



Strata Corporation KAS2811
Council Meeting Minutes
June 27, 2023, at 1:30pm
Zoom

For Building/Elevator Emergencies Call: Coldwell Banker service line 250-860-1411.

For general strata-related inquiries (Mon-Fri, 8:30am-4:30pm) contact:
Paula Johnson, pjohnson@coldwellbanker.ca, 250-860-1411 (during office hours)

1. **Call the meeting to order:** The meeting was called to order at 1:30pm.
2. **In attendance via video call:** George Fischer, Gary Young, Sandra Fox and Paula Johnson (Strata Manager). **Regrets:** Dalia Loewen, Jake Louwe
3. **Approve the agenda:** Motion to approve the agenda. Seconded. **Carried.**
4. **Approval of minutes to the meeting of May 26, 2023:** Motion to approve the minutes. Seconded. **Carried.**
5. **Approve financials to May 2023:** Motion to approve the financials. Seconded. **Carried.**
 - a) **Total Power invoice:** reclass needed for April and May monthly test (currently in HVAC)
 - b) **CRF Approved Expenditures:** Durnin Garage door came in under budget: Motion to unreserve unused funds. Seconded. **Carried.**
 - c) **SL45 (701D):** storage charges from 09/22 onward are shown as unpaid on the ledger. The owner indicated that they have never rented storage. Charges will be reversed. Awaiting additional information from council as it appears that the storage charges were mis-allocated.
6. **Reports:**
 - a) **Fire Safety:** Fire drill has not yet occurred at the time of this meeting. The council will be hiring Pacific Western Fire Protection to run the drill due to time limitations of council members. The drill will take place once arranged. Owners will be notified of a date and time once scheduled.
 - b) **Social Committee:** No report.
 - c) **Grounds & Landscaping:** No report.
 - d) **Maintenance report for June 2023:** No report.
 - e) **Security:** No incidents this month.
7. **Previous Business:**
 - a) **Electrical maintenance quote from Source Electric:** Council has met with contractor and is awaiting the formal quote.
 - b) **Keyholder list:** Council has determined that they will not be maintaining a list of emergency keyholders for units. Owners do not need to provide management with this information as the strata corporation will not be retaining this information. When owners go away, they should

ensure that they have someone checking their units and should confirm through their homeowner policy holder if there are specific requirements for longer absences. Owners may also want to consider turning off the water for long absences.

- c) **CHUBB Upgrade:** Council has been in touch with a representative from CHUBB and a new salesperson may be assigned due to the original salesperson being on leave. The new salesperson will be asked to come to site to ensure that the final product is correct. Strata manager will follow-up with CHUBB.

8. New Business:

- a) **Coldwell Banker increase in strata management fee and updated Schedule A:** The last management fee increase was in 2018. The management company has proposed a fee increase to be approved by the council for inclusion on the budget for the upcoming AGM.
- b) **Garbage dumpsters need to be cleaned:** Strata manager will contact E360 to request bin cleaning or change out of the bin for a clean.
- c) **AGM date:** Tentatively August 29th, 2023. 5:30; sign in; 6:00pm start.
Resolutions under consideration:
 - cell booster:** The council will be working on quotes to potentially include a resolution on the agenda.
 - Bird hole netting:** council has obtained a quotes for this work and a resolution may be included in the upcoming AGM package to approved Up \$24,000.00 from the contingency reserve fund.
- d) **Park Place Strata Notice of Removal of Cedars:** The neighboring property has notified the strata council that they are intending to remove the cedars (35) along the tennis court, on the north side of Underhill. The council will review the request as it appears that the contractors will need to access MCT property. The council will be requesting liability insurance and find out proposed dates for work to take place and the size of the equipment required. Council will organize a discussion with the president of neighboring council.
- e) **Durin Parking Gate Damage:** In the early hours of Friday June 23rd Council was notified that the parking gate was not functioning. Upon inspection, the gate contractor indicated that based on the damage it appears that the gate had been driven into. Motion to pay for costs as an emergency out of the CRF. Seconded. **Carried.**

