

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2833, TRINITY PLACE, HELD ON THURSDAY, JANUARY 20, 2011, AT 6:30 PM IN THE AMENITY SUITE, 2490 WEST 2ND AVENUE, VANCOUVER, BC

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

 Carey Grandy,
 Strataco Management Ltd.

Absent with leave: Maninder Dhaliwal, Vice President
 Ryan Libech, Landscaping Committee

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Ms. Kim Sheldon, at 6:33 pm.

MINUTES OF THE MEETING OF NOVEMBER 18, 2010:

The minutes of the meeting of November 18, 2010 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

The Strata Council advised that they were continuing their investigation into the rental of strata lot 2. The Strata Manager advised that contact had been made with the owner of the strata lot, who had indicated that they would provide the documents requested by Council. Council advised that once these documents had been received they would be discussed at the next scheduled Council meeting.

PRESIDENT'S REPORT:

2011 Meeting Schedule

The Strata Manager tabled for Council's consideration a draft meeting schedule for 2011. After careful review it was

MOVED AND SECONDED:

That the Strata Council approve the 2011 meeting schedule, calling for meetings to be held on January 20, March 3, April 14, June 2, July 21 (Annual General Meeting), September 1 and November 17, 2011.

MOTION CARRIED UNANIMOUSLY

Special General Meeting

The Strata Manager tabled for Council's consideration a draft of the agenda for the Special General Meeting to be held to review and vote on the pre-construction phase of building envelope repairs and a temporary reassignment of limited common property. Council reviewed the agenda and noted that the Special General Meeting would be held on February 17, 2011, with an information meeting with Trow Associates and the owners scheduled for February 7, 2011, both at 7:00 pm. It was

MOVED AND SECONDED:

That the Strata Council approve the proposed agenda for the Special General Meeting.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled for Council's consideration the financial statements for the months of August, September and October 2010. The Strata Council Treasurer, Mr. David Hovan, advised that he had completed reviews with the outgoing Treasurer and had found the end of year accounting to be in order. It was then

MOVED AND SECONDED:

That the financial statements for the months of August, September and October 2010 be accepted.

MOTION CARRIED UNANIMOUSLY

The Treasurer advised that he had received the financial statements for the months of November and December 2010 but had not yet had an adequate opportunity to review them.

Receivables Report

The Strata Manager tabled for Council's information a copy of the current receivables report, noting that there were currently three strata lots in arrears, one unit in foreclosure, and that no further collections action was recommended.

Invoice Chargeback

The Strata Manager tabled for Council's information correspondence to the owner of strata lot 28 charging back a final interior repair invoice for repairs to strata lot 21, resulting from a water loss originating within strata lot 28.

Request for Reimbursement

The Strata Manager tabled for Council's information a request for reimbursement from the owners of strata lot 29. The owners indicated that in July 2007 they had paid for the replacement of a sealed unit in their strata lot after it had fogged and condensed. The owners subsequently determined that they should not have paid for the sealed unit replacement, and that replacement was the responsibility of the Strata Corporation. The owner of strata lot 29 tabled her request, and then excused herself from the discussion.

The Strata Council reviewed the request and the Strata Corporation bylaws, noting that the bylaws appeared to hold the Strata Corporation responsible for all components of the windows, including sealed units. The Strata Council also reviewed the 2010/2011 operating budget and identified exterior repairs as an account where this expense could be charged. It was then

MOVED AND SECONDED:

That the Strata Council reimburse the owners of strata lot 29 \$1,889.17 for the replacement of a failed sealed unit.

MOTION CARRIED (4 in favour, 0 opposed, Wallis abstained)

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.

Re-keying

The Strata Manager tabled for Council's consideration proposals received from Cobra Integrated Systems and Nikls One Call Property Services for the re-keying of the main lobby entrance door, P1 elevator lobby to parking area door, and fire exit stairwell door opposite the overhead gate, with a high security key system. Council reviewed the proposals and discussed the merits of the different proposed key systems. After much discussion it was

MOVED AND SECONDED:

That the Strata Council approve the proposal from Cobra Integrated Systems to re-key the aforementioned doors with high security ASSA keys, and copy 120 keys at a cost of \$1,708.00 taxes included.

MOTION CARRIED UNANIMOUSLY

The Strata Council determined that each strata lot would be provided with three replacement keys, and that any additional keys required could be purchased at a cost of \$10.00 per key. The keys will be distributed at the February 7, 2011 information meeting and the February 17, 2011 Special General Meeting, with the re-keying to take place the week of February 21, 2011.

