

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 3187, VIRIDIAN GREEN, HELD ON WEDNESDAY, SEPTEMBER 15, 2010, AT 7:00 PM IN UNIT 218 – 1961 COLLINGWOOD STREET, VANCOUVER, BC

Council in attendance: Mark Harrison, President
Jorgen Walle-Jensen, Treasurer
Rhondi Kablak, Secretary
Rachel Wong, Commercial Representative

J.P. Daem,
Strataco Management Ltd.

Absent with leave: Maureen Mooney, Vice President

Guest in attendance: Jane Farrow Strata lot 20
Mr. & Mrs. Richards Strata lot 19
Michelle Simpson-Branku

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mark Harrison, at 7:10 pm.

MINUTES OF THE MEETING OF JULY 21, 2010:

The minutes of the meeting of July 21, 2010 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

DELEGATION:

The owners of strata lots 19 and 20 appeared before the Strata Council to outline ongoing noise concerns with the commercial section, and the loading bay from the IGA store in particular. The owners advised that they were experiencing three types of noise: noise from mechanical equipment in the loading dock, noise caused by the movement of pallets, as well as voices and radio noise from the store itself. The owners requested that the Strata Corporation retain an acoustic engineer to develop a plan and to identify the source of these ongoing problems.

During the course of the discussion, the Strata Council noted that at the request of the Strata Corporation IGA had installed sound dampeners to the floor of the loading bay to reduce the mechanical noise arising from the mechanical equipment, and that the use of lifts in the loading dock was restricted to the hours of 7:30 am – 4:30 pm initially, which was within the City's bylaws, but had since further restricted most of the activities within the loading bay to 8:00 am – 3:00 pm. The Strata Council concurred that ongoing problems with the mechanical equipment and/or noise transmission resulting in owners being able to hear talking and a radio within the store appeared to be suspect and should be further investigated. The Strata Council requested management look into these two complaints to determine if there are any building deficiencies that may exist, in light of the fact that owners had previously reported that some of the cavities within the walls were not properly insulated, and some adjustments had been made by the developer to some of the units to prevent odor transmission and noise transmission in the past.

The Strata Council thanked the owners for attending the meeting and for bringing these concerns forward, noting that while no immediate solution would be enacted, the appropriate investigations would take place so as to make the relationship between the commercial and residential sections as amicable as possible.

PRESIDENT'S REPORT:

Annual General Meeting Agenda

The President tabled the draft of the Annual General Meeting agenda, noting that the two draft bylaw amendments, related to quorum at General Meetings and move-in/out fees, would be included. It was agreed that a discussion on building design based on the discussions at the beginning of the meeting, and any reports and/or results from investigations to be undertaken that may require discussion by the ownership, would be included under Other Business. It was then

MOVED AND SECONDED:

That the Annual General Meeting agenda be approved subject to the addition of "Building Design" under Other Business.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Strata Manager tabled for Council's consideration the financial statements for the months of June and July 2010. It was

MOVED AND SECONDED:

That the financial statements for the months of June and July 2010 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the accounts receivable and advised that one strata lot was prepaid and no other strata lots were in arrears.

Heating Invoice Clarification

The Strata Manager tabled documentation related to the query from the Treasurer at the last meeting, noting that the costs as between residential and commercial were divided in accordance with the allocations in the budget which had been approved at the last General Meeting, and which had been developed in keeping with the budget in the Disclosure Statement for the Strata Corporation.

A lengthy discussion ensued on the division of costs as between the residential and commercial, which called for the commercial section to currently pay approximately one third of all expenses of the Strata Corporation. Mr. Daem advised that as no instructions had been received otherwise to date, the budget for 2011 would mirror the current allocation of expenses between residential/commercial. It was noted that the current division of costs does not provide for any allocation of water to the commercial section.

After considerable discussion on this apparent discrepancy and the outstanding water billing of \$12,000.00 yet to be paid to the City of Vancouver, it was agreed that the 2011 budget incorporate a \$12,000.00 water and sewer expense, to be divided between residential (\$8,000.00) and commercial (\$4,000.00), and that the allocation of costs for water and sewer be on the basis of the 67.8%/32.2% split until such time as specific information has been received on the actual usage of the residential and commercial units.

Ms. Wong, representing Branku, indicated that she would look at the comparables for similar sites with similar square footage, and management were requested to contact the developer and/or the original mechanical engineer in an attempt to determine whether sub-meters could be installed to the feed branches from the water meter, so that readings on actual usage by the various strata lots could be established. It was then

MOTION CARRIED UNANIMOUSLY:

That management be requested to follow up on the appropriate distribution of the water expenses between commercial and residential, through information from the original mechanical engineer, the City of Vancouver, and Branku, and that in the meantime, the water allocations be divided in accordance with the current budget divisions between the residential and commercial (being 67.8% residential and 32.2% commercial).

MOTION CARRIED UNANIMOUSLY

It was then

MOTION CARRIED UNANIMOUSLY:

That the revised proposed operating budget for 2011, calling for total operating expenditures of \$128,895.00, including \$12,000.00 in water charges, be approved.

