

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA CORPORATION LMS 2419,  
THE DELANO, HELD ON MONDAY JANUARY 12, 2009 AT 6:30 PM,  
COLYVAN OFFICE, 202-5704 BALSAM STREET, VANCOUVER, BC**

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**Council in Attendance:**

Jennifer Van Evra	President
Steve Grimmett	Vice-President
Odette Krauzig	Treasurer
Dave Moore	Member
Jill Love	Member
Matt Ward	Member
Glenn Sammis	Member

**Regrets:** None

**Managing Agent:** John Fournier, Property Manager  
ColyVan Pacific Real Estate Management Services Ltd.

**CALL TO ORDER**

The meeting was called to order at 6:32pm.

**APPROVAL OF THE PREVIOUS MEETING MINUTES**

It was **MOVED/SECONDED** that the Minutes of the Strata Council Meeting held September 23, 2008 be approved as circulated.

**MOTION CARRIED**

**APPROVAL OF PREVIOUS MONTH'S FINANCIALS**

It was **MOVED/SECONDED** to approve the financial statements for the months of November and December as prepared.

**MOTION CARRIED**

Arrears

1. Several owners have not yet submitted their catch-up payment amounts following the new budget passed at the AGM in December. Maintenance fees are due and payable on the first of every month. Failure to submit your payments on time will result in fines and interest penalties that the Strata will not be able to reverse. **If you are not aware how much your catch-up amount is, please contact Susan Marvel at ColyVan Pacific (604) 683-8399 (Ext. 237).**
2. Two owners were identified as being in significant arrears – Council is considering the possibility of involving Access Law Group for collection should the accounts remain unpaid.

## COMPLETED BUSINESS

- a) **Security Upgrade**  
Various upgrades were completed in key areas of the property including locks, knob-guards, and astragals.
- b) **Bike Room Enclosures**  
As advised by the VPD during a previous site review, the remaining two bike rooms were tarped to conceal the contents of the rooms. Victor Hull Contracting will return to install tarps on the bike room doors as well.
- c) **Annual Fire & Safety Inspection**  
The annual fire and safety inspection took place in December. The missed-suites and deficiency report will be reviewed by Council when received.
- d) **Common Area Carpet Cleaning**  
EasyCare satisfactorily completed common area carpet cleaning in December.  
Note: There was some minor cosmetic damage to the West building during the cleaning. EasyCare has been contacted to fix it.
- e) **Post Latch Repair**  
Action Lock completed a review and repair of the main post box latches in each bank.
- f) **Elliptical Trainer Install**  
Special thanks go out to Sandra Boorman for coordinating the installation of the new elliptical trainer on behalf of the Strata.
- g) **Blocked Dryer Duct – 303C**  
City Air Ducts was out to clear-out a blocked dryer duct in suite 303C. Owners are reminded to regularly clean out their dryer vents, which are located on their patios, if they are accessible.
- h) **Parkade Entryway Flooring**  
The installer was in to repair 'seaming issues' with the new carpet tiles at the elevator entrance at the parkade level.

## ON-GOING BUSINESS

- a) **Restoration Fund Refund**  
Council and the Property Manager are working with Adrienne Murray Law and are moving towards the finalization of the refund.
- b) **Roofing**  
Council has hired the services of Lee Hanson to conduct a second independent roofing assessment. A plan of action will be drafted based on the results and communicated to owners via the meeting Minutes or special notice.
- c) **Solar Hot Water Project**  
The solar hot water project remains on hold until the issue with the buildings roofs are concluded.

d) **Security Improvements**

i. Bike Room Re-Key

Council has ordered the re-key of the bike rooms. Action lock will be in the week of January 26, 2009 to carry out. Owners are able to pick-up and sign-out keys from the on-site caretaker - Glen Stevenson

ii. Sensor Lighting

Two quotes will be obtained for installation of motion sensor lighting outside the gym, in the Jacuzzi area, and in outside parkade stairwells.

e) **HVAC – Preventive Maintenance Deficiencies**

David Moore will inquire with contacts to get service quotes based on a recent preventative maintenance report and recommendations provided by Milani.

f) **Dryer Ducts**

Quotes will be obtained in preparation for dryer duct cleaning planned for March.

g) **Storage Lockers – Update**

In 2008, Jen Van Evra went to City Hall several times in hopes of getting the go-ahead to build more storage lockers in the Delano parking garage. In short, here is what she found: the Delano has exactly the number of parking spaces and bike rooms that are required by the city, based on the number of suites in the development. In other words, as things stand now, there are no extra parking spots or bike room space that we can convert into storage lockers. This includes the visitor parking area. The only possible option is to apply for a relaxation of the rules in hopes of converting the few strata-owned parking spots into storage. (We cannot easily use or reallocate any privately owned spaces.) This would involve having a city inspector come to the garage for a minimum cost of \$600. As a result, council decided that, because there are so few strata-owned spots, and they would amount to so little storage, that this option would not be worth pursuing further.