Exerior Lighting

The Strata Manager tabled for Council's information correspondence to Empire Building Maintenance requesting that as exterior light bulbs fail they be replaced with bulbs of a 3000k temperature.

Snow Removal

The Strata Manager tabled for Council's information a memo confirming that snow removal would be completed by Pro King Maintenance. The Strata Manager advised that should there be any concerns with snow removal, owners or residents should contact Strataco Management Ltd. directly.

Pest Control

The Strata Manager tabled for Council's information a proposal received from City Pest Control to provide monthly pest control services. The Strata Council reviewed the proposal and it was

MOVED AND SECONDED:

To approve the quotation from City Pest Control to provide monthly pest management for a price of \$67.00 plus taxes.

MOTION CARRIED UNANIMOUSLY

The Strata Council noted that they had observed some silverfish in the amenity suite and occasionally in the common areas. The Strata Manager advised that City Pest Control would be asked to spray the amenity suite and all common areas for silverfish.

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new tenant; parking space; storage locker construction; carpet removal; amenity suite rental; garbage area noise; parking in rental stall; pest control; move in; Form K; unit rental; mechanical noise; RDH report.

Council reviewed the correspondence as follows:

Noise complaints: Council wishes to remind all owners that noise can frequently travel between suites and from the building exterior to other units. In particular, Council asks owners to be mindful of noise produced when taking out the garbage late at night, and also asks the owners' cooperation in cutting down all cardboard and ensuring that it is appropriately placed in the correct receptacle.



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. Thank you for your assistance.

4) **Mechanical**

The Strata Manager tabled for Council's consideration a proposal received from Honeywell Air Conditioning Maintenance Services for renewal of the contract for the upcoming year, calling for a fee increase of \$4.59 per month. The Strata Council discussed the proposal and it was

MOVED AND SECONDED:

To approve Honeywell's request for a monthly fee increase and a total annual contract of \$1,890.05 plus taxes.

MOTION CARRIED UNANIMOUSLY

5) **Landscaping**

The Strata Council noted that there was a Douglas fir in a planter box on the patio of unit 104 that was getting exceptionally large. The Strata Council requested that the tree be removed and not replaced.

6) **Building Envelope**

The Strata Manager confirmed that a Special General Meeting would be held on February 17, 2011 to give the owners the option of authorizing pre-construction work on the envelope by either Trow Associates or RDH Building Engineering. Further, an information meeting had been scheduled for February 7, 2011 to give all owners an opportunity to meet the representatives of Trow Associates and query their proposal.

7) **Legal**

The Strata Manager tabled for Council's information correspondence to and from legal representatives regarding the initiation of foreclosure proceedings against strata lot 30. The owner of strata lot 30 had responded to the foreclosure proceedings by filing an action in Small Claims Court, and as a result the Strata Corporation had no option but to file a defense. Subsequent to the filing of this defense a settlement had been reached with the strata lot owner, who had agreed to bring the account current, complete repairs to the dryer equipment, and restrict the usage of the dryer to the hours outlined in the Strata Corporation's bylaws.

8) Insurance

The Strata Manager tabled for Council's information a copy of the insurance certificate from Coastal Insurance Services for the 2011 policy. The Strata Manager noted that the insurance certificate was included in the notice of Annual General Meeting, but recommended that Council authorize management to forward a copy of the certificate to all owners. The Strata Council agreed and requested that this be attended to.

9) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: repairs to lobby door lock (x2); repairs to makeup air unit; Christmas bonus to John Alphonso (Empire Building Maintenance); augering of drain at unit 108 and horizontal drainage line; removal of carpet from underground parking; initiation of foreclosure, strata lot 30; snow removal; ceiling repairs at parking stalls #11/12; replacement of broken parking area glass; installation of expanded metal covering parking area glass.

10) In Progress

The Strata Manager advised that the following remained in progress: modulator replacement (Cobra Integrated Systems); proposal for heat exchanger replacement (Honeywell); amenity suite fireplace cleaning (January 21, 2011 by Artisan Plumbing).

OTHER BUSINESS:

Modulator

The Strata Manager advised that after further investigation Cobra Integrated Systems had concluded that the modulator unit which broadcasts the security camera feeds to the televisions in the building had failed. The approximate cost for replacement is \$1,500.00 plus taxes and installation. Council noted that this was a building security issue and had to be attended to, and it was

MOVED AND SECONDED:

To authorize Cobra Integrated Systems to proceed with repairs.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:20 pm, until Thursday, February 17, 2011 (Special General Meeting).

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