MOTION CARRIED UNANIMOUSLY

The Strata Council then entered into a lengthy discussion on the appropriate level of reserve funding. The President tabled an analysis of the Strata Corporation's future capital costs and suggested that the Strata Corporation may require more than \$20,000.00 as proposed in the budget. While there was general agreement that the level of reserve contributions should be increased over time, there was concern that the proposed increase in operating costs already represented an increase of some 30%, and that the addition of the reserve allocations would cause another 8% in costs, thereby increasing the strata fees by almost 38% over the current fees. There was recognition by the Strata Council that the original budget may have been understated and that some adjustments were therefore required in order to ensure that all of the Strata Corporation's needs were met; however, the majority of Council felt that the Strata Corporation's operating expenses should be stabilized and that the reserve contributions could be increased based on the preparation of a finite capital plan over the next three years, to avoid the need for special levies when some of the major capital expenditures are undertaken. It was then

MOTION CARRIED UNANIMOUSLY:

That a reserve contribution for the 2011 fiscal year in the amount of \$20,000.00 be incorporated into the Strata Corporation's budget.

MOTION CARRIED

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.

Move in/out Procedures

The Strata Manager tabled the move in/out procedures for the Strata Corporation. It was

MOVED AND SECONDED:

To ratify the move-in/out procedures.

MOTION CARRIED UNANIMOUSLY

Vancouver Fire & Security

The Strata Manager tabled authorization to Vancouver Fire & Security to proceed with the sprinkler winterization and tabled a copy of the annual service inspection report and list of deficiencies. The Strata Manager confirmed that the elevator devices and two detectors in two units required testing and would be attended to.

Alarm Monitoring

The Strata Manager tabled requests to CIS and Vancouver Fire & Security for a proposal for alarm monitoring of the fire panel. No replies had yet been received.

Retaining Wall Repairs

The Strata Manager tabled communication to Nikls One Call to proceed with the retaining wall repairs at a cost of \$475.00.

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; responses to sand box installation proposal; receipt of Form K; investigation of irrigation and recycling systems; insuite deficiencies; request for extra fob and screen door; confirmation of lobby chandelier damage; planting and balcony canopy repairs; receipt of insuite deficiency notices.

Sand box: Council agreed that the sand box issue would be reviewed in the spring 2011 by the incoming Strata Council once a specific location and specifications for this facility can be established and the new budget has been approved.

Lobby chandelier: The Strata Manager confirmed that the lobby chandelier was to be replaced by Cape Construction under warranty.



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) Mechanical

The Strata Manager tabled the mechanical maintenance proposals from DMS Mechanical and Honeywell for Council's consideration. It was

MOVED AND SECONDED:

That Council approve the Honeywell preventive maintenance proposal at an annual cost of \$3,425.00.

MOTION CARRIED UNANIMOUSLY

5) Elevator

The Strata Manager tabled correspondence from Schindler Elevator advising of an increase in the elevator maintenance fees as permitted by their contract, of 4.79% in labour and 1.36% in materials, effective August 1, 2010. It was

MOVED AND SECONDED:

That the Schindler Elevator revised monthly fees be approved.

MOTION CARRIED UNANIMOUSLY

6) Landscaping

The Strata Manager tabled for Council's information the landscape maintenance proposal from Carefree Greenery for 2011. Mr. Daem advised that this matter would be brought forward at the January meeting of Council once the new budget has been approved and further proposals have been received.

7) Insurance

The Strata Manager tabled a copy of the revised insurance valuation report establishing the cost of reproduction new for the Strata Corporation at \$13,153,000.00, and indicated that the insurers had been advised accordingly.

8) Warranty Review

The Strata Manager tabled the VVV Engineering report outlining their findings based on the two year warranty review and indicated that a copy of the report had been forwarded to Lark and to Cape Construction. No reply had been received to date. In answer to a question from Council, the Strata Manager indicated that developers and third party warranty providers normally respond to these reports in short order, and anticipated that a review and response should be received within the next 30 days.

9) **Deficiencies**

The Strata Manager tabled various items of communication with regards to the report of a roof leak at strata lot 3, noting that unfortunately the developers had been unable to replicate the leak and were therefore still investigating. The Strata Manager also confirmed that the VVV report as well as various deficiency lists which had been submitted by owners had been forwarded to the developers and that it was hoped a response could be provided to the owners at the Annual General Meeting.

10) **Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: plexi-glass on garbage room gate installed; back lane graffiti removed; two year warranty review report; irrigation system repairs; additional weeding by landscape contractor; investigation of roof leak at strata lot 3; draft capital plan and budget submitted to Council; adjustment of elevator door closing; obtaining of interior paint codes; annual insurance appraisal.

11) **In Progress**

The Strata Manager advised that the following remained in progress: replacement of lobby light (under warranty); back lane retaining wall repairs; fire inspection deficiencies.

OTHER BUSINESS:

Stairwell Security

The Strata Manager confirmed that staff were awaiting formal proposals for the installation of mosquito alarms in the stairwells, and noted that while a verbal quote had been received the formal quote was yet to come. Ms. Wong confirmed that the systems were effective in dealing with unwanted individuals in the emergency stairwells.

Landscape Sprinklers

The Treasurer noted that the landscape sprinklers were still not working properly, and the Strata Manager advised that he would request the contractor to contact him directly so that the specific concerns can be addressed. It was also noted that there was evidence of some water seepage at the stairs to the garbage room that should be investigated.

Soil Installation

Council expressed concern that the landscape contractor had not completed the soil installation in accordance with their contract, and asked that this be attended to.

ADJOURNMENT:

There being no further business, the meeting adjourned at 10:00 pm, until the Annual General Meeting, to be held on Wednesday, November 10, 2010, at 7:00 pm.

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