

STRATA COUNCIL MEETING MINUTES

(STRATA PLAN LMS 474 – CITY GARDEN)

DATE HELD: Thursday, November 3rd, 2016
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 8:18 P.M.

Council

Present:

Mr. G. Deutsch (#1120)
Mr. B. Chien (#310)
Mr. W. Li (#830)

Absent: Ms. C. Hesson (#920)

Also in Attendance:

Sherman Peng Bldg. Manager

Call to Order

Meeting was called to order by Mr. G. Deutsch at 8:18 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED – (G. Deutsch / B. Chien)

That the minutes of the Strata Council meeting held 4-21-2016
to be adopted as circulated.

CARRIED UNANIMOUSLY

MOVED AND SECONDED – (G. Deutsch / W. Li)

That the minutes of the Strata Council meeting held 07-28-2016
to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

MOVED AND SECONDED (W. Li / B. Chien)

That the Financial statement for the 3rd quarter of 2016
to be adopted as circulated.

CARRIED UNANIMOUSLY

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 10-31-2016.

Accounts Statements

Bank Statement as 10-31-2016

Operating Account \$ 109,655.74

Contingency Reserve Account \$ 264,526.97

Detail:

Depreciation Fund \$ 28,072.05

Contingency Reserve \$ 85,030.35

Special Levies - building exterior repair

Payments for all 34 units were collected for a total of \$177,618.00

BUILDING MAINTENACE REPORT

Regular services

Annual roof anchor inspection (2016) – Completed
Exterior window cleaning (2016) – completed
Underground parking power washing (2016) – TBA
Fire sprinkler winterization (2016) – TBA
Emergency generator annual test (2016) – TBA
Annual fire alarm & sprinkler inspection (2016) – TBA
Dryer air duct cleaning (2017) – TBA

Repair work completed

2nd/3rd/10th floor - replace faulty flow switch for the fire sprinkler system
Unit 920 - replace leaking water pipe above main bathroom shower

Previous work order pending

Unit 930 - walk-in closet ceiling
Unit 920 – N/E bedroom window
Unit 1210
Multiple source of leaks found inside of the exterior (stucco) wall
North facing wall at Living room - ** under repair
Wall above the East facing Patio door at Living room
Wall corner of the west stair case

Service and maintenance work completed

Replace 14 faulty ceiling light boxes with LED fixtures
Re-paint concrete wall at rear entrance and loading bay

New Incidence Report

Unit 640 – hot water pipe leaking above the Kitchen ceiling
Unit 1020 – small leak was found at S/E corner of the bedroom facing the laneway
Unit 540 - water leak had re-appeared at the South facing balcony
Unit 710 – water was found from the top of the balcony door; rotted wood door jamb was observed.

Correspondence

Quotation received for replacing flooring at underground parking elevator entry room
Quotation received for metal roof over Penthouse
Quotation received for skylight/ window drop at north and south facing walls

SERVICE CONTRACT FOR APPROVAL

ACTION TAKEN: contact approved to proceed

BUSINESS from PREVIOUS MEETING

Survey result for “Rough-in” fibre optical installation by Telus

As per Council’s resolution, C. Hesson drafted a questionnaire to find out if the majority of the building unit owners would like to go ahead with the cable “rough-in” installation.

SURVEY RESULT:

Survey forms distributed: 30

Forms returned by the owner: 20

YES 18 (60%)

NO 3

The result did not meet the minimum requirement of 80% by TELUS to start the installation. However, after informing the survey result to TELUS, we were offered again to proceed the installation for the approving units only. Considering the non-charge installation and the new technology would benefit us in the future, the Council decided to **ACCEPT** TELUS’s offer.

Collecting deposit for the access key to the Meeting room during weekends

In the previous meeting, held on 7-28-2016, the Council established the regulations for the use of the Council Meeting room by the residents. Since the Building caretaker is not available for the weekends and holidays, anyone who wishes to use the room would need to obtain an access key to unlock and clock the room, before and after the use. For the save keeping and prompt returning of the key, S. Peng (Building Manager) suggested that a refundable deposit of \$50.00 to be collected from the user.

To ensure the prompt and save return of the key, G. Deutsch **MOVED** and W. Li **SECONDED** to “collect \$50.00 refundable deposit for the use of the Council Meeting room.”

MOTION CARRIED UNANIMOUSLY

Replacing of the “worn-out” flooring in the elevator vestibule

As per Council’s request, S. Peng had obtained a written quote from “Elegant Flooring” for the replacement the existing floor tiles at the said area as following:

Cantura vinyl : Dura Contract-Elements (18" x 36")

Color : DME1936GRAP

Price : \$1,825.80 + GST

The above price include material, installation, remove and dump the old vinyl, minor floor levelling and transitions.

After a brief discussion, the Council **MOVED** and **MOTION CARRIED UNANIMOUSLY** to approve the quotation and wish to carry out the work as soon as possible.

Penthouse roof repair – metal roof

In lieu of recent report of the water leaks behind the front façade at the Penthouse unit, we have asked “DURA SEAL LTD. – exterior building envelope contractor, to quote the repair work to include flashing cap replacement and overhaul all the fasteners and re-sealing all the joints.

1. Prepare the north and south parapet on the sloped metal roof to receive the new roof flashing c/w SAM underlayment.
2. Prepare the base of the metal roof/lower parapet to receive new cricket flashings c/w new SAM
3. Install the new flashing system and make sure to extend past the outer surface of the existing stucco cladding. This will be done on a north and south elevations of the penthouse sloped metal roof.
4. Replace all of the existing exposed fasteners with the next size up and install in the existing holes. The new fasteners will be galvanized cladding screws c/w rubber washers.

5. Install a new exterior sealant at all metal joints.
 6. Fabricate a new saddle flashing for the lower parapet flashing that joins the sloped metal roof on the east elevation.
- Our price for this work will be \$15,800.00 plus GST

Comment: the proposed work will not only address the current water leak in the suite but also extend the service life of the existing metal roof to avoid possible problems.

The Council had **AGREED UNANIMOUSLY** to carry out the work.

NEW BUSINESS

Exterior building envelop maintenance and repair

As part of the “on-going” repair and upgrades, the DURA SEAL LTD was asked to submit a fee proposal for the following:

1. remove the existing sealants within the window systems and all the sealants to adjacent substrates.
2. supply and install new sealants where removed.
3. seal the miter joints and install sealant at all the vision panel connections to metal roll beads.

South Elevation \$ 8,870.00 GST EXTRA

North Elevation \$ 16,700.00 GST EXTRA

(** the cost of the repair work will be covered by the special levy collected earlier this year)

Sine the wok cannot start until a dryer weather, the fee proposal will be reviewed by the new Council for the coming year.

Schedule for the next Council Meeting

The next scheduled meeting to be arranged.

ADJOURNMENT

No further business

The meeting was adjourned at 9:38 p.m.

STRATA COUNCIL MEETING MINUTES

(STRATA PLAN LMS 474 – CITY GARDEN)

DATE HELD: Thursday, July 28th, 2016
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 8:00 P.M.

Council

Present: Ms. C. Hesson (#920)
Mr. G. Deutsch (#1120)
Mr. B. Chien (#310)
Mr. W. Li (#830)

Absent: Mr. M. Mark resigned the council position on 5-25-2016

Also in Attendance:

Sherman Peng Bldg. Manager

Call to Order

Special presentation by TELUS was held between 7:45 p.m. and 8:30 p.m.
After the presentation, meeting was called to order by Mrs. C. Hesson at 8:33 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED

That the minutes of the Strata Council meeting held 4-21-2016 not available

FINANCIAL REPORT

MOVED AND SECONDED (B. Chien / G. Deutsch)

That the Financial statement for the 2nd quarter of 2016

to be adopted as circulated.

CARRIED UNANIMOUSLY

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 6-30-2016.

