

COUNCIL MEETING MINUTES

TUESDAY, MARCH 23rd 2010

THE PENDRELL – STRATA PLAN VR 264

TIME AND LOCATION:

7:00pm

#102 – 1234 Pendrell Street

**STRATA COUNCIL
2010/2011**

**PRESIDENT
Sandra Barsky**

**VICE-PRESIDENT
Biagio Galle**

**TREASURER
Tim Hansen**

**SECRETARY
Dianne Dary**

**PRIVACY OFFICER
Rayne Morgan**

**AT-LARGE
Phillipe Varrier**

**STRATA MANAGER
George Nicolaou**

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

PRESENT:

Sandra Barsky
Rayne Morgan
Biagio Galle
Diane Dary
Phillipe Varrier

REGRETS:

Tim Hansen

George Nicolaou, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

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

1.1 STANDARD OPERATING PROCEDURES

The Strata Manager distributed copies of the "Operating Procedures" to all Council members, which outline the policies and procedures to ensure the smooth operation of the Strata Corporation. After reviewing the document, it was moved and seconded to adopt the operating procedures for the 2010/2011 Council term. **CARRIED**

1.2 PRIVACY CODE

The Strata Manager forwarded a sample document for the purpose of the Strata Corporation establishing a privacy policy. The Council will review the document, make any necessary changes, and discuss and decide at the following Council meeting.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of November 19th 2009 as distributed. **CARRIED**

(3) FINANCIAL REPORTS

3.1 FINANCIAL STATEMENTS

As the Council Treasurer was not present at the meeting, the approval of the financial statements was deferred to the next Council meeting.

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the date of the meeting, \$9,613.87 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

The balcony remediation project began the week of March 15th, starting with the north decks. The restoration of the south decks is tentatively scheduled to start in May.

Council inquired with the contractor and the engineer whether the exterior of the building can be painted. McCarthur Vantell reported that various areas of the building would have to be tested to see if the building is dry and suitable for exterior painting. The engineer also reported that another type of scaffolding may be needed. Council requested that the Strata Manager inquire with McCarthur Vantell, and also obtain quotations for exterior painting. The Strata Manager informed the Council that in order for the exterior painting to be done, a General Meeting will need to be scheduled to approve the project.

4.2 ELEVATOR INTERIOR UPGRADE

Council received a quotation from Orka Property Services for the elevator interior upgrade. The Strata Manager reported that additional quotations will be submitted by Richmond Elevators and West Coast Elevators. The Council will review the quotations at the next Council meeting.

4.3 SMOKE ALARMS

It was approved at the Annual General meeting to install AC hard-wired smoke alarms in the strata lots. Fire-Pro is currently reviewing the building drawings, and estimate that the installation of the smoke alarms can take place in late April. A notice will be sent in advance to all owners.

4.4 LIGHT COVERS

A number of covers are missing from light fixtures in the common area hallways and stairwells. Kelly-Boy Maintenance was requested to order the covers and will be installing them when they arrive.

4.5 COMMON DOORS AND DOOR FRAME PAINTING

Council received and reviewed three (3) quotations to paint the common area doors and door frames in the building. It was moved and seconded to approve the quotation from Wolfgang Commercial Painters for \$1,330 plus tax.

CARRIED

Council requested that the project start in June, towards the conclusion of the balcony remediation project. Council also requested that the Strata Manager inquire if five (5) strata lot doors can be painted to conform with all the unit doors in the building.

4.6 PARKADE REPAIRS

TNC Restoration attended in February and conducted further parkade repairs. It was reported that there are still water ingress issues on the east side and north-east side of the parkade, The Strata Manager will inform TNC Restoration and have them address the two (2) areas.

(5) CORRESPONDENCE

- Council received a request from an owner to conduct a number of kitchen renovations. The Strata Manager will send an Assumption of Liability to the owner prior to the renovations taking place.
- Council received a letter from an owner regarding some debris leftover from Columbus Construction after the patio repairs, as well as a small section of fence that needed to be built. Columbus attended to the two (2) items.

(6) **NEW BUSINESS**

6.1 **CHIMNEY FLUTES**

Council requested that the Strata Manager obtain two(2) quotations to re-cap the chimney flutes.

6.2 **LIGHT IN LOBBY / MOTION DETECTOR LIGHT**

It was reported that an electrician will need to repair a light fixture in the lobby, as well as a motion detector light on the west-side of the building. It was moved and seconded to have an electrician repair the two (2) items.

CARRIED

6.3 **LEAK INCIDENTS**

Two (2) different leak incident were reported:

- The first incident was caused by a drain back-up at the front of the building affecting the common area lobby and one (1) unit. Phoenix Restorations was dispatched for emergency mitigation, and Benchmark Mechanical attended to auger the drain pipe. Subsequent to the Council meeting, it was estimated that the incident was in excess of the strata's \$5000 water damage deductible, thus an insurance claim has been opened.
- The second incident was caused by a cracked exterior hose bib and damaged the interior of a unit. Phoenix Restorations was dispatched for emergency mitigation, and Lathams attended to the hose bib. The Strata Manager will forward the scope of repairs to Council upon receipt.

6.4 **SOUTH PORCH**

It was reported to Council that there is standing water underneath the south porch. Council requested that the Strata Manager have someone have a look at the issue and report back to Council.

6.5 **AWNING**

It was reported to Council that the awning at the back of the building is leaking and is in need to repairs. Council received a quotation from Orka Property Services for \$1325 plus tax to rebuild the canopy with plywood using roofing paper, shingles and flashing. It was moved and seconded to approve the quotation.

CARRIED

6.6 **BIKE RACKS**

Council requested that the Strata Manager obtain two (2) quotations to install bike racks by parking stall #24 that can accommodate up to 45 bikes, and also a price to install individual bike racks in each parking stall.

6.7 **DRAIN PIPE BY PARKADE RAMP**

Columbus Construction sealed a hole around a drain pipe at the back of the building, and also extended the drain pipe to prevent water from splashing into the parkade.

6.8 **MAINTENANCE PROPOSAL**

Council received and reviewed a maintenance proposal from Servicemaster that includes carpet cleaning each year for \$650, window cleaning for \$350, dryer vent cleaning each year for a minimum charge of \$175, and tile floor cleaning in the laundry room for \$225. The carpet cleaning will be a four (4) visit program each year that will include one (1) shampoo and hot water extraction and three (3) maintenance cleans. It was moved and seconded to proceed with the carpet cleaning, window cleaning, and tile floor cleaning.

CARRIED

Council requested further clarification with regards to the dryer vent cleaning before proceeding. The Strata Manager will contact Servicemaster and advise the Council President for a decision.

6.9 INSURANCE OUTLOOK

As mentioned at the Annual General Meeting, the cost of insurance is expected to increase. Attached is a 2010 outlook with regards to Strata insurance.

6.10 PARKING STALL NUMBERS

Three (3) parking stalls in the parkade need to be numbered. It was moved and seconded to have Wolfgang Commercial Painters paint numbers for stalls #12, #13, and #32. **CARRIED**

The three (3) stalls will be numbered at the same time when the common area doors and door frames are done.

(7) NEXT MEETING & TERMINATION

The next Council meeting is scheduled for Tuesday, May 25th at 7:00pm in #403.

There being no further business, the meeting was terminated at 9:05pm.

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.