

STRATA PLAN VR-264 MINUTES OF STRATA COUNCIL MEETING

DATE: Wednesday, June 4th, 2008 at 7:00 pm
LOCATION: #102-1234 Pendrell Street, Vancouver, BC
PRESENT: Kevin Morgan Unit #204 *Vice President*
 Dianne Dary Unit #102 *Vice Treasurer*
 Biagio Galle Unit #403 *Secretary*
 Philippe Varrier Unit #203 *Vice Secretary*
 Nancy Black Unit #405 *Council Member*
ABSENT: Kelly Gossen Unit #103 *President*
AGENT: Angela Uruski Girard, Strata Agent, Monarch Strata Ventures.

I. CALL TO ORDER & QUORUM REPORT

The Agent called the meeting to order at 7:10 pm as the quorum requirement of the Strata Property Act and Strata Bylaws was met.

II. COUNCIL RESIGNATION

With regret, the Council received and accepted the resignation of Kelly Gossen (#103). The Council thanked her for all her work for the Strata Corporation. After a brief discussion, it was **moved (#403)** and **seconded (#102)** to appoint Karl Krauss (#308) as a replacement Council member (subject to his approval), and to nominate Kevin Morgan (#204) as Council President. Kevin accepted the nomination and was appointed as President. The position of Vice President is vacant and will be filled at the next meeting.

MOTION CARRIED

III. APPROVAL OF MINUTES

The Minutes of the November 28th, 2007, the February 9th, 2008, and March 13th, 2008 Council Meetings were reviewed. It was noted that the Minutes of March 13th, 2008 contained an error. To correct this error, Item (5) and (6) under 'NEW BUSINESS' are deleted and replaced by the following clause:

(5) Visitor Parking: *Owners and residents are reminded that the Visitor Parking Stall is not for use by residents of the building. Owners and/or residents must make sure that their visitors display a note on the dash showing what unit is being visited. Visitors may not park in the visitor stall on consecutive nights. Owners are reminded that violators of the Visitor Parking Stall may be towed away at vehicle owner's expense without further warning.*

Subject to the above amendment, it was **moved (#102)** and **seconded (#405)** to approve the minutes for the November 28th, 2007, the February 9th, 2008, and March 13th, 2008 Council Meeting Minutes as circulated and corrected.

MOTION CARRIED

IV. FINANCIAL MATTERS

(a) Approval of Financial Statements: It was **moved (#102)** and **seconded (#204)** to approve the financials for the months of November and December 2007 as presented. **MOTION CARRIED**

It was noted that, due to the illness of Tim Hansen, Treasurer, the financials for the months of January, February, March, and April 2008 have not yet been reviewed. It was therefore agreed to table the approval of the financials for these months to a later council meeting. The Agent confirmed that, as of April 30/08, the Strata had a surplus of \$6,088 in the Operating Fund.

(b) Signing Officers: Given the resignation of Kelly Gossen, Monarch will make arrangements for the deletion of Kelly's name and the addition of Kevin's name as a signing officer with regard to the Contingency Reserve Fund and the Special Levy Accounts.

June 4th, 2008

Page 1

Please retain these minutes for your records, as you will be required to provide these to potential purchasers should you decide to sell your unit. Replacement copies will be subject to a per page cost upon a seven (7) day advance order from Monarch Strata Ventures Inc.

STRATA PLAN VR-264 MINUTES OF STRATA COUNCIL MEETING

IV. FINANCIAL MATTERS – Cont'd ...

- (c) **Accounts Receivable:** The Agent reported that there is one strata account with outstanding fees which are a result of an error by the previous management company over 3 years ago by posting a repair invoice that was not applicable to the unit. The Agent provided the Council with a letter from the affected owner, as well as invoice information from the contractor. After some discussion, it was **moved (#102)** and **seconded (#203)** to reverse this entry as being unsupported and return the strata account to \$0.00 balance.