Accounts Statements

Bank Statement as 6-30-2016

Operating Account \$ 100,025.25

Contingency Reserve Account \$ 181,785.41

Detail:

Depreciation Fund \$ 28,072.05

Contingency Reserve \$ 85,030.35

Special Levies - building exterior repair

Proposed amount as per AGM resolution \$177,618.00

Total collected for all 34 units as 7-1-2016 \$153,032.00

Remaining to collect \$ 24,586.00

Minutes 7-28-2016

BUILDING MAINTENANCE REPORT

Regular services

Annual roof anchor inspection (2016) – Completed
Exterior window cleaning (2016) – completed
Underground parking power washing (2016) – TBA
Fire sprinkler winterization (2016) – TBA
Emergency generator annual test (2016) – TBA
Annual fire alarm & sprinkler inspection (2016) – TBA
Dryer air duct cleaning (2017) – TBA

Repair work completed

Unit 1020 - S/W balcony replacement
Unit 540 - Enclosed Balcony – exterior sealing

Previous work order outstanding

Unit 930 - walk-in closet ceiling
Unit 920 - N/E bedroom window
Unit 1210 - multiple source of leaks found inside of the exterior (stucco) wall
01 North facing wall at Living room
02 Wall above the East facing Patio door at Living room
03 Wall corner of the west stair case

Service and maintenance work completed

01 repair hot water boiler – misfire
02 clean up graffiti and re-painting of the rear wall

New Incidence Report

M. Mark (#820) resigned the Council position in May.
Proposal for Fibre optical cable installation

Correspondence

Request from Myles (unit 340) to unlocking meeting room for 24/7 access
Letter from unit 820 to confirm non-rental status

SERVICE CONTRACT FOR APPROVAL

Dura Seal Ltd.

Re: #1210 Penthouse - to fix water leak at North facing wall

Scope of work: to repair and replace roof flashing with new sealants at all metal joints.

Contract amount: \$7,800.00 plus GST

ACTION TAKEN: contact approved to proceed

BUSINESS FROM PREVIOUS MEETING

nil

NEW BUSINESS

“Rough-in” Fibre optical cable installation proposal by Telus.

TELUS’s representatives presented the latest proposal to equip existing residential tower with new fiber optic cable for future service upgrade. Highlights of the proposal as following:

- work to commence with minimum 80% of the residents’ approval
- supply labour and material to install rough-in cables through the existing conduit to each unit.
- existing “copper” cable would be kept and co-existing with the new “fibre-optic” cable
- no obligation for the owners to subscribe new services

To proceed the proposed work, the Strata Council would be required to sign an agreement with TELUS for allowing building access for installation and marketing purposes. Each individual owner must also fill up a “Suite Wiring Permission Form” to grant suite access.

After a lengthy discussion, the Strata Council felt that the “fibre-optic” upgrade would benefit the building in the future when new technology becomes available for the TV and the internet service. However, prior to entering the Agreement with TELUS, the Council would like to inform the owners to see if the majority of the owners would agree the proposed work.

To obtain feedback from the owners, G. Deutsch **MOVED** and **SECONDED** by C. Hesson to “conduct a survey to describe the scope of the work and ask for owner’s consent for the installation and the method of marketing by TELUS. After receiving the survey result, if at least 80% of the approval were obtained, the Stata Council would enter the Agreement with TELUS to proceed the work”.

CARRIED UNANIMOUSLY

** C. Hesson volunteered to draft the Survey form for circulation.

Use of Meeting Room Regulation and Schedule

A letter from Mr. Myles Spooner (# 340) was sent to the Council requesting the Meeting Room to be accessible by the residential owners at 24/7.

S. Peng explained that after finding marijuana smoke in the room, the management had asked the Council’s permission to add a dead bolt lock in order to monitor user’s activities in the Meeting room. Any resident who wished to use the room must book the room in advance. The management would then unlock the dead bolt during the booking period. The extra measure was to deter similar incidents happened in the past such as illegal drinking, stolen furniture and intrusion by strangers. Mr. Myles Spooner mentioned in the letter that he should not be limited the time to use the room due to few owners’ misbehavior.

After a brief discussion and exchanging a number of ideas among the Council, B. Chien **MOVED** and **SECONDED** by C. Hesson to propose the following regulation:

The meeting room door will be kept locked at all time.

The room will be accessible by the COMMON B key between 9:00 a.m. to 11 p.m. daily

Room booking is required for weekends and civic holidays.

“First come, first serve” rule shall apply for room booking

After granting the access, owner needs to pick up the room key before 5:00 P.M. on the last business day ahead their booking.

Council’s voting result:

03 YES ; 01 NO

MOTION PASSED

Company Ownership of the Residential Suite

S. Peng reported that unit 820 was recently purchased by a limited company rather than a private individual. It had raised a concern if the company ownership would infringe our current Bylaw to maintain the non-rental status. The owner of the company indicated in writing that the suite would only be occupied by himself and the direct family members. S. Peng advised the Council that our current Bylaw did not distinguish the types of the ownership for the residential suite as well as enforcement of non-rental status. S. Peng asked if it would necessary to consult a lawyer regarding the Bylaw addressing the concern?

G. Deutsch **MOVED** and **SECONDED** by W. Li to “seek legal advice for the corp. ownership of the residential suite in respect to maintaining and enforcing the non-rental status”.

CARRIED UNANIMOUSLY

Replacement of “Worn-Out” Flooring in the Elevator vestibule

G. Deutsch wished the Council to consider replacing flooring in the elevation vestibule. The existing vinyl tiles had shown signs of deterioration. The surface was dirty with dark stains from the daily foot traffic. S. Peng concurred the condition of the floor tile was at the end of the service life. New replacement flooring would be recommended.

The Council asked the building manager to obtain quote for the flooring replacement prior to next council meeting.

Schedule for the next Council Meeting

The next scheduled meeting to be arranged.

ADJOURNMENT

No further business

The meeting was adjourned at 10:07 p.m.

STRATA COUNCIL MEETING MINUTES

(STRATA PLAN LMS 474 – CITY GARDEN)

DATE HELD: Thursday, April 21st, 2016
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 8:00 P.M.

Council

Present: Mr. M. Mark (#820)
Mr. B. Chien (#310)
Ms. C. Hesson (#920)
Mr. W. Li (#830)

Absent: Mr. G. Deutsch (#1120)

Also in Attendance: Sherman Peng Bldg. Manager

Call to Order

Meeting was called to order by Mrs. C. Hesson at 8:10 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (W. Li / B. Chien)

That the minutes of the Strata Council meeting held 01-16-2016
to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

MOVED AND SECONDED (C. Hesson / B. Chien)

That the Financial statement for the 1st quarter of 2016
to be adopted as circulated.

CARRIED UNANIMOUSLY

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 03-31-2016.
Except, Unit 730 owing \$55.00 (late payment penalty for Jan. 2015)

Special Levies collected

Payments for all 34 units were collected up to April 2016
Except for a NSF cheque from unit 630 (\$752.00)

Accounts Statements

Bank Statement as 03-31-2016

Operating Account \$ 100,114.32

Contingency Reserve Account \$ 98,805.11

Detail:

Depreciation Fund \$17,986.50

Contingency Reserve \$80,858.65

BUSINESS FROM PREVIOUS MEETING

Exterior door replacement for Unit 1020

Building Manager (S. Peng) updated the Council regarding the proposed work at the unit 1020.

- 11-12-2016 JRS Engineer and Dura Seal's representative met on site to discuss the repair detail.
- 11-16-2015 JRS Engineering sent us the waterproofing detail drawings and door specifications.
- 11-17-2016 JRS Engineering submitted the fee proposal from the contractor \$7,800 + GST as per engineer's spec.
\$6,800 + GST substitute brick surround with flashing
- 11-20-2016 JRS Engineering suggested to draft shop drawing for the door installation by "in-house" engineer rather than that of the door manufacturer.
After careful evaluation of the fee proposal, the Building Manager advised the Council that the requirement of shop drawing for replacing a single door was excessive by the consultant. Since the contractor was well qualified for the work, shop drawing was not essential.
- 11-23-2016 Dura Seal submitted the revised fee proposal without the shop drawing.
\$4,800 + GST
- 11-23-2016 JRS Engineering advised that if the Council eliminated the submission of the shop drawing, they would not be signing the engineering schedule and sealing the drawing.
Building Manager replied to the Council that the replacement of existing door did not require a building permit from the City; therefore, engineer's schedule and sealed drawing were not required.
Building Manager also recommended using fiber glass door unit in stead of the aluminum door specified by JRS for the following reasons:
01 the existing problem was caused by the rotted door jamb. The new door unit came with fiber glass jamb which would resist wet weather condition.
02 the fibre-glass framed door would have the equivalent service performance (weather proofing) as the aluminum framed door but was relatively inexpensive to replace.