9. Communications:

- a) **SL3 (101D): Insurance Claim for water ingress:** Owner has not updated strata corporation. The Strata Manager will follow up for update.
- b) **SL88 (504U) – Water dripping on Balcony:** Owner above poured water down their balcony to assist with determining the origin and intensity. If other owners are having issues with leaky drains on balconies, please email the strata manager. The council will review previous list to see if other units require repair.
- c) **Renovation Agreements:**
 - i. **SL16 (302D) – Request to replace flooring:** Council is awaiting information on underlay material. Tabled. The Strata Manager will follow up.
 - ii. **SL17 (301D) – Request to replace carpet with carpet:** Approved by email. Motion to ratify approval. Second. **Carried.**
 - iii. **SL112 (805U) – Request to replace tub with shower:** Motion to ratify approval. Seconded. **Carried.**
 - iv. **SL92(505) Request to replace AC Unit:** Not approved at this time. The council requires additional information on the exact scope of work and what items will be replaced. Owner will be advised that work cannot proceed on July 4th. Strata manager will help to coordinate a date to discuss with the owner.

AGM to be held in the Common Room on:

August 29, 2023
Registration at 5:30 pm
Meeting starts at 6:00 p.m.

Please find the attached council letter and council nomination form

10. In Camera:

- a) **SL110** (cont.) – Owner has advised that the bird would be removed as of June 4th, 2023. The Strata Manager will follow up to confirm.
Requests bylaw amendment to permit larger birds be included on the AGM agenda:
Motion to deny request. Seconded. **Carried.**
- b) **SL54** (cont.) – No response to the bylaw complaint letter received. Motion to issue a fine of \$200.00 for continued contravention of the bylaws. Seconded. **Carried.**
- c) **SL33** (cont.) – **Unit Door Damage:** A painter has been arranged by the strata corporation to complete the work. Motion to issue a follow-up letter advising owners of the decision of the strata council to assess cost of remediation to the unit owner. Seconded. **Carried.**
- d) **SL75** (cont.) – **Doorbell camera:** Strata Manager will forward document from CHOA to owner.
- e) **SL100 – Pet Boston Terrier:** Reminder that the strata bylaws permit dogs of up to 14”.
- f) **SL12 – Parking Gate Damage:** Upon notification of a possible parking gate safety failure the strata corporation brought in the gate contractor who determined that the safety mechanisms were functioning properly. Based on the damage it was his opinion that a vehicle drove into the gate while it was coming down. Motion to issue a bylaw complaint letter for damage to common property. Seconded. **Carried.**

11. Date of next meeting: Tuesday July 25th 2023 at 1:30 pm via Zoom

12. Adjournment: Motion to adjourn. Seconded. **Carried.**
The meeting was adjourned at 3:04pm.

Dear Owners,

At this time of year, we begin looking towards our Annual General Meeting, which will be held sometime in August. As usual, one of the agenda items will be **to elect a new Strata Council.**

As many of you know, a Strata corporation like ours is not fully supported by your strata fees. It depends heavily on having in place an effective Strata Council, the volunteer body that oversees the operations, policies and budgets of the residence.

It's important to note that property values are significantly affected by the condition of our grounds and buildings as well as by our reputation for good governance.

Our bylaws require a minimum of 3 Councillors. To operate at peak efficiency, we should have 7 Council members in place at all times. Currently, we have only 5. At times, we're unable to respond as quickly as we would like to the concerns of our Owners. A small volunteer body can only do so much.

There are about 190 people living here at Mission Creek Towers. It should not be difficult to identify people who are willing and capable to make sound policy and financial decisions to take care of our home along with physical attendance at emergencies, supervising the work of contractors, performing small jobs, and meeting with your neighbours on Council & Strata business.

We want you to get involved in securing new members for the Strata Council. If you are able to serve as a Council member, please put your name forward or, at least, discuss how the Council works with one of the present Councillors.

If you know of a neighbour who has the qualities to serve on Council, tell them you'd like to nominate them. Most people do not think of volunteering for positions like this until someone else identifies their potential.

Mission Creek Towers is a great place to live. Please help us keep it that way by supporting a full complement of Strata Council members. Please fill out a nomination form that will be available in both lobbies soon and send it to Coldwell Banker so your nomination will be included at the AGM.

MCT Strata Council

**KAS2811 – MISSION CREEK TOWERS
STRATA COUNCIL NOMINATION FORM**

Nominator (s) _____

Strata Lot _____ Unit _____ Address _____

Nominee _____ Date of AGM _____

Biography of Nominee:

(Please provide a short biography of nominee to assist owners in making their choice)

By executing the document below, the Nominee accepts this nomination:

_____ Date: _____

Signature

Return by email to: pjohnson@coldwellbanker.ca

Or by hand-delivery at time of AGM registration