
MINUTES OF STRATA COUNCIL MEETING
TAPESTRY- Strata Plan BCS 2645
JANUARY 14, 2013

Held at 6:45 p.m. in the Amenity Room

<u>PRESENT:</u>	Alan Ip	- Strata Council President
	Chad Colgur	- Strata Council Vice-President
	Gord McTaggart-Cowan	- Strata Council Treasurer
	Michael Taylor	- Strata Council Secretary
	Duane Laird	- Strata Council Member
	Gary Cody	- Strata Council Member
	Cristiana Vlasceanu	- Senior Property Manager Gateway Property Management
<u>REGRETS:</u>	Paul Frew	- Strata Council Member VCH

CALL TO ORDER

The meeting was called to order at 6:45 P.M.

GUEST (*arrived at 7:30pm*):

The owner of a suite on the 4th floor (with her son in law) attended the meeting to discuss a couple of very heavy doors in the common area on P1. It was moved, seconded and **unanimously carried** to retain Action Lock to replace the two door closers in order to make the doors easier to open. A quote had previously been obtained. (*guest left at 7:45pm*)

RESIDENT MANAGER REPORT:

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

- Simson Maxwell performed the semi-annual testing of the generator;
- Brodan Enterprises performed electrical repairs; and
- Another break-in resulted in about 5 cars being broken into. No signs of forced entry were found.

**APPROVAL OF THE MINUTES OF THE STRATA COUNCIL MEETING HELD
ON NOVEMBER 7, 2012**

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

FINANCIALS

Operating Statements – There being no errors and omissions it was moved, seconded and **unanimously carried** to approve the operating statements for October & November 2012 as circulated.

Arrears – The current arrears report was presented; however, it had some discrepancies. Therefore a corrected version will be issued and sent by email to the Strata Council. It was moved, seconded and **unanimously carried** to continue to charge late payment fines to all accounts in arrears, as per the Bylaws.

BUSINESS ARISING:

Bike Audit - There are still 11 adult bikes and 5 children bikes unclaimed. Council member Duane Laird volunteered to organize an auction in the building and the bikes that are not sold will be given to charity.

Pool Table Cover - The new pool table cover was damaged by an owner. Council member Duane Laird repaired it and the owner was charged with the cost of the materials.

Security Upgrades - A couple of Council members participated in a walk through with the property manager and two representatives from Action Lock. Upgrading of the perimeter door security and installation of several video cameras throughout the parking area have been discussed. The findings and recommendations were incorporated in a couple of estimates and the following were discussed:

- target hardening of perimeter doors - due to the alarming number of break-ins it was moved, seconded and **unanimously carried** to retain Action Lock to proceed with the upgrades asap, as per the quote;
- installation of 7 video cameras in the parkade, along with the corresponding DVR system for data recording - it was moved, seconded and **unanimously carried** to obtain more information about the performance of the cameras and of the DVR system and bring the matter forward at the AGM in April.

The amount of \$20,000 has been included in the proposed budget for next year to cover the above work.

Also, Council members volunteered to perform an audit of all the access cards/fobs in use and to delete any obsolete ones. A notice will be sent out to all residents asking for cooperation in providing the fob numbers in their possession. Council members will assist with gathering this information. Any access cards/fobs unverified will then be deleted from the system.

Last, Gateway has been instructed to consult with Precision Door, the maintenance company for the garage gates, to investigate the possibility of installing a traffic light system to advise owners to wait for the garage gate to close behind them (by flashing a red light) and when it is safe to proceed (by changing to a green light).

6 Year Envelope Warranty Review and Depreciation Report - Three estimates have been obtained from engineering firms, to perform both studies at the same time, during the next fiscal year. Based on the quotes, the amount of \$25,000 has been included in the proposed budget for approval at the upcoming AGM.

CORRESPONDENCE

Letter #1 – A letter was sent to a suite on the 4th floor in the Avenue building regarding excessive noise. Council member Alan Ip volunteered to work with the owner complaining and witness the noise. This will be monitored.