ACTION TAKEN:

Council members agreed and asked the Building Manager to proceed the work as early as possible if weather permitting

BUILDING MAINTENANCE REPORT & RECOMMENDATION

Regular services

- Underground parking power washing (2016) – TBA
- Fire sprinkler winterization (2016) – TBA
- Emergency generator annual test (2016) – TBA
- Annual fire alarm & sprinkler inspection (2016) – TBA
- Annual roof anchor inspection (2016) – TBA
- Exterior window cleaning (2016) – TBA
- Dryer air duct cleaning (2017) - TBA

Previous work order pending

Unit 1020 - S/E bedroom

ACTION TAKEN:

Repair work pending if weather permitting

Unit 1020 - Enclosed Balcony

Unit 540 - Enclosed Balcony

ACTION TAKEN:

Remedial work for the skylight was arranged to stop water leaks.

Unit 930 - walk-in closet ceiling

Unit 920 – N/E bedroom window

Unit 1210

Multiple source of leaks found inside of the exterior (stucco) wall

North facing wall at Living room

Wall above the East facing Patio door at Living room

Wall corner of the west stair case

ACTION PENING:

waiting for Council’s review and proposal to address the issue.

Service and maintenance work completed

01 Fall cleanup at the Garden planter was completed

02 replace ceiling light behind the grocery store

New Incidence Report

AM/PM Smoke Shop – piling garbage at the Loading Bay area

The business owner was advised a number of times not to piling garbage at the back of store in the LOADING BAY area. On 4-5-2016, Ms. Kaur was advised again to remove the garbage behind the store. However, she not only ignored the warning but also continued to pile more items at the following day. Unattended garbage could be potential fire hazard to the public safety.

ACTION TAKEN:

1. Garbage was removed and disposed by the Building Manager
2. Building Manager reported the incidence to the Council president and recommended the issuance of \$200.00 fine for the Bylaw violation plus \$50.00 rubbish removal fee; a fine notice from the Strata Council was signed and sent to Ms. Kaur.

CORRESPONDENCE

02-19-2016 Dural Seal Ltd.

Fee proposal to repair the metal roof over the penthouse suite
\$7800.00 plus G.S.T.

02-24-2016 James Wu (unit 1020) wrote an email to the Council regarding the outstanding repairs for the leaking windows and the flooding of the S/E bedroom.

04-06-2016 Ms. Kaur (owner of AM/PM Smoke Shop) wrote an email to the Council to dispute the fine for the Bylaw violation.

NEW BUSINESS

AM/PM Smoke Shop

The Council reviewed the incidence report and the correspondence submitted by the business owner. The Council felt that the owner's reason for the improper handling of the garbage by the new employee did not relieve owner's responsibility to comply with the Strata Bylaw. Therefore, Ms. Kaur's request to remove the fine was rejected.

Request for Outstanding Repair at unit #1020

The owner of the unit wrote a letter to urge immediate action from the Council to fix the outstanding items in the suite. S. Peng replied that the leak at the North facing bedroom was already repaired by re-sealing the window frames. As for the door replacement, the new door unit was ordered and delivered to the suite. The contractor was waiting for a few days of dry weather to start the work.

New Signage

Ms. C. Hesson suggested the temporary notices and labels should be replaced with permanent signs. S. Peng added to say that some of the existing signs were deteriorating and needed replacement. He agreed to review all the signs and the out-dated notices posted throughout the building. Then, recommend new signage boards to the building if there were necessary.

Schedule for the next Council Meeting

The next scheduled meeting to be arranged.

ADJOURNMENT

No further business

The meeting was adjourned at 9:20 p.m.

**MINTUES OF THE 2016 ANNUAL GENERAL MEETING
(STRATA PLAN LMS 474)
HELD AT 7:00 P.M. on Friday, February 5th, 2016**

PRESENT:

In person - (16)

W. J. Lee (#230), G. Loey (#240), B. Chien (#310), A. Wong (#320)
M. Spooner (#340), K. Oinonen (#520), L. Yeung (#530), Julia Choi (#630)
L. Gavranovic (#720), M. Mark (#820), Wei Li (#830), H. K. Kim (#910)
C. Hesson (#920), Long Li (#930), A. Chuang (#1010), G. Deutsch (#1120)

By Proxy - (3)

S. Chan (#210) by B. Chien
P. Pang (#710) by G. Deutsch
S. Lee (#810) by M. Mark

S. Peng (Building Manager)

CERTIFICATION OF PROXIES & CALL OF ROLL:

19 eligible voters were present.

CALL TO ORDER:

M. Mark was appointed by the owners to chair the meeting.

S. Peng announced that a total of 19 registered owners either in person or by proxy had met the requirement of a quorum to carry out the general meeting as per Strata Property Act. 2016 AGM was called to order at 7:31 P.M.

ADOPTION OF THE MINUTES FOR 2015 ANNUAL GENERAL MEETING:

It was **MOVED** by C. Hesson and **SECONDED** by W. Li “to **ACCEPT** the 2015 AGM MINUTES” (see attachment)

MOTION CARRIED UNANIMOUSLY

ADOPTION OF THE 2016 OPERATING BUDGET

The budget proposal was reviewed and approved by Council resolution at the regular Council meeting held on 01-16-2016.

It was **MOVED** by G. Deutsch and **SECONDED** by W Li “to **ACCEPT** the 2016 Operating Budget” (see attachment)

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Report of Insurance Coverage

S. Peng advised that the Strata Council had renewed an annual term of the commercial property and liability insurance through “MAPLELEAF Insurance” broker, valid till 12-31-2016. The 2016 AGM 02-05-2016

deductible for flood water damage would be \$5,000. Owner were asked to make ensure the private condo. insurance to cover the amount in case of any potential claim or assessment to the unit.

VOTING FOR SPECIAL RESOLUTION

M. Mark and the Strata Council, based on the result of a questionnaire circulated to the owners at the end of last year, brought forward the following special resolution for the owners' approval.

"Raise fund to repair the **"Targeted"** items (see Schedule 01) as recommended in the **Building Envelope Condition Assessment Report** by **JRS Engineering Ltd.** with the exclusion of the "window wall" replacement."

SCHEDULE 01		
	Proposed exterior cladding repairs	
A	At brick coping areas install waterproof membrane and metal flashing complete with drip edges	\$12,000
B	Install waterproof membrane at exterior concrete beams on level 12.	\$20,000
C	Replace the insulating glazing units and sealant at the window interfaces and joints at punch windows	\$65,000
D	Replace skylight on North and South elevations	\$10,000
E	Replace swing doors to roof decks at unit 1020 and unit 710 as necessary	\$10,000
F	** Caulking at window wall assembly, metal flashing, stucco joints and any spots as identified by the JRS report	\$23,000
G	engineering consultant (10%) general contingency (10%) city permit/const. insurance (5%)	\$29,250
	subtotal	\$169,250
	gst	\$8,368
	total	\$177,618
	unit price per unit entitlement	6.00

Prior to voting, owners were encouraged to ask questions and make comments for the Council proposal. There was a concern that without the window replacement, would it devalue the property? On the other hand, someone was questioning the engineer's report whether the window replacement was necessary. Also, should the fund to be drawn from the existing contingency account rather than entirely assessed to the special levy? Could the owner pay the special levy in a lump sum at the end of the six (6) month period without late fee or interest charges? Comments and words were exchanged on the floor but no specific motion was tabled and passed. Without specific changes to the resolution, M. Mark **Moved** and **Seconded** by others to **cast the votes for the Special Resolution.**

VOTING RESULT: (Total of 19 votes casted; 2/3 of votes required to pass)

YES 18

NO 1

RESOLUTION PASSED

The proposed fund would be raised by special levies assessed to unit owners. It was based on \$ 6.00 per unit entitlement in order to collect a total of \$177,618. To collect, the assessed amount could be paid by six (6) equal monthly payments due at the first day of each month, starting March 1st, 2016. Any monthly "levy" payment overdue, a late payment fee of \$ 100.00 (each month) and interest charges would be added to the outstanding balance as per Strata Bylaw & Regulations.

