

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 546 – "LAUREL COURT"  
870 WEST 7<sup>TH</sup> AVENUE, VANCOUVER, BC**

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**HELD:** Thursday, January 13, 2011

**LOCATION:** Unit #51 courtesy of Zee Cjthamlova

**PRESENT:** Rik Jespersen *President*  
Zee Cjthamlova *Treasurer*  
Glenn Wagner *Secretary*  
Esenin Quijada *Member at Large*

**REGRETS:** Graeme Hooper *Vice President*

**MANAGING AGENT:** Maxine Dias, Strata Agent, Ascent Real Estate Management Corporation

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**CALL TO ORDER**

The meeting was called to order at 8:10 a.m.

**MINUTES OF THE PREVIOUS MEETING**

It was **MOVED** and **SECONDED** to approve the minutes of the previous council meeting held on September 8, 2010 as distributed.

**MOTION CARRIED.**

**ON-SITE REPORT**

Council reviewed an activity report from Ferentz as follows:

- Heating issues: several units experienced heating problems. The problems were a result of a burst pipe in a unit. Heat was restored to all units.
- Cleared roof drains of leaves and tree debris
- Garage and mail room doors were repaired
- Temporary repair to leak in parking stalls
- Pressure washed areas around the complex

**BUSINESS ARISING**

1. **Domestic Hot Water Boiler:** The complex has two separate boilers one provides heat and one hot water to units. Blue Mountain Services has completed the replacement of the domestic hot water boiler providing hot water to units. The second boiler is a much larger unit that provides heat to the units. This unit is found to be in good condition, and has not been replaced, Blue Mountain reports that this boiler is in good condition and working to full capacity, the boiler was serviced to perform better. The burner area was cleaned and blocked burner tubes were replaced with new ones. In addition, the spirovent was installed, this will reduce the lack of heat that was previously experienced by the owners. Council thanks Ferentz for supervising the installation of the hot water boiler, spiro vent and for coordinating necessary repairs with Blue Mountain Services.

The strata agent informed council that the services of Latham's Heating & Plumbing have been terminated as per council's request.

2. **Fireplaces/Chimneys:** Council reviewed a request from an owner to have the chimney capped. Following discussion it was agreed to complete another inventory of units currently with a working fireplace and former units with non-functioning fireplaces.

3. **Parkade Maintenance:** Leaks in the parkade have been repaired, some sections are being currently monitored. Repair for parkade leaks has been budgeted for in the operating budget.
4. **Annual Fire Inspection:** The agent reported that the annual fire inspection has been completed on December 20<sup>th</sup>; however, access was not available to a number of units. In future these types of inspections will be scheduled for a weekend for the convenience of owners.
5. **BC Hydro Project Construction:** As you are likely aware, BC Hydro will be laying an underground transmission line under False Creek from David Lam Park to the corner of Laurel and 7th as part of a major electrical project. This will mean that Laurel and 7th will be an active construction site for a number of months, beginning later in January and extending into the summer. Information about the project can be found here: <http://transmission.bchydro.com/projects/vcct/>

BC Hydro is aware of the disruption this project is going to cause residents in the surrounding area. If you have concerns about the project, you may send an email to: [stakeholderengagement@bchydro.com](mailto:stakeholderengagement@bchydro.com), or call 604 345 5250. Please look out for notification that is expected to be posted by BC Hydro on a regular basis.

6. **Garbage/Re-Cycling:** It has been noted that residents habitually dump/discard large household items by the garbage bins. Please note that the resident is solely responsible for disposing of bulk items such as desks, wardrobes and mattresses, etc. Also please note that garbage should be placed into the container provided and not left on or beside the containers.

Council wishes to remind owners to use this available service and contribute to a pleasant environment for the enjoyment of all residents. Please note that failure to comply will result in increased costs and if identified, owners will be charged for the removal of large items.

7. **Bylaws:** Council discussed reviewing its bylaws in the near future.
8. **Repair & Maintenance:** The agent reports the following:
  - All lights in the courtyard, parkade and back lane were inspected and replaced as required, repairs were completed to the timers, feeder lines and breaker issues were resolved.
  - Deck flashing repaired.
  - Several units reported lack of heat, these were addressed.
  - Birds nest in a dryer vent removed and vent was cleaned
  - Repaired damage from an old leak.
  - Council reviewed a report from Weststar regarding water pooling on a deck, following review council instructed the agent to arrange for the repair of the deck as suggested by the contractor. The contractor will be asked to inspect another deck as well for pooling water.
9. **Roof:** The roof shingles in some areas appear to be deteriorated or missing, council reviewed a report by Adanac Roofing. Following review council instructed the strata agent to obtain another report for review.
10. **Owner Maintenance:**

**Council would like to remind all owners that they must perform regular maintenance of their unit. These items include, but are not limited to: re-grouting of bathroom tiles, vacuuming of smoke alarms, checking of all water supply lines to toilets, dishwashers, sinks and washing machines, inspection of all pipes under sinks to ensure that they are not leaking and ensuring that toilet seals are functioning. The Strata Corporation has had some water leaks from the above sources in the past months, and while the deductibles and all repair costs are charged back to the offending owner, any insurance claim will result in higher premiums and deductibles for the Strata Corporation. Your attention to this matter is appreciated.**

## **FINANCIAL STATEMENTS**

1. **Financial Statements:** The strata agent presented and summarized the financial statements for the period ending December, 2010. Following review, a motion was **MOVED** and **SECONDED** to approve the statements as presented and to approve the financial statements for September, October & November as presented.

