

**The Owner's Strata Plan NW 1990  
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Vancouver BC  
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Minutes of Council Meeting of Strata Plan NW 1990 held on Monday February 13 2006 in the Social Room of Concorde Place.

**In Attendance:**

John Ellen  
Janet Walker  
Allison Coupal  
Elizabeth Forbes

Peter Reay  
Judy Miller  
Claire Conrad – Property Manager

1. Call to order

Meeting was called to order at 6:35pm

2. Election of Council Positions

There was a unanimous vote for:

Chairman: John Ellen  
Vice Chairman: Peter Reay

3. Adoption of Previous Minutes

The minutes of October 05 and October 27 2005 were adopted as circulated.

4. Business arising from minutes.

Property Manager advised that there is no spare carpet for the lobby carpet replacement. Extra was ordered when the carpets were changed, but was damaged by water some years ago and disposed of.

The elevator grids have been installed.

5. Accounts to date

Property Manager distributed accounts for September to December. Council considered the accounts and made several adjustments to the year-end statement. These will be done and the adjusted statements will be distributed prior to the next meeting.

## 6. Property Manager Report

The exit sign powersmart light bulbs are installed. Property Manager sent off the claim for a BC Hydro rebate and has been advised that this is approved. Council requested that the funds when received be put into the 2005 budget.

Ashton Mechanical provided a quote to clean the #1 domestic boiler - \$285.50 plus tax.  
Approved.

Prolink Security Systems provided a quote for a new VCR and monitor for the security system – approximately \$1000 plus tax. Proposal to accept quote from Allison Coupal, seconded by Janet Walker. Passed unanimously.

The realtor signage board was vandalized and must be replaced.

The booster pumps for the Tower were too noisy and were repaired under warranty.

Resident Manager made a repair to the South Townhome hot water heater.

Roof repairs are on going for T31 and t45

A repair to the fan system in T21 is needed.

The wall in the men's change room in the recreation center was kicked in.

A section of the lattice fence around the pool area was vandalized. Resident Manager has repaired both areas.

There was a broken laundry supply pipe in 1003 Artisan Plumbing did the repair. There was no damage caused.

There was a break in to a townhome in November.

There have been on going problems around the townhome area with teenagers partying and drinking. The RCMP have been called on several occasions.

## 7. Correspondence from Owners

Letter for owner concerned that since the selling of most of the Rental Pool units there are more problems with 'absentee landlords' and damage to the building. He requested council consider putting policies on place so that resident owners and management can have more say in running of building.

Council, Management and resident Managers are continually striving to make the building a safe a comfortable place to live. Bylaws are in place and Resident and non-resident owners have the same rights and responsibilities. Because of the busy real estate market there are many move ins

/ move outs every month that are difficult to monitor. Resident Managers work very hard to keep accurate records of all tenants.

Letter from a resident re: noise problems from above after hard wood floors were installed, and as there is a young child in the unit, the noise is on going.

Resident Managers have spoken to the resident of the upper unit in this regard.

#### 8. New Business

There was a review of AGM issues:

- I. There was a suggestion to have Block Watch. Any owner can organize this and the social room is available as a meeting place. If interested in participating in this idea please advise the Resident Manager, who will make the room available.
- II. Question of Management Fees: Council will investigate requested.
- III. Strata Fees: Property Manager asked to get comparative fees from similar buildings in the area.
- IV. Roof Repairs: A manual is needed to keep records of all repairs done. Property Manager will ask Roof Consultant for records.
- V. There was discussion re: making steel braided hoses for washers and dishwashers mandatory. This can be done by bylaw.

Property Manager to have a notice posted re: safety, security issues.

The next Council meeting is scheduled for Thursday April 25 at 6:30pm

There being no further business, meeting was adjourned at 8:00pm



**STRATA PLAN NW 1990**  
**MINUTES OF COUNCIL MEETING**  
**April 25, 2006**

**Attending**

John Ellen (Chair), Janet Walker, Alison Coupal, Elizabeth Forbes, Claire Conrad and Peter Fairchild (property managers)

**Call to Order**

The meeting was called to order at 6:35 pm,

**Minutes of Previous Meeting**

The minutes of the council meeting held on February 13, 2006 were approved as circulated.

**Business Arising**

1. BC Hydro

BC Hydro advised that the strata will receive a cheque for \$658.88 for light bulb rebate. It was agreed that this would be put in the current year's budget.

2. Blockwatch

There has been no progress made on this issue since the last meeting.

