

**MINUTES OF THE STRATA COUNCIL MEETING
THE OWNERS, STRATA PLAN VIS 6763 – BALANCE AT DOCKSIDE GREEN**

DATE OF MEETING:	December 11, 2023	
LOCATION:	Held electronically by Zoom	
PRESENT:	Jennifer Cooper	379 Tye
	Peter Durrant	379 Tye
	Chris Lawson	379 Tye
	Quinn Leitch	373 Tye
	Griffin Ryall	379 Tye
PROLINE MANAGEMENT LTD:	Sam Hasham, Property Manager	
ABSENT WITH REGRETS:	Pamela Hayer	373 Tye
	Kurt Sandstrom	373 Tye

1. CALL TO ORDER

The meeting was called to order by the council president Chris Lawson at 5:03 pm.

2. CONFIRMATION OF QUORUM

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

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

Owner Alex Fyfe attended the meeting for the following item, since he was involved in it when he was a council member in the previous term, and he has continued to work on it on the council's behalf since then.

3.1. Access Easement – Pedestrian Exit Ramp

As reported in the minutes of the October 10 strata council meeting, the *Easement for Building Encroachment* (relating to our parkade entrance ramp) was registered at the Land Title Office on April 20 and is now on title. However, the other easement (the *Access Easement – Pedestrian Exit Ramp*) was not accepted by the Land Title Office for reasons that are not yet clear. The minutes further identified that Alex Fyfe had been working with our lawyer on this matter but that he had not received an update from her, despite numerous attempts.

At this meeting, Alex reported that on October 19 the lawyer provided a new access easement and a second document - a covenant under seal - that had been prepared by BOSA's lawyer for Balance to sign. On October 24 Alex requested clarification on several matters relating to these documents, including the practicality of having a separate covenant under seal document which would not be registered on title. Unfortunately, Alex has not yet received a response. However, he said that the lawyer has committed to provide one this week.

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After discussion, the council decided to wait for the response. If it is not received this week, the council further decided that Alex and council members Chris Lawson and Jennifer Cooper should have a discussion during the week of December 18 to determine next steps, including what to do about the unresponsive lawyer.

At this point, owner Alex Fyfe left the meeting.

4. APPROVAL OF AGENDA

The meeting agenda was circulated in advance of the meeting. As no changes were requested, the following motion was made:

Motion: That the agenda of the strata council meeting be adopted as written.
Moved: Quinn Leitch
Seconded: Jennifer Cooper
Carried Unanimously.

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

5.1. Balcony Renewal (Exterior Paint and Coatings Renewal Project)

The “balcony mock-up” renewal work on the two balconies (units B201 and B202) has been completed, including replacement of the membranes, the repainting of the balcony ceilings and walls, and replacement of the three glass insert panels in the guardrails with clear glass. The original glass panels, like those in most other balconies, were stained and damaged. The council was advised that they could not be repaired.

The council is very pleased with the results.

Within the next few days, council is expecting to receive a letter from Method Engineering, who oversaw the mock-up project, with recommendations for the next stage of balcony renewal, which would be to conduct similar repairs on all the 02, 04, 05, 08 and 09 balconies (numbering of units on 2nd levels is different). The letter is also expected to include a high-level budget quote to complete the work. After discussion, the council decided to wait for the letter and then consider, by electronic means, whether to direct Method Engineering to proceed with preparation of the



specs for the project, and solicitation of bids. This needs to occur promptly to enable the project to begin in the spring or summer. (At the July 17th AGM, the owners approved an allocation of \$25,000 from the contingency reserve fund to complete the balcony mock-up AND conduct “planning activities” for a subsequent renewal project.)

Council also agreed that the letter needs to be clear about how the repairs completed in the mock-up, and proposed for the larger project, will eliminate, or reduce the risk of issues that have occurred with the balconies and balcony glass, from reoccurring.

5.2. Responsibility for Maintenance of Rooftop Garden Areas

Council considered and discussed the proposal about maintenance of the limited common property (LCP) rooftop garden areas, received from the owners with exclusive use of those areas prior to the previous meeting. Council decided to continue discussion at the next meeting.

5.3. Delco Caretaker Replacement

Prior to the meeting, the council received a proposal from Delco Building Maintenance for 4 hours per day, 5 days a week routine cleaning and maintenance service at \$2800 per month plus GST. Together with the proposal, Delco provided a list of the cleaning tasks that would be covered.

