

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

Held Thursday May 18, 2023 @ 6:00pm
Via the Electronic Meeting Platform “Zoom”

Council in Attendance:

Kim Bihari	President
Gary Crocker	Vice President
Joanne Hogan	Treasurer
Anne Townes	Member at Large

Ed Young	Colyvan Pacific Real Estate Management Services
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Regrets:

Tanya McGarrigle	Member at Large
Rick DeGroot	Member at Large

1. CALL TO ORDER

The meeting was called to order at 6:03pm.

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 April 20, 2023 minutes as distributed. With all in favour, the motion was

CARRIED

4. FINANCIAL REPORTS

Operating Statements –Financial statements to April 30, 2023 were reviewed, which included a report on the following balances:

Operating Account: \$23,678.27	Contingency Reserve Fund: \$118,845.45
Window Replacement: \$93,536.87	

Following review, it was **MOVED/SECONDED** to accept the financial statements for the period ending April 30, 2023. *With all in favour the motion was*

CARRIED

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

Caretaker/Maintenance – It has been reported that there is a large bag of waste leftover from the gables renovation. The Strata Manager will contact JHI to have it removed.

Report on Bylaw Contraventions – There have been no bylaw contraventions since the last meeting of Council.

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

6. BUSINESS ARISING

Gables Legal – Upon receiving legal counsel, Strata Council has paid the outstanding balance of the gables renovation to JHI.

EV Chargers – Council is currently putting together a survey that may be sent out to Owners to gauge the level of interest in electric vehicle chargers.

Parking Lot Potholes – Rod Williams has filled the potholes.

Parking Lot Lines – Two quotes have been received and Council is awaiting a third.

Roof Assessment/Quotes: Flat Portion – Three contractors have been contacted and quotes are pending.

Elevators – There have not been any service calls for the elevator since the last meeting of Council but elevators will continue to be monitored.

Pressure Washing – There is a quote pending for pressure washing of the two buildings.

Bike Racks – Residents are reminded to tag their bicycle in order to determine which are being used and which are scrap or can be donated.

Maintaining the CRF – Noted earlier in these minutes.

Water Staining on Ceiling Tile – Archie Johnstone Plumbing was called in to investigate the source of the water. A report is pending.

7. NEW BUSINESS

Front Door Keys – It has been noted that a large number of tenants are losing or not returning keys to Owners when they vacate a Unit. It was **MOVED/SECONDED** to amend the current rules regarding keys to now cost \$150 per front door key. *With all in favour the motion was*

CARRIED



Contractor Keys – In order to facilitate more efficient work around the building, Council has decided to provide Colyvan Pacific with a set of contractor keys. This will allow contractors access to the building and areas such as the mechanical room and the roof.

Council Possession of Owner Keys – In the past, Owners were asked to provide Council with a key to their Unit. However, due to liability issues and the safety and security of Owners' suites, Council will be returning keys to Owners. There will be a notice sent out to all Owners along with new information on how to provide access to Units during times of required inspections. At this time, Owners are not required to do anything.

Strata Mailboxes – The mailboxes currently located in both buildings will soon be closed off. Any cheques, requests, payments, etc. are to be sent or dropped off at our office located at #3-4488 Wellington Rd. Nanaimo. Also, a reminder to all residents that the first point of contact for complaints, problems, or an emergency, is the Strata Manager, Ed Young (ed@colyvanpacific.com). 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.

8. CORRESPONDENCE

SL #53 – Several months ago there was a leak in this Unit and it has been determined that this is an Owner expense.

SL #25 – The Owner reported a cracked door. Rod Williams has made repairs.

9. ADJOURNMENT/NEXT MEETING

There being no further business, it was **MOVED/SECONDED** to adjourn the meeting at 7:41pm.

The next meeting of Council will be June 22nd at 6pm.

Minutes Prepared by:
Ed Young
Colyvan Pacific Management Services
On behalf of Council, VIS 1983