MOTION CARRIED

V. BUSINESS AT HAND

- (a) **Building Security:** The Agent confirmed that a Strata email address was established and a notice circulated to all owners to use with concerns relating to building security. A number of verbal concerns, and some written concerns, have been issued to the Strata Council regarding security. The Council requested Monarch to explore the options and legal costs associated with removing a resident from the building, should the need arise. Monarch will report back to Council.
- (b) **Upgrades to Parkade Lighting, Drain Re-Routing & Painting:** The Agent reported that the lighting upgrades have been completed, with some additional lights added to improve the lighting. Commercial Lighting is in the process of applying for the BC Hydro rebate. The landscaping drains within the parkade have been re-routed to prevent debris from depositing on the floor. The painting would be done once the weather warms up. The Council agreed that the parkade floor, parkade ramp and retaining walls, the walls of the center area of the parkade, and the walkway and retaining walls at the front entrance area should be pressure washed. It was agreed that the retaining wall at the lobby entrance would also be painted and the cost for this work should not exceed \$2,000. Council agreed to organize the painting of the retaining wall. It was **moved (#405)** and **seconded (#204)** to proceed with this work subject to receiving a quote that does not exceed \$2,000.
- MOTION CARRIED**
- (c) **Owner Request – Blind Installation:** An owner had requested permission via email to replace their window blinds. The Council granted permission to the owner, via email, on the condition that the replacements would be either cream or white, as specified in the bylaws. The Council confirmed that the owner adhered to the bylaws.
- (d) **Owner Request – Pocket Door:** An owner had requested permission in writing to install a pocket door in the bedroom. The Council granted permission to the owner, in writing, on the condition that the wall in question would be tested to ensure that it was not a load bearing wall and that an indemnity agreement would be signed by the owner for this upgrade. The owner has signed and returned this agreement.
- (e) **Noise Complaint / Suite Occupants:** It was reported that complaints of noise had been received about two owners; upon Council's instruction, warning letters had been issued to the owners concerned. No further noise issues have since been reported. Council raised a further concern with regard to the number of occupants in one unit. The Agent will follow up in writing with the owner.
- (f) **Janitorial Contract:** The Agent presented correspondence from janitorial firm with concerns as to the number of extra visits to the building to provide access to contractors. Council confirmed that this service is part of their monthly fee. The Council noted that the elevator needs additional cleaning as well as the locker room and back stairwell leading from the parkade. A fax will be issued to the company to regarding these issues.

June 4th, 2008

Page 2

Please retain these minutes for your records, as you will be required to provide these to potential purchasers should you decide to sell your unit. Replacement copies will be subject to a per page cost upon a seven (7) day advance order from Monarch Strata Ventures Inc.

STRATA PLAN VR-264 MINUTES OF STRATA COUNCIL MEETING

V. BUSINESS AT HAND – Cont'd ...

(g) Repairs/Maintenance Completed:

- i. **Parkade Fan:** The fan in the parkade which vents the laundry room has been repaired. The owners are reminded that they must turn the fan (the switch is above the dryer) prior to every use and then turn off the fan after finishing.
- ii. **Annual Fire Inspection:** The annual fire inspection was completed by Fire Pro Fire Protection in March 2008. The deficiency report has yet to be received.
- iii. **Dryer Duct Cleaning:** The dryer duct cleaning was completed by City Air Duct in January 2008.
- iv. **Tree Removal:** One tree was removed from the property, which had been close to the building and which had presented a fall hazard should there be another strong wind storm.
- v. **Door Repairs:** The repairs to the fourth floor exit door have been completed.
- vi. **Elevator Repair:** The elevator was not working on April 14th, 2008. This may have been due to an unscheduled move out. It has since been repaired. The Council will be considering backcharging the owner of the unit where the move originated. Monarch will follow up with the owner who witnessed the incident.

(h) Quotes Reviewed:

- i. **Cleaning of Drain Stacks:** Two quotes were received from plumbing contractors for the clearing of all the stacks. After some discussion, it was **moved (#403)** and **seconded (#405)** to proceed with the quote from Latham's Mechanical.
MOTION CARRIED
- ii. **Keyless Security System:** The Agent provided the Council with two quotes for the conversion of all the locks in the building to a FOB (keyless) system which tracks the entries into the building on a computer system. After some discussion and due to cost, it was decided that the issue would be put to the owners at the next general meeting.
- iii. **Appraisal Renewal Contract:** The Agent provided the Council with a quote from the appraisal company for the renewal of the 3 year appraisal contract. This appraisal is a requirement for insurance. It was **moved (#102)** and **seconded (#203)** to proceed as quoted.
MOTION CARRIED

(i) Correspondence Received:

- i. **Correspondence re. Plugged Drain:** Consideration was given to an owner's written request for reimbursement of a plumbing bill which had resulted because the common building stacks had not previously been cleared. The owner believed the back-up issue to be caused within his section of the drain. A copy of the paid invoice was provided to Council. It was **moved (#102)** and **seconded (#203)** to reimburse this owner with the cost of the plumbing bill.
MOTION CARRIED
- ii. **Correspondence re. Enterphone Name Change:** An owner forwarded an email requesting that a specific notation be included on the call board beside their unit number. Council agreed to follow up with the owner regarding their request.

June 4th, 2008

Page 3

Please retain these minutes for your records, as you will be required to provide these to potential purchasers should you decide to sell your unit. Replacement copies will be subject to a per page cost upon a seven (7) day advance order from Monarch Strata Ventures Inc.