**NEW BUSINESS**

a) **Affirmation of New Council**

Following the issue regarding Council election and the counting of proxy votes at the last AGM, the current Council feels confident with the process that was ultimately followed in correcting the vote count and in its final outcome. As the Strata is not in receipt of a formal petition (per the provisions of the Strata Property Act) to contest the outcome of the vote, there are no grounds to call for a revote. In moving forward, Council is focusing its efforts on the issues at hand.

b) **Council Resignation**

Correspondence was received from John Ballantyne stating his resignation from Council. John cited personal reasons that he felt would deter him from effectively fulfilling his role on Council. John wanted to thank everyone who voted for him and hopes not to have disappointed anyone. John's resignation mean that the Council is at a full complement of seven (7) members (given a tie between Jill Love and Steve Grimmatt for the 7<sup>th</sup> Council position), and will not require a replacement.

c) **Council Positions**

It was MOVED/SECONDED to approve the following member positions on Council:

President - Jennifer Van Evra  
Vice-President - Steve Grimmatt  
Treasurer - Odette Krauzig

d) **Snow Removal**

Glen Stevenson will continue to provide basic essential snow cleaning services with a contractor to be called-in during times of large or accumulating snow falls.

e) **Touch-Up Paint**

Victor Hull will be called-in to colour match trim paint as well as provide a quote to repaint needed areas near the elevator in the East building.

f) **Metal Corners**

Council members have volunteered to purchase and install metal corner guards around the elevator area of the west building.

g) **Garbage & Recycling**

Following the heavy snow fall around the holiday season and into early January, garbage and recycling service has now been caught-up and is running normally.

## CORRESPONDENCE

a) **AGM Council Vote**

An owner wrote to Council expressing their concern over the Council vote process at the AGM. The property manager will be corresponding to them with the information contained under "New Business" point a) of these Minutes.

b) **Enterphone Repair**

An owner reported an issue with the enterphone. On-site communication was brought in and the problem was resolved.

c) **Unit 102C – B&E**

There was a break-and-enter reported to unit 102C where vandals entered the unit via the unit patio door. Owners are reminded that door and windows (especially on the ground level units) are vulnerable and should be secured with locking pins and track bars.

d) **Unit 404E – Noise Disturbance**

Council received correspondence from the owner of the suite outlining their diligence to ensure undue noise is not emanating from their suite. Based on the correspondence, Council reversed its decision and removed the bylaw fine applied to the account. The Property Manager will be contacting the owner to put them in touch with the suite owner affected by the noise to try and determine the exact source of the problem.

## NOTICES

### **Maintenance Fees**

Maintenance Fees are due and payable on the first of every month.  
Not doing so compromises the Strata's ability to meet its financial obligations.  
Late payment will result in fines and interest penalties.  
Pre-Authorized withdrawal is the Strata's preferred method of payment  
Please contact Susan Marvel in ColyVan's Accounts Receivable department should you have any questions on your account: (604) 683-8399 (Ext. 237).

### **Water Shut-Off Valves**

Shut-off valves are located in every suite.  
Please familiarize yourself with their location in your suite.  
This can avoid or minimize costly repairs and insurance claims.

### **Gas Shut-Off**

Owners are requested to shut-off their gas fireplaces over the warmer months  
(typically from April to October).  
Shutting-off pilot lights can save as much as \$15 per month per unit.

### **Balcony Drains**

Please check your balcony drains periodically and remove any debris that may prevent water from draining properly. Immediately report water pooling or back-up to the Property Manager.  
Owners may be held responsible for any damages incurred.

### **Parkade & Parking**

Owners are requested to adhere to the following guidelines:

1. Please park in your assigned stall
2. Do not park over two stalls
3. Car-washing is not permitted in the parkade
4. Must park within stall area
5. No hazardous materials
6. Must be neat and tidy

### **Building & Parkade Security**

Please do your part in deterring crime in the building:

- a) Don't let anyone come in with you who has not been properly buzzed in at the front door.
- b) Make sure the parkade gate closes completely behind you before driving off.
- c) In the parkade – leave your glove box and change holder open to show they are empty.
- d) DO NOT leave valuables, including garage, remotes in your vehicle.
- e) Report any suspicious activity.

### **Garage Remotes**

Owners should contact the building's caretaker at (604) 730-8663 should they require a replacement garage remote. A \$60 deposit is required.

### **Pets**

Pets are not permitted on furniture (i.e.: couches), in the Jacuzzi, or within the fitness area.

### **Cat Litter**

Cat litter is not to be flushed down a toilet or sink as it can cause significant blockages and back-ups.

***Cat owners are requested to dispose of cat litter along with their domestic garbage.***

**After-Hours Emergency Contact Reminder**

ColyVan Pacific has the following after-hours line for residents to call in the event of a building emergency.  
For example: water escape, elevator not functioning, parkade door not functioning, etc.) **(604) 683-8399**

**Important!** - Calls for Police, Fire, and Ambulance must to be made through 9-1-1.

**ADJOURNMENT**

With no further business to be conducted, the meeting was adjourned at 9:24pm.

The next Council meeting will be held on Wednesday February 25, 2009 at 6:30pm at ColyVan Pacific's offices located at 202-5704 Balsam Street, Vancouver, BC.

**ATTENTION**

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business.  
Replacement of either minutes or bylaws will be at the owner's expense and not the Strata Corporation's.