After a review of the scope of cleaning activities, which council deemed to be comprehensive, council decided to approve the quote and the following motion was made:

Motion: To approve the quote for \$2800 from Delco Building Management for 4 hours per day, 5 days a week routine cleaning and maintenance service.

Moved: Quinn Leitch

Seconded: Griffin Ryall

Carried Unanimously.

Council asked management to notify Delco that the quote has been approved, to remind them that the council expects the services to be provided consistently as per the list of cleaning tasks they provided, and to request some “free hours” up front to bring the level of cleaning back to where it was when Frances Williams left in October.

5.4. Interior Common Area Renewal

Prior to the meeting, the council received a proposal from Western Interior Design Group for interior design services related to the upcoming interior common area renewal project. In the proposal, Western proposes to provide two design options based on initial instructions. Western estimated that the cost of providing these design options would be \$3300 to \$4050 plus GST, depending on actual hours spent, well within the allocation of \$10,000 approved at the July 2023 AGM. After discussion, the council decided to approve the proposal and

authorize Western Interior Design Group to proceed with the design stage. The following motion was made:

Motion: To approve the quote for \$3300 to \$4050 plus GST from Western Interior Design Group for interior design services related to the upcoming interior common area renewal project.

Moved: Jennifer Cooper

Seconded: Peter Durrant

Carried Unanimously.

Council members Jennifer Cooper, Griffin Ryall and Quinn Leitch volunteered to form a sub-committee to work with Western Interior Design Group. It was agreed that Jennifer Cooper will update Griffin and Quinn on the discussion that occurred with Western when they were on site to provide the quote, and then that a discussion with the council should be held at the January meeting to formulate a “vision” of what should be communicated to the designers as to the overall design requirements.

5.5. Bicycle Storage Room

Prior to the meeting, the bicycle storage committee submitted minutes of their November 27th meeting to the council. The committee proposed to conduct a bike audit in early 2024 followed by an owner survey. Both activities are intended to assist the council in learning how the bike room is currently being used, as well as the bike storage preferences of Balance residents. In addition, the bike audit will identify abandoned bikes, if any, that could be removed to make more room for actively used bikes. After discussion, the council approved these two activities.

5.6. Boulevard Appearance and Landscaping

Prior to the meeting, the council received a quote from Fallingwater for renewal of the three boulevards in front of Balance. The council has received complaints from time-to-time about the appearance of these boulevards, in particular the one adjacent to the parkade ramp. The quote was for \$9806 including GST which included a discount of \$750 if the council approved it on or before December 12, allowing the work to be done before the end of the year.

In the quote, Fallingwater advised that they could provide a cheaper option that would provide for “more sparse” planting. They advised that the quote would likely be 30-40% less than the quote provided. After discussion, the council decided to ask Fallingwater to provide this quote.

Council members Jennifer Cooper and Chris Lawson also reported that the city has advised that the cigarette butt container near the crosswalk will be re-installed, and that they are considering placing an additional container further down Tye Rd, likely near 359 Tye (the 3rd new BOSA tower). They advised that they will not provide one near our ramp as it is too close to the one at the crosswalk.

5.7. Enterphone Panels

Management advised that they have asked Paladin security to advise on what could be done about the worn looking enterphone panels at the main entrances and the enterphone panels in the P3 elevator lobbies which often have garbled text. Paladin will attend during the week of December 18 to inspect the panels and provide advice and/or a quote.

5.8. Electric Consumption

Discussion on this item was deferred to the January council meeting.

5.9. Pavers at Main Entrances

Management advised that Modern Maintenance is looking for an environmentally friendly method of clean the soiling in the brick work at both main entrances and that they would get back soon with their findings.

5.10. Rooftop Air Handling Unit Repairs

South Island Mechanical has advised that the repairs previously planned for late November are now scheduled for December 13. This is due to a delay in receiving the parts. The repairs should correct the issues with the air handler on the roof of 379 Tye that were identified by Island Temperature Controls, and which are preventing one of the fans from operating normally.

5.11. Depreciation Report

As reported in the minutes of the November 14th council meeting, RDH Engineering has advised the council that they expect to be able to start work on the depreciation report in the new year.

5.12. Water Pressure

The new pressure regulating valve was installed on November 23 and the water pressure has been set to 80 psi permanently.

5.13. Filter Alarm in Delta Thermostats

This alarm has now been removed and the user guide has been updated.

