



March 27, 2024

The Owners, Strata Plan VIS6763  
373/379 Tyee Road  
Victoria, BC

Dear Owners:

**RE: Balance – Minutes of Special General Meeting**

Thank you to all who were able to attend the Special General Meeting either in person or by proxy. We are pleased to have worked with Balance for the past 15 years, and look forward to continuing our relationship for many more. If you have any feedback regarding the meeting, the minutes or the notice package, we encourage you to contact your property manager or our strata department supervisor Paul Merrien.

Please find attached the unapproved minutes of the Special General Meeting held March 18, 2024. Please retain these minutes in your files as they will need to be approved at the next General Meeting of the Strata Corporation.

Please note that there is a Balance website that contains the Special General Meeting minutes, your bylaws, the minutes of monthly council meetings and a number of other documents of importance to Balance owners. Persons who wish to register for PowerStrata must contact either your council or the operations coordinator, who will send them a registration. To help reduce costs for the strata corporation, we encourage you to consent to electronic delivery of documents when registering for your website.

The management team assigned to your community consists of your Property Manager, Sam Hasham, sam@prolinemanagement.com, and your Strata Operations team, at operations@prolinemanagement.com. We welcome you to contact any member of your management team if you have questions, comments or concerns.

Yours truly,

**PROLINE MANAGEMENT LTD.**

Authorized Agent for Strata Plan VIS6763

A handwritten signature in black ink, appearing to read "S. Hasham", is written over a faint, diagonal watermark that says "Supplied to StrataDocs 2024/03/27" and "Ordered by Tom Fraser 2024/03/27".

Sam Hasham  
Property Manager

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Ordered By: Tom Fraser of Royal LePage Coast Capital - Oak Bay on 2024/04/10  
Document Uploaded and Verified: 2024/03/27



**UNAPPROVED MINUTES OF THE SPECIAL GENERAL MEETING  
STRATA PLAN VIS6763 – BALANCE  
HELD ON MONDAY, MARCH 18, 2024**

**PLACE:** Held by Electronic Meeting via ZOOM

**PRESENT:** When the meeting was called to order, 72 eligible voters were present in person or by proxy, as follows:

**In Person:**

Strata Lots				
1	3	5	7	16
18	19	20	27	28
30	37	42	45	47
54	57	59	63	63
65	66	67	75	78
84	86	89	93	96
103	106	113	116	118
119	121	124	126	133
138	139	142	143	145
156	157	161	165	166
167	169	170		

**By Proxy:**

Strata Lots				
2	4	10	15	35
44	73	77	82	90
91	97	102	109	115
137	164	168	171	

**PROLINE MANAGEMENT LTD.:** Represented by Sam Hasham, Property Manager

1. **Call to Order**

The meeting was called to order at 5:03 pm.

2. **Certify Proxies and Corporate Representatives and Issue Voting Cards**

The chair reported that the proxies and voting cards had been certified.

3. **Determine That There is a Quorum**

As per the Balance bylaws, the eligible voters in attendance at the meeting either in person or by proxy constitute quorum.

4. **Elect a Person to Chair the Meeting, if Necessary**

Chris Lawson, in his capacity as President of the Strata Corporation, chaired the meeting.

5. **Present Proof of Notice of Meeting or Waiver of Notice**

Management confirmed the Notice was issued more than 20 days in advance of the meeting, thereby satisfying the requirements of Notice under the *Strata Property Act*.

6. **Approve the Agenda**

**Motion:** To approve the agenda as presented.

**Moved:** SL7

**Seconded:** SL133

**Carried unanimously.**

7. **Approve Minutes from the Last General Meeting**

**Motion:** That the minutes of the Annual General Meeting held July 17, 2023, be approved as circulated.

**Moved:** SL121

**Seconded:** SL89

**Carried unanimously.**

**Note:** The votes on all resolutions contained in the meeting notice were conducted electronically after discussion of both resolutions. However, for simplicity, the results of the votes are incorporated in the discussion on each resolution below.

Prior to the electronic votes for resolutions #1 and #2 taking place, the following motion was made:

**Motion** That the voting on the resolutions commence, and that the voting period shall remain open until the earlier of:

- Ballots have been received from all eligible voters, or,
- 15 minutes have elapsed from the time the ballots are distributed.

Despite the above, the chair may extend the voting period, if additional time is required to complete the voting process.

**Moved:** SL106  
**Seconded:** SL116  
**Motion CARRIED with all in favor.**

Resolution #1 – ¾ Vote – Enterphone Replacement

**Motion:** **BE IT RESOLVED BY A 3/4 VOTE OF THE OWNERS – STRATA PLAN VIS 6763 THAT, the owners authorize an expenditure of up to \$13,000 from the contingency reserve fund (CRF) to replace the enterphone panels at the main entrances to 373 Tye and 379 Tye and on the parkade ramp. The two existing panels in the P3 level elevator lobbies of 373 Tye and 379 Tye will be removed and will not be replaced .**

**Moved:** SL93  
**Seconded:** SL106

Discussion

Owners expressed concerns regarding maintaining the security of the buildings if the P3 enterphone panels were removed. Council confirmed that this wouldn't change the security for the building including the way fobs are required for elevator use.

