

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

Held Thursday June 22, 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
Rick DeGroot	Member at Large
Ed Young	Colyvan Pacific Real Estate Management Services

Regrets:

Tanyia McGarrigle	Member at Large
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1. CALL TO ORDER

The meeting was called to order at 6:02pm.

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 May 18, 2023, minutes as distributed. With all in favour, the motion was

CARRIED

4. FINANCIAL REPORTS

Operating Statements –Financial statements to May 31, 2023 were reviewed, which included a report on the following balances:

Operating Account: \$24,458.75	Contingency Reserve Fund: \$101,448.13
Window Replacement: \$109,529.53	Budget Surplus/(Deficit): \$19,643.00

Following review, it was **MOVED/SECONDED** to accept the financial statements for the period ending May 31, 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 – An EXIT sign which was hanging by the wires has been repaired. A storage room door is currently not locking properly. The Strata Manager will follow up with Rod Williams, the caretaker, to have it repaired.

Report on Bylaw Contraventions – It was **MOVED/SECONDED** to ratify the electronic decision to send a bylaw infraction warning letter to Strata Lot #1 for Use of Property. With all in favour, the motion was

CARRIED

It was **MOVED/SECONDED** to ratify the electronic decision to send a bylaw infraction letter to Strata Lot #79 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

EV Chargers Survey – It was **MOVED/SECONDED** to have the Strata Manager send the Electric Vehicle Charger Survey to Owners for their feedback. A notice will go out to Owners advising of the survey along with a deadline to respond.

Parking Lot Lines – It was **MOVED/SECONDED** to accept the quote from Krazy Joe's to paint the parking lot lines and numbers. With all in favour, the motion was

CARRIED

Roof Assessment/Quotes: Flat Portion – Three contractors were asked to provide quotes for the flat portion of the roof. After some discussion, Council has decided to investigate when maintenance was last performed on the roof as it is believed that there were major repairs completed within the past ten years.

Pressure Washing – After some discussion, it was **MOVED/SECONDED** to accept the quote from Gorilla Property Services to clean the exterior of both buildings. With all in favour, the motion was

CARRIED

Bike Racks – As the time allotted for residents to tag their bicycles has run out, the Strata Manager will arrange to have “junk” bicycles removed from the bike racks.

Water Staining on Ceiling Tile – The report from Archie Johnstone Plumbing was received and Council has agreed to the recommended repairs. The Strata Manager will contact Archie Johnstone and have them coordinate with the Owner to gain access to the Unit.

Contractor Keys – Sets of keys have been made, which will allow contractors to enter the building to perform regular maintenance without the need for an available Council member to give them access. They will have keys for the front door, and any mechanical/electrical rooms.



Council Possession of Owner Keys – This item has been tabled until after the summer.

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.

7. NEW BUSINESS

CHOA Membership Cancellation – As the Strata Corporation has acquired the services of a Strata Management company, it was **MOVED/SECONDED** to cancel the annual Canadian Home Owners' Association membership. *With all in favour the motion was*

CARRIED

Continued Use of Strata Website – Council discussed the possibility of shutting down the strata's website. The Strata Manager informed Council of a web portal offered by Colyvan Pacific, which could hold strata documents, bylaws, financials, etc. It was decided to keep the strata website for the time being.

8. CORRESPONDENCE

SL #1 – Bylaw infraction warning letter.

SL #79 – Bylaw infraction letter.

SL #22 – An inquiry was made about the Gables project. A timeline was provided to the Owner.

SL #49 – The Owner requested investigation of a crack in their ceiling. The Strata Manager dispatched a restoration company and it was determined to be minor and no further work was required.

SL #37 – The Owner had questions regarding how to complete renovations while adhering to Strata Bylaws.

SL #38 – It was reported that a glass section of the balcony railing was smashed. The Strata Manager contacted the Owner and informed them that as per the Strata Plan, balconies are Owner responsibility to repair and maintain.



SL #20 – The Owner had several questions regarding insurance as they were under the impression that the Strata Insurance would cover any damage within the lot. The Strata Manager strongly advised the Owner to acquire their own insurance for their strata lot.

9. ADJOURNMENT/NEXT MEETING

There being no further business, it was ***MOVED/SECONDED*** to adjourn the meeting at 7:28pm.

The next meeting of Council will be September 21st at 6pm.

Minutes Prepared by:

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