

THE PENDRELL – STRATA PLAN VR 264

TIME AND LOCATION:

7:00pm
#404 - 1234 Pendrell Street

STRATA COUNCIL
2009/2010

PRESIDENT
Sandra Barsky

VICE-PRESIDENT
Diego Gale

TREASURER
Tim Hanson

SECRETARY
Diane Oary

PRIVACY OFFICER
Rayne Morgan

AT-LARGE
Philippe Varnier

STRATA MANAGER
George Nicolaou

Direct Line: 604-714-8366
Direct Fax: 604-592-6265
Email: gnicolaou@baywest.ca

ACCOUNTS RECEIVABLE
CALL CENTRE
1-877-885-4411
AR@baywest.ca

BAYWEST MANAGEMENT
300 - 1770 BURNARD
STREET
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-8325

PRESENT:

Sandra Barsky (left at 8:10pm)
Tim Hanson
Diego Gale
Diane Oary
Philippe Varnier
Rayne Morgan

George Nicolaou, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00pm. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of March 23rd 2010 as distributed. **CARRIED**

(3) FINANCIAL REPORTS**3.1 FINANCIAL STATEMENTS**

It was moved and seconded to approve the Financial Statements for the periods ending October 31st, November 30th, December 31st 2009, January 31st, February 28th, March 31st, and April 30th 2010 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the date of this meeting, \$8,613.89 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**

As of the date of the meeting, the north side of the complex is nearing completion. The work on the south side balconies is forecasted to be completed by the end of June.

Council reviewed the reports submitted by McCarthur Vantell.

McCarthur Vantell advised that almost all of the stucco-clad balcony guard walls, including some of the sheathing at some of the balcony saddles in a number of areas, were found to be deteriorated and required to be re-built. As per the engineer, it appears that water ingress was occurring at the front planters, along with balcony saddles and at the outside corner of the decks. The structural engineer, Peak Engineering Ltd, also attended and advised that all the rotten/badly-stained wood needed to be replaced. Peak Engineering

conducted an inspection on April 23rd regarding the newly built balcony guard walls and no problems were noted.

4.2 EXTERIOR PAINTING

Council received and reviewed two (2) quotations for exterior painting. A quotation from McCarthur Vantel was also received to conduct a moisture probe test around the building prior to the exterior painting being done. The Strata Manager advised that a ¾ vote will need to be done at a general meeting to approve the project. Council will discuss paint colours prior to the next Council meeting. Council is planning to have a Special General Meeting in the summer.

4.3 ELEVATOR INTERIOR UPGRADE

Council received and reviewed three (3) quotations to upgrade the interior of the elevator, including the wall paneling, ceiling lights, and flooring. Council requested that the Strata Manager inquire with Richmond Elevators whether stainless steel can be installed between the panels. Council will discuss the project further at the next Council meeting.

Fujitsu Elevators, one (1) of the companies that was requested to provide a quotation, forwarded some concerns to the Strata Manager regarding the elevator, which included that the elevator is constantly re-leveling and that a number of components are original to the elevator. Council requested that the Strata Manager discuss these concerns with Richmond Elevators.

4.4 SMOKE ALARM INSTALLATION

Fire Pro Fire Protection attended in May to install AC smoke alarms in all of the units. Fire Pro reported that upon entering the various suites, lowering the light fixtures, removing switches and receptacles, that around 90% of all the accessed units have had newer light fixtures installed without having used Panatrox or the correct marretas/wire nuts for use with aluminum wiring.

Fire Pro installed the correct wiring that was needed to install the smoke alarms in the units that were accessed, but highly recommended that an audit be done by a qualified electrician to ensure that all plugs, switches and dimmers are rated for aluminum wire and/or terminated. Council requested that the Strata Manager obtain three (3) quotations for an electrical audit/repair.

Fire Pro advised that two (2) units were not available, and one (1) unit requires electrical repairs prior to a smoke alarm being installed. The Strata Manager will inform the two (2) owners that they will need to contact Fire Pro to arrange for access with the rooms being charged-back to the unit owner. A quotation will be obtained for the electrical repairs in one (1) unit and Council will review the extent of the work at the next meeting.

4.5 LIGHT COVERS

Kelly-Boy Maintenance advised that the light covers are no longer available for the fixtures in the building. The Strata Manager has requested that Gregg Electric provide a quotation for the replacement of a number of fixtures in the building, as well as a number of balcony lights that appear broken.

4.6 LIGHTS REPAIRED

Gregg Electric repaired the lights by the front lobby, the entrance light at the back of the building, the light on the southwest side of the building, and the motion detector light on the west-side.

