

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2833, TRINITY PLACE, HELD ON THURSDAY, SEPTEMBER 1, 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  
David Hovan  
Renee Hefti-Graham  
Elizabeth Wallis  
Ryan Libech  
Barbara Olson

Carey Grandy,  
Strataco Management Ltd.

**CALL TO ORDER:**

The meeting was called to order by the Strata Manager, Mr. Carey Grandy, at 6:34 pm.

**ELECTION OF COUNCIL OFFICERS**

The following Strata Council members were duly elected to office:

- President: Kim Sheldon
- Vice-President: Barbara Olson
- Treasurer: David Hovan
- Landscape Chairpersons: Renee Hefti-Graham/Barbara Olson

**MINUTES OF THE MEETING OF JUNE 9, 2011:**

The minutes of the meeting of June 9, 2011 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The Strata Council President advised that meetings had been held with representatives of EXP Services and John Williamson Inc. to finalize aspects of the project and budget and confirmed that this matter would be discussed further into the Council meeting.

The Strata Council President further noted that recently the overhead door entering and exiting the underground parking area had began reversing when hitting the ground. The Strata Manager advised that the Strata Corporation's door maintenance contactor would be dispatched to review the door.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Strata Manager tabled for Council's consideration the financial statements for the months of May, June and July 2011. The newly elected Strata Council Treasurer, Mr. David Hovan, advised that he had previously reviewed the financial statements and accompanying invoices for May and June 2011, and found them to be in order. It was

**MOVED AND SECONDED:**

That the Strata Council approve the financial statements for the months of May and June 2011.

*MOTION CARRIED UNANIMOUSLY*

As the Treasurer had only just been elected, the invoices for July 2011 financial statement had just been delivered; therefore, this statement was tabled until the next Strata Council meeting scheduled for Thursday, November 17, 2011.

#### 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 for minor amounts with no further collections action recommended at this time.

## **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.

#### Vancouver Fire Department

The Strata Council reviewed correspondence sent to the Vancouver Fire Department updating them with a current Strata Council list.

#### Security Tour

The Strata Manager tabled for Council's information correspondence sent to and received from the Vancouver Police Department regarding the completion of a building security tour. The Strata Manager advised that this tour had been completed with a representative of the Vancouver Police Department. The constable in attendance had noted that the Strata Corporation's security appeared to be significant and recommended that the Strata Manager investigate a modification of the lobby door double astragal system to further prohibit attempts at accessing the building. The constable expressed satisfaction with the Strata Corporation's onsite video recording and display hardware, security of the underground parking area doors protected either by expanded metal mesh or an audible siren and the east entrance door, which he felt was more secure without keyed access. The constable also requested that all security footage for previous break-ins be again forwarded to the Vancouver Police Department to his attention and he would personally circulate screen shots of the perpetrator to the appropriate department in the hopes of identifying the individual responsible for break and enters within Trinity Place. The Strata Council expressed their appreciation for this tour and the promised efforts of the Vancouver Police Department in the future.

#### Rental List

The Strata Council reviewed a list of current rentals as well as a rental waiting list. The Strata Council discussed the list at length and requested that the Strata Manager follow up with two units enquiring if they were still being rented.

#### Window Cleaning

The Strata Manager tabled for Council's information correspondence sent to and received from various contractors regarding window cleaning. It was noted that this work had been completed in the early summer months.

#### Annual Fire Inspection Deficiencies

The Strata Manager tabled for Council's information correspondence sent to Royal City Fire Supplies requesting their attendance to the deficiencies identified in the annual fire inspection. Unfortunately, the contractor had experienced some delays and the work was currently being scheduled.

Grip Strip Installation

The Strata Council reviewed service reports received from EcoTec Services for the replacement of a dislodged grip strip at the patio of the northeast unit.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: request for temporary use of parking stalls; request for installation of screens; concerns with rodent activity and water feature vandalism; storage of boxes in parking area; request to be added to rental waiting list; water leak; amenity room concerns and make up air unit noise.

The Strata Council reviewed the correspondence as follows:

Request for temporary use of parking stalls: The Strata Council confirmed that further to discussions at the Annual General Meeting, a request from the owner of strata lot 1 for temporary assignment of limited common property would be referred to the ownership at the upcoming Special General Meeting.

Request to install screens: The Strata Council reviewed a request from the owners of strata lot 2 to supply and install pressure fitted screens at the patio door that would not penetrate the building envelope system or door assemblies. The owner had provided product information for the Council's consideration. The Strata Council discussed this matter, and it was

MOVED AND SECONDED:

That the request to install screens be approved.

*MOTION CARRIED UNANIMOUSLY*

The Strata Council did note that the letter of authorization should include a final reminder that no penetrations are to be done to any door assemblies or building envelope systems.

Water feature vandalism: An owner complained of detergent or laundry soap being put into their water feature causing an accumulation of suds, which required cleanup. The Strata council noted that they had no knowledge of the individuals responsible and suggested that the owners consider either monitoring it themselves or installing a cover on the water feature to be put in during the evening hours or when the owners are not present to prevent individuals from vandalizing this feature; however, Council noted that owners or residents with any information regarding this matter should contact Strataco Management Ltd. as soon as possible.

Amenity suite furnishings: The Strata Council reviewed correspondence from an owner who had recently rented the amenity room, expressing concern with the condition of the furnishings and cleaning of the suite. The Strata Council noted that the replacement of the furnishings had been generally discussed in the past and previously concerns with the caliber of cleaning had been noted. The Strata Council suggested that a subcommittee be struck to review the furnishings and provide recommendations to the Strata Council on renewal and replacement as well as to review the cleaning and investigate sourcing a third-party contractor or maid service to complete cleaning of the amenity suite when rentals occur. Strata Council member Ms. Renee Hefti-Graham advised that she would be willing to act as chair on this subcommittee. The Strata Council thanked Ms. Hefti-Graham for volunteering and requested that any owners interested in participating in this subcommittee should contact the Strata Manager at their earliest opportunity.



**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 correspondence sent to and received from Honeywell Limited advising that further to the Annual General Meeting that the ownership had approved replacement of the make up air unit. It was noted that the make up air unit was currently being fabricated and Honeywell Limited would advise the Strata Corporation as soon as the unit was ready for delivery and installation.

5) **Landscaping**

The Strata Council reviewed correspondence sent to and received from TipTop Gardening and owners regarding the pruning of rhododendrons at the northeast corner of the property and replacement of four failed heather plants. It was confirmed that this work would be completed at the appropriate time by TipTop Gardening.

6) **Elevator**

**BC Safety Authority**

The Strata Council received an elevating device operating permit sent by the BC Safety Authority.

7) **Legal**

**Strata lot Rental**

The Strata Council discussed the ongoing concerns with a rental of strata lot 2. The Strata Council noted that legal opinions had previously been sought but there were additional clarifications that were required. The Strata Council suggested that a meeting be held with the author of the report to request clarification on specific elements with the Strata Council to review this matter during the next scheduled meeting. It was determined that Strata Council member Ms. Barbara Olson would accompany the Strata Manager to a meeting with Mr. Steven Hamilton of Hammerberg Altman Beaton & Maglio to review this matter.

8) **Insurance**

**Revised Valuation**

The Strata Council received a revised insurance valuation report from Suncorp Valuations noting an increase in the building's valuation by \$234,800.00. The Strata Council then reviewed correspondence received from Coastal Insurance Services regarding the revisions of the All Property Limit and subsequent increase in premiums to account for the elevated valuation. The Strata Council noted that an additional premium of \$206.00 had been paid to cover the increased valuation of the building.

9) **Exterior Repairs**

The Strata Council reviewed a budget prepared by EXP Services and reviewed by John Williamson Inc. The Strata Council noted that the budget appeared to be in order, and it was then

MOVED AND SECONDED:

That they approve the budget for the project to be referred by the ownership at an upcoming Special General Meeting.

*MOTION CARRIED UNANIMOUSLY*

It was further

MOVED AND SECONDED:

That payment for the special levy be due in two (2) equal sums with the first payment due within 30 days and the second due within 60 days.

*MOTION CARRIED UNANIMOUSLY*

Finally, the Strata Council confirmed that the Special General Meeting would be held on Thursday, September 29, 2011, at 7:00 pm, in the amenity room, with an information meeting to be held prior to that on Wednesday, September 21, 2011.

**10) Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: grip strip installation; retention of project management firm; replacement of exterior light; irrigation repairs; garbage enclosure knob replacement; carpet cleaning; make up air unit repairs; lobby door repairs; closer replacement; delivery of replacement transmitters; investigation of leak at unit 302; investigation of leak at unit 203 and window cleaning.

**11) In Progress**

The Strata Manager advised that the following items remained in progress: fire inspection deficiencies.

**OTHER BUSINESS:**

Light Cover Replacement

The Strata Council noted that a number of the covers for light fixtures in the hallways and stairwells were either broken or missing and requested that those requiring replacement be replaced.

Awning Concerns

A member of the Strata Council reiterated her concerns with the installation of an awning at the unit below hers. She indicated that when the awning was fully extended it blocked her view of the common property. The Strata Council requested additional clarification from the owner in a few areas and the owner then excused herself from the meeting. The Strata Council then discussed the matter and noted that the Strata Corporation bylaws appeared to grant the authority to the Strata Council to permit the installation of awnings, and that approval had been granted by the Council during a quorated meeting.

Furthermore, the Strata Council noted that discussions with other owners on the elevation had indicated that the other two owners did not feel negatively affected by the use and installation of an awning and in once case, preferred its presence. With this in mind, it was

MOVED AND SECONDED:

That the Strata Council take no further action regarding the installation of the awning.

*MOTION CARRIED (5 in favour; 0 opposed; 1 abstention – Council member Hefti-Graham)*

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:43 pm, until Thursday, November 17, 2011.

**STRATACO MANAGEMENT LTD.**

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