

# MEETING MINUTES

**Strata Council LMS4220 – Parc Kensington**  
**Wednesday, January 10, 2007 at 6:30PM**  
**2006/07 Strata Meeting No. 3**

## **Present:**

Debbie Poon, President ..... debbie@poon.ca ..... 604-777-9976  
Dominic Darboh, Landscape Coordinator ..... alidom@shaw.ca ... ..... 604-759-9517  
Marilyn Fransen, Secretary ..... kmfransen@shaw.ca ..... 604-525-4940  
James Lavender, Treasurer ..... lavender708@shaw.ca ..... 604-522-2499  
Congjin Lu ..... lucongjin@yahoo.com ..... 604-521-9100

## **Absent:**

Rikki Clarke, Maintenance Coordinator ..... rik\_tra@yahoo.ca ..... 604-524-1615

## **Agenda:**

### **1.0 Maintenance**

### **2.0 Landscaping**

### **3.0 Bylaw Issues**

### **4.0 Financial/Insurance issues**

## **Quorum:**

As all members received sufficient notice and quorum was present, Debbie Poon declared the meeting properly called at 6:45pm and regularly constituted for the transaction of business.

## **1. MAINTENANCE**

### **1.1 Roof leaks**

There have been roof leaks at 2 units over the past couple of months, as well as a roof vent cap that needed proactive repair before leaks entered the unit. After some delay due to unusually inclement weather over the previous several weeks, Crown Roofing repaired the three occurrences the first week of January. Invoice not yet received at time of meeting.

### **1.2 Damaged garage doors**

- a) Dominic has been assigned to speak with owners of a unit who have not yet repaired their garage door after having dented it, and check on the same issue at a second unit. Time frames for repair will be set with the owners.
- b) More extensive damage occurred also at another unit, to both a garage door and surrounding frame. Council has confirmed that the damage was repaired by a contractor at the owners' expense and there is no apparent structural damage. Council will ask the owners in question to provide for strata's records a written release confirming the above. Painting of replacement wooden surround still needs to be completed when weather permits; the strata has a can of the proper paint colour already and will provide it to the owners.

### 1.3 Christmas decorating

Thanks to everyone who helped with Christmas decorating. Council will be putting out a request for other volunteers to help take down the lights and change the coloured bulbs.

### 1.4 Monthly Maintenance volunteers

Many thanks to all participants in recent months:

September: #8-22788 – Recep and Collins

October: #12 – Wei and Yu

November to December: #11 – Josie and Chris

Schedule for upcoming monthly maintenance:

**Mid January to February: #23**

Rikki is **looking for participants for March and April** so if you would like to volunteer please let her know. Otherwise she will go door to door to ensure everyone takes a turn.

### 1.5 Snow removal

The strata needs new snow shovels; James to consult with Rikki to purchase them as soon as possible before we get more snowfall. While the old shovels were needing to be replaced soon anyway, both went missing during the last snow cleanup. Council discussed ideas such as locking the shovels in the garbage shed with a bike lock, or having specific owners keep them and have a sign-out sheet.

More salt purchased for the winter at a cost of \$115

Council reminds all residents that help is needed by everyone to keep the roadway and walkways clear, and sincerely thanks everyone who has helped do so this winter so far. The cost savings compared to having a snow plow attend are quite substantial and you are also helping your neighbors manoeuvre around the complex more easily and safely.

### 1.6 Parking spot beside unit #10

The bricks were removed & stored from the visitor parking spot by #10 and the area was cordoned off to ensure no one trips until the area can be permanently repaired.

Many thanks to helpers from units:

#5-22728

#1-22788

#8-22788

#10-22788

#11-22788

#12-22788

Council also purchased four concrete slabs for the owners and visitors to #10 to walk on across the empty spot (cost: \$38).

### 1.7 White paint for trim around doors purchased (cost: \$37.26)

## **2.0 LANDSCAPING**

### **2.1 Mole problem**

Moles reported at the last meeting have moved on or hibernated for the winter. If they come back in the spring the only resolution council can determine is to kill them. Council will review in the spring and asks all residents to be on the lookout for them and report them to Dominic as soon as possible.

### **2.2 Dog issues**

Owners seem to be taking more care to adhere to bylaws concerning the keeping of pets. Council thanks everyone for their cooperation.

## **3.0 BYLAW ISSUES**

### **3.1 Storm door**

#7-22788 made a written request to install a storm door on their front entryway. Since the door was to be the same type and colour as those previously installed at other units, council approved the request.

### **3.2 Rentals**

Dominic talked with an owner who had intended to rent out their unit, reminding them of the rental restrictions in the bylaws, including the need to submit a request to the council. The owners are not yet renting their unit nor has any request been made to the council.

