

## MINUTES OF STRATA COUNCIL MEETING

Sonrisa LMS 3199

3122/3130/3136/3142/3148 St. Johns Street, Port Moody, B.C.

Held: Monday, March 1<sup>st</sup>, 2010 @ 7:00 p.m.

Meeting Room – 3122 St. Johns Street, Pt. Moody, B.C.

### ATTENDANCE

Bernadette Trohon, Vice President #313A

(Acting President)

Gabor Szivos, Treasurer

Laura Dilley #104A

Denise Anderson, Privacy Officer #208B

Chris McInnes from AWM-Alliance Real Estate Group Ltd.

AWM-Alliance Real Estate Group Ltd. will be minuted as AWM.

The meeting was called to order @ 7:01 p.m.

### APPROVAL OF MINUTES

Council reviewed the minutes from the Council meeting held on December 30<sup>th</sup>, 2009. The Council discussed and **APPROVED** the minutes from the meeting held on December 30<sup>th</sup>, 2009 as circulated.

### RESIDENT MANAGER:

**Resident Manager** – As the Resident Manager was unable to attend the meeting the Council completed a review of recent activity around the building. The Council reviewed and discussed recent activity and actions taken by the Resident Managers. There was a review of the specific tasks and work completed by the Resident Manager and Maintenance Manager. AWM was instructed to follow up with the Resident Manager and Maintenance Manager in regard to the Council discussion.

**Vacation** – The Council discussed upcoming time away planned for the Resident and Maintenance Manager. There was a review of the coverage, and Council **APPROVED** for the vacation time away.

**Exterior Maintenance** – The Council reviewed a listing of exterior repairs which are required to be completed around the building, specifically in regard to siding/soffit damage etc. The Council reviewed the pricing received, and **APPROVED** for CanWest to complete the required repairs at a cost of \$1,950.00 plus taxes.

### FINANCIAL REPORT

**Monthly Statements** – As the Treasurer was away the Council reviewed the monthly statements for the months of November 2009-December 2009. There was a review of the current financial position and specific accounts in preparation of the AGM. The Council discussed and **APPROVED** for the financial statements for the months of November 2009-December 2009 as circulated.

**Accounts receivable** – AWM-Alliance collects in accordance with the bylaws each month on all outstanding accounts. If you are unable to make payments, correspond in writing ,via email, fax, post office, or by using the office mail slot on the first floor of Phase 1, or the Strata mailboxes in Phase 2, 3, or 4 with your payment plan.

There are no reasonable excuses for not communicating your financial hardships, as the details are kept in strict confidence. For non-payment of fees, the Strata Council may apply fines of \$50.00 to \$200.00 per month and 10% interest after the first of each month. A system of removing common area privileges, such as recreation and parking, has been set to encourage Owners to meet the monthly commitments to operating the Strata Corporation. The Council reviewed the current Owners outstanding, and **APPROVED** for AWM to issue fines and liens to the specific accounts where applicable.

**Owners are encouraged to correspond with Council if they expect delays/experience financial difficulties.**

**\*\*\*Owners are advised all payments should be made by either postdated cheques or pre-authorized payment form (EFT).\*\*\***

**Insurance Claims:**

- **Slip and Fall** – AWM reviewed with the Council recent claims in regard to slip and fall incidents. It was noted these have been reported to the building insurance and was being addressed with the individuals.

**AGM:**

- **Budget 2010/2011** – The Council reviewed the draft budget for the 2010/2011 fiscal year. There was discussion regarding the proposed fees for the next fiscal year. The Council reviewed, and noted this would be reviewed further at the next meeting before being brought forward to the Ownership.
- **Bylaws** – The Council discussed any bylaws for consideration at the AGM. It was noted any rules passed would be brought forward to the Ownership as bylaws for consideration by the Ownership. Details would be noted in the AGM notice.
- **¾ Vote Resolutions** – The Council reviewed, and noted these would be finalized once pricing was received regarding the exterior recommendations.
- **Date** – The Council discussed the date for the AGM and noted this would be held in late April 2010. Once a firm date has been noted, it would be noted to the Ownership.

**BUSINESS ARISING FROM PREVIOUS MINUTES (Residential/Mixed)**

**Janitorial** – The Council discussed services and feedback received from the Building Managers. It was noted this would continue to be reviewed and monitored. If the Owners have any concerns in regards to the cleaning or janitorial, please advise either the Property Manager or Resident Manager.