STRATA PLAN VR-264 MINUTES OF STRATA COUNCIL MEETING

(i) Correspondence Received – Cont'd . .

- iii. **Correspondence re. Engineering Reports:** Two letters were received from an owner and reviewed by the Council regarding obtaining engineering report. Council thanks the owner for their comments and advised that the points are well taken.
- iv. **Correspondence re. Tenants & Move-In Issues:** An email was received from an owner, reviewed and noted by the Council. Council agrees with many of the points made and appreciates the owner's suggestions.
- v. **Correspondence re. Repairs to Building:** An email was received from an owner, reviewed and noted by the Council. Council appreciates the owners concerns with taking action to maintain the building.
- vi. **Correspondence re. Nov 28/07 Council Minutes & Repairs to Common Area Doors:** Emails were received from an owner, which was reviewed by the Council. Council appreciated the owner's comments with respect to the minutes; the repair to the common area doors, which were not closing properly, has been completed.
- vii. **Correspondence re. Neighbouring Gate Noise:** Correspondence was received from an owner and reviewed by the Council regarding excessive noise being generated from the neighbouring building. Council authorized Monarch to issue a letter to the manager at this building.

VI. BALCONY & PARKADE ENGINEERING REPORT

The report from McArthur Vantell Ltd. was circulated to Council prior to the meeting. A lengthy discussion was held on the recommendations within the report. The following was agreed with regard to this report. A copy of the report will be circulated to all owners with the notice of a Special General Meeting (SGM), which has been tentatively called for September 10th, 2008; notice for this meeting will be mailed at least 16 days prior to the meeting. The outcome of this report will be discussed at this meeting, as well as the review of the quotes obtained for installing a keyless security system in the building. The Council requested that quotes from contractors specializing in balcony repairs be obtained prior to this meeting. More discussion on the proposed resolutions will be discussed at the next Council meeting, which will be held prior to this SGM.

VII. NEW BUSINESS

- (a) **48hrs Notice for Move In/Out:** After some discussion, the Council decided that a notice should be posted in the elevator and near the mail boxes reminding all owners and tenants, that 48 hours notice must be provided to Council and/or the management company prior to a resident moving into or out of the building.
- (b) **Common Area Carpet Cleaning:** It was agreed that the common area carpets should be cleaned and that Dry Chem should do this work, given the positive experience with this firm in the past.
- (c) **4th Floor Common Area Door:** Council reported that one of the doors on the fourth floor shuts quite loudly and is difficult to open. Monarch will have a contractor address this issue.
- (d) **Raccoon Issue:** It was noted that a family of raccoons may have moved onto the building's roof. It was decided that steps would be taken to remove two additional trees that provide the raccoons with access to the roof. Monarch will obtain a quote from BC Tree Services and forward it to Council prior to proceeding.
- (e) **Elevator Key:** It was decided that Monarch should contact Richmond Elevator to obtain an additional elevator key.

June 4th, 2008

Page 4

Please retain these minutes for your records, as you will be required to provide these to potential purchasers should you decide to sell your unit. Replacement copies will be subject to a per page cost upon a seven (7) day advance order from Monarch Strata Ventures Inc.

STRATA PLAN VR-264 MINUTES OF STRATA COUNCIL MEETING

VII. NEW BUSINESS – Cont'd ...

- (f) **Interior Painting Touch-Ups:** It was noted that the elevator floor and frame require painting. Council also discussed painting touch-ups on some common area doors, for which the Council had the paint. Council agreed to complete this job over the summer.
- (g) **Stucco Repair:** It was noted that the stucco around the hose bib near the front door requires repair. Monarch will have a contractor perform this repair.

VIII. NEXT COUNCIL MEETING

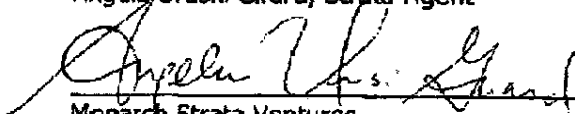
The next Council meeting has been scheduled for **Tuesday, August 12th, 2008** at 7:00pm in Unit #102.

IX. ADJOURNMENT

As there was no further business to discuss, it was **moved (#403)** and **seconded (#102)** to adjourn the meeting at 10:10 pm.

MOTION CARRIED

Angela Uruski Girard, Strata Agent



Monarch Strata Ventures
263 East 11th Street
North Vancouver, BC V7L 2G8
Tel: 604-985-8518 Fax: 604-985-8418

June 4th, 2008

Page 5

Please retain these minutes for your records, as you will be required to provide these to potential purchasers should you decide to sell your unit. Replacement copies will be subject to a per page cost upon a seven (7) day advance order from Monarch Strata Ventures Inc.