

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2833, TRINITY PLACE, HELD ON THURSDAY, JUNE 9, 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  
    David Hovan, Treasurer  
    Evelyn Suzuki, Secretary  
    Elizabeth Wallis

Carey Grandy,  
Strataco Management Ltd.

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

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Ms. Kim Sheldon, at 6:34 pm.

**MINUTES OF THE MEETING OF MAY 5, 2011:**

The minutes of the meeting of May 5, 2011 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

The Strata Manager noted that the security system camera modulator had been installed and tested and the analog component was functioning properly; however, there was a problem with delivery of the signal on the Shaw side of the digital service feed. Shaw Cable had been requested to attend to the site and repair the problem.

**PRESIDENT'S REPORT:**

Annual General Meeting Agenda

The Strata Manager tabled for Council's information a draft agenda for the upcoming Annual General Meeting. Council received the draft agenda and requested the Strata Manager post a notice in the mailbox area requesting that any owners wishing additional items to be placed on the agenda contact management as soon as possible. Council cautioned that not all matters will be placed on the agenda as there is an "Other Business" section during which other items may be discussed.

Abandoned Items

The President noted that there were still some abandoned items in the underground parking lot near the electrical and mechanical rooms. The Strata Manager noted that these items would be removed and stored on site pending identification by their owner(s).

**STRATA MANAGER'S REPORT:**

1) **Finance Report**

Financial Statements

The Strata Manager tabled for Council's consideration the financial statement for the month of April 2011. The Strata Council Treasurer, Mr. David Hovan, advised that he had reviewed the financial statement and accompanying invoices and generally found it to be in order. The Treasurer brought to Council's attention the snow removal costs for the 2010/2011 winter season, noting that the Strata Corporation had spent in excess of \$3,000.00. The Strata Manager noted that snow removal is an expensive service as it is undertaken on an on-call basis. The Strata Corporation should have a reliable plan in place for snow removal, not only to ensure that roadways and walkways are clear to reduce the likelihood of slipping, but also to satisfy the insurers that there is an adequate plan in place to avoid slip and fall claims. It was

noted that in the fall of 2011 snow removal proposals would be received and Council would weigh the merits of a time and materials proposal versus a fixed price. It was then

MOVED AND SECONDED:

That the Council accept the financial statement for April 2011.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager tabled for Council's information a copy of the current receivables report, noting that there were currently two strata lots in arrears: one strata lot owed strata fees for one month, and the other had been liened, with a cheque on file for the outstanding amount. No further collections action was recommended.

2011/2012 Budget

The Strata Council reviewed the revised budget draft for the upcoming fiscal year and noted that as requested, the increase in fees had been reduced to 3%. The proposed budget still contained a moderate increase in reserve contributions as well as adequate funding for all expenses anticipated in the upcoming fiscal year. Council accepted the budget draft and it was

MOVED AND SECONDED:

That the proposed budget be recommended to the ownership for consideration at the 2011 Annual General Meeting.

*MOTION CARRIED UNANIMOUSLY*

**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 requiring attention would be addressed by staff or presented to the Council for decision.

Window Cleaning/Pressure Washing

The Strata Council reviewed proposals from various contractors for cleaning the exterior inaccessible windows at Trinity Place. After some deliberation it was

MOVED AND SECONDED:

That the Strata Council authorize Pacific Ropeworks to clean all exterior inaccessible windows for a price of \$625.00 + taxes.

*MOTION CARRIED UNANIMOUSLY*

Annual Fire Inspection

The Strata Manager tabled for Council's information the service reports received from Royal City Fire Supplies for the annual fire inspection. It was noted that the scheduling of deficiency repairs was in progress.

**3) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: patio grip strip replacement; burnt out exterior lights; irrigation system initialization; absence from unit; electronic correspondence; parking and dog concerns; follow up on noise/odor complaints.



**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) **Mechanical/Plumbing**

The Strata Council reviewed a revised proposal received from Honeywell Building Solutions based on the scope of work prepared by DW Optimum HVAC services. Council noted that this proposal came within \$300.00 of the proposal from the other contractor; however, Honeywell Building Solutions was still recommending the installation of a different brand of makeup air unit than that currently installed as they felt it was superior in quality and performance. Honeywell had also noted that the current model had become obsolete and no replacement parts could be obtained within a relatively short period of time.

Council discussed at great length the recommendation from Honeywell, noting that there was a discrepancy in the costs. It was suggested that the relative increase in costs may be offset by an extended service life. Council members also suggested that Honeywell was and had been the Strata Corporation's mechanical maintenance contractor for a number of years, and as experts in the field their recommendations should not be brushed off. After further deliberation it was

**MOVED AND SECONDED:**

That the Strata Council recommend the Honeywell engineered air makeup air unit proposal to the ownership for their consideration at the 2011 Annual General Meeting, with funding either by way of a special levy or a transfer from the contingency reserve fund.

*MOTION CARRIED UNANIMOUSLY*

5) **Landscaping**

The Strata Manager confirmed that the replacement plant for the 106 hedge had been purchased by the owner and installed by Tip Top Gardening. The owner had been reimbursed for her capital costs for the plant as per the agreement with the Strata Council.

6) **Elevator**

The Strata Council reviewed correspondence received from Schindler Elevator advising of the need to replace hydraulic cylinders for elevators having a single bottom cylinder. The Strata Manager advised that the elevator system at Trinity Place was not a single bottom cylinder and this advisory was not relevant to the Strata Corporation.

7) **Legal**

The Strata Council reviewed correspondence sent to and an opinion obtained from Hammerberg Altman Beaton & Maglio regarding the rental of unit 102. The Strata Council received the legal opinion; however, it was noted that there were some Council members absent from the meeting who had expressed concern over the opinion. After discussion Council agreed to hold a brief supplemental meeting in approximately three weeks to review this legal opinion with all Councillors in attendance. The matter was tabled.

**8) Building Envelope**

Trow Associates

The Strata Council was advised that Trow Associates was in the final stages of completing the design drawings for tender. Once these drawings had been completed the tendering process could begin. A more specific update should be expected from the Trow Associates representative in the near future.

Project Management

The Strata Council received and reviewed project management proposals from Mr. Alan Cadwell of BC's Condo Advocate Inc. and Mr. John Williamson of John Williamson Inc. Council discussed the proposals, after which it was

MOVED AND SECONDED:

That the Strata Corporation retain John Williamson Inc. as the project manager for the exterior repair project should it be approved by the ownership, to begin with the receipt of bids.

*MOTION CARRIED UNANIMOUSLY*

**9) Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: drain augering at unit 301; reimbursement to unit 106 for plant purchase; in-suite repairs at unit 105; security camera modulator installation; irrigation system start up; installation of plant at unit 106.

**10) In Progress**

The Strata Manager advised that the following items remained in progress: final project management proposals; replacement of grip strip at unit 106.

**OTHER BUSINESS:**

There was no other business.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:18 pm, until Thursday, July 21, 2011 (Annual General Meeting).

**STRATACO MANAGEMENT LTD.**

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