ELECTION OF THE (2016) STRATA COUNCIL

There were total of (5) candidates nominated as following:

G. Deutsch (#1120), B. Chien(#310), C. Hesson (#920)
M. Mark (#820) and Wei Li (#930)

Since there were only five (5) Council seats, no voting was required.
All nominees were **Elected** by **Proclamation**.

After a brief meeting among the newly elected Council members, the executive officers were appointed for the 2016 Strata Council as follows:

C. Hesson	(#920)	Chairperson
G. Deutsch	(#1120)	Vice Chairperson
W. Li	(#930)	Secretary
B. Chien	(#310)	Treasurer
M. Mark	(#820)	

ADJOURNMENT

With no further business, M. Mark called the meeting adjourned at 9:20 P.M.

Proposed Maint. Fee Schedule for 2016 (2-1-2016 to 1-31-2017)						
unit#	Unit Entitlement	Basic Fee	Contingency fund (5%)	depreciation fund (12%)	(1)User fee	Monthly Maint. Fee
Residential Unit						
210	671	317.52	15.88	38.10		\$371.50
220	752	355.85	17.79	42.70		\$416.35
230	752	355.85	17.79	42.70		\$416.35
240	671	317.52	15.88	38.10		\$371.50
310	671	317.52	15.88	38.10		\$371.50
320	752	355.85	17.79	42.70		\$416.35
330	752	355.85	17.79	42.70		\$416.35
340	671	317.52	15.88	38.10		\$371.50
510	671	317.52	15.88	38.10		\$371.50
520	752	355.85	17.79	42.70		\$416.35
530	752	355.85	17.79	42.70		\$416.35
540	671	317.52	15.88	38.10		\$371.50
610	671	317.52	15.88	38.10		\$371.50
620	752	355.85	17.79	42.70		\$416.35
630	752	355.85	17.79	42.70		\$416.35
640	671	317.52	15.88	38.10		\$371.50
710	820	388.03	19.40	46.56		\$453.99
720	822	388.98	19.45	46.68		\$455.10
730	818	387.08	19.35	46.45		\$452.89
810	820	388.03	19.40	46.56		\$453.99
820	822	388.98	19.45	46.68		\$455.10
830	818	387.08	19.35	46.45		\$452.89
910	820	388.03	19.40	46.56		\$453.99
920	822	388.98	19.45	46.68		\$455.10
930	818	387.08	19.35	46.45		\$452.89
1010	1205	570.21	28.51	68.43	15.00	\$682.15
1020	1205	570.21	28.51	68.43		\$667.15
1110	1205	570.21	28.51	68.43		\$667.15
1120	1205	570.21	28.51	68.43	250.00	\$917.15
1210	1919	908.08	45.40	108.97		\$1,062.46
Commercial Unit						
1262	919	434.88	21.74	52.19		\$508.81
1266	967	457.59	22.88	54.91	200.00	\$735.38
1278	931	440.56	22.03	52.87		\$515.45
1288	1283	607.12	30.36	72.85		\$710.34
monthly total		\$14,008.33	\$700.42	\$1,681.00	\$465.00	\$16,854.75
total per annum		\$168,100.00	\$8,405.00	\$20,172.00	\$5,580.00	\$202,257.00
SUMMARY OF FEES COLLECTED						
Operating Budget		\$168,100.00				
General Contingency		\$8,405.00				
Depreciation fund		\$20,172.00				
User fees		\$5,580.00				
Total collection		\$202,257.00				
Total Unit Entitlement		29603				

SPECIAL LEVY (2016)

unit#	Unit Entitlement	monthly fee 3-1-2016 to 8-1-2016	total amount collected
210	671	\$671.00	\$4,026.00
220	752	\$752.00	\$4,512.00
230	752	\$752.00	\$4,512.00
240	671	\$671.00	\$4,026.00
310	671	\$671.00	\$4,026.00
320	752	\$752.00	\$4,512.00
330	752	\$752.00	\$4,512.00
340	671	\$671.00	\$4,026.00
510	671	\$671.00	\$4,026.00
520	752	\$752.00	\$4,512.00
530	752	\$752.00	\$4,512.00
540	671	\$671.00	\$4,026.00
610	671	\$671.00	\$4,026.00
620	752	\$752.00	\$4,512.00
630	752	\$752.00	\$4,512.00
640	671	\$671.00	\$4,026.00
710	820	\$820.00	\$4,920.00
720	822	\$822.00	\$4,932.00
730	818	\$818.00	\$4,908.00
810	820	\$820.00	\$4,920.00
820	822	\$822.00	\$4,932.00
830	818	\$818.00	\$4,908.00
910	820	\$820.00	\$4,920.00
920	822	\$822.00	\$4,932.00
930	818	\$818.00	\$4,908.00
1010	1205	\$1,205.00	\$7,230.00
1020	1205	\$1,205.00	\$7,230.00
1110	1205	\$1,205.00	\$7,230.00
1120	1205	\$1,205.00	\$7,230.00
1210	1919	\$1,919.00	\$11,514.00
Commercial Unit			
1262	919	\$919.00	\$5,514.00
1266	967	\$967.00	\$5,802.00
1278	931	\$931.00	\$5,586.00
1288	1283	\$1,283.00	\$7,698.00
total collection		\$177,618.00	
total entitlement		29603	

STRATA COUNCIL MEETING MINUTES (STRATA PLAN LMS 474 – CITY GARDEN)

DATE HELD: Saturday, January 16th, 2016
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 3:00 P.M.

Council

Present: Mr. M. Mark (#820)
Mr. G. Deutsch (#1120)
Mr. B. Chien (#310)
Ms. C. Hesson (#920)
Ms. A. Chuang (#1010)

Also in Attendance:
Sherman Peng Bldg. Manager

Call to Order

Meeting was called to order by M. Mark at 3:10 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (G. Deutsch / B. Chien)

That the minutes of the Strata Council meeting held 10-29-2015

to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

MOVED AND SECONDED (G. Deutsch / A. Chuang)

That the Financial statement for the 4th quarter of 2015

to be adopted as circulated.

CARRIED UNANIMOUSLY

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 12-31-2015.

Except, Unit 730 owing \$50.00 (late payment penalty for Jan. 2015)

Accounts Statements

Bank Statement as 12-31-2015

Operating Account \$ 78,735.38

Contingency Reserve Account \$ 88,839.79

Detail:

Depreciation Fund \$10,086.00

Contingency Reserve 78,753.79

BUSINESS FROM PREVIOUS MEETING

Owner's Questionnaire Result for the building exterior repair

As per Council's resolution from the previous meeting, a questionnaire prepared by M. Mark was distributed to all the Owners of the residential lots for feedback. Three **Options** were proposed for the owners to consider:

Option 1 - Conduct only the items listed in the "Targeted" items list excluding the replacement of the window wall but including repairs to correct the water ingress issues with the three units currently experiencing issues.

Option 2 - Conduct only the items listed in the "Targeted" items list including the replacement of the window wall

Option3 - Conduct all the items listed in the "Comprehensive" items list.

SURVEY RESULTS:

Those were in favour of

Option 1 - 17

Option 2 - 3

Option 3 - 4

NEW BUSINESS

Building Insurance Renewed for 2015

S. Peng advised that the existing building insurance coverage (expired on 12-31-2015) was renewed with a \$5,000 flood damage deductibles and an annual premium of \$17,341(\$20,983 19,984 for 2015). Owners were advised to ensure the private condominium insurance to have the same amount for the flood damage deductible coverage.

2016 Annual Budget Proposal

S. Peng presented the budget proposal for 2016 to the Strata Council for acceptance.

The annual budget proposal was based on the actual expenditures occurred from the past years. Allowances were made for any anticipated fee increase and any forecasted expenses. The total budget proposed including 5% contingency and 12% depreciation fund contribution would be \$168,100.00. The fee schedule from previous year (2015) will meet the fiscal requirement for 2016. Therefore, there will be NO CHANGE to the monthly maintenance fee.

