



PROPERTY
MANAGEMENT

**COUNCIL MEETING MINUTES
VIS 1983 – Dover Condominiums**

**Held Thursday April 20, 2023 @ 7:00pm
Via the Electronic Meeting Platform “Zoom”**

Council in Attendance:

Kim Bihari	President
Gary Crocker	Vice President
Joanne Hogan	Treasurer
Anne Townes	Member at Large
Tanyia McGarrigle	Member at Large
Rick DeGroot	Member at Large
Ed Young	Colyvan Pacific Real Estate Management Services

1. CALL TO ORDER

The meeting was called to order at 7:00pm.

2. APPROVAL OF THE AGENDA

It was **MOVED/SECONDED** to adopt the agenda as distributed. With all in favour, the motion was

CARRIED

3. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was **MOVED/SECONDED** to adopt the March 23, 2023 minutes as distributed. With all in favour, the motion was

CARRIED

4. FINANCIAL REPORTS

Operating Statements – Joanne Hogan, Treasurer, reviewed the financial statements to March 31, 2023, which included a report on the following balances:

Operating Account: \$10,810.72	Contingency Reserve Fund: \$115,961.17
Window Replacement: \$93,556.87	

Following review, it was **MOVED/SECONDED** to approve the financial statements for the period ending March 31, 2023. *With all in favour the motion was*

CARRIED

It should be noted that Council had a lengthy conversation regarding the CRF and how to increase the funds. Several ideas were discussed such as possibly deferring some non-essential maintenance and investing a portion of the CRF in GICs.

Report on Unapproved Expenditures – None to report at the time of the meeting.

Vancouver

1325 - 1100 Melville Street
Vancouver, BC V6E 4A6
604 683 8399

Nanaimo

3 - 4488 Wellington Road
Nanaimo, BC V9T 2H3
250 754 4001

5. COUNCIL/COMMITTEE REPORTS

Report on Bylaw Contraventions – It was **MOVED/SECONDED** to approve a bylaw contravention letter to be sent to Strata Lot 81 for excessive noise. With all in favour, the motion was

CARRIED

It was **MOVED/SECONDED** to approve a bylaw contravention letter to be sent to Strata Lot 83 for excessive noise. With all in favour, the motion was

CARRIED

Report on Litigation – None to report at the time of the meeting.

6. BUSINESS ARISING

Colyvan Transition – Council discussed the transition to the new management company, Colyvan Pacific. So far, the transition has been smooth. Owners are reminded to contact Ed Young, the Strata Manager, at ed@colyvanpacific.com or [250-754-4001](tel:250-754-4001) for any questions or concerns. Please note: If you pay your strata fees via automatic debit, Colyvan Pacific requires you to complete a new Pre-Authorized Debit form. We currently have 41 Owners who have not submitted their PAD form. It is important to get this information back to us in time for your May 1st strata fees. Please send your completed forms to the Strata Manager.

Gables Legal – Council discussed the sub-contractors concern of not being paid for work. Council is seeking legal advice to determine next steps, if any.

EV Chargers – Council has received a request and we are exploring what is possible for this Owner and allowing for additional EV chargers in the future. This may include updating our bylaws at an AGM or SGM.

Parking Lot Potholes – Council discussed the need to repair the potholes in the parking lot. Rod Williams has been consulted and believes he can conduct the repairs. The Strata Manager will follow up with Rod to determine an approximate cost and start date.

Parking Lot Lines – It was noted that the lines and numbers in the parking lot are becoming very difficult to see and almost non-existent in some areas. The Strata Manager will acquire quotes for this work.

Roof Quotes: Flat Portion – Council discussed the possibility of leaks in the flat portion of the roof. The Strata Manager will acquire quotes to have the roof investigated.

Elevator Cameras – It was noted that the elevator in 6715 is often inoperable and has required Kone to attend several times. The Strata Manager will follow up with



Kone to request a service report in order to determine the cause of the failures and have them repaired.

Pressure Washing – Pressure washing of the building envelope has been budgeted for this fiscal year. The Strata Manager will request quotes to get the cleaning completed.

Strata Lot #11 – Council continues to monitor this situation for the safety of all Owners.

Maintaining the CRF – Noted earlier in these minutes.

Strata Lot #25 Support Animal – The concerns about this issue have been addressed by Council. The Strata Manager will follow up with the Owner.

7. NEW BUSINESS

Bike Racks – It was noted that there are several bikes locked to the racks that have not been in use for some time. A bike inventory will take place and all residents will soon be receiving a notice regarding this inventory.

Balcony Repairs – It was noted that the edge of the vinyl on some balconies has become tattered. Council has determined that no action is required at this time but will continue to monitor.

TELUS Monitoring – The Strata Manager will contact TELUS to have them add his contact information in the event of an alarm.

Point of Contact – A reminder to all residents that the first point of contact for complaints, problems, or an emergency, is the Strata Manager, Ed Young (email address above). Should you have an emergency after 4:30pm on weekdays or during the weekend, please phone 250-754-4001 and follow the prompts.

The definition of an emergency in this industry covers: life threatening situations, water ingress, fires or any other matter that could compromise the safety & security of the residents or the Strata Corporations insurable assets.

Meeting Time – At the request of the Strata Manager, Council meetings will now take place at 6pm rather than 7pm.

8. CORRESPONDENCE

There were two noise complaints submitted to Council. One complaint was in regard to SL #81 and the other for SL #83.

9. ADJOURNMENT/NEXT MEETING



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There being no further business, it was **MOVED/SECONDED** that the meeting be adjourned at 9:12PM. With all in favour the motion was

CARRIED

The next meeting of Council will be May 18th at 6pm.

Minutes Prepared by:

*Ed Young
Colyvan Pacific Management Services
On behalf of Council, VIS 1983*