### **3.3 Uninsured vehicle**

Since the last meeting the council dealt with an uninsured vehicle left parked on the owners' driveway in violation of bylaw 33.2. The owner was out of town for an extended period and was unable to have the vehicle moved, but at council's request he was able to provide a written request asking for permission to leave the car there for a short, defined period of time, and taking responsibility for any and all liability arising from having the car parked there.

### **3.4 Noise**

There have been some concerns raised about noise from some units. Council reminds all owners to ensure they understand the strata bylaws pertaining to noise, and also reminds all residents that unusual disturbances, no matter what time of day, can be reported to the RCMP non-emergency line, as there are also city noise bylaws.

Council asks all residents to be considerate of their adjoining units and hopes that any disturbances can be worked out among neighbors. However if it appears that residents are being unreasonably noisy and inconsiderate after being told they are disturbing their neighbors, then fines will be considered by the council.

## **4.0 FINANCIAL/INSURANCE ISSUES**

### **4.1 Flood/insurance claim**

A flood occurred at a unit and spilled over into an adjacent unit; an insurance claim is being made by the strata. The deductible is \$2500. Initial estimates of just the initial emergency cleanup (and not full repair) already surpassed that amount so council determined it was wise to make a claim.

Council will discuss with the owners of the unit to confirm that the original cause of the flood was properly repaired.

Council has not heard back from the insurance adjuster at the time of the meeting.

Since this is the first time that any incidents at Parc Kensington have occurred that required an insurance claim, it became apparent that many owners possibly do not fully understand or remember how insurance in a strata works so council wanted to provide an explanation:

Our strata insurance is not only for the structure but also for the fixtures; everything except contents. This is the way all stratas work, simply because the units are physically joined together. As owners are already aware, the strata pays a yearly fee (over \$11,000 this year) for the buildings to be insured.

Each owner can choose to purchase their own insurance to cover their contents (possessions) and in that individual insurance policy an owner can choose additional coverage if they have upgraded their appliances, flooring, etc. that are only insured at their most basic level in the strata's policy (the strata's policy is based on the original fixtures that came with the units). As a side note, the council also recommends that owners consider get additional coverage for glass breakage; if a window were to break usually it is less expensive to submit an individual claim (for which the strata would pay the deductible) than to pay for an entire new window.

The strata insurance covers the buildings and fixtures against loss or damage due to various things, each cause with its own deductible. Owners can refer to the outline of the policy in our AGM notices since every year at the AGM we are required to review the insurance coverage for all owners. So if there is a claim to be made it is the strata that makes the claim and pays the deductible. Then an insurance adjuster will assess the claim and the insurance company will take care of all repairs etc. that are necessary (and are covered).

Another factor which is relevant here is that the strata insurance policy does not cover the costs to repair the actual problem that caused the flood, just the resulting damage.

### **4.2 Contact info / Reminder of what to do in an emergency**

Council would like to remind all residents of who they should contact in various situations and how to contact them. The council members' email addresses will be noted at the beginning of these minutes and council prefers that they be contacted by email with any issues or questions. Each council member's area of responsibility is also noted. Phone numbers are also provided for those residents who don't use email, and in case of urgent issues. However please be reasonable as to the time of day you call a council

member, keep in mind that all are volunteers, and also make yourself aware of which issues are the responsibility of the strata and which are not.

In an emergency all residents should be aware of the contact information for Dorset Realty: **604-270-1711** – this is the main number and after hours it directs you to a 24-hour emergency service.

#### **4.3 Report on discussion on lawyer's fee re property next door and resulting decision**

In the fall Council received a reminder notice of the legal fees due to our lawyer regarding the agreement with proposed developers of the property next door. Council again attempted to resolve the issue with the proposed developer but was unsuccessful. Council met informally to discuss the situation; we responded to the lawyer that while council agreed that he should be reimbursed for his work, the strata is not in a position to cover the costs and doesn't feel it is our responsibility to do so, since it was always our understanding that those costs would be paid by the developer.

#### **5.0 ONGOING REMINDERS TO RESIDENTS**

- **GARBAGE SHED-** Please keep clean and tidy; **keep your recycling at home until full bins are emptied; ALL CARDBOARD MUST BE CUT UP INTO PIECES TO FIT IN THE BINS – no larger than 1' x 2'.**
- **BYLAWS – Please review and understand them, especially regarding dogs, parking, noise, fines, etc.**
- **SPEEDING – this is a reminder to please slow down**
- **POTENTIAL HAZARDS -** All residents must take responsibility to ensure they are properly maintaining their unit with respect to **potential hazards** – for example, cleaning out dryer vents/hoses frequently, maintaining the furnace and vents, and any other fire hazards.
- Please submit your **e-mail address** if you are able to receive minutes electronically (to Secretary Marilyn at [kmfransen@shaw.ca](mailto:kmfransen@shaw.ca) or any other council member)