The Council **MOVED** and **SECONDED** to **accept the 2016 BUDGET PROPOSAL to be presented for the Annual General Meeting.**

CARRIED UNANIMOUSLY

Proposal for Special Resolution

By analyzing the survey result, M. Mark concluded that the majority of the owners were agreeing to correct the immediate water ingress issues and to repair the less costly "targeted" items. M. Mark also made a submission to collect funds from the owners by special levy. The amount shared by the individual owners would be based on the unit entitlement of each unit. In contrary, G. Deutsch suggested that the Council should seek the owners' approval to carry out the work for all the listed items including replacement of the windows. The work shall be executed in phases in order to lessen the financial impact to the owners. After hearing comments by other Council members on both proposals. M. Mark put forward both proposals for a vote.

By showing of hands, the majority of the council members **MOVED** and **ACCEPTED** M. Mark's proposal to draft a special resolution for the upcoming AGM as following:

"Raise funds to complete the "Targeted" items (see Schedule 01) as recommended in the Building Envelope Condition Assessment report by JRS Engineering Ltd. excluding the replacement of the window wall."

A special levy will be assessed to unit owners based on \$ 6.00 per unit entitlement for a total amount of \$177,618. The fund will be collected by 6 equal monthly payments as per Special Levy Schedule due at the first day of the month. Late payment fee of \$100 and additional interest charges at a rate of 10% per annum compounded annually will be charged for late payment and the outstanding balance.

Outstanding Balance Owing by Unit 730

According to the financial record, unit 730 had an outstanding balance of \$50.00 over 12 months. The Council asked the Building Manager to remind the unit owner (730) that an annual interest of 10% would be added to the existing amount as 1-1-2016. The updated amount owing will be \$55.00. In addition, Owners with outstanding balance owing would have the voting right at AGM temporarily suspended until the full payment was received.

Schedule for the 2016 Annual General Meeting

The 2016 AGM will be held at 7:00 P.M., on Friday, February 5th, 2016.

Schedule for the next Council Meeting

The next scheduled meeting to be arranged.

ADJOURNMENT

No further business

The meeting was adjourned at 9:20 p.m.

**STRATA COUNCIL MEETING MINUTES
(STRATA PLAN LMS 474 – CITY GARDEN)**

DATE HELD: Thursday, October 29th, 2015
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 8:00 P.M.

Council

Present: Mr. M. Mark (#820)
Mr. G. Deutsch (#1120)
Mr. B. Chien (#310)
Ms. C. Hesson (#920)
Ms. A. Chuang (#1010)

Also in Attendance:
Sherman Peng Bldg. Manager

Call to Order

Meeting was called to order by M. Mark at 8:09 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (G. Deutsch / B. Chien)

That the minutes of the Strata Council meeting held 7-30-2015
to be adopted as circulated. **CARRIED UNANIMOUSLY**

FINANCIAL REPORT

MOVED AND SECONDED (G. Deutsch / A. Chuang)

That the Financial statement for the 3rd quarter of 2015
to be adopted as circulated. **CARRIED UNANIMOUSLY**

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 9-30-2015.
Except, Unit 730 owing \$50.00 (late payment penalty for Jan. 2015)

Accounts Statements

Bank Statement as 9-30-2015

Operating Account \$ 78,735.38

Contingency Reserve Account \$ 88,839.79

Detail:

Depreciation Fund \$10,086.00

Contingency Reserve 78,753.79

BUILDING MAINTENACE REPORT

Regular Annual Services

Annual fire alarm & sprinkler inspection – **completed**
Annual roof anchor inspection - **completed**
Exterior window clearing – **completed**
Emergency Generator Annual Test – **completed**
Dryer duct cleaning – **TBA (2016)**

Service and Maintenance Work Completed

01 Fall cleanup at the garden planter was completed
02 Replace stair light behind the unit 1260

Previous work order Outstanding

Unit 1020 - S/E wall to exterior patio

ACTION TAKEN:

As per Council’s acceptance, awaiting waterproofing detail from JRS Engineering.

Unit 540 - Enclosed balcony
Unit 1020 - The enclosed Balcony in Master bedroom

ACTION TAKEN:

Remedial work will be proposed by the engineer’s consultant to provide temporary fix for the water ingress.

Other known problems as following:

Unit 920 -N/E corner bedroom window
Unit 930 - walk-in closet ceiling (maybe related to the unit 1020’s S/E wall
Unit 1210 - Multiple source of leaks found inside of the exterior (stucco) wall
- North facing wall at Living room
- Wall above the East facing Patio door at Living room
- Wall corner of the west stair case

ACTION PENDING:

Waiting for Council’s review and proposal to address the issues.

SERVICE CONTRACT FOR APPROVAL

nil

BUSINESS FROM PREVIOUS MEETING

NEW BUSINESS

Proposal for Building Envelope Upgrade as per consultant’s report

S. Peng suggested that the Council should consider making plans for the building exterior upgrade to resolve the existing issues and to avoid potential problems in the future. JRS Engineering prepared estimates for the “Targeted” and the “Comprehensive” options based on the priority and the urgency.

After a lengthy discussion, the Council's opinions were divided on many aspects of the repair package. S. Peng further suggested that it would be prudent to hear the opinions from the owners by a questionnaire prior to making proposals. M. Mark agreed that the result of a questionnaire with different options based on the scope of the work and the cost estimate could help the Council in making more informative decision. With the consent of the rest of the Council, M. Mark volunteered to prepare the questionnaire for distribution.

Schedule for the next Council Meeting

The next scheduled meeting to be arranged.

ADJOURNMENT

No further business

The meeting was adjourned at 9:30 p.m.

**STRATA COUNCIL MEETING MINUTES
(STRATA PLAN LMS 474 – CITY GARDEN)**

DATE HELD: Thursday, July 30th, 2015
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 8:00 P.M.

Council

Present: Mr. G. Deutsch (#1120)
Mr. B. Chien (#310)
Ms. C. Hesson (#920)
Ms. A. Chuang (#1010)

Absent: Mr. M. Mark (#820)

Also in Attendance:

Sherman Peng Bldg. Manager

Call to Order

Due to M. Mark's absence, the Meeting was called to order by Ms. A. Chuang (vice-president) at 8:05 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (G. Deutsch / B. Chien)

That the minutes of the Strata Council meeting held 4-30-2015
to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

MOVED AND SECONDED (G. Deutsch / B. Chien)

That the Financial statement for the 1st quarter of 2015
to be adopted as circulated.

CARRIED UNANIMOUSLY

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 3-31-2015.

Unit 730 owing \$50.00 (late payment penalty for Jan. 2015)

Accounts Statements

Bank Statement as 3-31-2015

Operating Account \$ 62,284.66

Contingency Reserve Account \$ 77,924.27

RENTAL STATUS - nil

BUILDING MAINTENANCE REPORT

Regular Annual Services

Annual fire alarm & sprinkler inspection – **completed**

Annual roof anchor inspection - **completed**

Exterior window clearing – **completed**

Minutes 07-30-2015

Emergency Generator Annual Test – **completed**
Dryer duct cleaning – **TBA (2016)**

New Incidence Report

Parking Violation at the Handicap and the Visitor’s parking Stall

Owner of Unit #630 and the guests left their cars in the building for an extended vocation. No approval was granted for the extended parking hours.

ACTION TAKEN: After notifying the Owner by phone and consulting with the Council members, both vehicles were towed from the parking stalls.

Service and Maintenance Work Completed

- 01 Leaky fire sprinkler heads in the Exercise room were replaced
- 02 exterior window cleaning and roof anchor inspection were completed
- 03 the pilot light for the hot water boiler was replaced to resolve the frequent “no hot water” issue
- 04 coordinate sample collection and exterior wall water spray tests with the JRS Engineering

Previous work order Outstanding

- Unit 1020 - S/E bedroom and the enclosed Balcony
- Unit 930 - walk-in closet ceiling
- Unit 540 - Enclosed balcony
- Unit 1210 - Multiple source of leaks found inside of the exterior (stucco) wall
 - North facing wall at Living room
 - Wall above the East facing Patio door at Living room
 - Wall corner of the west stair case

ACTION PENING: Building Manager and the Strata Council were waiting to see the exterior leak assessment report by JRS Engineering so that appropriate action can be decided for the repair work.

