

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 3187, VIRIDIAN GREEN, HELD ON WEDNESDAY, JULY 21, 2010, AT 7:00 PM IN UNIT 213 – 1961 COLLINGWOOD STREET, VANCOUVER, BC

Council in attendance: Mark Harrison, President
Maureen Mooney, Vice President
Jorgen Walle-Jensen, Treasurer
Rhondi Kablak, Secretary

Carey Grandy,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mark Harrison, at 7:02 pm.

MINUTES OF THE MEETING OF MAY 19, 2010:

The minutes of the meeting of May 19, 2010 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President noted that the Council member scheduled the host the September 15, 2010 meeting would be unable to attend due to vacation. Mr. Harrison volunteered to host the meeting, and Council determined that the September meeting would be held at 7:00 pm in unit 218 – 1961 Collingwood Street.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled for Council's consideration the financial statement for the month of May 2010. The Strata Council Treasurer, Jorgen Walle-Jensen, advised that he had reviewed the financial statement and accompanying invoices and found it to be in order. The Treasurer requested additional information regarding a credit for a gas bill and an error in accounting for an overhead door service bill. There being no further questions or concerns, it was

MOVED AND SECONDED:

That the Strata Council accept the financial statement for the month of May 2010.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager presented for Council's information a copy of the receivables report, noting that currently there was one strata lot in arrears. It was noted that the strata lot was only in arrears for one month and no collections action was being recommended.

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file, and that any items requiring follow up were being dealt with by management or referred to Council for direction.

Pull Station Damage

The Strata Manager tabled for Council's information correspondence and service reports relating to the pull station damage. It had been alleged that the contractor completing the pressure washing had allowed water to come into contact with and damage the pull station; however, the Strata Manager advised that he was still awaiting the service reports.

VVV Engineering

The Strata Manager tabled for Council's consideration correspondence received from VVV Engineering regarding their upcoming two year warranty review. The Strata Manager advised that he had been unable to obtain the warranty maintenance documents or building drawings, and had therefore authorized the consultant to obtain the building drawings from the City of Vancouver. It was also reported that the consultant had received responses to the questionnaire from approximately 65% of the owners, and the Strata Council thanked the owners for taking the time to respond. The Strata Manager noted that the inspection was to begin in early August and the final report should be received by August 31, 2010.

Pressure Washing and Window Cleaning

The Strata Manager tabled for Council's information correspondence sent to Pro King Maintenance regarding approval of their proposal for pressure washing and window cleaning. The Strata Manager noted that the work had generally been well done; however, there had been some issues regarding possible water damage to a pull station and errors in scheduling. The Strata Manager advised that the contractor had not adhered to the schedule previously established, which had caused some confusion for owners and residents. Nevertheless, the work had been completed and it was felt that there was an improvement in the appearance of the common property.

Garbage Room Gate

The Strata Council requested that the Strata Manager arrange to install plexiglass on the gated section of the exterior garbage room door so that persons cannot reach in and lift the bolt. The Strata Manager advised that this would be completed as soon as possible.

Propane Tank Removal

The Strata Manager noted that further to the notice circulated with the last minutes, all owners had cooperated in removing any propane tanks and were now complying with the Strata Corporation's bylaws. The Strata Council thanked the owners for their prompt attention to this matter.

Bicycle Storage

The Strata Manager advised that he had received responses to the bicycle enclosure questionnaire from three strata lot owners; however, further discussions with the commercial section had shown that they were not interested in allowing the residential section to convert a parking stall into a bike enclosure. The Strata Council requested the Strata Manager investigate the potential of installing bicycle racks in underground parking stalls.

Move in/Move out Procedures

The Strata Manager tabled for Council's consideration draft move in/move out procedures to govern all residents and owners when moving in or out of the building. The Strata Council reviewed the procedures and requested some modifications, including restricting the moving of large furniture to the east stairwell, and restricting the moving hours to 9:00 am to 5:00 pm. Council also expressed the desire to establish a move in/move out fee to offset the costs of damage done to the elevator and other common property areas. Council noted that the fee would have to be approved by the ownership at a General Meeting in the form of an amendment to the bylaws.

Sound Device

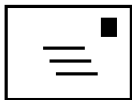
The Strata Manager discussed the installation of a sound emitting device to prevent persons from residing in the fire exit stairwells. The Strata Council expressed some interest in this matter and requested the Strata Manager obtain full cost proposals for all of the stairwells exiting from parking level 1. Council also noted that the incidents of persons in the stairwells had diminished with the warm summer weather.

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; uninsured vehicle (x 2); missing key; hot water consumed; bicycle enclosure response (x 3); approval of screen installation; message boards; deficiency list; request for update; replacement plants; balcony structure; request for receipt; approval of plant installation; noise complaints; signage proposal not accepted.

