

Strata Corporation EPS 2799 "Soames Place"
MINUTES OF THE STRATA COUNCIL MEETING
September 1st, 2016 – 9:30 AM – Soames Place Residential Lobby

Present: Justin Lee, Stephanie Mathews-Smith, Charles Stephens
Regrets: Andrew Lee

Holywell Properties: Gloria Collins Allcock
Minutes: Gloria Collins Allcock

1. Call to Order: The meeting was called to order at 9:30 AM.
2. Approval of Agenda: Council approved the agenda with all in favor.
3. Approval of Minutes of the Previous Strata Council Meeting: No previous meetings
4. Previous Business Arising from the Minutes: No previous business
5. Review of Financial Statements to July 31st, 2016: One month into its first fiscal year, the strata was operating with a net surplus of \$526.47. The operating account balance was \$9,406.36 with \$3,090.25 in the contingency reserve fund.
6. Correspondence:
 - a. Complaints regarding noise and disturbances from a tenanted strata lot were received by management during development and additional complaints have been received by strata council. Management was instructed to send written notice to the tenants with copy to the owners.
 - b. The owners of the property which borders the strata (southern/behind), requesting agreement to erect a fence which would extend on the strata common property. Management will correspond with the owners and investigate further.
7. Reports:
 - a. Maintenance
 - Justin Lee will provide Management with current janitorial duties which can be forwarded for quote by other contractors.
 - Justin is overseeing issue and programming of the entrance system and entrance fobs. The strata will order additional fobs to have on hand at the management office.
 - b. Gardening
 - Andrew Lee has received a quote for overall fall clean up. Management will solicit a comparative quote. Council will consider a scope of services for ongoing landscape maintenance to begin in spring, 2017.
8. New Business:
 - a. Owners are reminded to submit a completed Form K "Notice of Tenant Responsibilities" to Management within two week of the beginning of any residential tenancy, per the strata bylaws.
9. Next Meeting: The next meeting is scheduled for October 4th, 2016, at 3:30 in the residential lobby.
10. **Adjournment:** The meeting was adjourned at 10:30 AM.