### Recreation Facility:

- **Hot Tub Repair** – Complete.
- **Winter Maintenance** – Complete.
- **Electrical and Lighting Improvements** – The Council reviewed the repairs which have been completed, and **RATIFIED** the approval for Brookshaw Electric to complete the electrical repairs.
- **Fitness Equipment** – The Council reviewed the pricing received from Fitness Solutions in regard to replacing the current equipment in the gym. The Council discussed the proposed pricing received and alternative options available for consideration by the Ownership. It was noted the current maintenance person had recommended the equipment is in relatively good shape; however, replacement would need to be considered in 1-2 years. This would be monitored with the maintenance group and replaced when required.

### HVAC (Heating, Ventilation, and Air Conditioning):

- The Council reviewed the work completed since the last meeting.
- **Parkade CO2 Sensors** – The Council reviewed the recommendations made as a result of the recent testing completed. There was a review of the quote provided for this work, and the Council **APPROVED** for Coast Gas Sensor Testing to complete the required repairs/replacement at a cost of \$3,150.00 plus taxes.

### Exterior Maintenance:

- **Exterior Report** – The Council reviewed the report, and **APPROVED** the Trow report as presented. It was noted further details on the recommendations will be noted below.
- **Proposed Work** – The Council reviewed the recommended repairs to be completed by the engineers. It was noted work would need to be considered towards three key areas for the Ownership at the upcoming AGM. There was discussion by the Council in regard to the next steps available to confirm pricing for the Ownership to consider. There was a review of the proposed pricing received to date, and AWM was instructed to confirm the project management fees and further pricing for the Council to review. The Council discussed and **APPROVED** a maximum of \$10,000.00 to complete the design, specifications, and tendering process so the Council can bring forward accurate pricing to the Ownership for consideration.
- **Exterior Building Cleaning** – The Council reviewed pricing received to complete the cleaning of the building exterior. There was a review of the quotes and the work being included, and the Council **APPROVED** for Service Master Clean to complete the cleaning of the building exterior at a cost of \$14,500.00 plus taxes subject to confirmation of all exterior surfaces being included.
- **Window/Gutter/Dryer Vent Cleaning** – The Council reviewed the pricing received for the exterior window/gutter and dryer vent cleaning. There was discussion, and the Council reviewed the work to be included, and instructed AWM to confirm further pricing prior to awarding the work.
- **Parkade Cleaning** – The Council reviewed pricing received for the parkade cleaning, and the Council **APPROVED** for Atlas Powersweeping to complete the parkade cleaning at a cost of \$3,540.00 plus taxes.

### Security:

- **Door Repairs** – The Council reviewed the door repairs which were recently completed. There was discussion and the Council **RATIFIED** the approval for Lockmasters to complete the replacement of the amenity access door and miscellaneous door repairs at a cost of \$2,108.46 plus taxes.
- **Security Improvements** – The Council reviewed concerns regarding the current condition of the security system for the buildings. It was noted there was a need for additional security cameras and an improved building security FOB system. AWM was instructed to arrange a site meeting to review the areas to improve security and pricing for the cameras, and arrange for pricing for the Strata Council to consider.

**Parkade Storage** – The Council reviewed the continued problem with Residents storing items in their specific parking stalls. AWM was instructed to post a notice to have these areas cleaned up, and after 15 days if not removed to be removed by the Strata.

**Annual Fire Inspection** – The Council reviewed the pricing from Fire Pro as part of the annual inspection recently completed. AWM reviewed the total costs for the recommendations, and recommended that additional pricing be obtained. AWM would forward to the Council for its consideration prior to the next meeting.

**Suite Repairs** – AWM reviewed the repairs completed to a suite.

**Stairwell Edge Repairs** – The Council reviewed pricing received for the installation of the stairwell nosings around the Phase 1 building. It was noted due to the pricing for this, AWM was instructed to review with the Resident Manager and Building Manager.

### BUSINESS ARISING FROM PREVIOUS MINUTES (Commercial)

**Commercial Parking** – The Council reviewed concerns regarding the use of the commercial parking and vehicles being towed. There was discussion and the Council reviewed any action to be taken. This would continue to be monitored.