The Strata Council reviewed the correspondence as follows:

Balcony structure: Council reviewed a response from an owner concerning a structure on an upper level balcony. Council thanked the owner for the response and acknowledged his opinion. Council noted that complaints had been received from adjacent residents who had been bothered by the reflection of light from car headlights in the back lane during the night. They advised that if the owner was willing to reposition the canopy structure there would be no cause for complaint. The Strata Manager advised that this request would be passed on to the strata lot owner.



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) Developer

Domestic Hot Water Boiler

The Strata Manager tabled for Council's information correspondence sent to and service reports received from Broadway Heating & Refrigeration and Cape Construction regarding the domestic hot water boiler issues. The Strata Manager advised that these had now been resolved and any owners experiencing any problems with domestic hot water delivery should contact Strataco Management Ltd. immediately.

Gas Regulators

The Strata Manager tabled for Council's information correspondence sent to Cape Construction containing contact information for owners who had expressed concern with their gas regulators.

Warranties

The Strata Manager tabled for Council's information warranty documents pertaining to the roof and the Willis 2 year/10 year/10 year common property warranty. The Strata Manager advised that to date the Strata Corporation had not received the warranty maintenance documents, and as such was unable to ensure that it was complying with the warranty maintenance requirements. The Strata Corporation had corresponded with the warranty provider advising that the maintenance documents had not been delivered and that the Strata Corporation would not be held responsible for failure to adhere to any of the maintenance tasks.

In-suite Deficiencies

The Strata Manager advised that any owners with in-suite deficiencies should forward them to Cape Construction to the attention of Mr. Kirk Yuen as soon as possible.

5) Mechanical

The Strata Manager tabled for Council's information preventive maintenance proposals received from Honeywell and DMS Mechanical. The Strata Manager advised that a proposal had been requested from Broadway Heating but this had not yet been received. The Strata Council discussed the issue and tabled a decision until the September 15 meeting, when a proposal from Broadway can be considered.

6) Insurance

The Strata Manager tabled for Council's consideration correspondence sent to Suncorp Valuations, Normac Appraisals and Ocean Province Appraisal requesting proposals for an insurance valuation. The Strata Manager noted that insurance valuations were a requirement of the Strata Corporation's guaranteed replacement insurance policy. It was noted that the contract had been awarded to Suncorp Valuations, who had completed their visual inspection of the property on July 21, 2010. The Strata Council President requested that the valuation report be forwarded to him upon its receipt.

7) Landscaping

The Strata Manager advised that the irrigation system was now fully operational, with watering being done on Thursdays and Sundays at 4:00 am and 11:00 pm in accordance with the Metro Vancouver watering regulations. The Strata Manager noted that there was an issue with the trees receiving enough water and that it was believed this was due to poor sprinkler head placement. The Strata Manager advised that University Sprinklers would attend the site to review the placement and provide a relocation recommendation.

8) Elevator

Schindler Elevator

The Strata Council advised that when a person touches the door while it is in the process of closing it does not automatically reopen. The Strata Manager advised that Schindler Elevators would be contacted immediately to attend to this safety concern.

The Strata Manager tabled for Council's information correspondence to and from Schindler Elevator regarding their request for a fob for emergency after hours access. The Strata Manager noted that a fob had been provided to the contractor to facilitate after hours servicing.

Operating Permits

The Strata Manager tabled for Council's information operating permits for the elevator received from BC Safety Authority.

9) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: pressure washing of common areas; window/awning cleaning; move in/move out procedures; boiler repairs (warranty); receipt of preventive mechanical maintenance proposals; replacement of fire alarm pull station; annual fire inspection; notice board installation; delivery of 2 year warranty review questionnaire; uninsured vehicle follow up; receipt of some warranty documents; irrigation system reprogramming; semi-annual overhead door service; gas piping repair (Terasen Gas).

10) In Progress

The Strata Manager advised that the following remained in progress: replacement of plants at unit 213; 2 year warranty review.

OTHER BUSINESS:

Lobby Light

The Strata Council noted that on the evening of July 21, 2010, the chandelier in the ground level lobby fell from the ceiling. Luckily, no one was injured. The Strata Manager advised that Cape Construction would be requested to rectify this problem as soon as possible. The Strata Council noted that if Cape Construction had not positively responded to the request by 5:00 pm on July 22, 2010, the Strata Manager was to arrange for an electrical contractor to attend the site and complete the repairs.

Sand Box

The Strata Council discussed the possibility of installing a sand box somewhere in the common area for use by children. The Strata Council requested that the Strata Manager investigate the costs of obtaining a covered sand box and review any potential liabilities which the Strata Corporation may incur.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:37 pm, until Wednesday, September 15, 2010, at 7:00 pm in unit 218 -1961 Collingwood Street, Vancouver, BC

STRATACO MANAGEMENT LTD.

**#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8**

Tel: 604-294-4141

Fax: 604-294-8956

Email: managers@stratacomgmt.com



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc