

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2833, TRINITY PLACE, HELD ON THURSDAY, NOVEMBER 17, 2011, AT 6:30 PM IN THE AMENITY SUITE, 2490 WEST 2ND AVENUE, VANCOUVER, BC

Council in attendance: Kim Sheldon, President
Barbara Olson, Vice President/Landscaping
David Hovan, Treasurer
Renee Hefti-Graham, Landscaping
Elizabeth Wallis

Carey Grandy,
Strataco Management Ltd.

Absent with leave: Ryan Libech

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Ms. Kim Sheldon, at 6:30 pm.

MINUTES OF THE MEETINGS OF AUGUST 30 & SEPTEMBER 1, 2011:

The minutes of the meetings of August 30 and September 1, 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 repairs to the west side of the property had been initiated, with an initial construction meeting held the previous week. She confirmed that the monthly project updates provided by John Williamson Inc. would be forwarded to owners through Strataco Management Ltd.

The President advised that between the last Council meeting and this meeting the Council had received correspondence directly from owners requesting, among other things, interpretations of the Strata Corporation bylaws as they related to real estate sales. The President noted that Council members had been advised not to respond directly to these requests, and she again encouraged all owners to utilize the appropriate means of communication.

Lastly, the Strata Council discussed the addition of Strata Council meetings during the exterior repair project. Council noted that at this time they did not feel that a scheduled increase in meetings was required, and rather would call supplemental meetings as necessary.

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 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. There being no questions or comments it was

MOVED AND SECONDED:

That the financial statements for the months of August, September and October 2011 be accepted.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager tabled for Council's consideration a copy of the current receivables report, noting that there were currently three strata lots that had not remitted payment for the special levies. The Strata Council requested that letters be forwarded to strata lots 1, 10 and 30 requesting payment. Should these owners not remit payment Council will review further collections action at the next meeting.

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.

Indemnity Agreement Summary

The Strata Council reviewed a copy of the Indemnity Agreement summary current to September 20, 2011.

Pet Registry

The Strata Council reviewed the pet registry current to September 28, 2011.

Exterior Repair Project

The Strata Council discussed various items relating to the exterior repair project where formal decisions were required.

Replacement of doors: Council reviewed correspondence from John Williamson Inc. advising that units 304 and 305 wanted to proceed with replacement of doors that are not part of the exterior repair project. Council advised that these owners would have permission to replace the doors with the same make and model of door being installed during the exterior repair project, but that the owners must make payment for this upgrade themselves as it is currently not required.

Storage of balcony items: Council advised that they wished to provide temporary storage in one parking stall for balcony items. This storage is intended to aid any owners who are unable to make alternative arrangements, and owners must understand that any items will be stored in an unsecured location and the Strata Corporation bears no risk or responsibility for them. Additionally, storage is limited to balcony items and the stored items must not encroach on any other parking stalls.

Owner contact information: The Strata Council again reminds any owners who have not provided their contact information to John Williamson Inc. that they should contact him (johnwilliamson@telus.net) to provide contact details as access to units may be required at some point during the project.

Propped Open East Door

The Strata Council noted that on occasion the ground floor east door has been found propped open with various items. It was believed this was to facilitate easy access to those returning to the building after disposing of garbage. Council wishes to advise all owners and residents that this practice is entirely unacceptable and poses an unreasonable threat to building security. They requested that the Strata Manager install signage on the door asking that it not be propped open, and noted that if this behaviour is not halted further action will be reviewed at future meetings.

Water Loss

The Strata Manager tabled for Council's information correspondence sent to and received from various units and EcoTec Services regarding a water loss occurring in units 401, 302, 202, 102 and 101. The cause of the loss was a common area pipe and due to prompt response by the contractor damage was minimized. All repairs have now been finalized.

Lighting Repairs

The Strata Council reviewed correspondence to and from Vancouver Static Industries regarding exterior lighting repairs. The Strata Council discussed recent vagrant activity in the south stairwell leading to the underground parking area. The Strata Council noted that currently there were black lights installed and these lights did not appear to be a deterrent to individuals. The Strata Manager suggested that the lighting be increased significantly so that the area would not be dim and inviting to vagrants. The Strata Council agreed with this recommendation and asked that the lighting be upgraded as soon as possible.

Sealed Unit Replacement

The Strata Council reviewed a proposal from Speedy Glass to replace failed sealed units at units 401 and 406. It was

MOVED AND SECONDED:

That the proposal be accepted in the amount of \$3,236.46 taxes included.

MOTION CARRIED UNANIMOUSLY

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; interior cabinet replacement; approval of installation of screens; pet registration; notification of water leak; break-in notification; electronic General Meeting package distribution; authorization of direct withdrawal and confirmation of direct withdrawal; notice of delivery; absence from unit (x 2); mice activity; water feature vandalism (x 2); payment for special levy; rental of strata lot; amenity room booking; open house; possible leak; Indemnity Agreement; various items; smoking complaint; failed email delivery; insurance coverage; interior repairs/enterphone update; vagrant activities; transmitter problems; key purchases; unit 107 awning; request for awning documentation; awning diagram; payment of levy with credit card (x 3); amenity suite and leaking vehicle; vehicle repaired; noise complaint; cashing of cheques; communication concerns; design drawings; break-in; various items; overhead door repairs (x 2); interior repairs (x 2); documents request; window replacement; makeup air unit concerns; payment of levy.

