

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

DATE OF MEETING: February 12, 2024

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
Kurt Sandstrom 373 Tye

PROLINE MANAGEMENT LTD: Sam Hasham, Property Manager

ABSENT WITH REGRETS: Pamela Hayer 373 Tye

1. CALL TO ORDER

The meeting was called to order by the council president Chris Lawson at 5:02 pm.

2. CONFIRMATION OF QUORUM

The chair confirmed that there was a quorum with 6 of 7 council members present, enabling the meeting to proceed.

3. APPROVAL OF AGENDA

The meeting agenda was circulated in advance of the meeting. An additional item was added, and the following motion was made:

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

Moved: Jennifer Cooper

Seconded: Kurt Sandstrom

Carried Unanimously.

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

4.1. Access Easement – Pedestrian Exit Ramp

As previously identified, the access easement that was approved by the owners at the February 23, 2023 SGM was rejected by the land title office. The strata council's lawyer has prepared a revised easement and has confirmed that it would not need to be re-approved by the owners, since it does not change the form and substance of the previous easement in a material way. Owner Alex Fyfe, who is working with the lawyer, has suggested two minor changes and once the easement is finalized, it is anticipated that the lawyer will proceed with the filing at the land title office.

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4.2. DGVS Membership

Owner Alex Fyfe has drafted the letter to BOSA Development and Dockside Green Victoria Society (DGVS), requesting that the DGVS bylaws be changed to make Balance and Synergy voting members of the society. Council approved the draft letter. The Synergy strata council has also confirmed that they wish the letter to be sent on their behalf. It is anticipated that the letter will be sent shortly.

4.3. Boulevard Appearance and Landscaping

Fallingwater has advised that the employee who provided the “sparse” quote for the rehabilitation of the boulevards along Tyee Rd is on a course until the end of February and that he could meet with the strata council in early March to review options for the boulevards. Fallingwater also advised that any new planting could not be done until the spring, so this will not delay anything.

4.4. Enterphone Panels

Further to discussions at the January 8 strata council meeting, the council decided to include a resolution on the agenda of the March 18 SGM (see item 4.10 below) to approve an allocation of up to \$13,000 for replacement of the enterphone panels at the main entrances of both buildings and on the main parkade ramp, and to decommission the enterphone panels in the two elevator lobbies on P3. As reported in the minutes of the January 8 meeting, Paladin Technologies has advised that the panels are at end of life.

4.5. Rooftop Air Handling Unit Repairs - 379 Tyee

The repairs were completed on December 21.

4.6. Depreciation Report

RDH is conducting their site walkthrough on February 13.

4.7. Quote from South Island Mechanical

South Island has advised that the new filters have been installed.

4.8. Use of Communications Room by Delco

Delco has now moved their equipment and supplies to the P2 power room.

4.9. Police Incident, Strata Lot 86

Management and the strata council continue to work with the owner of this unit regarding the tenancy.

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

Prior to the meeting, council received a letter from Method Engineering summarizing the results of the balcony mock-up completed in the fall, which involved the renewal of the balconies associated with strata lots 18 and 25 (units B201 and B202). As owners are aware,

the purpose of the mock-up was to prepare for a more comprehensive balcony renewal project involving all the north, south and west facing balconies, excluding all the corner balconies. This renewal was recommended by Method Engineering as a result of the exterior inspection they conducted in May 2023.

In addition to the report from Method Engineering, the council also received quotes from Alco Waterproofing and Restoration Systems (who did the mock-up work) to conduct the renewal of all the balconies as described above, either in two stages over two years, or all later this year.

The most cost effective option is to complete all the work later this year, not over two years. To facilitate this, a decision to proceed with the work must be made soon, so that the contractor can be reserved and the work can start in the late spring or early summer.

After discussion, the council decided to hold a special general meeting on March 18 for approval by the owners of an allocation from the contingency reserve fund to cover the project. A majority vote resolution would be required (not a ¾ vote resolution) since the renewal work is identified in the Depreciation Report. Based on Alco's quote, an allocation of \$450,000 would cover the work if it is all done this year, and allow a small contingency amount. The council anticipates that at year end fiscal 2024 (May 31 2024), the balance in the contingency reserve fund will be approximately \$760,000. The following motion was made:

Motion: To hold a special general meeting on March 18 with a majority vote resolution on the agenda to approve an allocation of \$450,000 for the balcony renewal project to be conducted later in 2024.

Moved: Chris Lawson

Seconded: Peter Durrant

Carried Unanimously.

The notice for the special general meeting will have more detail about the project and the background, and will be sent to owners by February 27.

