several items on the arrears report and collect outstanding amounts as appropriate.

## 8. DECISIONS MADE ELECTRONICALLY SINCE THE LAST STRATA COUNCIL MEETING

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

- June 7: Council decided to include a resolution on the AGM agenda to propose an expenditure of up to \$25,000 from the contingency reserve fund to complete a balcony mock-up and to conduct planning activities for an exterior paint and coatings renewal project.
- June 12: Council approved the May/ fiscal 2023 year-end operating statements.
- June 14: Council approved the minutes of the June 6 council meeting.
- July 15: Council approved a request from the owner of SL 142 for an exception to the visitor parking bylaws, to allow a visitor to park in the visitor parking stalls for 9 days in July.
- July 17: Council approved a request from the owner of SL 90 to allow a visitor to park in the visitor parking stalls until July 19 over the limit of 7 days in a 30-day period.
- July 19: Council approved a request from the owner of SL 90 to allow a visitor to park in the visitor parking for over 7 days in August.

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

**Motion:** To ratify the six decisions made electronically by the council since the June 6 strata council meeting.

**Moved:** Kurt Sandstrom

**Seconded:** Jennifer Cooper

**Carried Unanimously**

## 9. NEW BUSINESS

### 9.1. Resolutions from the AGM

- New kayak rack rental user fee: Proline is already applying the new monthly user fee of \$25.00.
- Exterior Paint and Coatings Renewal Project – Balcony Mock-up and Planning: Council asked management to contact Method Engineering and advise them to start

this work. Management will also ask Method to identify which balcony is to be used for the mock-up, or whether they want the strata council to determine this.

- Major Mechanical and Interior Maintenance and Renewal:
  - Prior to the AGM, council received a quote for \$3255 plus GST from Houle Electrical for infrared scanning of the common property electrical distribution systems. This is an activity that should be conducted every 5 years as per the depreciation report, to identify possible “hot spots” in the electrical equipment which could be the sign of other issues that need correction. After discussion, the following motion was then made:

**Motion: That the quote for \$3255 from Houle Electrical for infrared scanning be approved.**

**Moved:** Jennifer Cooper

**Seconded:** Quinn Leitch

**Carried Unanimously**

- Prior to the AGM, council received a quote from Delco to clean the stairwells. A single set of stairs and a landing was cleaned by them as a sample of what the results would be if all the stairs were cleaned. After discussion, council decided not to proceed further with this. However, council member Pamela Hayer offered to discuss the general cleaning duties with Delco to determine if stair sweeping/ cleaning is part of the regular duties.
- Amend the Bylaws – Maximum Fines and Related Matters/ Filing of Consolidated Bylaws: The Form I for filing of the bylaws at the Land Title Office has been prepared and the new consolidated bylaws will be filed shortly. Once filed, they will be posted in PowerStrata and distributed to all owners and tenants.
- Obtain New Depreciation Report: Discussion on this was deferred to the next meeting due to time constraints.
- Floor Replacement Planning: Discussion on this was deferred to the next meeting due to time constraints.

#### 9.2. Electrical Consumption Investigation/ EV User Fee

As of March, the BC Hydro invoices have reflected significantly higher electrical consumption in the common areas. The council is not aware of any reason for this, although the council noted that Modo placed a new electric vehicle in the parking circle adjacent to 379 Tyee around that time. The charger at that location uses Balance’s electric supply and Balance invoices Modo a flat amount each month. There is no meter. After discussion, the council decided that an investigation should be conducted to find out the rate of consumption used by this charger. Council member Griffin Ryall will contact Modo to see if they have consumption data from Flo, who provides the charger.

#### 9.3. Method Engineering Report on Condition of Parkade Membrane

Prior to the meeting, council received a report from Method Engineering on the condition of the parkade membrane. The report indicates that the membrane is generally in good condition, but identified a few locations that require repairs, and recommended that the membrane on the ramps and adjacent areas should be replaced.