SERVICE CONTRACT FOR APPROVAL

nil

BUSINESS FROM PREVIOUS MEETING

Building Envelope Assessment

JRS Engineering advised that the Building Envelope Assessment Report would be completed by mid of August.

Front Façade of the Commercial Unit 1266

The commercial tenant and the property owner of the unit were notified regarding the unsightly adhesive residual on the Façade and the detreating sign board.

ACTION PENDING

NEW BUSINESS

Permitted Use of the Handicap parking stall

Ms. B. Sicherman (owner of #730) due to her medical condition, had sent an email requesting to park the handicap spot temporarily once in every three months for a few hours each time.

In reply, G. Deutsch felt that the request should not be granted because the stall was designated for the visiting guest with the disability. Also, according to the Strata Bylaw, all the Visitor parking stalls are for the exclusive use of the visitor on “first come first serve” basis up to 8 hours a day; not to be occupied by the Owners. If Ms. Sicherman wished to relocate her existing stalls to a more convenient location, she would need to make a written request to the Strata Council for consideration.

Furthermore, in lieu of the recent incidence, cars were left at the visitor’s parking for days waiting for the Council decision for action. During the waiting period, the other owners had also lost the chance of using the parking for their quest. Therefore, G. Deutsch made a **MOTION to “adopt a “zero tolerance” policy for the unlawful parking at the Visitor’s stall (including the H/C). Any such vehicles will be removed immediately from the site by the order of the Building Manager. NO further notice to the driver and consent from the Strata Council are required prior to removal.**

MOTION PASSED, CARRIED UNANIMOUSLY

Outstanding Balance owing from unit 730

Our record showed that unit 730 still had an outstanding balance of \$50.00 owing as the result of late payment penalty for the January’s fee this year. Ms. Sicherman was reminded by email to settle the account but no response.

After a brief discussion, the Council asked the Building Manager to advise the property owner if the balance was not paid by the end of year, an interest charge of 10% would be added to the amount owing. Also, the unpaid balance may result suspending the right to vote at the coming AGM.

Schedule for the next Council Meeting

The next scheduled meeting will be held at 8:00 P.M., on Thursday, July 30th 2015.

ADJOURNMENT

No further business

The meeting was adjourned at 9:15 p.m.

**STRATA COUNCIL MEETING MINUTES
(STRATA PLAN LMS 474 – CITY GARDEN)**

DATE HELD: Thursday, April 30th, 2015
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 8:05 P.M.

Council

Present: Mr. G. Deutsch (#1120)
Mr. B. Chien (#310)
Ms. C. Hesson (#920)
Ms. A. Chuang (#1010)

Absent: Mr. M. Mark (#820)

Also in Attendance:

Sherman Peng Bldg. Manager

Call to Order

Due to M. Mark's absence, the Meeting was called to order by Ms. A. Chuang (vice-president) at 8:10 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (C. Hesson / B. Chien)

That the minutes of the Strata Council meeting held 2-26-2015
to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

MOVED AND SECONDED (G. Deutsch / A. Chuang)

That the Financial statement for the 1st quarter of 2015
to be adopted as circulated.

CARRIED UNANIMOUSLY

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 3-31-2015.

Unit 730 owing \$50.00 (late payment penalty for Jan. 2015)

Accounts Statements

Bank Statement as 3-31-2015

Operating Account \$ 49,866.35

Contingency Reserve Account \$ 72,465.21

RENTAL STATUS - nil

BUILDING MAINTENANCE REPORT

Regular Annual Services

Emergency generator test – **TBA**

Annual fire alarm & sprinkler inspection – **TBA**

Annual roof anchor inspection - **TBA**

Minutes 04-30-2015

Exterior window clearing – TBA
Emergency Generator Annual Test – TBA
Dryer duct cleaning – TBA (2016)

New Incidence Report

Unit 920

Enclosed balcony – water dripping above the curtain track

ACTION TAKEN: expose the affected area by removing the wetted ceiling drywall; further observation is required to determine the cause.

Underground parking (P3A)

Human feces were found on the floor of the south exit stairway. The vehicle of unit 920 was also vandalized by the smelling waste. After checking all the exits, there was no visible damages to any exterior doors and hardware. However, the dead bolt of the access door from P1 to the lower level parking was found unlocked.

Exercise room (4-30-2015)

Water droplets was found at the sprinkler heads in the Exercise room.

ACTION TAKEN: investigation pending.

Previous work order Outstanding

Unit 1020

-S/E bedroom

-Enclosed Balcony

Causes: water penetration from the window frame & exterior cladding

ACTION PENDING

Unit 930 – walk-in closet ceiling

Causes: same source from the unit 1020 above.

Unit 540

-Enclosed balcony – water dripping from the ceiling above the window frame

ACTION PENING: exterior wall leak assessment.

Unit 1210

Multiple source of leaks found inside of the exterior (stucco) wall

North facing wall at Living room

Wall above the East facing Patio door at Living room

Wall corner of the west stair case

ACTION PENING: waiting for exterior wall leak assessment (in progress)

SERVICE CONTRACT FOR APPROVAL

Roof anchor inspection contract: PROBEL SAFETY SYSTEM was **ACCEPTED** by the Strata Council and the fee proposal signed by A. Chuang

BUSINESS FROM PREVIOUS MEETING

Building Envelope Assessment

JRS Engineering advised that the on-site inspection would be scheduled in the month of May.

NEW BUSINESS

Council Hearing granted to Mr. Han (#540)

A few weeks ago, Mr. Han (owner of unit 540) had made e-mailed request to the Strata Council for the approval of hiring his own contractor to repair the leaky window and paying the full costs of the repair. To respond to his request, M. Mark invited him for a HEARING so that the entire Council could listen to his request and make informed decision.

Mr. Han arrived at the meeting room at 8:30 p.m. He briefly described the problem and wished the Council to take immediate action to repair the leak.

In reply, G. Deutsch stated that the Council had informed by the Building Manager that currently there were a number of units reporting water leaks from the exterior cladding. His unit was also one of those being reported. He agreed that a building envelope assessment was important for the planning of the overall repair. Once the Council evaluated the report, the scope of the work could be defined based on available funding and to be supported more easily by the occupants.

C. Hesson said that she also recently reported the water ingress sighting from her bedroom window. She knew that it was coming from the exterior wall cladding. She did not mind waiting to see the assessment report and the remedial work to follow. At the meantime, she felt sorry for Mr. Han's situation and asked if the Building Manager could replace the blinds to cover the exposed windows for the sake of privacy.

S. Peng replied that he had informed Mr. Han regarding the pending action to the repair the building exteriors. Also, upon receiving Mr. Han's request, we could arrange service to put back the window blinds temporarily.

With no further presentation, Mr. Han was asked to leave the room and wait for the Council decision the following day.

After Mr. Han's absence, the Council **VOTED UNANIMOUSLY** to **DENY** Mr. Han's request for the immediate repair.

Front Façade of the Commercial Unit 1266

S. Peng reported that the store front sign of said location appeared to be deteriorating. The glue residue from the previous sign board was still on the façade. Those sighting were brought to the attention of the current tenant; however, he felt that he was not obligated to improve the appearance. After a brief discussion, the Council decided to advise the property owner in writing to take action for cleanup the front façade.

Schedule for the next Council Meeting

The next scheduled meeting will be held at 8:00 P.M., on Thursday, July 30th 2015.

ADJOURNMENT

No further business

The meeting was adjourned at 10:06 p.m.

**STRATA COUNCIL MEETING MINUTES
(STRATA PLAN LMS 474 – CITY GARDEN)**

DATE HELD: Thursday, February 26th, 2015
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 8:00 P.M.

Council

Present: Mr. G. Deutsch (#1120)
Mr. B. Chien (#310)
Ms. C. Hesson (#920)
Mr. M. Mark (#820)
Ms. A. Chuang (#1010)

Also in Attendance:

Sherman Peng Bldg. Manager

Appointment of Council Executives

President Mr. M. Mark
Vice President Ms. A. Chuang
Secretary Mr. G. Deutsch
Treasurer Mr. B. Chien

Call to Order

Meeting was called to order by Mr. M. Mark at 8:10 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (G. Deutsch / B. Chien)

That the minutes of the Strata Council meeting held 1-8-2015
to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

Not available

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 01-31-2015.

