

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 3187, VIRIDIAN GREEN, HELD ON WEDNESDAY, APRIL 20, 2011, AT 7:00 PM IN UNIT 212 – 1961 COLLINGWOOD STREET, VANCOUVER, BC

Council in attendance:

Residential Section

Rhondi Kablak, President
Graeme Moore, Vice President
Maureen Mooney, Secretary
Mark Harrison

Commercial Section

Rachel Wong

Carey Grandy,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mrs. Rhondi Kablak, at 7:01 pm.

MINUTES OF RESIDENTIAL EXECUTIVE COMMITTEE MEETING OF FEBRUARY 23, 2011:

The minutes of the meeting of the Residential Executive Committee held on February 23, 2011 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Resignation of Council Member

The Strata Council regrettably accepted the resignation of Mr. Jorgen Walle-Jensen. Council thanked Mr. Walle-Jensen for his service as Strata Council Treasurer over the past two years.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled for Council's consideration the financial statements for the months of December 2010 and January and February 2011. Prior to his resignation, Mr. Walle-Jensen had reviewed the financial statements and accompanying invoices and offered the following comments:

- In regards to the December financial statement, additional information was requested in regards to the charges for preparation of Form B documents without corresponding move in charges. It was noted that Form B's can be required for re-mortgaging or listing units for sale, and that said documents may not have culminated in an actual change of ownership or move in or out of the property.
- In regards to the January financial statement, Mr. Walle-Jensen queried invoices for snow removal, lack of hot water, interior repairs, and an invoice incorrectly expensed to the gas instead of electrical account.
- With respect to the February financial statement, Mr. Walle-Jensen noted that the electricity usage appeared to be high. The Strata Manager noted that there had been extensive review of the electrical system and it had been previously confirmed

that the Strata Corporation was billing only for those components for which it was responsible.

It was then

MOVED AND SECONDED:

That the Strata Council accept the financial statements for the months of December 2010 and January and February 2011 subject to the requested clarification.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager tabled for Council's information a copy of the receivables report, noting that there were no strata lots in arrears.

Invoice Chargeback

The Strata Manager tabled for Council's consideration correspondence charging back invoices to strata lots for various repairs to components which were the responsibility of the strata lot owner.

2) Staff Report

Site Inspection Reports

The Strata Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be dealt with by management.

Fire Protection Equipment

The Strata Manager tabled for Council's review service reports associated with previous ongoing trouble signals in the fire protection system. After extensive investigation the cause of the intermittent trouble was located and had been resolved. Council advised that they had not noticed any recurring troubles in the recent past.

Vagrant Activity

The Strata Council reviewed service reports from EcoTec Services for cleaning the stairwells to remove abandoned items and graffiti left behind by vagrants. Council noted that there had been a decrease in this activity in recent times.

Council reviewed a proposal to install an audible deterrent in the stairwells. This device would emit a sound that was uncomfortable for persons attempting to seek refuge in the stairwells. Council discussed the proposal at length and noted that at this time they did not feel it was required, and requested that the Strata Manager continue to monitor the stairwells and clean the areas as required.

Power Washing and Window Cleaning

The Strata Council reviewed a proposal received from Pacific Ropeworks to provide window cleaning and pressure washing services throughout the Strata Corporation, after which it was

MOVED AND SECONDED:

That Pacific Ropeworks be authorized to complete pressure washing and window cleaning throughout the complex.

MOTION CARRIED UNANIMOUSLY

These costs will be shared between the Residential and Commercial Sections based on the cost breakdowns for work done in each Section's limited common property. The Strata Council agreed that the Sections would share the costs of cleaning the P1 ramp on a 50/50 basis. The Commercial representative, Ms. Rachel Wong, requested that the commercial parking level be cleaned a minimum of twice per year. The Residential Executive members noted that they did not feel the residential parking level required two cleanings, but agreed to split the costs of a second supplemental ramp cleaning to be done in the fall of 2011.

Exterior Lighting Operations

The Strata Council reviewed a memo from the Strata Manager advising that the exterior lights in the common areas were controlled by a photo sensor that was in working condition. While sometimes it appeared that the lights came on at inappropriate times, the most probable cause was that the photo sensor was in the shade. While the Strata Corporation could relocate the sensor it was likely that at any other location the same situation would arise. Council accepted the report and indicated that they had no desire to relocate the photo sensor.