Subsequently, South Island Surfaces was on site to view the membrane and provide a quote to repair several holes and cracks (see Item 5.4 above). They did not agree that the ramp areas require replacement. After discussion, the council decided to discuss this further with Method Engineering before taking any further action.

9.4. Distribution of Outside Notices

Previously, council has maintained a strict policy that the email distribution to owners and tenants is only for strata business. After discussion, council agreed that while distribution for “commercial” purposes would likely not be appropriate, more flexibility may be appropriate for “community” type information such as bulletins from Point Hope Shipyard about their community events and communiques from Dockside Green Victoria Society. Management usually receives requests for such communiques and in the future will distribute them to the council through Kurt for approval.

9.5. Responsibility for Maintenance of Rooftop Irrigation Systems

Discussion on this was deferred to the next meeting due to time constraints.

9.6. Trees on Rooftops

Discussion on this was deferred to the next meeting due to time constraints.

9.7. Storage of Paper Records

Discussion on this was deferred to the next meeting due to time constraints.

9.8. Climate Change Checklist

Discussion on this was deferred to the next meeting due to time constraints.

9.9. Main Parkade Gate: Use of fob to exit

Discussion on this was deferred to the next meeting due to time constraints.

**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. Bike left in roll-in spaces

Prior to the meeting, a complaint was received that a “not heavy” bike had been left in the roll-in spaces intended for e-bikes and other heavy bikes. After discussion, the owner of the bike was identified, and the situation has been resolved.

10.2. Visitor Parking SL 71

Prior to the meeting, a complaint was received that a vehicle connected with SL 71 had been parking in visitor parking for more than 7 days in a 30-day period, in breach of the bylaws. Pictures were provided of all the occurrences. Prior to the period during which the vehicle was parked over 7 days, the same vehicle had notices on its windshield since it had been parking with no permit. A bylaw enforcement letter was sent to the tenant with a copy to the owner. No response was received. After discussion, the council found that there was a bylaw breach and decided to assess a fine of \$100 to the tenant. The following motion was made:

**Motion: To assess a fine of \$100 to the tenant of SL 71 in view of a vehicle**

connected with the unit that was parked in visitor parking in breach of bylaw 13 (9) (c).

**Moved:** Quinn Leitch  
**Seconded:** Jennnifer Cooper  
**Carried Unanimously**

10.3. Smoking SL 86 (May 23)

Prior to the meeting, a complaint was received alleging that the 9<sup>th</sup> floor hallway of 379 Tye smelled strongly of cigarette smoke and while this was being experienced, occupants from SL 86 came out of the unit and the smell of cigarette smoke increased. A bylaw enforcement letter was sent to the tenant with a copy to the owner. No response was received. After discussion, the council found that on a balance of probabilities there was a bylaw breach and decided to assess a fine of \$100 to the tenant. The following motion was made:

**Motion:** **To assess a fine of \$100 to the tenant of SL 86 in view of the breach of bylaw 7, which prohibits smoking anywhere on strata property, including in strata lots.**

**Moved:** Quinn Leitch  
**Seconded:** Jennnifer Cooper  
**Carried Unanimously**

10.4. Fire Bowl SL 86

Prior to the meeting, a complaint was received that a fire bowl was being used on the balcony of SL 86. A photo was provided. A bylaw enforcement letter was sent to the tenant with a copy to the owner. No response was received. After discussion, the council found that a breach of bylaw 4 (4) occurred and decided to assess a fine to the tenant of \$100. The following motion was made:

**Motion:** **To assess a fine of \$100 to the tenant of SL 86 in view of the breach of bylaw 4 (4) which prohibits fire bowls on balconies and patios.**

**Moved:** Jennifer Cooper  
**Seconded:** Peter Durrant  
**Carried Unanimously**

10.5. Smoking SL 86 (August 3)

Prior to the meeting, a complaint was received from a neighbouring unit that the smell of cigarette smoke was emanating from SL 86. A council member went immediately to the 9<sup>th</sup> floor and confirmed the smell of cigarette smoke in that area. A bylaw enforcement letter was sent to the tenant with a copy to the owner and the tenant responded, stating that no one was smoking in the unit and that they do not smoke. After discussion, the council found that on a balance of probabilities there was a bylaw breach and decided to assess a fine of \$100 to the tenant. The following motion was made:

**Motion:** **To assess a fine of \$100 to the tenant of SL 86 in view of the breach of bylaw 7, which prohibits smoking anywhere on strata property, including in strata lots.**

**Moved:** Kurt Sandstrom  
**Seconded:** Pamela Hayer  
**Carried Unanimously**

10.6. Smoking SL 86 (August 4)

Prior to the meeting, two complaints were received from two neighbouring units regarding a smell of cigarette smoke in the 9<sup>th</sup> floor hallway, allegedly originating from SL 86. A council member went immediately to the 9<sup>th</sup> floor and confirmed the smell of cigarette smoke in that area. A bylaw enforcement letter was sent to the tenant with a copy to the owner and the tenant responded, stating that no one was smoking in the unit and that they do not smoke. After discussion, the council found that on a balance of probabilities there was a bylaw breach and decided to assess a fine of \$100 to the tenant. The following motion was made:

**Motion:** **To assess a fine of \$100 to the tenant of SL 86 in view of the breach of bylaw 7, which prohibits smoking anywhere on strata property, including in strata lots.**

**Moved:** Kurt Sandstrom  
**Seconded:** Pamela Hayer  
**Carried Unanimously**

11. **CORRESPONDENCE**

11.1. SL 91 Visitor Parking Request

Prior to the meeting, a request was received from the owner of SL 91 for approval to allow a visitor to park in the visitor parking area for 2 days over the 7-day limit in September. After discussion, the council decided to approve the request and the following motion was made:

**Motion:** **To approve the request from SL 91 for a visitor to park in the visitor parking area for 2 days over the 7-day limit in September, pursuant to section 13 (9) (c) of the bylaws**

**Moved:** Quinn Leitch  
**Seconded:** Jennifer Cooper  
**Carried Unanimously**

11.2. SL 7 Ceiling

Prior to the meeting, the owner of SL 7 notified management and council that there was a water stain on the ceiling in the living room. This unit has had issues with water ingress from the exterior area above the unit since construction was completed in 2009, due to construction deficiencies. The most recent investigation and repairs were conducted in 2021 and it was thought that the problem had been resolved as a result. Given that there is no sign of a current water ingress issue and it is not clear when the staining occurred, the owner advised that he would be comfortable if the ceiling is re-painted so the matter can be monitored to see if there are any new water ingress events before any further invasive investigations are conducted, which would affect both his unit and the unit above. After discussion, council agreed to this and asked management to arrange for the area of the ceiling with the water staining to be re-painted.



### 11.3. Balcony Cleaning, P3 Exit Door Security, Social Media

Prior to the meeting, correspondence was received from an owner regarding 3 matters:

- The owner advised that he had been in contact with Delco to have his balcony cleaned. Delco advised that while they do provide this service and they have done it in the past for individual owners, due to staffing and other business pressures they are now only willing to offer it on a bulk basis – that is if several balconies are cleaned at the same time. After discussion, council member Pamela Hayer agreed to discuss this further with Delco to see what the requirements would be and what the price would be per balcony.
- The owner advised that he has observed “junkies” outside the P3 exit door to the greenway on several occasions after dark. After discussion, the council decided to monitor this and determine whether there is a decrease in this activity once the new buildings are occupied and there is generally more traffic and activity in the greenway.
- Use of Social Media: The owner asked if there could be a platform (like Facebook) made available for owners and tenants to post notices and communicate with each other. Management advised that use of social media in strata settings usually leads to its use as a “complaint” forum and advised against this.

### 12. ANY OTHER BUSINESS

Council discussed items for the next newsletter.

### 13. DATE OF NEXT MEETING

The next strata council meeting is scheduled for Monday September 11, 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: \$0.00170/ litre.  
Rates are subject to change.