

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN LMS1447 – "THE ROSEMONT"
2271 BELLEVUE AVENUE
WEST VANCOUVER, BC**

Held Tuesday, October 9th, 2007
In suite 405, thanks to Shirley Curtis

PRESENT:	Dennis Cressey	<i>President</i>	Unit 402
	Ian Henley	<i>Vice-President</i>	Unit 101
	Gaye McLenaghan	<i>Decorating Committee/ Landscaping</i>	Unit 501
	Shirley Curtis	<i>Treasurer</i>	Unit 405

GUEST IN ATTENDANCE: Brian Parker Unit 307

MANAGING AGENT: John Lan, *Senior Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 7:15 p.m. Council acknowledged that Mr. Bill Kennedy has sold his strata lot and resigned from the strata council effective immediately.

GUEST BUSINESS

Council invited Mr. Parker to attend the meeting in order to allow him to observe how council conducted their meeting, hoping the owner will be joining the strata council at the upcoming annual general meeting.

APPROVAL OF PREVIOUS MINUTES

There being no errors or omissions, it was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY** to approve the strata council meeting minutes dated September 5th, 2007 as presented.

BUSINESS ARISING

1. **Boiler/Mechanical Status Update:** Council noted that they have authorized the use of the contingency reserve fund to pay for the boiler replacement for the building due to the nature of the emergency at the time. A notice has been sent to the owners advising them of the decision made by council soon after as per the requirement of the Strata Property Act. In order to follow proper protocol, it was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY** to ratify the action taken by the strata council for entering into a contract with Pacific Rim – Carrier Canada to replace the boiler system of the building in the amount of \$24,370.00 and pay for from the contingency reserve fund.

Council also noted that the new boiler is now installed and the contractor is doing some final adjustment to the system to allow the boiler perform most efficiently.

2. **Building Security Committee Report:** Council noted that there was an incident involving an individual somehow entered the building and asked various owners whether they would like to engage his service for carpet cleaning. Council agreed that this is a serious security breach of the building and would like to remind all owners that they should not allow anyone into the building without first knowing their identity. Owners should keep unknown individual out of the building at all time.
3. **Installing Steel Door Plate:** Council indicated that since Mr. Bill Kennedy has now moved from the building, council decided to hire a handyman from the north shore to assist the strata corporation in making minor repair around the building. The steel door plate will now be follow up by the handyman to have this work completed.
4. **Landscaping – Status Update:** The strata agent informed council that the landscape contractor will be performing the fall clean up on the common ground in the next few weeks when they are on site servicing the building. The contract will be ended as of November 30th, 2007. The contractor will be submitting their proposal for council review soon to allow council to make their decision on whether to renewal the landscape contract or not.
5. **Decorating Committee Report:** The decorating committee chair provided an update to council on the cost to prepare a presentation board for the owners review on the various option of materials for the building improvement. After discussion, council agreed the minor expense and would like to bring this forward to the upcoming annual general meeting for the owners discussion.
6. **Enterphone:** Council noted that a request was made to the strata agent from a new owner recently moved into the building for updating their name onto the enterphone panel, and requested that this to be follow up immediately.

FINANCE

1. **Financial Statements:** The treasurer indicated that some of the repair and maintenance expenses recorded in the financial statement should have been charged to the levy account for flashing related work, as this will reduce the overall operating deficit in the current fiscal year. After more discussion, the treasurer advised that she has reviewed the financial statements and their supporting documents and found them to be in order and recommended their approval. It was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY** that council approve the September 2007 financial statements as presented.

