



PROPERTY  
MANAGEMENT

**COUNCIL MEETING MINUTES**  
**VIS 1983 – Dover Condominiums**  
**Held Thursday September 21, 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
-------------------	-----------------

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

With two additions, it was **MOVED/SECONDED** to adopt the agenda as amended. With all in favour, the motion was

**CARRIED**

**3. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

It was **MOVED/SECONDED** to adopt the June 22, 2023, minutes as distributed. With all in favour, the motion was

**CARRIED**

**4. FINANCIAL REPORTS**

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

Operating Account: \$33,549.68	Contingency Reserve Fund: \$122,716.13
Window Replacement: \$115,126.36	Budget Surplus/(Deficit): \$36,753.60

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

**CARRIED**

**Vancouver**

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

**Nanaimo**

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



**Report on Unapproved Expenditures** – There were two emergency plumbing callouts, which required immediate work, which totaled \$1,568.61. It was **MOVED/SECONDED** to approve the funds for repair. *With all in favour the motion was*

**CARRIED**

## 5. COUNCIL/COMMITTEE REPORTS

**Caretaker/Maintenance** – Two sliding doors were having issues. One required recaulking and another had a locking issue. Both have been repaired. There were also two emergency plumber callouts as there was a leak in the main water line in 6715 Dover Rd. and a leak located in a wall in 6711 Dover Rd. Both leaks have since been repaired.

**Report on Bylaw Contraventions** – None to report at the time of the meeting.

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

## 6. BUSINESS ARISING

**EV Chargers Survey** – The survey required some formatting so it has not yet been sent to Owners. The Strata Manager has made the required fixes and will be sending out the survey within the week.

**Parking Lot Lines** – Now complete.

**Roof Assessment/Quotes: Flat Portion** – Further review of the condition of the flat roof will be pending Owners' approval of the commissioning of a Depreciation Report at the next AGM and/or further assessment by qualified professionals.

**Pressure Washing** – Now complete.

**Bike Racks** – Now complete.

**Water Staining on Ceiling Tile** – The source of the water has been located and repaired.

**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** – After some discussion, it was **MOVED/SECONDED** that Council will retain possession of Owners' keys in case of emergency. With all in favour, the motion was

**CARRIED**

**Strata Mailboxes** – After some discussion, it was **MOVED/SECONDED** to keep the strata mailboxes open for some time yet. With all in favour, the motion was

**CHOA Membership** – The CHOA membership has been canceled.

**Strata Website** – Complete

## 7. NEW BUSINESS

**Insurance Renewal** – As the Strata Corporation’s insurance renews on November 1<sup>st</sup>, the Strata Manager is seeking quotes to get the best rate.

**Fire Inspection** – The fire inspection occurred on September 25<sup>th</sup>. Any Owners who did arrange access to their unit, will be charged for a revisit.

**Snow Removal** – The Strata Manager will be reaching out to contractors for quotes.

**Water Leak Repairs** – This has been covered earlier in these minutes.

**Moving Procedures** – In order to streamline the process of moving, the Strata Manager has created a procedure that all Owners must follow. The procedures are attached to these minutes.

**Carpet Cleaning** – There was some discussion regarding the need for the carpets in both buildings to be cleaned. After the discussion, it was **MOVED/SECONDED** to have Classic Care clean the carpets. With all in favour, the motion was

**CARRIED**

## 8. CORRESPONDENCE

**SL #22** – Multiple emails regarding an open window. This matter has been resolved.

**SL #41** – Sliding door repair.

**SL #37** – The Owner submitted an alteration request to Council, which has been tabled.

**SL #74** – There was a sewer backup caused by an obstruction deep in the pipes. This matter has been resolved.

## 9. ADJOURNMENT/NEXT MEETING

There being no further business, it was **MOVED/SECONDED** to adjourn the meeting at 7:32pm.

**The next meeting of Council will be October 26<sup>th</sup> at 6pm.**

Minutes Prepared by:

*Ed Young*



# **Colyvan Pacific**

PROPERTY  
MANAGEMENT