Service Room Keys

The Strata Manager advised that representatives of Shaw and Telus had requested copies of keys to service rooms to facilitate service and repairs. Council indicated that they did not feel comfortable with releasing keys on a permanent basis to these service providers, and instead requested that Shaw and Telus be instructed to contact Strataco Management Ltd. to gain access to the service rooms when required.

Recycling Containers

The Strata Council requested that the Strata Manager have the newsprint recycling tote converted into a container tote to better reflect the recycling needs of the Strata Corporation.

Courtyard Gates

The Strata Council discussed the installation of a gate in the courtyard and advised that they had reviewed this with representatives of the Fire Department, who had advised against such an installation. Council noted that it had exercised its due diligence in reviewing this matter and indicated that they were open to any feedback from owners/residents who may have differing opinions.

3) Correspondence

The Strata Manager advised that since the last meeting correspondence had been sent or received concerning the following: plumbing noise; sandbox comments; gate installation; in-suite issues; stairwell mess; ice melt and petty cash; electrical key; bike storage; alarm system code; irrigation winterization; deficiencies; in-suite deficiencies; meeting follow up; design drawings; authorization to obtain drawings; update; bike enclosure on P1; water leak; noise complaints; enterphone operations; safety gates; fob activation and suite ventilation; cats in flower beds.

Council reviewed the correspondence as follows:

Enterphone operation: The Strata Manager advised that D & L Security had been requested to attend to the enterphone system repairs and that should any owners experience any other problems they should contact management at their earliest opportunity.

Cats in flower beds: The Strata Council reviewed concerns from an owner that cats were utilizing their flower beds as a litter box on an ongoing basis. Council noted that the Strata Corporation's bylaws require all owners/residents to take responsibility for their cats and that this type of free roaming activity was unacceptable. Council requested that in future all pet owners ensure their pets are not negatively affecting other residents' use and enjoyment of the common property.



The Strata Council reminds all owners that policy requires all communication to the Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially at a duly convened Strata Council meeting. Correspondence may be sent via email to managers@stratacomgmt.com. Thank you for your assistance.

4) **Mechanical**

Water Metering

The Strata Council discussed the ongoing concerns with water metering and billing through the City of Vancouver. It was noted that during original construction no sub-meters had been installed to separate the billings between the Residential and Commercial Sections. As a result of this the Strata Corporation has received exorbitant water bills, with no way of breaking down the costs between the Sections. While this issue was being discussed with the City of Vancouver, the outstanding water charges were added onto the property tax billings for each strata lot. The owners can expect to see a charge on their property tax billings in the amount of approximately \$400.00 - \$500.00 for this. The Strata Manager advised that correspondence had been sent to the City reminding them of the dispute and requesting that they keep the file open so that the assessments can be revisited once the correct metering has been established.

Council reviewed a proposal from Honeywell Building Solutions to install two water sub-meters to separate the water usage costs between the Residential and Commercial Sections. Council accepted the proposal, noting that the installation costs were approximately \$8,600.00. The Strata Council indicated that they felt this was a deficiency and that the building should have been designed and built with the ability to allocate water costs between the two independent sections, and requested that the Strata Manager forward correspondence to the developer, general contractor and warranty provider requesting their comments and explanations on why this was not done. Council indicated that they would review the responses at the next meeting.

5) **Building Envelope**

Warranty Maintenance Manual

The Strata Manager tabled for Council's information a proposal from Morrison Hershfield, the building envelope consultants during design and construction, to supply a building envelope maintenance manual for the Strata Corporation. It was noted that no manual was provided and that it does not appear this was a requirement of the original contract documents. The Council discussed this proposal, noting that the costs were approximately \$5,000.00 plus taxes and disbursements, and advised that the matter would be referred to the ownership for consideration at the next General Meeting.

Reserve Study Analysis

The Strata Council reviewed proposals from RDH Engineering, Halsall Associates and JRS Engineering to provide a reserve study analysis. The proposals were sought further to discussions at the 2010 Annual General Meeting, where the ownership had requested a proposal for a quantitative assessment of the building's renewable assets and anticipated future costs. Council noted that the costs were outside of the budget and referred the matter to the ownership at the next General Meeting.

6) **Elevator**

The Strata Council reviewed correspondence received from Schindler Elevator along with the accompanying new requirements from BC Safety Authority that brake system checks be completed annually on elevating devices. Council accepted this recommendation and requested that the Strata Manager again review with the elevator contractor the operation of the door open and close buttons, and requested that D & L Security reprogram the fob reader to require a fob to gain access to the residential courtyard.

