

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 3187, VIRIDIAN GREEN, HELD ON WEDNESDAY, NOVEMBER 23, 2011, AT 7:00 PM IN UNIT 218 – 1961 COLLINGWOOD STREET, VANCOUVER, BC**

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Council in attendance:                      Residential Section  
Rhondi Kablak, President  
Graeme Moore, Vice President  
Mark Harrison, Treasurer  
Maureen Mooney, Secretary

Commercial Section  
Rachel Wong

Carey Grandy,  
Strataco Management Ltd.

Absent with leave:                      Julian Richards

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Mrs. Rhondi Kablak, at 7:00 pm.

**MINUTES OF THE MEETING OF SEPTEMBER 21, 2011:**

The Strata Council advised that the report requested and promised to Council by early October regarding the history of water billings had not been received. Council expressed their frustrations with not having this report readily available and advised that a report detailing the historical invoicing and correspondence to and from the City of Vancouver, developer, and any other appropriate parties regarding this matter should be provided by no later than Friday, November 25, 2011.

The Strata Manager apologized for the delay and advised that a report would be provided by the deadline.

It was then

**MOVED AND SECONDED:**

That the minutes of the meeting of September 21, 2011 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

There was no President's report.

**STRATA MANAGER'S REPORT:**

1)      **Finance Report**

Financial Statements

The Strata Manager tabled for Council's information financial statements for the months of July, August and September 2011. The Strata Council Treasurer, Mr. Mark Harrison, advised that he had reviewed the financial statements and accompanying invoices. Council noted that they would withhold their approval of the statements pending receipt of a report outlining any reasons for expenditures beyond the budget amount in excess

of 10%. The Strata Manager advised that while there had been higher than anticipated costs in several accounts, including but not limited to fire protection equipment and elevator maintenance, there had also been a number of unanticipated expenses, relating to repairs to the fire panel system resulting from repeated trouble signals and false alarms, and several elevator breakdown overtime service calls. The Strata Manager reminded Council that invoice copies and supporting documentation detailing all expenditures were provided to the Strata Council and the Treasurer on a monthly basis.

#### Receivables Report

The Strata Manager advised that there were no outstanding amounts.

#### 2012 Draft Operating Budget

The Strata Manager presented for Council's information a draft budget for the 2012 fiscal year. The Strata Manager noted that this budget had been provided for Council's information and they would need to review it amongst themselves and make any appropriate changes prior to presenting it to the ownership at the Annual General Meeting.

## **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 requiring attention would be dealt with by management.

#### Mailbox Repairs

The Strata Manager advised that subsequent to being notified of an issue with the mailbox panel door being dislodged and a temporary interruption in delivery service by Canada Post, the repairs had been completed by Lockmasters and mail service resumed as soon as possible.

#### Janitorial Service

The Strata Manager advised that a site meeting had been held with the Strata Corporation's janitorial contractor and a request made that a service hallway be added to the cleaning schedule, as well as a request that the janitorial contractor make an effort to reduce and break down the cardboard that frequently accumulates in the garbage room area. The Council noted that there had been a definite improvement in service and that they had observed the janitorial contractor cleaning the garbage room area.

#### Annual Fire Inspection

The Strata Manager advised that Elite Fire Protection had been retained to complete the annual fire inspection and it was anticipated that this service would be done in mid-December 2011. The Strata Manager noted that as much notification time as possible would be provided to owners and residents.

#### Leak Investigation

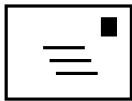
The Strata Council reviewed a report from VVV Engineering on troubleshooting water ingress into the IGA area. It was noted that the engineering firm had identified the leak as originating from an improperly sealed light fixture and that they were in the process of fabricating discreet flashing to effect permanent repairs to this area. Council noted that an issue may arise with other lighting fixtures and the Strata Manager noted that Council had been provided with a repair proposal and should they wish to budget for this modification to be made to all exterior lights they need only place funding into the 2012 operating budget.

3) **Correspondence**

The Strata Manager advised that since the last Strata Council meeting correspondence had been sent or received concerning the following: welcome to new owner; purchase of fobs; interior deficiency; door lock deficiency; marble counter deficiency; common area outlet repairs.