**MOTION CARRIED.**

2. **Accounts Receivables:** Council reviewed the accounts receivable report presented by Ascent. It was noted that nine owners have yet to pay strata fees and levies. The strata corporation must recover all monies owing, so council instructed the strata agent to send demand letters to units that have not paid strata fees and levies.

**OWNERS ARE ADVISED THAT IF THEIR MONTHLY MAINTENANCE/STRATA FEES FALL BEHIND BY THREE MONTHS, A LIEN WARNING LETTER WILL BE SENT TO THEM AND THEIR MORTGAGE HOLDER. A CHARGE OF \$90.00 PLUS GST FOR THE TITLE SEARCH CONDUCTED AS PART OF THE LIEN WARNING PROCESS WILL BE CHARGED TO THEIR STRATA ACCOUNT.**

## **CORRESPONDENCE:**

Council reviewed correspondence from an owner expressing concern regarding garbage being placed in the common areas of units. Residents are reminded that garbage attracts unwanted elements such as rodents etc., so please dispose of the garbage into the bins directly you remove it from your home.

Council reviewed correspondence from an owner concerned that a one bedroom unit that is rented appears to be occupied by approximately 8 persons. Council directed the agent write the owner in question asking them to remove the extra persons who live in the unit.

## **NEXT MEETING DATE**

The next council meeting is scheduled for Wednesday, April, 20, 2011 at 8 am in unit 51.

## **ADJOURNMENT**

There being no further business to transact, the meeting was adjourned at 9:30 a.m.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 546

Maxine Dias  
Strata Agent

MD

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When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to properly file and retain the entire year's strata records. Service charges apply to obtain additional copies of the strata meeting minutes from the managing agency.

Ascent Real Estate Management Corporation, 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9  
Phone: (604) 431-1800 Fax: (604) 431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com)  
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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 546 – "LAUREL COURT"  
870 WEST 7<sup>TH</sup> AVENUE, VANCOUVER, BC**

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**HELD:** Wednesday April 27, 2011

**LOCATION:** Unit #51 courtesy of Zee Cjthamlova

**PRESENT:**

Graeme Hooper	President
Zee Cjthamlova	<i>Treasurer</i>
Glenn Wagner	<i>Vice President</i>
Esenin Quijada	<i>Member at Large</i>
Kim Graham	<i>Member at Large</i>

**MANAGING AGENT:** Maxine Dias, Strata Agent, Ascent Real Estate Management Corporation

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**CALL TO ORDER**

The meeting was called to order at 8:10 a.m.

**Resignation From Council Member:** Council accepted Rik Jespersen's resignation as council president, with regret. Rik's resignation is due to the sale of his unit. Council thanks Rik for all his work and dedication during his term as Strata Council President.

Council appointed Patrick Poon as a replacement council member for the remainder of the term. Patrick accepted the nomination and joined the meeting.

**MINUTES OF THE PREVIOUS MEETING**

It was **MOVED** and **SECONDED** to approve the minutes of the previous council meeting held January 13, 2010 as distributed.

**MOTION CARRIED.**

**ON-SITE REPORT**

Ferentz reported on the repairs and maintenance as follows:

- Parkade- Pressure washing in progress.
- Some areas of the building to be painted.
- There has been satisfactory response to the request to clear parking stalls of items
- Garage and mail room doors were repaired
- Temporary repair to leak in parking stalls repaired
- A compost bin has been added

**BUSINESS ARISING**

1. **Domestic Hot Water Boiler:** The strata agent presented council with a quote from Latham's to replace the domestic hot water storage tank and a leaking pipe. Following discussion it is noted that the storage tank does not require immediate replacement and agreed to table this item for discussion at a later date.
2. **Fireplaces/Chimneys:** The agent to write an owner for confirmation on whether the fireplace has been removed. Inventory of units currently with a working fireplace and former units with non-functioning fireplaces continue.
3. **Parkade Maintenance:** Leaks in the parkade have been addressed by installing pans to divert water from dripping on vehicles. Ferentz reports that Blue Mountain conducted an inspection and suspects

there is a leak in the cold water pipe that is running through the parkade concrete slab. To resolve the situation Council is attempting to obtain blue prints of the mechanical drawings hoping that the plumbing is diagrammed, which will help pinpoint the search to a specific area of the leak. Marianne has kindly volunteered to read the drawings to identify where the leak is originating from. Alternately council will discuss arranging for the area to be x-rayed.

