

## NES 3578 Strata Council Meeting

Wednesday January 27, 2021 8:00 pm MST via Zoom

**Participants:** Chris Hanstock, Chris Lacny, Jim Toller, Frances Long, Dave Aitken, Kirsten Renner, Stephen Branch

1. **Open Meeting:** 8:07 pm MST; Quorum confirmed.
2. **Motion 1 “To approve Agenda as presented”** Motion to approve agenda was approved unanimously.
3. **Motion 2: “To approve previous December 16 and 21, 2020 Council Meeting Minutes”** Motion was approved unanimously.

4. **Admin Matters Reminder:**

The Secretary Treasurer presented the following administrative matters for discussion:

- When initiating strata business emails, that Council members ensure that they copy the strata’s email account: [klv.uplands.strata@gmail.com](mailto:klv.uplands.strata@gmail.com)
- That Council members include a date on the file name for any strata related files that they are initiating, circulating, and copying to the strata’s email account. This will assist in finding the latest file revisions on file topics.

Council members agreed to abide with these administrative requests and agreed that with all the data circulating online amongst Council in between meetings, it was important to ensure that the data made its way to the strata’s email account and that attachments were dated to ensure that the most current information was readily identifiable.

5. **The Official Name Change Regarding NES 3578 Strata:** Since it’s inception in 2009, the name of the strata has been referred to has been “Kootenay Lake Village (KLV) Uplands Strata NES 3578”. Because KLV was a proprietary name owned by the former developer and that the reputation of KLV has been somewhat tarnished over the last few years, Council decided it best to change the name of our strata development. A name was unanimously agreed upon and the following motion introduced and approved unanimously: **Motion 3 to “Officially approve the strata name change to “NES 3578 The Uplands at Procter Point.”**

6. **Lexington Avenue Spring Maintenance Report:** Jim Toller

- a. Unfortunately, there has been difficulty in reaching road grading contractors in the area. Jim toller has been trying to contact them with little success. It is thought that contractors may have shut down for the winter months and that contact might be re-established in early spring.

- b. Council had a brief round-the-table survey on whether there was any interest in changing the name of the strata owned road from Lexington Ave to something more reflective of the actual community environment. There was unanimous interest in making a change but not currently because of the heavy workload on the Council's plate. Therefore, Council will defer the matter to a later date at which time the matter can be thoroughly addressed.
- c. Because of the interest in a Lexington Ave possible name change, Council agreed that any reference to the name Lexington Ave will be struck from the revised Statutory Building Scheme (SBS), Property Development Guidelines (PDG), and Strata Bylaws and be replaced by "strata owned road".

## **7. Website Framework Report: Chris Hanstock**

Chris Hanstock provided an update on the development of the Strata's website. Chris reviewed the contents of his email to Council dated December 2020 where he outlined the domain plan costs and benefits associated with the creation of a private website for the strata. Council discussed the benefits of choosing a subscription plan over a free version, the latter being limited in design and inclusive on pop-up ads. Council unanimously approved Chris' recommendation to select the Personal option, with the domain [procterpointuplands.ca](http://procterpointuplands.ca) which for year one would be a \$60 expense, and \$80/yr thereafter. The following motion was brought forward and approved unanimously:

**Motion 4: "That Council approve the expense of \$60 in year 1 and \$80/yr thereafter to launch a website for the Uplands at Procter Point Strata NES 3578."**

## **8. Property Rental/Domestic Pet Rules and Regulations Bylaw: Frances Long**

Frances Long led a discussion and review of the "Bylaws Amendment Working Document F. Long Jan 23, 2021" attached to the meeting's agenda. Council discussed and provided feedback on the bylaw text relating to domestic pets and rental options for property owners. Rental options were thoroughly reviewed with the Council discussing the following principles:

- Rental infrastructure to be either a suite in, or adjoining the residence, or a dedicated separate structure on the property.
- Owners, or owner representatives to provide onsite oversight while the property is being rented. Council discussed exceptions to that rule that pertained to family member renters.
- A final iteration of the bylaws will be provided in time for the next meeting.

## **9. Update on Revised/Edited Statutory Building Scheme (SBS) and Property Design Guidelines (PDG): Chris Hanstock and Kirsten Renner**

### **a. Statutory Building Scheme (SBS)**

- i. As of the meeting time, there has been no feedback received from strata lawyer Leon Pigott re: SBS and PDG.

- ii. There was some discussion regarding changing the term SBS to Statutory Property Development Scheme. Frances Long reported that this action would not be possible because the term “Statutory Building Scheme” is a vernacular term in the development regulatory environment.
- iii. Jim Toller led a discussion regarding the summary of possible changes to SBS, PDG and Bylaws based on external research conducted by Belinda Austin. Council provided feedback on selective topics emanating from that research that should be incorporated into the strata’s new SBS, PDG and bylaws. Those additions will be incorporated into the latest versions to be reported on at the next Council meeting.
- iv. Latest version of PDG prepared by Kerstin Renner; **“The Uplands at Proctor Point Property Development Guidelines - Working Copy (Version Jan 2021)”** was reviewed and discussed by Council.

**10. High Level Process Maps and Compliance Tracking Documents.** Jim Toller and Belinda Austin

Jim Toller provided an overview of two draft documents, intended for use in Uplands @ Procter Point Property Development:

- Application & Approvals Tracking Record and
- Document Standards Checklist.

Feedback has been requested on these, as well as the Process Maps by February 19th. Further discussion to occur at the next Council meeting.

**11. Agenda for Next Council Meeting:** Council discussed the framework for the next meeting’s agenda with deliverables. Chris Lacny will send out an Agenda outline for Council members to complete in preparation for the next meeting. Deliverables discussed include:

- Finalizing the wording of the bylaws.
- Finalizing the wording of the SBS and PDGs.
- Displaying all slides re High Level Process Maps and Compliance Tracking Documents and reviewing the feedback received from Council members since the last meeting.

**12. Next Council Meeting:** February 24, 2021 @ 8pm MST via Zoom

**13. Meeting Closure:** The meeting was closed at 9:38 pm.