Letter #2 – A letter was sent to a suite on the 3rd floor in the Avenue building regarding illegal parking in the visitor parking area. The tenant responded advising that they haven't spent more than the maximum number of days allowed under the Bylaws; however, they failed to acknowledge that as a resident they cannot park in the visitor parking area at any time. It was moved, seconded and **unanimously carried** to apply the maximum fine of \$200 to this account.

Letter #3 – A letter was sent to a suite on the 3rd floor in the Avenue building regarding not waiting for either gate to close while exiting the parkade. Based on the response from the resident, it was moved, seconded and **unanimously carried** to take no further action.

Letter #4 – A letter was sent to a suite on the 2nd floor in the Avenue building regarding not waiting for either of the gates to close while entering the parkade. Based on the response from the resident, it was moved, seconded and **unanimously carried** to take no further action.

Letter #5 – A letter was sent to a suite on the 9th floor in the Heather building regarding not waiting for the resident gate to close while exiting the parkade. Based on the response from the resident, it was moved, seconded and **unanimously carried** to take no further action.

Letter #6 - An owner of a suite on the 4th floor in the Heather building identified two very heavy common area doors. The matter has been addressed under “Guest” above.

Letter #7 - An owner of a suite on the 10th floor in the Heather building sent a letter recommending that an access card/fob audit be performed for security purposes. The Council appreciated the suggestion and discussed the matter. Council decided to do an access card/fob audit as discussed under “Security Upgrades” above.

Letter #8 - A letter was sent to a suite on the 3rd floor in the Heather bldg regarding not waiting for any of the gates to close while exiting the parkade. As this is a repeat offender the Council was prepared to apply another maximum fine, of \$200. The owners sent a letter and took some steps to ensure this doesn't happen again in the future. Therefore, it was moved, seconded and **unanimously carried** to take no further action at this time.

Letter #9 – A letter was sent to a suite on the 7th floor in the Heather building regarding not waiting for either of the gates to close while exiting the parkade. Based on the response from the resident, it was moved, seconded and **unanimously carried** to take no further action.

NEW BUSINESS

Maintenance for Dual Radial Vault – BC Hydro mandates that the dual radial vault be tested and inspected every 3 years. The second such maintenance inspection of the equipment in Tapestry is taking place in January (with the second visit in May). Notices have been provided to all residents advising of the power shut down during the night of January 14th.

Caretaker Suite Mortgage Renewals – Both mortgages, with BMO and with Concert Properties, have been renewed for another 5 years term.

Annual Inspection and Certification of the Roof Anchors – Systech Safety performed the inspection and issued the certification report.

Elevator Safety Tests - ThyssenKrupp performed the safety tests as required every 5 years.

T2 Income Tax Return and T1044 Filing Information - The noted annual reports are now being required by the Canada Revenue Agency. It was moved, seconded and **unanimously carried** to retain Gateway Property Management to prepare these reports at a cost of \$350 plus taxes.

Proposed Budget - The proposed budget has been discussed and finalized. It will be presented to the owners for approval at the AGM in April. The AGM date has tentatively been scheduled for Tuesday, April 16th, 2013. VCH will be contacted to confirm availability of the meeting room for that date.

NEXT MEETING

The next meeting will be held on Tuesday, March 12, 2013 at 6:45pm in the amenity room.

TERMINATION

As there was no further business, the meeting was adjourned at 8:25 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
#400 – 11950 – 80th Avenue
Delta, BC V4C 1Y2
Senior Property Manager:

Administrative Assistant:

Main Switchboard: 604-635-5000
Fax: 604-635-5001
After Hours Emergency: 604-635-5000 ext 1
Cristiana Vlasceanu 604-635-5030
cvlasceanu@gatewaypm.com
Reg Higgs 604-635-5018
rhiggs@gatewaypm.com