The strata agent advised that the adjustment will be made in the October year end financial statement to reflect the coding adjustment as requested by the treasurer.
2. **Receivables Report:** The strata agent reviewed the status of the accounts receivable to the date of this meeting and advised that there is no outstanding account that requires council's attention at this time.
3. **Draft Budget for 2007/2008:** The treasurer presented her draft budget for the new fiscal year for council discussion and advised that there will be an increase in the monthly strata fee due to a numbers of account would need additional funding. The strata agent also provided council with his version of the draft budget also with an increase of monthly strata fee for the new fiscal year. In reviewing and discussing both version of the draft budget, council noted that

the one presented by the treasurer shows an increase in funding to the repair and maintenance account, however, the one presented by the strata agent reflected an increase in strata agent fee. After some lengthy discussion, various adjustment were made to the draft budget by council, and it was **MOVED, SECONDED** and **CARRIED UNANIMOUSLY** that council approve the revised draft budget in the amount of \$158,382.40 be present to the ownership for their consideration and approval at the upcoming annual general meeting on November 20th, 2007.

CORRESPONDENCE

The strata agent tabled various items of correspondence for council's information as follows:

- a) Request to address window problem
- b) Canada Revenue Agency request owner's information
- c) Furnace replacement
- d) Various email exchanges amongst members of council

In discussion of the above, council directed the strata agent to follow up on the window problem reported by the owner to ensure proper repair is carry out.

NEW BUSINESS

1. **Planning For the Annual General Meeting:** Council provided direction to the strata agent on what to be included in the annual general meeting agenda and requested a draft version of the notice be send to council for a final review prior being send to all the owners.
2. **Emergency Garage Door Released:** The strata agent presented a proposal from Nikls One Call Services to install a device to release the garage gate due to power outage. The contractor provided two option ranging from \$485.00 + GST to \$5,450.00 + GST. After discussion, council would like to receive more information from the contractor on what they are proposing for the building and will be discussing this further at the next meeting.
3. **Gate Latch:** Council directed the strata agent to follow up on repairing the broken gate latch facing Marine Drive.
4. **Fire Drill:** Council noted that during the recent fire alarm incident, only a few owners came down to the building lobby area and agreed that arrangement will need to be made for fire drill to alert the owners, as they must need to prepare to leave their suite for their own safety when there is a fire alarm within the building. Mr. Henley indicating that he is willing to draft up a policy for the strata corporation on various responsibility and duty to ensure smooth operation for the strata corporation for future incidents.
5. **Gas Fireplace Inspection:** Gaye McLenaghan presented a proposal from Coit Services to perform dryer vent cleaning and gas fireplace inspection for council's consideration. After discussion, council realized that this will be consider as in-suite maintenance for individual owner and agreed that a sign up sheet for service can be posted on the board in the lobby by the mailboxes area for owners to sign up should they feel the service is required.
6. **Petty Cash:** Council agreed to set up a \$500.00 petty cash for the strata corporation and the treasurer will be in charge of this expenses. Council hopes that this will help to fast track payment for some of the out of pocket expenses incurred by members of council, rather than waiting to be reimburse by submitting their invoice to the strata agent for process of payment.

7. **Request For Reimbursement:** Gaye McLenaghan submitted an invoice in the amount of \$203.50 for payment made to the handyman hired by the strata corporation to perform some work around the building and council agreed to reimburse the amount back to the owner.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00 p.m. The next meeting is scheduled for Tuesday, November 20th, 2007 at 7:00 p.m. in the East Building lobby, being the annual general meeting.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' Strata Plan LMS1447

John Lan
Senior Strata Agent
JL



PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

RECEIVE YOUR MINUTES BY EMAIL

BENEFITS

1. Receive minutes fast and convenient.
2. Store your minutes electronically, easy retrieval.
3. Print your hard copy only when needed.
4. Saves strata corporation some costs of distribution.
5. Emailed as a secure PDF file.

To arrange for your minutes to be emailed to you, provide your name, strata corporation number or building name, your unit or strata lot number, to Sharlene at smorgan@ascentpm.com or call Sharlene at 604-431-1800.

PLEASE BE ADVISED THAT THE ASCENT STRATA AFTER HOURS EMERGENCY NUMBER IS
604-293-2459

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