Next meeting tentatively set for March 14, 2007

# MEETING MINUTES

**Strata Council LMS4220 – Parc Kensington**

**March 14, 2007**

**2006/07 Strata Meeting No. 4**

## **Present:**

Debbie Poon, President ..... [debbie@poon.ca](mailto:debbie@poon.ca) ..... 604-777-9976  
Marilyn Fransen, Secretary ..... [kmfransen@shaw.ca](mailto:kmfransen@shaw.ca) ..... 604-525-4940  
James Lavender, Treasurer ..... [lavender708@shaw.ca](mailto:lavender708@shaw.ca) ..... 604-522-2499  
Dominic Darboh, Landscape Coordinator ..... [alidom@shaw.ca](mailto:alidom@shaw.ca) ... 604-759-9517  
Rikki Clarke, Maintenance Coordinator..... [rik\\_tra@yahoo.ca](mailto:rik_tra@yahoo.ca) ..... 604-524-1615  
Congjin Lu..... [lucongjin@yahoo.com](mailto:lucongjin@yahoo.com)..... 604-521-9100

## **Agenda:**

### **1.0 Maintenance**

### **2.0 Landscaping**

### **3.0 Financial Review**

### **4.0 Other**

## **Quorum:**

As all members received sufficient notice and quorum was present, Debbie Poon declared the meeting properly called at 6:45pm and regularly constituted for the transaction of business.

## **1.0 MAINTENANCE**

### **1.1 Gutters**

Four problem spots reported (22788: #1, 5#, #17 and #21/#22). Rikki to contact gutter company for estimate.

### **1.2 Roofs**

Debbie and Rikki still discussing with Crown Roofing the final bill for the roofing repairs in February. An owner has requested help in their repair bill for interior damage; the council will request to see the bill and will also offer help in case it can be done at a low cost.

New units have reported roof leaks around vents; Rikki and Debbie arranging for Cambie Roofing to take care of three reported issues for a cost of approximately \$300; and are also arranging for a free estimate to inspect roofs of all units.

### **1.3 Windows**

Council has assessed the need to wash the windows and will recommend to the next council that that be done in the new fiscal year.

### **1.4 MAYtenance Day – Tentatively set for May 26<sup>th</sup>**

Items needing attention:

- Touch up painting (realty tree, garbage shed doors, some fence areas);
- Wash garbage shed;
- Cut back vines covering stairs by #9-22788;
- Plus we will do a demonstration of the pressure washer and wash some common areas

### **1.5 Repairs required by owners**

Owners of two units have been informed that they need to fix their garage doors and/or tracks. Notes will be made on their accounts with Dorset if necessary.

The owners of a unit that flooded last year have been contacted to ensure the cause of the flood has been dealt with and to ask them to reimburse their next door neighbors for their costs to call a plumber.

### **1.6 Monthly maintenance**

Thank you to unit #23 for March. Future months:

April: #5-22728

May: #2-22728

### **1.7 Other maintenance**

- Marilyn to check on supplier for siding as there is a corner piece on the garbage shed needing replacement.

## **2.0 LANDSCAPING**

#8-22788 Rhododendron to be replaced – assigned to Dominic

Cedar trees along Westminster Hwy units – need to be assessed; some of the replaced ones have not survived and likely need to be removed.

## **3.0 OTHER**

### **3.1 Meeting with owner of property next door re access agreement**

Earlier this month the council met with the owner of the property to the south of Parc Kensington who is interested in developing the land into six townhouses, with road

access via Parc Kensington. The council presented a similar Agreement in Principle to that we were negotiating with another prospective developer last year, with some modifications to our requests and terms.

The owner/developer is Dave Mander and he works with an independent contractor Prit Litter.

Mr. Mander was open to the council's requests and will be getting back to us by the end of March with a confirmed version of the agreement after he reviews his anticipated costs. The agreement will be presented to the owners in the AGM notice with a proposal to allow the council to proceed with future details of the agreement.

### **3.2 New garbage removal company**

BFI is now the strata's garbage removal company. The pickup days are Wednesdays and Sundays at a cost of \$207.99 per month. The change was due to a large increase in our previous company Smithrite, who was raising their rate to \$315 per month.

### **3.3 Annual General Meeting**

The AGM is tentatively set for May 9<sup>th</sup> pending confirmation of availability of all parties including the intended venue (Hamilton Community Centre). The council will meet once more informally to draw up the agenda for the AGM including finalizing budget proposals and a special resolution regarding an access agreement with the property next door.

## **4.0 ONGOING REMINDERS TO RESIDENTS**

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