Council reviewed the correspondence as follows:

Marble counter deficiency: The owner of strata lot 7 advised that an ongoing issue had originated where the marble countertop, which appeared to have been installed incorrectly, had begun sagging and there was concern that it may fall. The Strata Manager advised that in conversations with the owner it had been noted that this issue was an interior strata lot issue and therefore the repair and maintenance responsibilities rested with the owner. A contractor could be retained to complete repairs but an invoice would be generated as a result of this work and it would be the responsibility of the strata lot owner. The owner noted that a contractor provided by the Strata Manager had begun initial correspondence to attempt to provide a quotation to repair this issue, but that the quotation had not been received. The Strata Manager noted that an attempt would be made to follow up with the contractor to determine if a no cost quotation could be provided for the owner's consideration.



**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](mailto:managers@stratacomgmt.com). Thank you for your assistance.**

4) **Elevator**

The Strata Manager tabled correspondence again forwarded to the elevator maintenance contractor and BC Safety Authority regarding a non-compliance order for repairs to be made to both elevators. The Strata Manager advised that despite repeated attempts to contact the contractor and BC Safety Authority there had been no confirmation that these repairs had been completed. The Strata Manager noted that Council could retain a third party elevator consultant to review the elevators and determine if the repairs had been made, but that this would generate an invoice for which the Strata Corporation may not be able to be reimbursed. The issue was tabled.

5) **Deficiencies**

Water Metering Proposal

The Strata Manager tabled for Council's information a copy of correspondence sent to Larc Developments advising that further to the September 21, 2011 Council meeting, the developer's proposal for cost sharing on the water meter installation had been accepted and it was suggested the developer provide a cheque to the Strata Corporation for their share of the costs, with the Strata Corporation to then authorize and complete the installation of the water meter. The Strata Manager advised that no response to this offer had been received. Council noted that the developer may have been unsure as to what the next step was, and it was clarified that the letter outlined the proposal for completing the repairs.

### Common Area Deficiencies

The Strata Council reviewed correspondence to and from the third party warranty provider and Larc Developments. The Strata Manager advised that the third party warranty provider had requested that the consulting engineer who had completed the 18 month construction review be instructed to return to the site to specifically point out the locations of the reported deficiencies to the developer and third party warranty provider. The Strata Manager advised that this work had been authorized and the consultant had made contact with the warranty providers regarding scheduling the site meeting. The Strata Manager further noted that it was unlikely that repairs would be done in the winter months, but it was his hope, as previously discussed, that the locations could be identified and agreements made so that work could be completed in early spring 2012.

## 6) Insurance

### Intact Insurance

The Strata Manager tabled for Council's information correspondence received from Intact Insurance advising that they had acquired AXA Canada, one of the Strata Corporation's insurance policy underwriters. As required, Intact was notifying all policy holders of this acquisition.

### Window Replacement

The Strata Manager provided correspondence sent to Coastal Insurance Services, along with reimbursement received from Aviva Canada for the window replacement on the south side of the building. The Strata Manager confirmed that reimbursement had been received from the insurers less the \$100.00 window replacement deductible.

## 7) Completed Items

The Strata Manager advised that the following had been completed since the last Council meeting: repairs to residential overhead door; repairs to commercial overhead door; repairs to garbage room door lock; replacement of garbage room door elephant foot; replacement of failed common area lighting; repairs to upper courtyard light fixtures; repairs to parking area outlets; irrigation system winterization.

## 8) In Progress

The Strata Manager advised that the following remained in progress: annual fire inspection.

## OTHER BUSINESS:

### New Management Firm

The Strata Manager requested that the Strata Council advise him of the newly retained management firm when a selection had been made so that the files can be appropriately prepared for delivery.

### Insurance Policy Expiration

The Strata Manager advised the Strata Council that the current insurance policy expired on December 31, 2011, and noted that as the management agreement with Strataco Management Ltd. was ending management would be unable to renew this coverage. The Strata Manager strongly urged Council to review this with the incoming management firm to ensure that appropriate arrangements are made for renewal of the insurance policy so that there is no gap in coverage.

### Driveway Mirrors

The Strata Council requested that convex mirrors be installed at the top of the driveway entering the back lane area to improve visibility, if the work is can be completed for \$500.00 or less. The Strata Manager advised that this would be reviewed.

P1 Visibility

A Strata Council member advised the commercial representative that occasionally a larger vehicle is parked in a parking stall located at the base of the ramp going from the back lane to the P1 level, and that a large vehicle parked in this area significantly impedes visibility for those entering and exiting the ramp. The commercial representative advised that she would discuss this matter with the commercial tenants to determine if larger vehicles could be parked in other stalls.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:48 pm until a date to be determined.

**STRATACO MANAGEMENT LTD.**

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