

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2833, TRINITY PLACE, HELD ON THURSDAY, MARCH 3, 2011, AT 6:30 PM IN THE AMENITY SUITE, 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  
Ryan Libech, Landscaping Committee  
Elizabeth Wallis

Carey Grandy,  
Strataco Management Ltd.

Absent with leave: Evelyn Suzuki, Secretary  
Barbara Olson, 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 JANUARY 20, 2011:**

The minutes of the meeting of January 20, 2011 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**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 November, December 2010 and January 2011. The Strata Council Treasurer, Mr. David Hovan, advised that he had reviewed the financial statements and accompanying invoices and found them to be in order. Mr. Hovan noted that at present the Strata Corporation was running a slight surplus in the operating fund due to careful budgeting by the Strata Council. There being no questions on the financial statements, it was

**MOVED AND SECONDED:**

That the financial statements for the months of November, December 2010 and January 2011 be approved.

***MOTION CARRIED UNANIMOUSLY***

Receivables Report

The Strata Manager tabled for Council's information a copy of the current receivables report, noting that there were several owners in arrears for the first payment of the engineering pre-construction special levy. The Strata Manager noted that the majority of owners had either contacted management to advise how they wished to pay for the levy or submitted cheques which had yet to be deposited. He suggested that no further collections action be taken.

Reimbursement

The Strata Manager tabled for Council's information correspondence to the owner of strata lot 29 confirming the Strata Council's decision to submit reimbursement for the costs to replace a window. The owner advised that the payment had been received and the matter resolved.

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 information correspondence to Cobra Integrated Systems approving their proposal to complete re-keying. It was noted that the changing of the locks had been completed the week of February 28, 2011.

Pest Control

The Strata Manager tabled for Council's information correspondence to City Pest Control approving their proposal for pest control maintenance services. It was noted that the contractor had collected keys and would be beginning service in March 2011.

Sprinkler Pipe Repair

The Strata Council discussed ongoing sprinkler pipe repairs, noting that a second section of pipe had to be replaced. The Council noted that the two sections of piping that had failed appeared to be isolated and were located in the underground parking area, and that they were not aware of any sprinkler pipe leaks in the residential area. The Strata Manager recommended that the Council monitor the sprinkler pipes for the time being. Council discussed the potential of having an assessment done of the condition of the sprinkler pipes, but noted that at this time the costs appeared to be prohibitive.

Underground Parking Repairs

The Strata Manager tabled for Council's information correspondence to The Crackman requesting that they complete repairs to a leak in the underground parking area. It was noted that an initial attempt had been made to complete the repair but that this had failed and the contractor had been asked to return to the site to complete final repairs at no additional charge.

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to two new tenants; request for rental letter; exterior lights burnt out; mailbox lock damage; parking stall rental; Form K and administrative fee; hallway damage; rental of unit; water ingress; noise complaints; skylight; spare key.

Council reviewed the correspondence as follows:

Rental of strata lot: Council reviewed correspondence received from the owner of strata lot 2 providing the original letter requesting permission to rent. Council reviewed this letter and the approval granted by the Council of the day, and after much discussion requested that the Strata Manager review the matter with legal counsel to determine the Strata Corporation's options and possible courses of action. Council requested that this report be in place for the next meeting.

Hallway damage: The Strata Manager noted that there had been some minor damage to a wall outside of unit 302 during a recent move out. The moving firm had taken responsibility and had agreed to pay all costs once repairs were completed.



**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 Council reviewed a proposal from Tip Top Gardening to provide monthly landscaping maintenance services in 2011. After much discussion it was

**MOVED AND SECONDED:**

That Council approve Tip Top Gardening's proposal in the amount of \$360.00 + HST per month.

*MOTION CARRIED UNANIMOUSLY*

5) **Mechanical**

**Honeywell**

The Strata Manager tabled for Council's consideration correspondence to Honeywell Building Solutions approving renewal of their mechanical maintenance program.

**Makeup Air Unit**

The Strata Manager tabled for Council's consideration a proposal and report from Honeywell regarding the makeup air unit and heat exchanger. It was noted that the heat exchanger had cracked and Honeywell's attempts to source a replacement unit had been unsuccessful as the manufacturer is no longer in business. As a result, Honeywell had recommended that the Strata Corporation replace the makeup air unit at a significant cost. The Strata Manager advised that a second opinion had been solicited and if this report confirmed Honeywell's findings additional proposals would be received. In the meantime, there were no safety concerns for the makeup air unit operating in its current condition.

6) **Legal**

The Strata Manager tabled for Council's information correspondence to and from Hammerberg Altman Beaton & Maglio and the owner of strata lot 30 regarding the initiation of foreclosure action. Council reviewed the correspondence and it was noted that the owner had remitted a cheque in the full amount to the offices of legal counsel and that the matter now appeared to be resolved. Council thanked all parties for their cooperation in successfully resolving this issue in a positive manner.

7) **Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: pest control maintenance contract approved; re-keying of lobby doors; water leak investigation at unit 308.

**OTHER BUSINESS:**

**Modulator Replacement**

The Strata Manager advised that Cobra Integrated Systems had completed replacement of the modulator and security footage could now be viewed on channels 116 (if subscribing to analog cable) or 350 (if subscribing to digital cable).

**Building Exterior Repairs**

The Strata Manager updated the Council on the progress of the building exterior repairs. Notices had been delivered to the 1<sup>st</sup> floor units requesting that they contact the Strata Manager regarding access for Trow Associates to complete additional investigations. Once these additional investigations on the interior and exterior of the building have been completed the engineering consultant would be able to begin preparing specifications for the job.

The Strata Manager is also in the process of obtaining final project management quotes and when these are obtained they will be forwarded to Council for review and decision.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:52 pm, until Thursday, April 14, 2011.

**STRATACO MANAGEMENT LTD.**

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