7) **Insurance**

The Strata Manager indicated that management were recommending that the Strata Corporation borrow from the Strata Corporation's accumulated reserves to pay the insurance premium for the Residential Section, and repay the reserves over the balance of the current fiscal year. It was

MOVED AND SECONDED:

That:

WHEREAS The Strata Corporation has the obligation to pay the insurance premium for the Residential Section upon receipt of the invoice; and

WHEREAS The Strata Corporation has received an invoice for the premium that will have to be paid in a timely manner to avoid cancellation of the policy; and

WHEREAS There will be insufficient funds in the operating account to satisfy the financial obligations; and

WHEREAS Section 95 of the Strata Property Act permits the Strata Corporation to lend money in the CRF to the operating fund if the loan is to be repaid by the end of the fiscal year of the Strata Corporation, and the loan is for the purpose of covering temporary shortages in the operating fund resulting from expenses becoming payable before the budgeted monthly contributions to the operating fund to cover these expenses have been collected;

BE IT THEREFORE RESOLVED THAT The Strata Council authorize the transfer from the CRF of a sum up to the amount of the annual insurance premium owed by the Residential Section, as a loan to the operating fund to be repaid by the end of the current fiscal year.

MOTION CARRIED (4-0-1, commercial section abstained)

8) **Completed Items**

The Strata Manager advised that the following had been completed over the past month: tepid water investigation; replacement of failed fire protection devices; repaired sprinkler system at 1955 Collingwood Street; interior repairs at 1955 Collingwood Street; leak investigation on P1 (chargeback – IGA ice machine); leak investigation on P1 (chargeback – IGA drainpipe); stairwell clean up; commercial section sanitary pump repairs (chargeback); lobby door adjustments; 4th Avenue door adjustments; semi-

annual overhead door maintenance; replacement of P2 fire extinguisher glass panel; mechanical maintenance contract awarded (residential); deficiency review meeting; back lane retaining wall repairs; receipt of water metering proposal; leak investigation at unit 202; leak investigation at unit 217; notification to developer and warranty provider of leak; graffiti removal (back lane and West 4th Avenue).

9) In Progress

The Strata Manager advised that the following remained in progress: warranty/deficiency repairs; fob reader installation proposal; installation of shields over common stairwell heating controls; D & L Security to reprogram elevator so that fob is required to access 2nd floor; locksmith to review lobby door closer sticking open.

OTHER BUSINESS:

IGA

The Commercial Section Representative, Mrs. Rachel Wong, advised that the IGA was offering an ongoing 10% discount to owners and residents of Viridian Green. She noted that the discount cards would be provided to Strataco Management Ltd. for delivery throughout the Residential Section.

Bicycle Storage

Mrs. Wong advised that the Commercial Section was currently reviewing the Residential Section's request for permission to use an area as a bicycle storage area. The legal and insurance obligations are presently being considered and Mrs. Wong anticipated that a response to the request would be available in the near future

Residential Parking Storage

The Strata Council noted that storage of items in the residential parking area had become excessive. Council reminds all owners that storage is limited to bicycles in parking stalls. All other items must be stored either in the strata lot or storage locker. Council instructed the Strata Manager to provide a final warning and then remove any items that are not cleaned up.

Appointment of Treasurer

As the former Strata Council Treasurer, Mr. Walle-Jensen, had resigned, Mr. Mark Harrison volunteered to serve as the Treasurer for the remainder of the year. Mr. Harrison's offer was accepted by the Council.

There being no further business to be discussed by the Strata Council, the Commercial Representative left at 9:07 pm. The Residential Executive remained to discuss items exclusive to the Residential Section.

Courtyard Gate

The Residential Executive further discussed the installation of a gate in the upper courtyard, and again confirmed that based on the Council's investigations such an installation was not permitted. The Residential Executive instructed the Strata Manager to send correspondence to the owners who had brought the issue up, advising that the Executive had reviewed the matter and rendered its decision. Should the owners disagree they are invited to discuss the issue with their fellow owners and ask the Council to bring the issue forward at a General Meeting.

Pets

The Residential Executive discussed the habits of pets, and in particular cats roaming throughout the complex. They again reiterated the importance of all owners/residents taking responsibility for their pets and understanding that they can create a disturbance and an

unpleasant environment for others. The Residential Executive instructed the Strata Manager to attach a notice to the minutes regarding pet behaviour.

ADJOURNMENT:

There being no further business, the Residential Executive was adjourned at 9:47 pm until the next scheduled meeting.

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