

**STRATA CORP NW 1990 – CONCORDE PLACE  
MINUTES OF COUNCIL MEETING  
October 10, 2006**

**Attending**

John Ellen (Chair), Judy Miller, Janet Walker, Peter Reay, David Rehanek, Allison Coupal, Peter Fairchild (property manager)

**Call to Order**

The chair called the meeting to order at 6:35 pm.

**Approval of Agenda**

The agenda was approved as circulated.

**Approval of Prior Minutes**

The minutes of the council meeting held on August 8, 2006 were approved as distributed.

**Business Arising**

1. Blockwatch

There appears to be insufficient interest in the building to pursue this matter further.

2. Lighting Retrofitting

The property manager reported that he had received a final quote for retrofitting all of the lights in the parkade at a cost of about \$35,000. The BC Hydro rebate will be just under \$6,000 for an actual cost of \$29,000. The payback to the strata in reduced hydro costs is estimated at \$10,000 per year; this does not include the savings from reduced light bulb purchases and repairs. Council discussed undertaking the work in stages and then agreed to put it in the budget if this item did not require an increase in strata fees.

**Maintenance Issues**

1. Elevator Repairs

Council confirmed its decision via e-mail to proceed with repairing the elevator.

2. T-21 Repairs

The property manager reported that he was having some difficulty scheduling the wall repairs in T-21 as the normal contractor is not available until December. However, he has contacted another supplier who has indicated that he can do the work before the end of October.

3. Dryer Ducts – Townhouses

It was agreed that the townhouse dryer ducts should be cleaned this year as they have not been done for some time. The property manager will contact our contractor to get this arranged. Subsequent, the town houses will be placed on a regular cycle as is done for the tower.

4. Washing Machine Hoses

Glynda is following up to revise the list of units that have not yet replaced their hoses.

5. Dryer Cleaning

The property manager reported that all of the owners residing in the building had undertaken the recommended dryer drum cleaning but that the non-resident owners had not yet responded, despite two letters reminding them of same.

6. Pest Control

The property manager advised that the pest control company could no longer do preventative spraying in the building as this was contrary to new regulations. However, they were still attending to deal with the rodent problem on a regular basis.

**Landscaping/Recreational Facilities**

Despite a careful search, it was not possible to buy the new pool chairs at the discounted price this fall; therefore, they will be purchased before the pool opens next summer.

**Administrative Issues**

1. AGM Planning

Council agreed to schedule the next Annual General Meeting for Tuesday, November 28, 2006 at 7:00 pm. The property manager will check with the Cameron Centre to see if a meeting room was available for this date. Otherwise, it will take place at the Executive Inn. There are no special resolutions or bylaw changes that require member approval.

2. Security

As a number of concerns have been raised about security, council discussed the current level of service being provided and directed the property manager to inquire about the cost of increasing the number of patrols and/or adding random patrols through the parkade at night. If the costs are reasonable, they will be included in the budget now being developed for next year.

3. Janitorial Services

Council raised a concern with the costs of janitorial services which exceed the budget for the year. The property manager replied that the janitorial contract was revised in July and those costs had dropped by about \$300 per month. Some of the costs were related to the wrong coding and some were related to the additional services being provided by IVP.

## **Financial Issues**

### 1. Approval of Financial Statements

The treasurer reviewed the financial statements for the past few months; there were a number of questions she had which she would discuss with the property manager subsequent to the meeting. Approval of the financial statements was deferred to the next meeting.

### 2. 2007 Budget Proposal

The property manager presented a draft budget for review. There was considerable discussion around each line item as well as on the capital improvements that should be undertaken next year. Based upon the conversation, the property manager will make the necessary revisions for council to approve at its next meeting. It was agreed that the budget should be balanced so that there would be no need for any strata fee increases for the year.

## **Correspondence**

### 1. Fines

It was noted that the tenants have moved from the premises; the owner is requesting an explanation for the fines that Council had levied against him prior to the tenants' departure. The property manager will provide him copies of the complaints while protecting the identity of the complainants.

### 2. Retaining Walls

A letter was received complaining about the condition of the garden retaining walls and requesting that they be repaired. This item has been included in the draft budget.

### 3. Noise Complaints

A number of complaints were received in September relating to the noise levels in one unit. The property manager has already written to the owner documenting these concerns and requesting that the by-laws be obeyed. Council agreed to fine the owner should any subsequent complaints be received.

### 4. Gas Thefts

An owner wrote to complain that the gas in his RV has been siphoned off on a number of occasions despite his locking gas tank. Council is reviewing its security program and will make a recommendation about increasing it once costs are obtained.

### 5. Laminate Floors

Council received a request to install laminated floors and approved it conditional upon receiving proof that the high grade of insulation will be used as a noise barrier.

## **Next Meeting**

The next meeting is scheduled for October 24<sup>th</sup> at 6:30 pm. The primary purpose for this meeting is to review the budget proposal for the Annual General Meeting.

**Adjournment**

The chair adjourned the meeting at 8:45 pm.

**STRATA CORP NW 1990 – CONCORDE PLACE  
MINUTES OF COUNCIL MEETING  
October 24, 2006**

**Attending**

John Ellen (Chair), Judy Miller, Elizabeth Forbes, Alison Coupal, David Rehanek, Peter Fairchild (property manager)

**Call to Order**

The chair called the meeting to order at 6:40 pm

**Approval of Agenda**

The agenda was approved as circulated.

**Approval of Prior Minutes**

The minutes of the council meeting held on October 10, 2006 were approved as distributed.

**Business Arising**

1. Security

The property manager reported on his discussions with Securiguard. Currently, they attend two times a night twice per week for a patrol of about 10 minutes each. To increase the time-on-site to 25 minutes (lobby, grounds and three levels of parkade) would cost \$16.50 per patrol. Council discussed what was needed to improve security around the premises and agreed to recommend increased security patrols as part of the budget for 2007.

2. AGM Location

As there are no available meeting rooms at the local community center that can accommodate this event, it was agreed that it would be held at a local hotel. The property manager reported that the meeting room rates at the Coquitlam Inn were less than the Executive Inn. Council agreed to hold the meeting at the Coquitlam Inn. Registration will begin at 6:45 pm and the meeting will start at 7:00 pm.

3. VCR for Recording

David advised that he could provide the office with a VCR that could record the camera images on a 24-hour basis. Council thanked David for his contribution to increased security.

## **Financial Issues**

### 1. Financial Statements

Council reviewed the September financial statements and the revisions that had been made to the format to simply them. There were some questions with the miscellaneous payables as well as establishing pool receivables on a monthly basis.

### 2. 2007 Budget

Council reviewed in detail the draft budget for 2007 as well as the explanatory notes prepared by the property manager. Council agreed to recommend approval of the budget to members and discussed the format of the notes that would accompany the budget.

## **Correspondence**

### 1. T-28 – Painting

Council approved the request to repaint the deck the same grey as previous.

### 2. 1804 – Harrassment

Council received two letters requesting assistance because another resident was continually harassing her for noise problems that had nothing to do with her unit. Council directed the property manager to write to the resident who might be causing causing the problem.

### 3. 2102 – Renovations

The new owner of this unit is requesting permission to undertake a number of renovations including the installation of a shower stall in the en-suite bathroom. Council approved the renovations, subject to the normal bylaws, with the exception of the shower stall. The shower stall cannot be installed because of issues relating to both plumbing and ventilation.

## **Next Meeting**

The next meeting will be at the call of the chair following the Annual General Meeting on November 28, 2006.

## **Adjournment**

The chair adjourned the meeting at 8:00 pm.