An owner asked if there was an estimated time in which the project could be undertaken pending the approval of the funds. Council indicated it would be based on contractor and materials availability.

**Motion CARRIED with 69 in favour, 0 opposed and 3 abstentions.**

Resolution #2 – Majority Vote – Balcony Renewal Project

**Motion:** **BE IT RESOLVED BY A MAJORITY VOTE OF THE OWNERS – STRATA PLAN VIS 6763 THAT, the owners authorize an expenditure of up to \$450,000 from the contingency reserve fund for renewal of the balconies of:**

- units 203, 204, 207 and 208 in 373 Tye,
- units 205 and 206 in 379 Tye,
- unit 902 in 373 Tye,
- unit 1005 in 379 Tye,
- the 02, 04, 05, 08 and 09 units on the 3rd to 8th levels of 373 Tye,
- the 02, 04, 05, 08 and 09 units on the 3rd to 9th levels of 379 Tye,

**with the scope identified on page 12 of the notice for this meeting – the same scope as for the balcony mock-up project that was completed in the fall of 2023 .**

**Moved:** SL116  
**Seconded:** SL16

Discussion

Owners discussed the scope and cost of the project and asked if the remaining balconies would need any similar work done in the future.

Council reported that as per the engineer's report from 2023, other repairs on other parts of the exterior will be required, and council intends to consider these after this project is done. As for the cost of the project, it is comparable on a per balcony basis to the mockup balconies already done. The cost covers the renewal of 73 balconies.

The intention from the one quote received thus far is that the work would be done from the exterior using rope access, the only portion needing access to the units would be bringing the new glass panels through as they are quite heavy and fragile.

Council confirmed with owners the main reason for the concrete deterioration is that the balcony membranes do not extend to the fascia (front) of the balconies, and with moisture being trapped between the glass and concrete, it is causing the deterioration. The project scope will include extending the membrane over the fascia of the balconies.

An owner asked if there was any feedback from the units that had the mockups done so far on their design. One of the unit owners was in attendance and indicated the design works great, the only note they had was that their balcony was inaccessible for safety while the work was being done.

**Motion CARRIED with 64 in favour, 7 opposed and 1 abstention.**

**8. Terminate the Meeting**

There being no further discussion, the following motion was made to terminate the meeting:

**Motion: Terminate the meeting at 6:06 pm.**

**Moved:** SL67

**Seconded:** SL133

**Carried.**

Supplied to StrataDocs 2024/03/27  
Ordered by Tom Fraser 2024/04/10

THE OWNERS, STRATA PLAN VIS6763 (BALANCE)

STATEMENT OF CONTINGENCY RESERVE FUND  
 For the fiscal year ended May 31, 2023; and  
 Budget for the fiscal year ended May 31, 2024

	FISCAL 2023 ACTUAL	FISCAL 2023 BUDGET	APPROVED FISCAL 2024 BUDGET
<b>CONTRIBUTIONS</b>			
Monthly Assessments	156,000.00	156,000.00	168,000.00
Interest Income	19,757.65	5,000.00	18,000.00
<b>Total Contributions</b>	<b>175,757.65</b>	<b>161,000.00</b>	<b>186,000.00</b>
<b>EXPENSES</b>			
<u>Previous Years</u>			
Replace Fire Extinguishers	5,360.25	6,000.00	-
Building Exterior Maintenance and Renewal	74,111.66	130,680.99	56,569.33
Major Mechanical & Interior Maintenance & Renewal	38,598.52	50,137.07	11,538.55
Landscape Renewal and Improvements	7,640.08	21,127.35	13,487.27
Machstat Replacement	221,633.16	260,000.00	16,000.00
Automatic Door Openers	25,000.00	25,000.00	-
Emergency Expense	3,883.96	-	-
Subrogation Claim	(53,998.38)	-	-
<u>2024 Projects</u>			
Renew Depreciation Report	-	-	12,000.00
Building Exterior Maintenance and Renewal-2024	-	-	25,000.00
Major Mechanical & Interior Maintenance & Renewal-2024	-	-	35,000.00
Interior Finishings - Carpet and Tiling	-	-	10,000.00
Balcony Renewal Project	-	-	450,000.00
Enterphone Replacement	-	-	13,000.00
<b>Total Expenses</b>	<b>322,229.25</b>	<b>492,945.41</b>	<b>642,595.15</b>
<b>NET INCREASE/(DECREASE) IN FUND</b>	<b>(146,471.60)</b>	<b>(331,945.41)</b>	<b>(456,595.15)</b>
<b>OPENING FUND BALANCE</b>	<b>835,986.29</b>	<b>835,986.29</b>	<b>689,514.69</b>
<b>CLOSING FUND BALANCE</b>	<b>689,514.69</b>	<b>504,040.88</b>	<b>232,919.54</b>

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