

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2833, TRINITY PLACE, HELD ON THURSDAY, NOVEMBER 18, 2010, AT 6:30 PM IN THE AMENITY ROOM, 2490 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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Council in attendance:                      Kim Sheldon, President  
   Maninder Dhaliwal, Vice President  
   David Hovan, Treasurer  
   Evelyn Suzuki, Secretary  
   Barbara Olson, Landscaping Committee  
   Ryan Libech, Landscaping Committee  
   Elizabeth Wallis

   Carey Grandy,  
   Strataco Management Ltd.

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Ms. Kim Sheldon, at 6:32 pm.

**MINUTES OF THE MEETING OF SEPTEMBER 16, 2010:**

The minutes of the meeting of September 16, 2010 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

The Strata Manager advised that a review of the Strata Corporation's files had failed to produce the documents the Strata Council had requested, including the original letter requesting permission to rent. The Strata Council instructed the Strata Manager to request the original letter seeking permission to rent from the owners of strata lot 2, in order that Council may continue its review of the rental of this strata lot.

**PRESIDENT'S REPORT:**

There was no President's report.

**STRATA MANAGER'S REPORT:**

1)     **Finance Report**

Financial Statements

The Strata Manager tabled for Council's consideration the financial statements for the months of July, August and September 2010. The Strata Council Treasurer, Mr. David Hovan, advised that he had reviewed the financial statements and accompanying invoices with the previous Treasurer, and noted that generally they appeared to be in good order. The Strata Corporation finished the fiscal year with slightly less of a surplus than the anticipated \$22,000.00, namely \$18,663.80. As per the instructions of the ownership at the Annual General Meeting, these funds will be transferred to the contingency reserve fund. The Treasurer advised that they were in the process of confirming the correct accounting of this surplus transfer with the Accounting Department of Strataco Management Ltd. A supplementary meeting between the current Treasurer, the previous Treasurer, and the Strata Manager was suggested to complete reconciliation of the records.

Receivables Report

The Strata Manager tabled for Council's consideration the current receivables report, noting that four strata lots were in arrears, with one lien registered. The Strata Council noted the status of the account of strata lot 30. The account has been in significant arrears for an extended period of time and final notice has been given to the owner. Council discussed the options for collecting the money and ensuring their fiduciary obligations to the Strata Corporation are upheld. It was then

**MOVED AND SECONDED:**

That the Strata Manager be authorized to proceed with foreclosure action against strata lot 30, and all costs incurred in the collection of the outstanding monies be assessed against the account of said strata lot.

*MOTION CARRIED UNANIMOUSLY*

Invoice Chargeback

The Strata Manager tabled for Council's information correspondence to the owner of strata lot 28 charging back an invoice for a drain repair that was the responsibility of the owner.

**2) Staff Report**

Site Inspection Reports

The Strata Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be addressed by staff or presented to the Council for decision.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information a summary of Indemnity Agreements as of September 24, 2010.

Sprinkler Repairs

The Strata Manager tabled for Council's information correspondence to and from Royal City Fire Supplies regarding completion of sprinkler pipe repairs in the underground parking area.

Concrete Repairs

The Strata Manager tabled for Council's information correspondence to G & M Renew-A-Krete requesting a proposal to complete minor repairs to the concrete ceiling in the underground parking area. The Strata Manager advised that repairs had been completed over parking stalls 11 and 12 to halt water ingress and that the cost was approximately \$295.00 + taxes.

Lobby Camera

The Strata Manager tabled for Council's information correspondence to Cobra Integrated Systems requesting that they attend the site and relocate the lobby camera. The Strata Manager advised that this work remained in progress.

Vancouver Police Department

The Strata Manager tabled for Council's information correspondence from the Vancouver Police Department advising of an individual who had posed as a Shaw employee and approached an owner to gain access to the building. The Strata Council expressed some concern with this development and requested that in future the Strata Manager immediately notify all owners of any potential security issues. Further, the Strata Manager was requested to obtain proposals to re-key the common area doors with a high security key.

**3) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: building keys; window sill damage; exterior lighting timer (x2); parking stall storage; outstanding balance; amenity room fireplace cleaning; mechanical maintenance.

Council reviewed the correspondence as follows:

Window sill damage: Council noted that these repairs had been recommended as part of the RDH Engineering building envelope report and would be completed during other repairs

should the ownership approve the recommendations of RDH. Should the ownership vote not to proceed with the recommended repairs the Strata Corporation will proceed with repairs to the sill at strata lot 2.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Thank you for your assistance.**

4) **Landscaping**

The Strata Manager tabled for Council's information correspondence to the owner of strata lot 6 advising that they had a budget to purchase a tree to replace the shrub located in front of the owner's patio which had died.

5) **Building Envelope**

The Strata Manager tabled for Council's information final copies of the RDH Engineering building envelope condition assessment. Council reviewed the report and found it to be in order, and requested the Strata Manager schedule an information meeting with the ownership as soon as possible, at which time the owners can review the report and discuss its options.

6) **Insurance**

It was

**MOVED AND SECONDED:**

That:

**WHEREAS** The Strata Corporation has the obligation to pay the insurance premium upon receipt of the invoice; and

**WHEREAS** The Strata Corporation anticipates receiving a bill for the 2011 annual insurance premium that will have to be paid in fiscal year 2011 to avoid being charged interest; and

**WHEREAS** There will be insufficient funds in the operating account to satisfy the financial obligations; and

**WHEREAS** Section 95 of the Strata Property Act permits the Strata Corporation to lend money in the CRF to the operating fund if the loan is to be repaid by the end of the fiscal year of the Strata Corporation, and the loan is for the purpose of covering temporary shortages in the operating fund resulting from expenses becoming payable before the budgeted monthly contributions to the operating fund to cover these expenses have been collected;

**BE IT THEREFORE RESOLVED THAT** The Strata Council authorize the transfer of up to the amount of the 2011 annual insurance premium from the CRF, as a loan to the operating fund to be repaid by the end of the 2011 fiscal year.

*MOTION CARRIED UNANIMOUSLY*

7) **Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: sprinkler repairs; garbage enclosure knob repair; shower drain repair at unit 404 (chargeback); in-suite repairs at unit 305 (chargeback); in-suite repairs at unit 102 (envelope investigation); makeup air unit repairs; irrigation system repairs/winterization.

**8) In Progress**

The Strata Manager advised that the following remained in progress: lobby camera relocation.

**OTHER BUSINESS:**

There was no other business.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:17 pm, until a date to be determined.

**STRATACO MANAGEMENT LTD.**

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Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

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