

Strata Plan VR 1591
Strata Council Meeting
<http://www.leicester.ca/>

Password for owner info only: contact Merry Meredith

FYI: Quorum for a Strata Council Meeting: 2 present, of the 4 members of the Strata Council for a meeting of the Council. For list of agenda items and order for Annual General Meeting, see below.

DATE Thursday Nov 03, 2016, 7:00pm, Laundry Room

PRESENT Merry Meredith (304), Tom Heise, Shirley Heise (201, 202, 205, 206, 302), Surinder Mahal (204), Tony Issa (305), Quorum has been met. Chair: Tom Heise. Approved minutes from Jun 20, 2016. (SM 1st, TI 2nd). Proof of Notice of Meeting given (MM). Agenda for meeting approved (SM 1st, TI 2nd). No decisions outstanding. **AGENDA: Maintenance and Budget Update, then Capital Project for 2016 and New Business.**

FORM K'S STILL NEEDED FROM ALL OWNERS: See Unfinished Business #1

UNFINISHED BUSINESS

1 FORM K'S NEEDED FROM ALL OWNERS

Owners with tenants need current Form Ks from each tenant, acknowledging they have read and understood our bylaws, because this allows the Strata to hold tenants accountable to Strata Regulations, which govern the peace and happiness of the building! Attached is a Form K: You must contact your tenant, and send a signed copy to Shirley Heise. If you haven't done this yet, you are liable for fines NOW.

2 CAPITAL PROJECT 2016 & 2017: Exterior trim paint: DONE, for \$4000, as quoted. Carpet replacement deferred to 2017: 1 quote obtained, with 2 more to be obtained by AGM in January 2017. Carpet quote about \$15,000, so discussion was: fund from Contingency Fund, or Contingency/Assessment of Owners. Voted to mix Contingency & Assessment, with, possibly, \$8000 from Contingency; rest as Assessment (to be reviewed in January 2017, with other quotes) (SM 1st, TI 2nd, approved).

3 MAINTENANCE UPDATE

INTERIOR LIGHTS: New LED Warm White bulbs as they burn out. (To continue)

ANNUAL BOILER INSPECTION: Best done in Fall: TH has set this up.

NORTHWEST CORNER: Stucco and cement repair: DONE

WINDOW WOODWORK PAINT RENEWAL: DONE: However:

SILLS (some) on east side need to be replaced, 2017

WOOD REPAIR: repair board, west doorframe. DONE: TH replaced framing.

TILE BACK CEMENT STOOP: Put tile on cement step \$500 to retile, 45 sq ft, non-skid. (Approved 2014) TH to coordinate.

FRONT ENTRANCE: MM will fix door lettering.

ANNUAL FIRE INSPECTION: DONE July 4th.

POWER WASHING: TH to do at end November.

MOTION DETECTOR LIGHT NEAR SIDE FRONT: Install motion detector light near front gate, wire from first doorway? TH will get someone in to do it.

BOILER ROOM DOOR: Lock needs attention. TH will deal with it.
STUCCO REPAIR: area on east wall needs repair, then painting.
METAL GATES: consider getting scraped and repainted.
SKYLIGHT, 3RD FLOOR: check seal.

4 DEPRECIATION REPORT Revision for 2016 (DONE)

Appendices (Long Term Maintenance Plan, Financial Statement & Budget, and Project Planning Horizons) revised. MM attaching draft to these minutes, prior to posting revised Report to website.

NEW BUSINESS

1 BUDGET REVIEW Jan – Oct 31, 2016

DISCUSSION: Strata has \$12,000 in GICs, and \$18,000 as revenue, beyond cheques issued but not cleared. Costs for line items within projections for year, to date. Coinamatic still has not sent revenue: TH will follow up. Discussion whether maintenance fees should stay as is, or increase in January 2017. Motion called to reserve judgment until Budget projection in January. (SM 1st, TI2nd, approved).

- 2 NO SMOKING IN BUILDING** Discussion: Some complaints this year about smoke traveling into suites, either from people smoking in building, or too close to entrances. Most owners specify “no smoking” when renting, but TI wants Bylaw for building. TI to research and write bylaw to put forward at AGM (with Special Notice to Owners). (SM1st, MM 2nd, approved)

MEETING TERMINATED AT 8:00PM.

NEXT MEETING ANNUAL GENERAL MEETING, Thursday January 26, 2016, 7pm, venue to be announced.

Agenda: Financial Statements & Budget Review, Election of Officials, Report on Insurance, Maintenance Review, Capital Project: carpet quotes, new N-Smoke Bylaw?
Order of Business for an Annual General Meeting

- certify proxies • quorum? • elect chair • proof of Notice of Meeting
- approve agenda • approve minutes of last annual or special general meeting • deal with unfinished business
- receive reports and decisions since last annual general meeting • ratify any new rules made by strata corporation • report on insurance coverage • review financial statement from previous year
- approve budget for coming year • deal with new business • elect a strata council • terminate meeting