4.7 PAINTING COMMON DOORS AND FRAMES

Wolfgang Painters have been advised to start painting towards the conclusion of the balcony project. Wolfgang will also paint three (3) parking stall numbers in the parkade. A quotation from Wolfgang was seen

received to paint six (6) unit doors that do not match with the other doors in the building. It was moved and seconded to proceed with the proposal for \$85 per door. **CARRIED**

A Council member noted that a number of door knobs on the common doors need to be replaced. The Council member will purchase new door knobs and have them installed by Wolfgang when the common doors are being painted.

4.8 PARKADE REPAIRS

Council received and reviewed a quotation for \$1,760 from TNC Restoration for additional repairs in the parkade. It was moved and seconded to proceed with the repairs. **CARRIED**

4.9 LEAK INCIDENTS

Regarding the two (2) leak incidents as mentioned in the last minutes. Additional water ingress was found in both units. McCarthy Varnell found that the waterproofing on the exterior of the units had failed, and advised that a membrane patch was needed to prevent water from penetrating into the units. Tam Construction was advised to proceed with the repairs.

4.10 AWNING

A new awning was installed at the back of the building.

4.11 DRYER VENT CLEANING

Servicemaster completed the dryer vent cleaning in April.

4.12 BIKE RACKS

Council received two (2) quotations to install bike racks by parking stall #24, and also to install individual bike racks in each parking stall. Council will discuss this again prior to the next Annual General Meeting.

4.13 CHIMNEY FLUES

Council received a quotation from Lathams to replace the chimney flues. An additional quotation was requested from DMS Mechanical. Council requested that the Strata Manager inquire whether the smoke coming from the chimneys can come out vertically instead. Council will further discuss this item at the next Council meeting. This repair item will be proposed at an upcoming Special General Meeting.

4.14 PRIVACY CODE

The Council Privacy Officer recommended to approve the privacy code as presented by the Strata Manager at the last meeting. It was moved and seconded to approve the privacy policy. **CARRIED**

(5) CORRESPONDENCE

- Council received a letter from an owner regarding the HRTC statement. The owner was advised to contact the Baywest Accounting Department to obtain the form. The owner also requested that the unused money for a special assessment be refunded back to the owners. All owners are advised that the balcony project and the parkade repairs have not been completed. The repairs to the balconies at units #103 and #104 are completed, and the special assessment was entirely used. The owner also requested to obtain the contracts pertaining to the balcony remediation project. The Strata Manager will advise the owner when the documents are ready for pick-up.

- Council received a letter from an owner that they were verbally assaulted by another owner. The owner was advised to call the police immediately if they feel that their safety and security are at risk.
- Council received a letter from an owner requesting that the balcony walls between each unit be extended from floor to ceiling, that the front planter be removed, and a consent regarding the plates for the railing posts. The owner was advised that the balcony walls could not be extended without prior approval from the owners, and that the front planter was not included in the scope of work for the balcony repairs. At the time of the letter, the railing posts were yet to be completed. The engineer advised that the plates are required to secure the guardrails.
- Council received a complaint from an owner regarding the smoke alarm installation, and that Fire Pro never attended to their unit. The Strata Manager advised the owner that Fire Pro were delayed on the project as additional work was needed in order to install the smoke alarms properly in a number of units.
- Council received a request from an owner to pay their arrears in installments. As the owner did not include what amount they would be paying to the Strata Corporation, Council requested that the Strata Manager contact the owner and inquire on the installment amount that they would be paying. Council will further review at their next meeting.
- Council received a second noise complaint from an owner regarding another strata lot. Council requested that the Strata Manager write a letter to the owner explaining that a second complaint was received and further contravention will result in fines being assessed to the strata lot.

(6) NEW BUSINESS

6.1 CHOA RENEWAL

It was moved and seconded to renew the membership with CHOA.

CARRIED

6.2 ELEVATOR DEPOSIT

A former Council member was not refunded a \$100 elevator deposit paid last year. Council requested that the Strata Manager reimburse the former Council member.

6.3 ITEMS ON BALCONIES

Council will be reviewing the bylaw pertaining to items on balconies, and may propose an amendment to the bylaw at a General Meeting. At the completion of the balcony remediation project, all owners are asked to please refrain from hanging any planters on the outside of the railing until further notice.

(7) NEXT MEETING & TERMINATION

The next meeting is scheduled for June 22nd 2010 at 7:00pm in Unit #204.

There being no further business, the meeting was terminated at 10:15pm.

Submitted by:
Georgia Kicalaus, 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.