Accounts Statements

Bank Statement as 1-31-2015

Operating Account \$ 46,254.53

Contingency Reserve Account \$ 70,368.16

RENTAL STATUS - nil

BUILDING MAINTENACE REPORT

Regular Annual Services

Emergency generator test – **TBA**

Annual fire alarm & sprinkler inspection – **TBA**

Minutes 02-26-2015

Annual roof anchor inspection - **TBA**
Dryer duct cleaning – **TBA**
Exterior window clearing – **TBA**
Emergency Generator Annual Test – **TBA**
Dryer duct cleaning – **TBA (2016)**

New Incidence Report

Council office

Water stain found on the ceiling

Causes: “pin hole” leak from hot water re-circulating pipe

ACTION TAKEN: repair work arranged

WORK COMPLETED

Boiler Room

Leaky water pipe

Causes: “pin hole” leak from 2” hot water supply

ACTION TAKEN: all repair work arranged

WORK COMPLETED

Unit 1120

Main bathroom – water stain found on the ceiling of the shower stall

Causes: “pin hole” leak from hot water pipe

ACTION TAKEN: all repair work arranged

WORK COMPLETED

Unit 540

Enclosed balcony – water dripping above the curtain track

ACTION TAKEN: expose the affected area by removing the wetted ceiling drywall; further observation is required to determine the cause.

Unit 1210

Multiple source of leaks found inside of the exterior (stucco) wall

North facing wall at Living room

Wall above the East facing Patio door at Living room

Wall corner of the west stair case

Causes: possible water ingress from the exterior wall

Previous work order Outstanding

Unit 1210 – dripping water from Living room ceiling

Causes: a rusted roof drain assembly was found

ACTION TAKEN: clean up the deck drain and seal around the opening; leak stopped and ceiling painted.

WORK COMPLETED

Unit 1210 - Upper bedroom ceiling

Causes: gap found below the metal roof panel; rain water was driven in by strong wind

ACTION TAKEN: block the gap below metal roof flashing; leak stopped and damage repaired

WORK COMPLETED

Unit 1020 – S/E bedroom

Causes: water seeping through the curb wall between the exterior patio and the bedroom

ACTION TAKEN: apply caulking at the foot of the curb wall on the inside face to block the water ingress; repair work for the exterior balcony to be arranged

Unit 930 – walk-in closet ceiling
Causes: same source from the unit 1020 above.

Unit 1020 – Enclosed Balcony
Causes: water penetration from the window frame & exterior cladding
ACTION PENDING

Recommendation for Building & Maintenance

-Full building envelope inspection with intrusive test for water penetration
-Acquire specification and construction details from engineering consultant for future repair and replacement of windows & doors, roof decking, exterior wall cladding & flashing.

APPROVAL OF SERVICE CONTRACT

Building Management Contract and fee Agreement

Since many of the Council members were new to City Garden. S. Peng presented the Building Management and Caretaker Service contract and elaborated the scope of work. No increase was proposed for the total compensation this year. After reviewing and verifying the services provided, the Council **AGREED UNANIMOUSLY** to renew the Building Management and the Caretaker service contract for 2015.

Annual and scheduled monthly service contract

For the annual scheduled monthly building services, S. Peng asked the Council's approval to renew the service agreement with the same companies. If there were a substantial fee increase, the Building Manager would acquire comparable quote from other competitors before reawarding the contract.

The Council **AGREED UNANIMOUSLY** to accept Building Manager's recommendation to continue renew the service agreement with the existing companies.

BUSINESS FROM PREVIOUS MEETING

Fee proposal for Building Envelope Assessment

As per resolution from the last meeting (1-8-2015), the Council moved to carry out the building envelope assessment. S. Peng presented fee proposals from JRS ENGINEERING and STRATA ENGINEERING. After careful evaluation of the two proposals, the council **AGREED UNANIMOUSLY** to award the contract to **JRS ENGINEERING** for the amount of \$8,250.00 plus applicable tax. In addition, WATER LEAK TESTING for the leaky suites (see building maintenance report) was rewarded for an additional cost of \$1500 plus tax. S. Peng was instructed to begin the work as soon as possible so that remedial work could be planned for this year.

In addition, G. Deutsch asked if the engineering consultant could provide rough estimate for the replacement of all the exterior windows. S. Peng replied that he would make the request on behalf of the Council.

NEW BUSINESS

Waving of late payment for unit 730

Ms. Sicherman (#730) wished the Council to waive the late payment fine of \$50.00. S. Peng stated that the owner had owed the January's maintenance over 30 days. As per strata regulation, the maintenance fee was due at the first day of the month. Payment must be remitted within 5 days otherwise a late payment penalty of \$50.00 would apply. During the month, Ms. Sicherman was notified by email and reminded by phone calls. The payment was not received until February but the fine remained unpaid. Ms. Sicherman wrote an email explaining why the payment was delayed and wishing the fine to be waived. The Council reviewed her email request and asked for her past

payment record. After a brief discussion, the Council **DECIDED UNANIMOUSLY** that the late payment fine must be paid as per Bylaw regulation.

Alteration of in-suite fire sprinkler at # 820

Mr. Mark, owner of unit #820 presented a sketch to renovate the existing kitchen in the suite. For the proposed work, the existing sprinkler heads must be modified to suite the new kitchen layout. Since the fire sprinkler heads were part of the “COMMON PROPERTY” as defined by the Strata Bylaw, Mr. Mark was seeking Council’s approval to carry out the proposed work. S. Peng advised that the process to alter the sprinkler heads would need to drain and recharge water in the existing system. From past experience, recharging the system might also cause leaking on other sprinkler heads on the same floor. The cost to inspect and if necessary, to repair any leaky heads in other suites must be addressed prior to approval. After Mr. Mark’s presentation, he was excused from the meeting room temporarily so that the rest of the council members could vote on the subject. After a brief discussion, it was **AGREED UNANIMOUSLY** to **APPROVE** Mr. Mark’s request to alter the existing fire sprinkler heads subject to the following:

01 sprinkler alteration permit must be obtained and work to be approved by the City of Vancouver

02 ensure the mechanical contractor upon restoring the system checking all the suites for possible leak and paying for any repair work as necessary.

03 ensure sufficient insurance coverage for accidental flood and liability claim.

After the Council’s decision, Mr. Mark re-joined the Council for the rest of the meeting.

Storage Use for the mechanical / equipment room

S. Peng advised that the temporary lease to Mr. G. Deutsch’s (#1110) would expire by the end of February. Since the renewal of the lease depending on the decision on the use of the room, the discussion was suspended till the forming of the new council. G. Deutsch reinstated his intention to continue the lease and left the meeting room to wait for Council’s decision.

To all fairness for all the owners, the council would like to inform and to know if anyone else also would like to use the storage. At the meantime, it was **AGREED** to **renew the lease for an additional three months to Mr. Deutsch**. The final decision for the usage of the room would be determined after hearing request or feedback from the rest of the owners in the building.

Schedule for the next Council Meeting

The next scheduled meeting will be held at 8:00 P.M., on Thursday, April 30th 2015.

ADJOURNMENT

No further business

The meeting was adjourned at 10:06 p.m.

**MINTUES OF THE 2015 ANNUAL GENERAL MEETING
(STRATA PLAN LMS 474)
HELD AT 7:00 P.M. on Friday, January 30th, 2015**

PRESENT:

In person - (16)

S. Chan (#210), W. J. Lee (#230), G. Leoy (#240), B. Chien (#310), A. Wong (#320), X. Zhang (#330), M. Spooner (#340), K. Oinonen (#520), L. Yeung (#530), Y. Y. Han (#540), P. Pang (#710), M. Mark (#820), H. K. Kim (#910), C. Hesson (#920), A. Chuang (#1010), G. Deutsch (#1120)

By Proxy - (2)

V. Jeftic (#720) by P. Pang
S. LEE (#810) by P. Pang

S. Peng (Building Manager)

CERTIFICATION OF PROXIES & CALL OF ROLL:

18 eligible voters were present.

CALL TO ORDER:

G. Deutsch was appointed by the owners to chair the meeting.

G. Deutsch announced that the total of 18 registered owners presented would constitute a quorum to carry out the meeting as per Strata Property Act. Therefore, the meeting was called to order at 7:31 P.M.

