

THE PENDRELL – STRATA PLAN VR 264

TIME AND LOCATION:

7:00pm
#404 – 1234 Pendrell Street

**STRATA COUNCIL
2009/2010**

PRESIDENT
Sandra Barsky

TREASURER
Tim Hansen

SECRETARY
Biagio Galle

AT-LARGE
Diane Dary
Nancy Black
Phillipe Varrier

STRATA MANAGER

George Nicolaou
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**ACCOUNTS RECEIVABLE
CALL CENTRE**
1-877-585-4411
AR@baywest.ca

BAYWEST MANAGEMENT
**300 – 1770 BURRARD
STREET**
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325

PRESENT:

Sandra Barsky
Tim Hansen
Biagio Galle
Diane Dary
Phillipe Varrier

REGRETS:

Nancy Black

George Nicolaou, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:05pm. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of September 3rd 2009 as distributed. **CARRIED**

(3) FINANCIAL REPORTS

3.1 FINANCIAL STATEMENTS

It was moved and seconded to approve the Financial Statements for the periods ending August 31st and September 30th 2009 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the date of the meeting, \$9,837.28 was owed by owners to the Strata Corporation. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month. Please be advised that any owner accounts that remain delinquent after 90 days, a letter will be sent demanding that the account is brought up to date within 21 days, or a lien will be placed.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 BALCONY REMEDIATION PROJECT

An information meeting was scheduled for November 24th 2009 to decide on the design of the balcony. Macarthur Vantell submitted three (3) possible balcony designs.

- Option 1: Stucco walls on the sides and railing along the front
- Option 2: Railing (metal or glass) wrapped around entire balcony
- Option 3: Balcony wrapped by a solid stucco wall

Subsequent to the Council meeting, the information meeting was held and by a majority vote, the owners decided to go with the balcony design that includes having stucco walls on the sides and railing along the front.

The Strata Manager will advise Macarthur Vantell once the owners have decided on a design. As previously mentioned, the consultant will start the design within four (4) weeks of receiving authorization to proceed.

The production of specifications and drawings is estimated to take approximately four (4) weeks, and the tendering process should take approximately two (2) weeks.

4.2 MAILBOX REPLACEMENT

After further investigation, Council was advised that replacing all the mailboxes to similar boxes will not improve the security. It was recommended to change the locks on a number of boxes as there are some that are quite old and there are newer locks that provide better security. It was moved and seconded to hire Broadway Locksmith to change the locks on a number of mailboxes. **CARRIED**

Council requested that the Strata Manager contact Broadway Locksmith to assess the mailbox locks and to provide a report. All owners will be advised when the repairs will be taking place, and when to pick up a new key for their mailbox.

4.3 PATIO REPAIRS TO #103 & #104

The patio repairs are nearing completion. Columbus Construction had advised the Council that removal of concrete was needed, in addition to the removal of the existing membrane. One of the quotations that Council previously received for \$16,100 included the concrete removal, but did not include the divider fences, the wood floating deck system, and parapet/wall flashings. Upon discussing the issue with Columbus, the company agreed to match the price and include the additional items at no extra charge.

4.4 PARKADE REPAIRS AT TOP OF RAMP

Columbus Construction repaired the dip located at the top of the ramp.

4.5 ANNUAL FIRE INSPECTION

As per Vancouver Fire Prevention, smoke alarms are required in every unit. In addition, a defective battery-operated smoke alarm needs to be replaced with a hard-wired smoke alarm. Council will inquire on the cost of hard-wired smoke alarms and propose the amount at the next Annual General Meeting.

In regards to the second inspection in a number of units, it was moved and seconded to not charge-back the invoice to those owners. **CARRIED**

4.6 PARKADE REPAIRS

TNC Restoration previously advised the Council that the best time to inspect the parkade for any water ingress is during the rainy season. Council requested that the Strata Manager contact TNC to come and inspect the parkade, and to do any further repairs that are needed.

