

## MINUTES OF STRATA COUNCIL MEETING

Sonrisa LMS 3199

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

Held: Monday, March 22<sup>nd</sup>, 2010 @ 7:30 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, Secretary #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 @ 7:35 p.m.

### APPROVAL OF MINUTES

Council reviewed the minutes from the Council meeting held on March 1<sup>st</sup>, 2010. The Council discussed and **APPROVED** the minutes from the meeting held on March 1<sup>st</sup>, 2010 as circulated.

### RESIDENT MANAGER:

**Resident Manager** – The Resident Manager completed a review of recent activity around the building and reporting structure thus far. There was discussion regarding the following items:

- **Powerwashing** – The Council discussed the schedule and work being completed. This would continue over the next 2-3 weeks.
- **Parkade Cleaning** – There was discussion regarding the parkade cleaning being completed and the problem stalls around the parkade. A further notice will be circulated to each Resident 5 days prior to the expiry.
- **Spring Cleaning Bin** – The Council reviewed and **APPROVED** having a Spring garbage bin dropped off as part of the storage/parking clean-up. AWM was instructed to arrange for this to be arranged.
- **Move-ins/Move-outs** – There was a review of the continued problems with the moves, and number of moves booked.
- **Noise** – The Council reviewed a continued number of noise complaints being brought forward between Residents/Owners. It was noted this would be discussed further by the Council later in the meeting.
- **Security** – The Council reviewed with the Building Manager security concerns that are present since late summer 2009. There was discussion regarding the activity and types of vandalism/break-ins, this would be discussed further under security later in the meeting.
- All remaining items were routine in nature.

## FINANCIAL REPORT

**Monthly Statements** – The Treasurer reviewed the financial statements for the month of January 2010. There was discussion The Council discussed the specific accounts and the current operating status. The Council reviewed further and **APPROVED** the financial statements for the month of January 2010 as circulated.

**Accounts receivable** – AWM 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 there was no further update since the last meeting. Once additional information was available from the adjuster it would be provided.

### **AGM:**

- **Budget 2010/2011** – The Council reviewed the updated draft budget for the 2010/2011 fiscal year. There was a review of the proposed figures, and after further discussion the Council **APPROVED** for the budget to be brought forward to the Ownership at the AGM. The Council noted there would be no increase in the annual maintenance fees.
- **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 the resolution regarding the exterior repairs to be completed. This was noted to be discussed further in the meeting.
- **Date** – The Council discussed the date for the AGM and noted this would be tentatively scheduled for April 21<sup>st</sup>, subject to availability of the meeting facility. Further details will be included in the AGM notice.

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

**Janitorial** – The Council discussed services and feedback received from the Building Managers. It was noted there was no action required at this time.

### **Recreation Facility:**

- **Painting** – The Council discussed the possibility of painting the gym. AWM was instructed to arrange for pricing to be reviewed by the new Council.

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

- The Council reviewed the work completed since the last meeting.

### **Exterior Maintenance:**

- **Project Management Quote** – The Council reviewed the pricing for the project management for the recommended exterior maintenance to be completed as recommended by the recent engineers report. AWM reviewed with the Council the requirements in bringing this forward to the Ownership for its approval. There was discussion in regard to ensuring this work proceeds to prevent further concerns from being raised, and Council **APPROVED** for a resolution to be brought forward to the Ownership at the AGM to approve JSD to complete the design, project specifications/drawing preparation, and tendering. Further details will be included in the AGM notice.
- **Exterior Building Maintenance:**
  - **Window/Gutter Cleaning** – The Council reviewed the pricing received for the exterior window/gutter cleaning. There was discussion, and the Council **APPROVED** for IBM to complete the exterior window and gutter cleaning at a cost of \$12,100.00 plus taxes.
  - **Dryer Vent Cleaning** – The Council reviewed the annual dryer vent cleaning and reviewed the work to be done. It was noted this was the year for only the exterior cleaning, and Council **APPROVED** for Service Master Clean to complete the dryer vent cleaning at a cost of \$3,168.00 plus taxes.
  - **Carpet Cleaning** – The Council reviewed the annual carpet cleaning. There was a review of the use of a chemical clean as opposed to the steam cleaning. The Council discussed the level of satisfaction with the chemical cleaning, and Council **APPROVED** for Millicare to complete the annual carpet cleaning at a cost of \$6,570.00 plus taxes.

### **Security:**

- **Building Security Upgrade** – The Council reviewed the specific incidents and the necessity to upgrade the overall building security. It was also noted the existing security FOB's may become unavailable as the system is becoming obsolete. There was a review of the service improvements needed including security cameras. It was noted that pricing would be obtained for this, and the upgrade would be completed within the budget. This would be reviewed further by the new Council.

**Roof Leak/Water Loss** – AWM reviewed with Council in regard to an existing roof repair that is required in the Phase 1 building. It was noted a roofing contractor was involved to ensure the repairs are completed. AWM was instructed to continue to update the Owner in regard to the work being completed.

## **BUSINESS ARISING FROM PREVIOUS MINUTES (Commercial)**

### **Review of any items of concern.**

**Elevator Service** – Council reviewed the pricing for the annual maintenance on the commercial elevator. There was discussion, and the Council **APPROVED** for Garaventa Lift to complete the annual maintenance test at a cost of \$200.00 plus taxes.

### **Landscaping:**

- The Council reviewed the work completed since the last meeting.
- **Quotes** – The Council reviewed quotes received from the landscapers in regard to improvements to the overall landscaping. The Council noted this would be tabled for next Council to address as part of the landscaping committee.

### **Maintenance items:**

- **Powerwashing Schedule** – Work in progress.
- **Carbon Monoxide Sensor Testing** – In progress.
- **Parkade Storage** – Notices posted, to be circulated again prior.
- **Parkade Cleaning** – Work being completed.
- **Exterior Cleaning** – Work to be scheduled following dryer vent cleaning.
- **Fire Inspection Repairs** – In progress.
- **Water Leak (Phase 2)** – Complete.
- **Stairwell Repairs** – Reviewed with the Building Manager.
- **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 Real Estate Group Ltd. 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. AWM-Alliance Real Estate Group Ltd. provides 24-Hour Emergency by calling 604-685-3227.

## **CORRESPONDENCE:**

The Strata Council discussed the following correspondence received:

- 4 letters received regarding noise complaints.

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 9:29 p.m.

**Next meeting** – is the AGM scheduled to be held on **April 21<sup>st</sup>, 2010**, subject to availability.

**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 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.*