



**Cranbrook Agencies Real Estate**

Division of Sharron Billey Holdings Ltd.

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**MINUTES OF COUNCIL MEETING OF VICTORIA VILLA STRATA  
NES 46  
April 19, 2007 AT 7:00 PM  
BOARDROOM OF REALTY EXECUTIVES CRANBROOK AGENCIES REAL  
ESTATE**

**Attendance:** Gary McCarthy, President Evan Kotyluk, Director  
**Absent:** Jan Stone, Treasurer  
**Guests:** No guests  
**Staff:** Sharron Billey, Strata Manager

The meeting was called to order at 7:15 PM by Strata Manager, Sharron Billey

**MOTION TO APPROVE THE AGENDA AS PRESENTED:**

Carried.

**MOTION TO APPROVE THE COUNCIL MINUTES OF March 20<sup>th</sup>, 2007.** Carried

**MANAGEMENT ITEMS TO REPORT ON:**

1. Even Steven: The work contracted to be done was completed as per the contract and approved at the 2006 AGM. Paid \$5,384.80 from the Contingency Reserve Fund.
2. Electrical: We had units 1 – 12 suddenly without hallway power. The janitor reported the problem. Within 24 hours Sharron had Bruce Lamb of Lamb Electrical to the complex and the decision was made after a consultation with Bruce Lamb and Gary McCarthy that this constituted a safety hazard. Bruce was contracted to complete the job to replace all ceiling lights and trouble shoot all hallway plug-ins to confirm none would be out or hazardous – Bruce was awarded approximately 10 hours to complete the job at \$55.00 per hour plus cost of material. Bruce completed the job in two working days.
3. The white unlicensed car in the parking lot has been a concern. Sharron has now located the most likely owner and will request the owner of the unit have their tenant remove the car poste haste.
4. Kootenay Landscape has completed the spring clean-up. They have performed this function for many years and continue in this capacity without informing either Council or Realty Executives. Sharron has now confirmed with Dwayne of Kootenay Landscape that all work done will be on contract basis.

5. Quotes from other landscape companies have been asked for and have not yet been received.
6. Kootenay Landscape will quote on parking lot sweeping. They have, however, been the supplier of parking lot sweeping for many years.
7. Sharron has organized a set of "Service Keys" to facilitate a more efficient service system.
8. Invoice for all costs for an after hour call-out to reset our fire alarms together with Security Company written report will be sent to the owner of record of Unit #20. Total cost of recovery is \$180.75.
9. The contract to paint the hallways by Donna Yuill was approved at the 2006 AGM. We will proceed with the contract.
10. There have been reports of unruly tenants. Most are resolved fairly quickly.
11. One owner is in the process of eviction.
12. It is reported that units 5, 6, 7, 20, 32, 36, and 46 have had from minor to fairly major problems and Sharron has assured that all owners will be informed by way of letter. It is very important that all incidents be reported to the Management Company as soon as possible in order to enforce the bylaws. In this way, the owners can be contacted in a timely manner and actions can be taken.
13. Sharron is planning to meet with all new owners as early as possible.
14. New Website: Go to [www.cranbrookagencies.com](http://www.cranbrookagencies.com) and follow the links to your very own Victoria Villa page. We are, at this point, only putting up minutes from January 2007 but will, over time, get the 2 years of required information active to make it totally simple for each owner to be able to have the required information available at the touch of a "mouse".
15. Bylaws remain a #1 priority.

Receive above reports for information.

#### **FINANCIAL STATEMENTS:**

Discussion on letter from Linda Haley, Bookkeeper for Sharron Billey re: last month's questions regarding past record keeping. File for future reference. Receive for information: No action at this time.

Operating Funds Balance at March 31<sup>st</sup>, 2007 \$6,065.02; Contingency Reserve Fund Balance at March 31<sup>st</sup>, 2007 \$15,845.85.

Motion to approve as presented. Carried.

#### **NEW BUSINESS:**

None.

#### **GENERAL DISCUSSION:**

Work towards improving communications between owners, council and management company. Sharron is now meeting the new owners early in their ownership. Some of the new owners are owner occupiers.

**NEXT COUNCIL MEETING:**

Tuesday May 22<sup>nd</sup>, at 7:00 PM in the Boardroom of Realty Executives Cranbrook Agencies Real Estate.

Motion to adjourn at 8:20 PM. Carried.

***We encourage all interested Strata Owners to attend our council meetings as guests. If there is anything you wish to discuss at any council meeting please forward your request stating your topic to Strata NES 46, 911 Baker Street, Cranbrook, BC V1C 1A4. You then will be added to the agenda of the first meeting following your received, written request. (We ask that you limit your presentation to Council to a maximum of 5 minutes.)***