

Strata Corporation EPS 2799 "Soames Place"
MINUTES OF THE STRATA COUNCIL MEETING
October 11th, 2016 – 3:30 PM – Soames Place Residential Lobby

Present: Justin Lee, Stephanie Mathews-Smith, Charles Stephens
Owner/observers

Regrets: Andrew Lee

Holywell Properties: Gloria Collins Allcock

Minutes: Gloria Collins Allcock

1. Call to Order: The meeting was called to order at 3:35 PM.
2. Approval of Agenda: Council approved the agenda, with additions, with all in favor.
3. Approval of Minutes of the Previous Strata Council Meeting: Council approved the minutes of the meeting held September 1st, 2016, with all in favor.
4. Previous Business Arising from the Minutes:
 - a. Charles Stephens met with the owners of the property to the immediate south of the building regarding their request to extend their fence across the rear of the strata property in order to enclose their yard primarily for security reasons. The owners have agreed to maintain the weeds along the border corridor. Council has no objections to the proposal provided that an agreement is in place saving the strata harmless from any liability, and provided the strata retains unencumbered access when needed. Management will further correspond with the owners.
 - b. A reminder that until further notice, additional access fobs are available from Justin Lee. Justin can be reached at 604-218-3945.
5. Correspondence:
 - a. An owner has inquired if the bike storage area could be used for kayak or paddleboard storage. Council approved the request provided the equipment fits between the racks, is properly secured, and is labelled with the owner's name and contact information. Council reserves the right to repeal the approval in future.
6. Review of Financial Statements to September 30th, 2016: At the end of the first fiscal quarter, the strata was operating with a net surplus of \$542.30. The operating account balance was \$12,134.18 with \$4,039.90 in the contingency reserve fund. Some questions were raised regarding allocation of expenses; Management will make any necessary adjustments.

Management regretted to advise that an error had been made in the budget spreadsheet which had been circulated with the AGM notice package. Due to a formatting error, the budget circulated in the package did include the amount for the residential portion of hydro, and strata fees for residential units were calculated approximately 25% lower than should have been. It is probably that the fiscal year will close with a shortfall, which will need to be recouped in the next budget. At this time, the budget is on target or slightly ahead, however hydro usage increases substantially in the winter months. Hydro usage will be monitored closely, as will all budget amounts, to minimize any year end deficit.

7. Reports:

a. Maintenance

- Justin Lee has been in contact with a prospective janitor, however it has not been confirmed that he has adequate contractor insurance or Worksafe coverage. Options will be explored.
- Sidewalk salting and snow clearing will be part of the duties of the person hired. Justin Lee has arranged for supplies in the janitorial room.
- Roof deck drains are leaking in the parkade area. Management will contact the Developer's contractor to request maintenance.
- Cedar around the entrance fountain will be oiled in spring.

b. Gardening

- After discussion, and comparative quotes, council has agreed to maintain the original gardening contractor to the end of the season. There is little doubt that landscaping will exceed the approved budget. Efforts will be made to save in other areas.

8. New Business:

- a. The Gibsons Fire Department has conducted a safety inspection. Council has reviewed the report which includes several deficiencies which must be addressed. Management will arrange for the annual fire system safety inspection as soon as possible; technicians will be asked to address the items noted in the report. The inspection will include in-suite checks of smoke detectors and sprinklers. Notice will be sent to owners/residents in advance.
- b. Thanks were expressed to the Developer for donating a lighted Christmas trees for use in the lobby. There was some discussion about an open-house evening during the holiday season for owners and residents to meet.

9. Next Meeting: The next meeting is expected to be held in late February, date and time to be announced.

10. **Adjournment:** The meeting was adjourned at 5:30 PM.