As identified in item 4.4 above, the agenda of the meeting will also include a resolution to approve an allocation of \$13,000 to replace three of the enterphone panels.

Finally, the council also asked management to see if a second quote for the balcony renewal work can be obtained.

4.11. Interior Common Area Renewal

The committee reported that a kick-off meeting was held on February 5 with Western Design and Build. At the meeting, the committee shared the project scope and objectives that were confirmed by the council at the January 8 council meeting and reflected in the minutes of that meeting. The next meeting with Western will be in about three weeks, when they will present the committee with two design options, including samples of the various proposed materials.

4.12. Bicycle Storage Room

As identified in the minutes of the December 11 strata council meeting, the bicycle storage committee intended to conduct an enhanced bike audit and owner survey to assist the council in learning how the bike room is currently being used, as well as the bike storage preferences of Balance residents. However, since there is clearly demand for more bicycle storage facilities (in particular for storing heavy bikes such as e-bikes) and since there are few if any practical options for providing more facilities in the bicycle storage room, or changing the way it is used and managed, the committee is now recommending that the bylaws be amended to allow owners to have a bike rack installed in their parking stall, at their cost, for bike storage purposes. After discussion, the council agreed that the committee should continue to investigate this option, including the selection of a standard rack for use in parking stalls, and the necessary bylaw amendments.

In addition, the committee is planning to conduct another standard bike audit and to remove unclaimed bikes from the bike room. More information about the bike audit will be published soon.

4.13. Common Area Electricity Consumption

Recent BC Hydro invoices identify that on an ongoing basis, the common area electrical consumption is still trending about 20% higher than in the previous year. Management reported that they have contacted BC Hydro and that BC Hydro advised that the peak demand has been 2 - 3 kilowatt hours higher since August 2023. BC Hydro is going to review the hourly consumption data to see if they can pinpoint when exactly the peak demands are occurring, to assist in identifying the cause of the increase.

4.14. Dirty Pavers at Main Entrances

Prior to the meeting, the council received a quote from Modern Maintenance to improve the appearance of the bricks at the main entrances of both buildings by stripping the sealant, power washing the bricks and applying a new sealant. After discussion, the council decided to consider the quote further when preparing the budget for fiscal 2025.

4.15. Community Fire Missed Inspection

The missed inspection of SL 71 was completed on January 16 and the invoice is being re-charged to the tenant of the unit, pursuant to section 23 (3) of the bylaws.

4.16. Delco Caretaker Tasks

Council member Pamela Hayer held the walkthrough with the new Delco caretaker and the supervisor, which was successful. Council is pleased so far with the work of the new caretaker (Mariano). Please say hello to him when you see him in the common areas.

4.17. Pets in the Exterior Common Area Adjacent to Units A110 and A111

FastSigns advised that making custom signs would be quite expensive. They suggested purchasing ready-made signs at a store. Council member Quinn Leitch agreed to investigate the availability of these signs and get back to the council with options.

4.18. Use of Common Electricity and Water

Council discussed the use of common electricity and water by owners and tentatively decided to propose a new rule or bylaw at the annual general meeting in July. The rule or bylaw would in general allow the occasional use of common electricity and water but would prohibit the continued/ongoing use of common water or electricity.

5. OPERATING STATEMENTS

The operating statements for December 2023 and January 2024 were provided to council members by management in advance of the meeting. We are two thirds through the fiscal year and almost exactly on budget for both income and expenditures. Year-to-date, income is 66.7% of budget and expenditures are 64.2% of budget.

Council requested one reallocation of an expenditure in the operating account and after discussion, the following motion was made:

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

Moved: Jennifer Cooper

Seconded: Kurt Sandstrom

Carried Unanimously.

With respect to the arrears report, council asked management to collect two overdue amounts and left some questions with management regarding several other items.

6. DECISIONS MADE ELECTRONICALLY SINCE THE LAST STRATA COUNCIL MEETING

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

- On January 10, the council approved the minutes of the January 3rd strata council meeting.
- On January 12, the council approved the minutes of the January 8th strata council meeting.

The following motion was made:

Motion: To ratify the two decisions made electronically by the council since the January 8th strata council meeting.

Moved: Jennifer Cooper

Seconded: Kurt Sandstrom

Carried Unanimously.

7. NEW BUSINESS

7.1. Hytec Service Agreement Renewal

Prior to the meeting, Hytec Water Inc. submitted a proposal to renew the *Aquaplan* service agreement as of February 15, 2024, for a period of 66 months. The new monthly payment is \$1008.90, a reduction of 41% from the current amount of \$1716.50. The reduction is because the equipment that was installed 5 years ago has now been paid off and the new agreement will only need to cover the ongoing service.

