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**MINUTES OF STRATA COUNCIL MEETING**  
**TAPESTRY- Strata Plan BCS 2645**  
**AUGUST 11, 2010**

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Held at 6:30 p.m. in the Amenity Room

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<b><u>PRESENT:</u></b>	Wendy Donaldson	- Strata Council President
	Cynthia Tomlin	- Strata Council Vice-President
	John Kim	- Strata Council Secretary
	Michael Taylor	- Strata Council Member
	Alan Ip	- Strata Council Member
	Mirjana Petrovic	- Property Manager Gateway Property Management
<b><u>REGRETS:</u></b>	Tom Grant	- Strata Council Member VCH
	Kevin Ma	- Strata Council Treasurer

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**CALL TO ORDER**

The meeting was called to order at 6:30 P.M.

**GUEST 1:**

The resident of a suite on the 4<sup>th</sup> floor of the Heather building attended the meeting to discuss letters regarding not waiting for the gate to close. The Strata Council thanked the resident for attending the meeting and following discussion, the members agreed to issue a minimum \$50 fine.

**GUEST 2:**

Residents of a suite on the 7<sup>th</sup> floor of the Heather building attended the meeting in order to explain the situation with regards to pet hair on the hallway carpet on their floor. Strata Council will follow up with the explanatory letter of further steps to be taken in this case.

**RESIDENT MANAGER REPORT**

The Resident Manager updated the Strata Council on the main issues in the building.

**APPROVAL OF THE MINUTES OF THE STRATA COUNCIL MEETING HELD ON JUNE 2, 2010**

There being no errors and/or omissions, it was moved, seconded and **unanimously carried** to approve the above noted minutes as circulated.

**BUSINESS ARISING:**

***Maintenance Review*** – Certain members of the Strata Council analyzed the Building Envelope Maintenance Review Report and discussed the priorities, maintenance approach and warranty potential. The Property Manager was presented with the list of recommendations with regards to certain deficiencies which should be addressed first. This will be an extensive process that will include involvement of the developer, in addition to obtaining quotes for repairs and the correction of selected deficiencies by adding them to a maintenance schedule, which will be prepared for Council's review and approval.

***Daycare Parking Signs*** – Completed by Rick MacDonald.

***Rattling Noise 1<sup>st</sup> floor*** – Further complaints received from the owner of the unit on the first floor of the Heather building. National Hydronics attended the site and advised that the possible solution will be quoted and forwarded to Gateway Property Management. After many attempts to get this quote were unsuccessful, another contractor was engaged. The quote that followed is based on the same procedure that National Hydronics already applied, therefore Strata Council found that it is was not feasible to perform same repairs that did not result in improvement. However, further reports from the owner are suggesting that the rattling noise had suddenly stopped.

***Maintenance of Stones of the Exterior Walls – Heather Street – Mahovlich Stone Masonry*** has submitted the quote for the pressure washing and sealing of the exterior walls. A second quote was requested by Strata Council and a decision was tabled to the next meeting.

***New Sign*** – A new sign was purchased and placed on the fence facing playground for those who are about to use the stairs or walk down the ramp, warning them of traffic in the courtyard.

***Preventative Summer Dryer Vent Maintenance*** – Seven units were attended to on June 24, 2010. Dryer vents were inspected and cleaned as a part of preventative summer maintenance program. The vents had visible blow back of lint on grills. No indication of water present in any vents. One unit remains outstanding to be inspected by City Air Ducts.

***Sinking Pavers*** – It has been brought to Strata Council's attention that several more interlocking pavers have become loose around the front drain in the courtyard just off the 12<sup>th</sup> Avenue. The issue will be forwarded to Moscone Bros.

## CORRESPONDENCE

**Letter #1** – A complaint was received regarding 5 (five) gate violations witnessed between May 26<sup>th</sup> and June 3<sup>rd</sup>. The Property Manager was instructed to follow up with letters to residents in question. Discussion among Strata Council members on the procedure concerning reports on the gate violators resulted in:

- A complaint that is received must include the time and date when the vehicle in question did not wait for the gate to close.
- The make, colour, type and the license plates of the vehicle.
- Which gate was violated? Was the vehicle entering or leaving the parkade?
- Any other information specific to the incident in question.