The Strata Council reviewed the correspondence as follows:

Leak investigation: Council reviewed correspondence regarding units 104 and 204 and leak investigations. Council noted that in their experience there had been intermittent leaks that had subsequently caused significant damage and requested that a plumbing contractor be asked to investigate the leaks to confirm that there are no ongoing issues.

Noise complaint: Council discussed a complaint alleging excessive noise generated at 6:30 am. Council requested that standard procedures be followed and that the appropriate parties be notified of the complaint. Should this matter go unresolved the Strata Council will review further action, including but not limited to the assessment of fines.



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/Plumbing**

The Strata Manager advised that replacement of the makeup air unit had been completed.

5) **Elevator**

The Strata Council reviewed a proposal from Schindler Elevators for a slight increase in the contract amount to \$200.00 per month. It was

MOVED AND SECONDED:

That the Strata Council authorize this increase.

MOTION CARRIED UNANIMOUSLY

6) **Legal**

Council members Barbara Olson and Elizabeth Wallis advised that they had attended a meeting with Mr. Stephen Hamilton of Hammerberg Altman Beaton & Maglio, along with Mr. Carey Grandy of Strataco Management Ltd., to request further clarification on his legal opinion regarding the rental of strata lot 2. Council noted that Mr. Hamilton had offered clarification and advice and confirmed that in his opinion any attempts to terminate the permission to rent had a poor chance of success. In elaborating on his position he outlined the difficulties that Council and the Corporation may face if they were to pursue termination of permission to rent. The Strata Council discussed the opinion and it was

MOVED AND SECONDED:

That no further action be taken with respect to the rental of strata lot 2.

MOTION CARRIED (4 in favour, 0 opposed, 1 abstained)

Council requested that the Strata Manager forward correspondence to strata lot 2 advising of this outcome.

7) **Insurance**

Intact Insurance

The Strata Council received correspondence received from Intact Insurance advising that they had acquired AXA Canada, one of the Strata Corporation's insurance underwriters.

Insurance Premium Reserve Transfer Resolution

In anticipation of the 2012 insurance renewal and in keeping with past policies, the Strata Manager recommended that the Strata Council authorize the borrowing from the reserves of the amount required to pay the insurance premium, with said borrowing to be repaid during the course of the fiscal year as permitted by the Strata Property Act. It was

MOVED AND SECONDED:

That:

WHEREAS The Strata Corporation has an obligation to pay the insurance premium upon receipt of

the invoice; and

WHEREAS The Strata Corporation anticipates receiving an invoice for the 2012 annual insurance premium that will have to be paid in a timely manner to avoid cancellation of the policy; and

WHEREAS There will be insufficient funds in the operating account to satisfy this financial obligation; and

WHEREAS Section 95 of the Strata Property Act permits the Strata Corporation to lend money from the CRF to the operating fund if the money is repaid by the end of the Strata Corporation's fiscal year, 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 a transfer from the CRF of an amount up to the amount of the 2012 annual insurance premium, as a loan to the operating fund to be repaid by the end of the 2012 fiscal year.

MOTION CARRIED UNANIMOUSLY

8) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: makeup air unit replacement; pipe repair at unit 401; interior repairs at units 401, 302, 202, 102 and 101; irrigation winterization; lobby door repairs; overhead door repairs; meeting between Hammerberg Altman Beaton & Maglio and Council representatives; interior lighting repairs.

9) In Progress

The Strata Manager advised that the following items remained in progress: exterior light repairs.

OTHER BUSINESS:

Website Activity

The Strata Council discussed a website that had been set up to discuss matters ongoing at Trinity Place. The Strata Council noted that promotion of communication is always desirable; however, a concern was expressed about the manner in which it was presented as well as the publication of information that may lead to privacy concerns.

The Strata Council wishes to advise that there currently is no official Strata Corporation website, and any websites containing documentation or information about Strata Plan LMS 2833 are not sanctioned by the Strata Council, nor do they represent any of the thoughts, opinions or positions of the Strata Council or Strata Corporation.

Amenity Suite Report

Council member Renee Hefti-Graham presented a preliminary report on the amenity suite. She had reviewed the suite and was in the process of completing additional investigation to provide recommendations to the Strata Council regarding the cleaning procedures, upgrades to furnishings and entertainment equipment, as well as procedures for handling keys and rentals. The Strata Council thanked Ms. Hefti-Graham for her initial efforts and looked forward to the final report to come.

Council member Hefti-Graham tabled for Council's consideration a membership application for the Condominium Home Owners Association. Council noted that they would review this matter and discuss it at the next scheduled meeting.

Pet Registration

Council asked that any owners currently with pets in their suites contact management to update the pet registry.

Strata Lot 7 Awnings

The Strata Council again heard from the owner of strata lot 23 regarding concerns about the awnings at strata lot 7. The owner had written a lengthy letter to Council advising that if a positive response is not received legal action may be initiated. The Strata Council offered the owner an opportunity to address her concerns, after which the owner left as her participation in the discussion represented a conflict of interest.

Council discussed the owner's letter at length, noting that this issue had been previously reviewed by Council, with their opinions made clear. The Strata Manager advised that as the owner had threatened legal action against the Strata Corporation Council should exercise its due diligence and have the matter reviewed by legal representation. It was

MOVED AND SECONDED:

That Council obtain a legal opinion regarding the concerns expressed by the owner of strata lot 23 regarding the awnings at strata lot 7.

MOTION CARRIED (4 in favour, 0 opposed, Hefti-Graham abstained)

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:42 pm, until a date and time to be determined.

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