4.7 OTHER

- Kelly-Boy stocked more light bulbs in the maintenance room
- Kelly-Boy has ordered new light fixtures for the lights by the back and side walls.
- Broadway Locksmith repaired the door closers on the 3rd and 4th floor doors, as well as the laundry room door

Council discussed a unit's window shades as it appears they are different than other units. All residents/owners are reminded of Bylaw 3 (20) which states:

"No awnings or shades shall be erected over and outside of those windows visible from the common property nor shall any screen be permanently attached to the building without the prior written consent of council. Only neutral (cream, ecru, beige, etc.) window coverings are permitted. Repair of windows is the owner's responsibility as well as the cleaning of accessible windows."

(5) CORRESPONDENCE

- Council received a second noise complaint pertaining to one (1) strata lot. The Strata Manager will write a letter to the owner as directed by Council, and include that the owner must address the issue pertaining to floor coverings in their unit
- Council received a second letter from an owner regarding a number of issues. Items included:
 - concerns about privacy,
 - that a strata lot may be operating a business,
 - in regards to parking stall #24,
 - regarding the bed bug inspection in April,
 - whether the Strata Corporation had joined CHOA,
 - the annual fire inspection,
 - the elevator,
 - a concern that the June minutes were delayed,
 - inquiries about her cheques.

The Strata Manager sent a letter as directed by Council addressing the concerns. In addition, a number of the items were discussed and reflected in the Council minutes. The Council requested that the Strata Manager write a follow-up letter to the owner addressing the remaining items:

- Upon further investigation, it was moved and seconded that parking stall #24 be designated for visitors. **CARRIED**
- In regards to the bed bug inspection, the Strata Corporation was responsible for the inspection only. Any problems in-suite was between the Vancouver Bed Bug Control and the owner of the unit. The Council requested that the Strata Manager look at an invoice recently paid to Vancouver Bed Bug Control and charge the invoice back to the particular owner(s) if it is related to their units.

The owner requested a hearing from Council. Council agreed to meet with the owner on December 8th at 7:00pm.

- Council received a reply letter from an owner in regards to operating a business. The owner stated that the people coming to their home are visiting for personal reasons. As no other written complaints from other units have been received by Council, Council is satisfied with the response received.
- Council received a request from an owner to replace their carpet with laminate flooring. It was moved and seconded to approve the request. **CARRIED**

The Strata Manager was requested to send an Assumption of Liability to the owner prior to the renovations taking place.

- Council received two (2) letters in regards to being charged-back for the second inspection. As mentioned earlier, owners will not be charged-back for the second inspection.

(6) NEW BUSINESS

6.1 ANNUAL GENERAL MEETING

The Annual General Meeting has been scheduled for January 28th 2009 at 7:00pm. A notice package will be sent to all owners in advance of the meeting.

6.2 SINK BACK-UP

The Strata Manager reported that there were two (2) incidents involving sinks backing up in two (2) units. Lathams attended to both incidents and recommended that all the drains are flushed. Council requested that the Strata Manager obtain two (2) quotations.

6.3 WINTERIZATION

Fire-Pro Fire Protection winterized the system in September.

6.4 LAUNDRY MACHINES

Engs attended to the building and moved the laundry machines so Kelly-Boy Maintenance can clean behind the units. Council reported to the Strata Manager that there is still a problem with the inside of the machines being dirty, and requested that the Strata Manager contact Engs to discuss the issue.

6.5 ELEVATOR

Council requested that the Strata Manager obtain two (2) quotations to upgrade the elevator, including the installation of textured laminate/arbouite on the walls and door, linoleum on the floor, replacing the light, and removing the rail. Council will be proposing the cost at the next Annual General Meeting.

6.5 STAIRWELL FRAMES AND DOORS

Council will be proposing to transfer the funds allocated to replace the mailboxes, to repair and repaint the stairwell doors and frames.

(7) NEXT MEETING & TERMINATION

The next meeting is the Annual General Meeting scheduled for Thursday, January 28th at 7:00pm.

There being no further business, the meeting was terminated at 9:40pm.

Submitted by:
George Nicolaou, Strata Manager

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two(2) years. There will be a charge for copies.