### Landscaping:

- The Council reviewed the work completed since the last meeting.
- **Contract** – The Council reviewed the pricing received for the landscaping, and based on the current contract and proposed pricing, the Council **APPROVED** renewing the existing contract at a rate of \$1,833.00 plus taxes, subject to confirmation of the improvements to be completed and consistency of service. A landscaping committee would be struck to meet with the landscapers. AWM would arrange a meeting between the Council and the landscapers.
- **Arborist** – The Council reviewed the need for an arborist to meet with the landscaper to make recommendations on plant/tree replacement/pruning. This would be reviewed further by the next Council.

### Maintenance items:

- **Action List** – It was noted this would be reviewed further at the next meeting.
- **Men's Washroom Re-tiling/Cleaning** – Complete.
- **Enterphone Phase 1** – Repairs complete.

- **Phase 2 Gas Smell** – Repair completed.
- **Pest Control** – Areas serviced.
- **Window Repair** – Complete.
- **Evergreen Line** – AWM and Council reviewed the recent correspondence received.
- **Powerwashing Schedule** – schedule created, and work in progress.
- **General Maintenance** – The Council reviewed with AWM general maintenance items that were to be addressed. These would be added to the action list.

**24-Hour Emergency:** Residents are requested to contact AWM-Alliance at 604-685-3227 for emergencies or building related problems during normal working hours (Monday to Friday 9 am to 5 pm). This will help save the Strata Corporation funds by not calling out trades for minor problems.

**CORRESPONDENCE:**

The Strata Council discussed and reviewed Owner correspondence and AWM to respond as directed by the Strata Council.

**CONCERNS/COMPLAINTS:**

Residents are requested to put their non-emergency concerns or complaints in writing to the Strata Council or AWM-Alliance Real Estate Group Ltd. This will ensure that your concern is addressed at the next Council meeting and proper documentation is maintained.

Please note, according to the new Strata Property Act, Strata Council can only act on concerns/complaints that are in writing and provide detailed specifics on the complaint including date, time and situation.

**NOTICES**

**INTERIOR ALTERATIONS**

Please note any interior alterations, excluding painting of walls, must be presented and approved in writing by the Strata Council prior to any work being done.

**EXTERIOR ALTERATIONS**

All Owners please be advised that any alterations, changes, or modifications to the exterior of your suite/building must be presented and approved in writing by the Strata Council prior to any work being done. Non-compliance may result in the Owner restoring the interior/exterior to its original conditions at their cost.

Kindly note, that patio furniture is only permitted on the balcony/patio decks. Should you have any questions regarding the above, please contact your Property Manager at 604-639-2191.

**Bylaw Reminders:**

**Hot Tub/Pool Use:** Residents are reminded that no food or drinks are permitted in the pool area at any time (GVRD Health). Should fines be applied by the GVRD they will be passed onto the Residents and the area privileges will be revoked.

**Pets:** All pets must be kept under control (leashed) and taken off the property to do their business at all times. The courtyard is off limits for pets. A copy of the registration form can be obtained from AWM-Alliance Real Estate Group Ltd. at 604-685-3227.

**Move In/Out Procedures:** Owners/Residents are reminded that they must contact AWM-Alliance Real Estate Group Ltd. **in writing**, 5 days in advance of any move in/out of the building. A specific date and time along with a contact number **must** be provided. A fee of \$100.00 is required.

**Adjournment** – There being no further business, the meeting was adjourned at 9:43 p.m.

**Next meeting** – is the Council Meeting to be held on **March 22<sup>nd</sup>, 2010**.

**Chris McInnes**

**AWM-Alliance Real Estate Group Ltd.**

**Direct Line: 604-639-2191**

**Emergencies: (604) 685-3227**

**Email: [chris@awmalliance.com](mailto:chris@awmalliance.com)**

*Please keep these minutes for your future record, as there will be an additional cost to the Owner for any replacement copies.*

*Owners and Realtors please note that the principles of cooperation documents provided by the Real Estate Board state that Council members and AWM-Alliance Real Estate Group Ltd. are not required nor should they be contacted to provide interpretations of Bylaws, Financials or building matters. You must obtain independent advice involving the sale of your suite. Thank you for your understanding.*