## NOTICE

**It is of utmost importance for all residents to wait for the gate to close COMPLETELY before proceeding. The only time when the resident can proceed without waiting for the gate to COMPLETELY close is if vehicle behind uses their access fob and activates the gate to open, at which point the first vehicle is relieved of its onus to wait for the gate to close and may proceed in or out, causing the vehicle behind wait for the gate to COMPLETELY close.**

**Letter #2** – An email was received from the resident of a unit on the first floor of the Avenue building in regards to overgrown north-south garden area inside the fence along Willow Street. This was communicated to Moscone Bros and will be attended to. The second issue related to

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water supply available for the patios. The resident was advised to investigate possible solutions.

**Letter #3** – The resident of a unit on the first floor of the Avenue building approached the Strata Council member with the complaint about the inappropriate behavior of a crew working on the Willow Street project on July 31<sup>st</sup>. Property Manager brought this to the attention of Vancouver Coastal Health Project Manager.

**Letter #4** – A letter was sent to the owner on the first floor of the Avenue building advising of the minimum fine applied in regards to gate violation. The resident violated the gate again soon thereafter. The resident also failed to pay the fine for the first violation. The Strata Council unanimously decided to apply a \$100 fine for the second violation with interest to be accumulated on the first fine.

**Letter #5** – An email was received from the resident of a unit on the second floor of the Avenue building regarding the noise coming from a unit above. Appropriate letter has been sent.

**Letter #6** – A letter was sent to the resident of a unit on the second floor of the Avenue building as per report regarding gate violation. The response was received and reviewed by the Strata Council members. Warning letter will be issued.

**Letter #7** – A letter was sent to the resident of a unit on the third floor of the Avenue building as a final decision to apply the maximum fine was to remain in effect.

**Letter #8** – A letter was sent to the resident of a unit on the second floor of the Avenue building for the gate violation. The Strata Council reviewed the response from the owner and agreed to apply minimum fine of \$50.

**Letter #9** – The request was received from the owner of a unit on the fifth floor of the Avenue building in regards to hardwood floor replacement. After reviewing the signed Assumption of Responsibility and attached flooring requirements and specifications, their request was approved.

**Letter #10** – A letter was sent to the resident of a unit on the fourth floor of the Avenue building regarding the alleged contravention of the bylaws.

**Letter #11** – A letter was sent to the owner of a unit on the fifth floor of the Avenue building regarding the violation of the visitor parking. The decision was tabled until the next meeting as the tenant did not receive the letter in a timely manner that would allow for an opportunity to respond.

**Letter #12** – A reminder letter was sent to the unit owner from the fifth floor of the Avenue building regarding complaints from the unit owner below concerning water and debris splashing on their balcony. The owner has sent an appropriate response.

**Letter #13** – A letter was sent to the resident of a unit from the second floor of the Heather building advising of the minimum fine regarding a gate violation. The owner responded with proposed changes to Tapestry Bylaws – Parking Gate Enforcement Policy. The Strata Council reviewed the proposed changes and wished to thank the resident on his time and efforts, however, no changes with respect to Tapestry Bylaws and Rules will be implemented at this time.

**Letter #14** – A letter was sent to the resident of a unit on the third floor of the Heather building regarding visitor parking violation. The Strata Council reviewed the response from the resident

and following discussion, it was unanimously agreed to apply minimum \$50 fine for this violation.

**Letter #15** – A letter was sent to the resident of a unit from the third floor of the Heather building regarding a gate violation. The Strata Council reviewed the resident's response and agreed to issue a warning letter at this time.

**Letter #16** – An email was received from the owner of a unit of the fourth floor of the Heather building regarding cracks that have been discovered in the wall at the corner of their patio. The owner attached the photos, which will be forwarded to the developer, Concert, for further investigation.

**Letter #17** – A letter was sent to the owner of a unit of the fifth floor of the Heather building advising of a minimum fine applied to their account in connection to a gate violation.

**Letter #18** – A warning letter was sent to the owner of a unit of the seventh floor of the Heather building for not waiting for the gate to close as per decision from the last council meeting.

**Letter #19** – A letter was mailed to the residents of a unit of the eighth floor of the Heather building concerning the Amenity Room noise complaints. The resident requested the audience in front of the Strata Council at the next meeting, however, their response was received well after the deadline that was noted in the letter. Taking into consideration that this resident was previously issued a warning letter for the same issues in the past, the Strata Council unanimously agreed to apply a \$200.

**Letter #20** – A complaint letter was received from the owner of a unit of the ninth floor of the Heather building regarding a tailgating issue. Please refer to the Notice under Correspondence, Letter #1.