The Hytec service and on-site equipment treats the water on an ongoing basis to prevent pinhole leaks and premature copper pipe failure. After discussion, the council decided to approve the proposal and the following motion was made:

Motion: To approve the renewal of the Hytec Water Inc. Aquaplan service agreement for 66 months, with a monthly cost of \$1008.90 plus GST and PST.

Moved: Jennifer Cooper

Seconded: Peter Durrant

Carried Unanimously.

7.2. Pest Control

Cockroaches were found in a unit, and they have been successfully eradicated by a pest control company. Proline is in the process of checking with occupants of surrounding units to see if they have noticed any signs of pests in their units and will then consult with the pest control company to see if they recommend inspecting those units.

8. 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.)

8.1. Items on Balconies

In January, bylaw reminder letters were sent to several units with items on balconies and patios in breach of the bylaws. Council asked management to send bylaw enforcement letters to those units that are still allegedly not in compliance with bylaw 4.

8.2. Request to Reverse Fine – SL 128

Prior to the meeting, a request was received from the owner of SL 128 to reverse a fine that was assessed in view of a breach of bylaw 6 regarding pets. After the fine was assessed, the owner advised that there were extenuating circumstances and that they have moved out. Due to the extenuating circumstances and the low probability of another bylaw breach, the council decided to reverse the fine and the following motion was made:

Motion: To reverse the fine assessed to SL 128.

Moved: Jennifer Cooper

Seconded: Kurt Sandstrom

Carried with 5 in favour, 1 abstention.

9. CORRESPONDENCE

9.1. Exterior Maintenance

Prior to the meeting, correspondence was received from an owner requesting that several exterior maintenance items be dealt with. Due to lack of time at this meeting, discussion on this item was deferred to the next council meeting in March.

9.2. Requests for Short Term Exclusive Use – 373 Tyee Rooftop Irrigation Control Room and 379 Tyee Rooftop Irrigation Control Room

Prior to the meeting, correspondence was received from the owners of strata lots 167-171 and strata lots 89-93 (the penthouse units in each building) requesting that the council extend for another year the permission to exclusively use the rooftop irrigation control rooms on the rooftops of each building. The existing agreements allow use of the rooms for storage of tools required for the maintenance of the plants and landscaping in the rooftop garden areas and expire on March 11. Due to lack of time at this meeting, discussion on this item was deferred to the next council meeting which is also on March 11.

10. ANY OTHER BUSINESS

10.1. Balance Bulletin.

Council discussed items for the February *Balance Bulletin*.

10.2. Responsibility for Maintenance of Rooftop Garden Areas

Council member Kurt Sandstrom reported to the council about discussions he held with the owners of the penthouse units regarding maintenance of the rooftop garden areas which are limited common property and exclusive use of the penthouse unit owners. Kurt reported that the owners were comfortable with the bylaws being changed to make them responsible for the maintenance of the wood border edging adjacent to the landscape beds, and the wood dividers that separate individual limited common property areas, regardless of frequency. (Currently the strata corporation is responsible for the maintenance of these items that normally occurs less often than once a year.)

With respect to the maintenance of the irrigation systems on both rooftops:

The existing bylaws make the penthouse unit owners responsible for the maintenance that normally occurs annually or more often and the strata corporation responsible for maintenance that normally occurs less often than once a year. Two options were discussed with the owners:

1. The proposal that the council originally made in May 2023, which would make the owners with exclusive use of the rooftop garden areas responsible for all the maintenance, regardless of frequency.
2. An alternate option which would make the strata corporation responsible for all the maintenance. In this scenario, the strata council would have the maintenance done but the cost of all the “annual or more often” maintenance would be shared by the owners with exclusive use and each strata lot’s share of the total cost would be divided between the units by unit entitlement and added to their monthly strata fees. This arrangement would be pursuant to section 11.2 (1) of the Strata Property Regulation. The strata council’s irrigation service provider has advised that there should not be the requirement for significant major repairs or replacement that would occur less often than once a year, if the “annual or more often” maintenance is done properly.

Kurt advised that in general the owners would prefer option 2.

At this point Kurt left the meeting.

After discussion, the council decided that it would be comfortable proceeding with option 2 and recommending the necessary bylaw changes at the AGM in July. However, the council decided that before engaging the lawyer to draft the bylaw changes, correspondence should be sent to the penthouse unit owners to fully describe Option 2 and to request that they confirm their preference.

11. DATE OF NEXT MEETING

The next strata council meeting is scheduled for March 11, 2024.

12. ADJOURNMENT

The meeting was adjourned at 7:20 pm.

Current Residential Heating/ Water Utility Rates - Variable

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