5.14. Annual Fire Inspection Deficiencies, Missed Inspections and Winterization

On November 16 and 17, Community Fire Services repaired the deficiencies found during the annual inspection in August, conducted the winterization of the dry sprinklers in the parkade and conducted unit inspections that were missed in August. Seven units which were inaccessible in August were inspected on November 17. However, one unit still did not provide access. Management is attempting to arrange with the tenant and Community Fire to complete this inspection.

5.15. Block Watch

Discussion on this item was deferred to the January council meeting.

5.16. DGVS Membership

Discussion on this item was deferred to the January council meeting.

6. OPERATING STATEMENTS

The operating statements for November 2023 were provided to council members by management in advance of the meeting. After discussion, the following motion was made:

Motion: To approve the November operating statements as written.

Moved: Quinn Leitch

Seconded: Jennifer Cooper

Carried Unanimously.

Council noted that as of November 30, it is half-way through the fiscal year, and the operating expenses are trending almost exactly on budget. There has been increased spending from the Lock Repairs and Maintenance account, due to several patio door locks that have failed.

7. DECISIONS MADE ELECTRONICALLY SINCE THE LAST STRATA COUNCIL MEETING

These decisions were made by email since the previous council meeting:

- On November 18, council approved the purchase of the two additional clear glass panels to replace the remaining damaged panels in the mock-up balconies (B201 and B202).
- On November 20, council approved the minutes of the November 14 strata council meeting.

The following motion was made:

Motion: To ratify the two decisions made electronically by the council since the November council meeting.

Moved: Peter Durrant

Seconded: Jennifer Cooper

Carried Unanimously.

8. NEW BUSINESS

8.1. Modern PURAIR Quote

Prior to the meeting, council received a quote for \$5900 plus GST from Modern PURAIR to conduct HVAC cleaning of the two rooftop units and related ductwork. After discussion, council decided to hold the quote and determine in the spring whether to include the cleaning in the budget proposal for fiscal 2025.

8.2. 2024 AGM Date and Venue

Council decided to schedule the 2024 AGM on July 15, 2024, and to hold it at the Delta Hotel.

9. 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.)

9.1. Items on Balconies

As noted in the minutes of the November 14 strata council meeting, several balconies have indoor furniture and other items which are prohibited as per section 4 of the bylaws. Council requests that these items be removed. Council had intended to include an item about this in the November *Balance Bulletin* but there was insufficient space. A reminder has therefore been included in the December edition. If non-conforming items remain after this reminder, the items will be subject to the bylaw enforcement process. Please refer to section 4 of the bylaws to see what is permitted on balconies and patios. The bylaws are in PowerStrata in the Document Library under *Bylaws and Rules*.

10. CORRESPONDENCE

10.1. Cleaning

Prior to the meeting, correspondence was received from the owner of SL 54 regarding carpet and floor cleaning. The owner asked that the tiles in the parkade elevator lobbies be stripped of wax and then thoroughly cleaned annually, to improve their appearance. In addition, the owner requested that two extraction cleanings of the carpets be performed annually, instead of one. After discussion, the council decided to consider this matter further in the spring when the fiscal 2025 budget is being prepared and planning for the interior common area renewal project is more advanced.

10.2. Signage

Prior to the meeting, correspondence was received from an owner stating that better signage is required to identify 373 Tyee and 379 Tyee. After discussion, the council decided to ask BOSA and Dockside Green Victoria Society if they would provide signage for both 373 and 379 Tyee, similar to the lighted signs that have recently been installed for 359, 363 and 369 Tyee.

10.3. Balcony Mock-up

Prior to the meeting, correspondence was received from an owner of SL 93, suggesting that the front edge of the concrete slabs in the balcony mock-up be painted a darker colour to show less dirt. The balcony mock-up project is complete, but council will take this into consideration when finalizing the specifications for the balcony renewal project.

11. ANY OTHER BUSINESS

11.1. Monthly Balance Bulletin

The December *Balance Bulletin* was published prior to the meeting.

12. DATE OF NEXT MEETING

The next strata council meeting is scheduled for January 8, 2024.

13. ADJOURNMENT

The meeting was adjourned at 7:45 pm.

Current Residential Heating/ Water Utility Rates - Variable

Heat and Hot Water Energy Consumption: \$0.072/ kwh. Water Consumption: \$0.00172 / litre.

Supplied to StrataDocs 2023/12/22
Ordered by Tom Fraser 2024/04/10