**Letter #21** – After receiving a complaint from the resident of a unit of the ninth floor of the Heather building, a letter was sent to the resident regarding the barking of their dog in the last couple of months. According to the response from the dog owners, they have immediately taken all the necessary steps to resolve the issue. No further complaints received.

**Letter #22** – A warning letter was sent to the owner of a unit from the ninth floor of the Heather building for contravening Tapestry Bylaw - Selling of the Strata Lots.

**Letter #23** – A letter was received from the resident of a unit from the ninth floor of the Heather building regarding tailgating. Appropriate response will be sent to both parties.

**Letter #24** – A letter was received from the resident of a unit from the tenth floor of the Heather building with regards to the overflow of recycling bins and a recommendation for securing extra bins. The Property Manager will investigate and advise.

**Letter #25** – A letter was sent to the owner of a unit from the tenth floor of the Heather building with regards to the request for installation of automatic door opener.

**REMINDER****Inform strata corporation**

Within two weeks of becoming an owner, an owner **MUST** inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.

**PRIOR** to any tenant(s) occupying a strata lot, the owner **MUST** inform the strata corporation of the tenant(s) name(s) and complete and deliver to the strata corporation, Notice of Tenant Responsibilities in Form K under the Act. Failure to provide a Form K will result in fines being levied under the bylaws.

The owner is responsible for supplying the tenant(s) with a copy of Tapestry Bylaws and Rules.

**NEW BUSINESS**

***Crows and Pest Control Maintenance*** – The resident of a unit from the first floor of the Avenue building reported a crow's nest on the Tapestry property, located on a tree in front of a unit on the first floor. The resident witnessed crow attacks to her dog and several other park visitors. Gateway reported this issue to Care Pest & Wildlife Control and received the estimate for nest removal. It was recommended that the nest could not be removed when there were baby crows still in the nest. The resident was informed to monitor and advise when the nest is free of baby crows so that it can be removed. Also, residents are encouraged to inform Strata Council immediately upon noticing that a nest is being built on our property so that it can be successfully removed before any eggs are laid.

***BC Hydro Rebate Program*** – There are ongoing rebate and incentive programs with BC Hydro, offering energy savings and cost effectiveness in the future. It is estimated that if Strata decides to proceed with this project the building would save over \$6,000 per annum on the electricity bill. However, the Strata Corporation has to invest a significant amount of money to initiate the project, which could potentially place the corporation in a deficit position in the first year, therefore, Strata Council has unanimously decided to table the decision regarding the energy rebate program until the next Annual General Meeting.

***Irrigation upgrade*** – The Strata Council approved the upgrade of Tapestry irrigation system as a necessity for some planted areas to stay alive.

***Tree Pruning – Quotes*** – T. Moscone & Bros presented a quote for pruning, thinning and shaping of 57 deciduous trees of mixed species around the property. Two more quotes to follow. Decision tabled.

***Gateway Property Management – Training Sessions*** – The Strata Council was advised by Gateway Property Management of training opportunities in order to ensure the ongoing protection, health and safety training for the Resident Manager. It was approved for the Resident Caretaker to enroll in the Occupational Health & Safety and Environment Management Program.

**FINANCIALS**

**Operating Statements** – There being no errors and omissions it was moved, seconded and **unanimously carried** to approve the operating statements for May and June, 2010 as circulated.

**Arrears** – The current arrears report was presented. The statements were mailed to the owners in arrears on August 10, 2010.

**NEXT MEETING**

The next meeting is scheduled for Wednesday, October 20, 2010 at 6:30pm in the amenity room in the Heather building (2851 Heather Street).

**TERMINATION**

As there was no further business, the meeting was adjourned at 8:45 PM.

**Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes; however there will be a charge for obtaining a copy of the minutes.**

Gateway Property Management Corporation	Main Switchboard:	604-635-5000
#400 – 11950 – 80 <sup>th</sup> Avenue	Fax:	604-635-5001
Delta, BC V4C 1Y2	After Hours Emergency:	604-635-5000 ext 1
Property Manager:	Mira Petrovic	604-635-5046
	<a href="mailto:mpetrovic@gatewaypm.com">mpetrovic@gatewaypm.com</a>	
Administrative Assistant:	Karin Botha	604-635-5047
	<a href="mailto:kbotha@gatewaypm.com">kbotha@gatewaypm.com</a>	