

MINUTES OF COUNCIL MEETING
STRATA PLAN VR264
January 13th, 2009

Location:

#404 – 1234 Pendrell Street
Vancouver B.C.
at 7:00 p.m.

**Strata Council
2008/2009**

President:

Kevin Morgan

Treasurer:

Timothy Hansen

Council Members:

Dianne Dary
Philippe Vanier
Biagio Galle
Nancy Black

Council Email:

Stratavr264@gmail.com

Property

Manager/Agent:

Sean Michaels
of
IPM & Associates Property
Management and Real Estate
Inc.

Contact Info:

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PRESENT:

- Kevin Morgan
- Timothy Hansen
- Dianne Dary
- Philippe Vanier
- Biagio Galle
- Nancy Black
- Sean Michaels

REGRETS:

- None

CALL TO ORDER AND REGISTRATION:

The council requested that Sean Michaels chair the meeting, Sean accepted. The chair called the meeting to order at 7:09 p.m., at which time, the meeting met the quorum requirement of the *Strata Property Act*.

At this time, it was moved to approve the agenda for the meeting. The following items were added to amend the agenda:

- Follow up regarding the number of parking spaces and fire lanes allowed or required by the city in the underground parkade – Under old business
- Stucco repair at front of building – Under old business
- Re-keying the building common areas and entrances – Under new business
- Repainting interior doors and trim – Under new business

A motion was put forward by the chair to approve the agenda as amended –
MOTION CARRIED UNANIMOUSLY

APPROVAL OF PREVIOUS MINUTES:

The motion to approve the minutes of the council meeting held November 4, 2008 was put to the council by the chair. At that time, the following errors were noted:

- It was asked that it be noted that at the meeting of November 4, 2008 the treasurer did ask the property manager whether copies of the bills could be included with the financial statements each month, to allow for a proper matching and comparison of the statements. It was stated at that time that IPM does not normally do this and that the property manager would see if this could be done. Subsequent to the meeting and upon checking with the office the property manager was informed that this was not possible. Because of this it was stated at the current meeting that it is impossible for the treasurer to properly audit the accounts and the council informed the property manager that this is unacceptable and needs to be corrected.

The motion to approve the minutes of the council meeting held November 4, 2008

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as amended was put to the council by the chair. – MOTION CARRIED UNANIMOUSLY

FINANCIALS:

Treasurers Report:

Treasurer reported that he was unable to audit the reports due to the lacking information and belief that there may be errors with the financial statements that he can't check. Based on that, he is recommending that the statements not be approved until IPM can correct the noted problems.

It was also reported that some owners have been having two charges going through their accounts if they are on PAP. This is an issue caused by a \$300,000 limit at VanCity on auto withdrawals done by IPM that was to be corrected in October. The property manager will be bringing this issue to the attention of the Managing Broker to have this corrected. Please review your accounts and contact the accounting department if you notice an improper amount has been withdrawn.

Approval of Financial Statements:

Upon the recommendation presented by the Treasurer in his report, it was decided to table the financials till they can be reviewed more closely. - MOTION CARRIED UNANIMOUSLY

Accounts Receivables:

It was noted that several owners are currently in arrears. The Property Manager explained that due to the switch in management a grace period was allowed for owners to sort out their finances with IPM & Associates, and that grace period is now over. Owners who are in arrears should expect a statement of account this month.

BUSINESS AT HAND:

Building Security Update:

There has been several incidents report over the last three months of the mailboxes being vandalized and broken into. Some repairs have been made to the boxes. However, the council will be proposing to purchase new mailboxes to increase security.

The council has reported that since the police incident that occurred December 1, 2008 the reports of vandalism appear to have been greatly reduced. Owners are asked to please notify the property management if they identify any further vandalism of the building.

The form K's requested by the council at the last meeting were provided by the property manager. If you are a non-resident owner please make sure that a form K has been file for your current tenants or occupants as per the bylaws.

BC Hydro Rebate:

The property manager had contacted BC Hydro prior to the meeting to confirm that the rebate had been released to the strata. BC Hydro did confirm releasing a cheque and the strata should be receiving it prior to the AGM.

Removal of Bird Spikes:

Sean will be contacting Marine Roofing who installed the roof to have them removed.

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Sump Pump Warranties:

After the November 4 meeting the property manager contacted Latham's to confirm the warranty. Latham's stated that they only replaced the switches on the sump pump and those switches will have a 1 year warranty.

Lighting Upgrade - Back Door:

The light has been replaced. However, the council has requested that the other two lights on the back of the building be looked at and replaced.

Cracked Pipe and Pit Cleaning:

Milani's Plumbing was authorized on November 5 to contact the strata council to arrange a time to start work. This has not occurred – The property manager will be following up with Milani's Plumbing.

Chimney Cleaning:

The property manager was authorized at the previous meeting to coordinate a chimney inspection and sweeping throughout the building. Three quotes were presented by council and they chose to proceed with Dickens Chimney. The property manager will be contacting them to book a date. Owners will be notified prior to this occurring.

The council has also requested that the property manager find a solution to the soot staining the side of the building. Also, some residents are experiencing a down draft that carries soot into the units on the lower floors making the air smoky. The property manager will talk to Dickens about both issues.

Vent Duct Shortening:

The property manager authorized Latham's to shorten the vent that extend past the ceiling of the entrance way. This was to be done while they were on site repairing the broken strap on the vent fan for the laundry room. They have not completed this work and the property manager will be contacting them.

Elevator Update:

The elevator has been repaired. However, it was reported by council that the elevator sometimes appears to go into a loop trying to close the door and will not return down the shaft until the door is opened and the elevator is sent to the first floor. The property manager will be reporting this to the elevator repair contractor to have this looked at.

Fans Making Noise:

Latham's attended the building and inspected the fans on the 4th floor which were reported to be exceptionally noisy. According to Latham's there is nothing wrong with the fan as that is the noise they make. Also, they repaired the strapping on the vent fan for the laundry machines to stop it from rattling.

Tree Pruning Quotes – BC Tree Service:

A quote from BC Tree Service was re-faxed to IPM upon request from the property manager. This quote is accompanied with an arborist report outlining their recommendations for the trees on the property. The council reviewed the recommendations and will be consulting with the ownership prior to proceeding.

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However a tree on the west side of the building was dangerously swaying and making contact with the building. BC Tree Service was hired to attain a permit and remove the tree as it was damaging the building.

Balcony Repairs #103 & #104

A second quote was attained from Tern Construction for the repairs to the balconies. The quote did not meet the specifications sent to them to quote on. The council has asked that the Property Manager go back to Tern and see if they can quote on the specified products.

Parkade Cracks and Repairs – TNC Restoration:

TNC has been on site to see where the cracks are and the water is ingressing. Subsequent to the meeting they are stating that 40 linear feet will need to be injected with the sealant from their estimate.

The repairs to the parkade will be looked at as the weather improves. Owners will be kept posted on estimated dates after the work is authorized. Council has asked that TNC be contacted to develop a plan at this point.

Full Balcony Restoration – McArthur Vantell:

The levy is due to start in March of 2009. Until there is some money in the account to pay McArthur Vantell to proceed, there will be no further updates. However, council is considering borrowing funds from the CRF, to be approved at the AGM, to start the process of drawings by McArthur Vantell earlier.

Establishing Accounts with VanCity:

As of the meeting the information required to open the accounts had not yet been provided by IPM & Associates. Subsequent to the meeting this has been rectified.

Stop Rail for Dumpster:

This rail is to stop the dumpster from rolling down into the parkade. A contractor has been contacted to install this stop rail.

Cleaning Laundry Machines:

After review of the contract with Eng's it may not be terminated till 2011 without risk of breach of contract. It was discussed by council to set aside the money from the laundry revenue over the next few years to purchase machines in 2011. This will need to be approved by the ownership at the AGM.

Kelly Boy's Responsibilities:

A list of responsibilities was attained from Kelly Boy and presented to council. The council believes that the standard services being provided are being done in a satisfactory manner. However, there is concern that they are billing for additional services improperly and this will be reviewed.

Parking Stalls & Fire Lanes:

The property manager stated that he had not been able to contact the City of Vancouver regarding this issue since the last meeting. He will be following up on this.

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Stucco Repair at Front:

It was noted that there is damage to the stucco around the hose bib near the front entrance of the building. The council has requested that the property manager have this repaired.

NEW BUSINESS

IPM's New Phone System

IPM & Associates have completed the installation of their new phone system. It is now possible to access both the property manager and the 24 hour emergency service with one number. If you should need to reach the property manager for any reason, please phone (604) 541-7338 ext. 301

Paint Quote for Exterior of Building:

Item tabled by council until the weather improves and more research can be done.

Re-Keying of Building

Council will be proceeding with a rekeying of the common areas. Council will provide the owners with a copy of the new key for every copy of the old key turned in. Owners will be receiving notification and further instruction as to how and when this will occur.

Re-painting of Interior Doors and Trim:

Council has asked that the property manager look into having a quote produced for interior painting of some of the doors and trim. If owners would like to have their suite door repainted please notify council via the council e-mail stratavr264@gmail.com.

Fire Inspection - Fire-Pro:

The property manager will be following up on the results of the inspection and reporting to council.

CORRESPONDENCE

- Letters from one owner were received on November 14, 2008 and December 1, 2008 relating to the repairs to the balconies. Council has taken these under consideration.

NEXT MEETING

Date: April 14, 2009

Location: 1234 Pendrell Street, Vancouver B.C.

Time: 7:00 PM

TERMINATION OF MEETING

As there was no further business the meeting was terminated by the chair at 9:20 p.m.