4. **Parkade Clean-Up:** The strata council discussed concerns with flammable items stored in the parkade. Residents are requested to remove any storage items from the parking stalls. Please note that the British Columbia fire code requires that the parkade is to be used for vehicles only. Residents storing items in parking stalls are advised that if it continues, fines will be charged against the strata lots identified as using the parking stalls as storage. Combustible material is defined in the city bylaw to mean **"a material that is ignitable and liable to burn, including but not limited to wood, dry paper, plastic or plastic synthetic products."**
5. **Landscaping:** Landscaping procedures is continuing as per the contract.
6. **Mailroom Door:** Council reviewed a suggestion from an owner to replace the mailroom door with a more secure door. Ferentz reports that the mail room door has been reinforced, suggestions will be presented to the owners at the AGM.
7. **Parking Stall and Locker Allocation:** The strata plan shows that the parking stalls and storage lockers are Common Property. Accordingly these cannot be permanently assigned to individual strata lots. Council would like to remind owners that this privilege terminates at the sale of the unit.

Council discussed presenting a bylaw regarding parking stalls. Currently parking stalls are Common Property, a bylaw will be presented to convert parking stalls to limited common property at the AGM.

Please note that residents will be charged \$60 per month for a 2<sup>nd</sup> parking stall. The agent was instructed to inform an owner who is using an extra stall.

8. **Repair & Maintenance:** The agent reports the following:
  - Reported leaks were addressed as reported.
  - Leak from downspout repaired.
  - Drain installation completed in a unit, the deck was re-sloped for the water to run to the drain away from the building.
  - Skylight leak repaired.
  - Council reviewed a report from Weststar regarding water pooling on a deck, following review council instructed the agent to arrange for the repair of the deck as suggested by the contractor. The contractor will be asked to inspect another deck as well for pooling water.
9. **Roof:** The roof shingles in some areas appear to be deteriorated or missing, council reviewed a report by Adanac Roofing. Following review council instructed the strata agent to obtain a report from Hunter Roofing, the company that had originally attended to the roofing.
10. **Dryer Vent Cleaning:** Dryer vent cleaning to be scheduled. For your convenience, the cleaning will be scheduled on a Saturday to provide as many residents as possible the chance to be personally present.
11. **Banking Information:** There have been several requests from banks for documentation regarding the Revitalization of the building. Council notes that the building predates the 80's construction and revitalization was carried out as part of the maintenance program of the building.
12. **Owner Maintenance:**

**Council would like to remind all owners that they must perform regular maintenance of their unit. These items include, but are not limited to: re-grouting of bathroom tiles, vacuuming of smoke alarms, checking of all water supply lines to**

toilets, dishwashers, sinks and washing machines, inspection of all pipes under sinks to ensure that they are not leaking and ensuring that toilet seals are functioning. The Strata Corporation has had some water leaks from the above sources in the past months, and while the deductibles and all repair costs are charged back to the offending owner, any insurance claim will result in higher premiums and deductibles for the Strata Corporation. Your attention to this matter is appreciated.

## **FINANCIAL STATEMENTS**

1. **Financial Statements:** The strata agent presented and summarized the financial statements for the period ending March, 2011. Following review, a motion was **MOVED** and **SECONDED** to approve the statements as presented and to approve the financial statements for the periods ending January, February and March, 2011 as presented.

**MOTION CARRIED.**

2. **Accounts Receivables:** Council reviewed the accounts receivable report presented by Ascent. It was noted that nine owners have yet to pay strata fees and levies. The strata corporation must recover all monies owing, so council instructed the strata agent to send demand letters to units that have not paid strata fees and levies and instructed the agent to register a lien against a unit.

**OWNERS ARE ADVISED THAT IF THEIR MONTHLY MAINTENANCE/STRATA FEES FALL BEHIND BY THREE MONTHS, A LIEN WARNING LETTER WILL BE SENT TO THEM AND THEIR MORTGAGE HOLDER. A CHARGE OF \$90.00 PLUS GST FOR THE TITLE SEARCH CONDUCTED AS PART OF THE LIEN WARNING PROCESS WILL BE CHARGED TO THEIR STRATA ACCOUNT.**

## **CORRESPONDENCE:**

The agent presented copies of outgoing correspondence to owners.

## **NEW BUSINESS:**

**Window Washing:** Window washing of inaccessible window will be scheduled.

**Decks:** Residents are reminded to clear debris away from the drains on decks, to avoid water from pooling.

## **NEXT MEETING DATE**

The next council meeting is scheduled for Monday, July 25, 2011 at 6:00 pm in unit 51.

## **ADJOURNMENT**

There being no further business to transact, the meeting was adjourned at 10:00 a.m.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 546

Maxine Dias  
Strata Agent

MD

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