3. Break-Ins

Signs have been posted to alert residents.

**Financial Issues**

1. Approval of Financial Statements

The financial statements for December, 2005, January, 2006 and February 2006 were approved as circulated. It was noted that the Telus invoices are correct to date. A question was raised as to the variation in strata fees in January (property manager to check). And, it was noted that there were five months of 'benefits' included in the January statements.

For the March 2006 statements, council requested that all invoices be attached to the financial package, that the accounts receivable should be included in the package and that the special assessment list was no longer required.

## 2. CDIC Insurance

Council requested the property manager to provide clarification on the extent of coverage for CDIC insurance on its accounts and term deposits.

### **Property Manager's Report**

- A review of the Terason Gas bills indicates that gas consumption is down a fraction.
- There is a budget of \$10,000 allocated for the sauna. The filter went last week and cost \$1,000 to repair; the quote for the retiling is about \$7,000 and the submersed light is not working. It was agreed to proceed with the retiling.
- Davey Trees has quoted pruning and crown surgery at a cost of \$2,865; this amount has been budgeted.
- Craig has submitted a quote to paint all of the elevator door frames (cost of \$1,000); council authorized this to proceed but will not do anything about wall-papering the lobby at the present time;
- The recycling company sent us a certificate indicating that the strata had diverted 417 tons of materials from the garbage dump last year. Council agreed that the certificate should be framed and hung in the office.
- Some repair issues include west side deck repair (done), T-33 leaks (completed for a cost of \$5,000), a temporary repair of T-31 (estimated at \$1200-\$2000), roof replacement for T-45 (estimated at \$15,900), and some issues with T-46 (moisture readings are very high)
- Council requested the property manager to report on which roofs have been done.
- Council has been looking at strata fee and management fee comparisons. Strata fees in the area appear to range from \$2.68 - \$3.32 per square foot per annum. Council still needs some more comparisons.
- Council discussed the options for the walkway across the grass and approved the crushed stone option at a cost of \$1,251. A request was made to purchase some extra stones for the path through the shrubbery at the corner.
- It was agreed to move one of the cameras to the garbage room at a cost of about \$600.
- A number of complaints have been received about unit 301; it was agreed that the property manager would write to the owner.

- Parking level P3 is in need of a power washing. It was agreed that the property manager would obtain some quotes.
- Council discussed requiring a key deposit for access to the swimming pool but concluded that nothing would be done for the time-being. There were some concerns with swimming pool access that need to be considered.
- Hours of operation for the swimming pool were discussed. It was agreed that the pool would be opened on June 1, 2006 and closed after Labour Day.
- Some of the pool lights are no longer functioning. It was agreed that two or three would be replaced this year as that was all there was in the budget.
- Council requested that the property manager obtain a quotation for a pool blanket and roller as this could substantially reduce heating costs.

### **Correspondence from Owners**

#### 1. Unit 204

A request for the installation of laminate floors has been received; this was approved by council.

#### 2. T-3

A request has been received to plant some shrubs and plants at the owner's expense as well as undertaking some pruning of the cedar trees. Council agreed to both requests except that a professional firm would undertake the necessary pruning.

#### 3. Unit 1001

This owner has a night job and must sleep during the day; he is complaining about the incessant construction noise that has been going on for weeks in a unit above. Council sympathized with the problem but agreed that it could not stop the construction work as it was being done in hours permitted. However, the resident manager to investigate and determine what is being done and when it will be completed.

### **New Business**

#### 1. Window Cleaning

Window cleaning will be undertaken as soon as the annual rail inspection has been completed; this is scheduled for May.

#### 2. Management Fee Review

Following a request at the annual general meeting, Council will undertake a review of management fees being charged in similar strata properties in the immediate area.

3. Payroll Issues

As there is now a new payroll process in place for the resident managers, details must be provided by the property manager so the rental pool can provide the required reimbursement.

4. Visitor Parking

It was noted that the asphalt seems to be breaking up around the visitor parking area even though the repaving is relatively recent. The property manager agreed to investigate and report back to council.

5. New Property Manager

Peter Fairchild will be taking over the day-to-day property management responsibilities from Claire Conrad effective immediately though Claire will still be available as council required. There was a brief discussion to update Peter on council processes and expectations.

**Next Meeting**

The next meeting is scheduled for June 20, 2006 at 6:30 pm.

**Adjournment**

The chair adjourned the meeting at 8:25 pm.