ADOPTION OF THE MINUTES FOR 2014 ANNUAL GENERAL MEETING:

It was **MOVED** by P. Pang and **SECONDED** by K. Oinonen “to **ACCEPT** the 2014 AGM MINUTES” (see attachment)

MOTION CARRIED UNANIMOUSLY

ADOPTION OF THE 2015 OPERATING BUDGET

The budget proposal was reviewed and approved by Council Resolution at the regular Council meeting held on 01-08-2015.

It was **MOVED** by M. Mark and **SECONDED** by P. Pang “to **ACCEPT** the 2015 Operating Budget” (see attachment)

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Report of Insurance Coverage

S. Peng advised that the Strata Council had renewed an annual term of the commercial property and liability insurance through “MAPLELEAF Insurance” broker, valid till 12-31-2015. The deductible for flood water damage would be \$5,000. Owner were asked to make ensure the private condo. Insurance to match the same.

Cash Allowance for the purchase of new exercise equipment

C. Hessen (#920) suggested that the cash allowance recommended by the Strata Council to be raised in order to purchase a better quality exercise equipment. Based on a quote presented by G. Deutsch (#1120), a universal home gym. from FLAMAN FITNESS would cost around \$3100 before tax. After a brief discussion among the owners, Mr. Deutsch / Ms. Hesson **RAISED** and **SECONED** a **MOTION** to: **increase the cash allowance from \$2,000 to \$3,500 for the purchase of the exercise equipment for the special resolution #03 on the Agenda.**

The **MOTION** was put forward for a vote by showing of hands.

VOTING RESULT: (require the majority votes to pass)

YES 3 NO 10

MOTION DEFEATED

VOTING FOR SPECIAL RESOLUTION

Special Resolution #1

A. Proposal to establish a “BUILDING DEPRECIATION FUND” by collecting additional contribution from the owners. The fund would only be used in whole or in part for the future upgrade and replacement of the existing building components which were deemed necessary as recommended by the engenderer’s report. The initial amount for the contribution was set at 12% of the monthly maintenance fee for 2015.

VOTING RESULT: (require 2/3 voted to pass)

YES 16 NO 2

RESOLUTION PASSED

Special Resolution #2

B. Giving permission to the Stata Council to make the fund available from the “Building Depreciation Fund” account to carry out work as prioritized by the Council without acquiring a ³/₄ voting approval from a General Meeting.

VOTING RESULT: (require 2/3 of votes to pass)

YES 9 NO 9

RESOLUTION DEFEATED

Special Resolution #3

C. Allocate \$2,000 for the procurement of new exercise equipment

VOTING RESULT: (require the majority votes to pass)

YES 7 NO 11

RESOLUTION DEFEATED

Voting results were called out and verified by P. Pang and G. Deutsch

ELECTION OF THE (2015) STRATA COUNCIL

There were total of (6) candidates nominated for the (5) Council member seats

G. Deutsch (#1120), B. Chien(#310), C. Hessen (#920)
M. Mark (#820), A. Chuang (#1010), V. Jetic (#720)

VOTING RESULT:

G. Deutsch	(#1120)	re-elected
B. Chien	(#310)	re-elected
C. Hesson	(#920)	newly elected
M. Mark	(#820)	newly elected
A. Chuang	(#1010)	newly elected (second ballot)

ADJOURNMENT

No further business.

G. Deutsch called the meeting adjourned at 8.23 P.M.

**STRATA COUNCIL MEETING MINUTES (DRAFTED COPY)
(STRATA PLAN LMS 474 – CITY GARDEN)**

DATE HELD: Thursday, January 8th, 2015
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 8:00 P.M.

Council

Present: Mr. B. Chien #310
Mr. G. Deutsch #1120
Mr. V. Jeftic #720
Ms. K Oinonen #520 (arrived at 9:10 p.m.)

Absent: Mr. M. Spooner #340

Also in Attendance:

Sherman Peng Bldg. Manager

Call to Order

Meeting was called to order by Mr. Gabriel Deutsch at 8:10 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (G. Deutsch / B. Chien)

That the minutes of the Strata Council meeting held 10-30-2014

to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

MOVED AND SECONDED (G. Deutsch / M. Spooner)

That the financial Statement of 3rd & 4th Quarters (2014)

to be adopted as circulated.

CARRIED UNANIMOUSLY

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 12-31-2014.

Accounts Statements

Bank Statement as 12-31-2014

Operating Account \$ 59282.90

Contingency Reserve Account \$ 70,370.16

RENTAL STATUS - nil

BUILDING MAINTENANCE REPORT

Regular Annual Services

Fire sprinkler winterization (2014) – **COMPLETED**

Underground parking power washing (2014) – **DIFFERED**

Emergency generator test – **TBA**
Annual fire alarm & sprinkler inspection – **TBA**
Annual roof anchor inspection - **TBA**
Dryer duct cleaning – **TBA**
Exterior window clearing – **TBA**
Emergency Generator Annual (2014) Test – **TBA**
Dryer duct cleaning – **TBA (2016)**

New Incidence Report

Plumbing leak at Unit #640 & Unit #730

Water leak was investigated and the followings were discovered....

- Hot water pipe above the #640 Bathroom ceiling had a “pin” hole.
- Inside of the wall cavity at #730, a wet spot was also found on the extension of the same leaky pipe from #640 below.

ACTION TAKEN:

Plumbing repair was arranged and damaged drywall restored. **WORK COMPLETE**

Water leak at Unit #1210

During investigation of an existing leak, a small puddle on the floor and water stain on the ceiling were found in the Living room area.

ACTION TAKEN:

After investigation of the roof above, the leaky spot was found directly below a roof deck drain. The water leak was possibly caused by the rusted or clogged drain assembly.

Immediate repair will be arranged.

WORK INCOMPLETE

Work Order Outstanding

Unit 1120

-Ceiling in Master bedroom & Dining / window frame S/E facing

Unit 1020

-Wet floor near the patio door at S/E corner bedroom
-Enclosed balcony window frame at N/E corner leaking – heavy rain

Unit 930

-Ceiling at walk-in-closet at S/E corner (directly below #1020)

Unit 1210

-Upper bedroom ceiling with wet carpet and water stain along the ceiling

Recommendation for Building & Maintenance

- Full building envelope inspection with intrusive test for water penetration
- Acquire specification and construction details from engineering consultant for future repair and replacement of windows & doors, roof decking, exterior wall cladding & flashing.
- Allocating or proposing fund by regular contribution to the cover the future repair expenses.
- Upgrading existing light fixtures to LED lights to conserve energy and lower electrical costs.

- Exterior envelop inspection
- Underground parking – seal cracks on the parking slab to stop water penetration

BUSINESS FROM PREVIOUS MEETING

Inquiry replacement cost for the exterior windows

In respond to the Council's request from 10-30-2014's meeting to obtain quotes for the exterior window replacement, S. Peng reported that he had inquired about the work and consulted with the City building official. To obtain the quote, the contractor would need full specifications and waterproofing details for the window replacement. City would also require a building permit for the work with construction document prepared by a qualified building envelop consultant. Therefore, to start the process, S. Peng suggested that a full building envelop assessment report should be obtained prior to planning further remedial work.

NEW BUSINESS

Council Approval of PRIVILEGE

After the Council's decision (10-30-2014) to convert the Mech. /Equipment room to residential storage lots, Mr. Gabriel Deutsch offered to the lease the entire room for storage. On 11-20-2014, the strata council held a hearing for his request to lease the entire Mech. Room exclusively his personal storage. Council members - Mr. Jeftic, Mr. Chien & Ms. Oinonen and Mr. Deutsch were present at the meeting. After a lengthy discussion, Mr. Deutsch was excused from the meeting room prior to the Council's decision. Based on the STRATA PROPERTY ACT, the Council granted Mr. Deutsch a **PRIVILEGE** to lease the space for a period of (3) months from 12-01-2014 to 2-28-2015 for a rent of \$250.00 per month. Further renewal of the lease will be reviewed and decided by the Council. Also, the Council also asked S. Peng to make the residential owners aware that additional storage lots would be available for lease.

Building Insurance Renewed for 2015

S. Peng reported that the existing building insurance coverage (expired on 12-31-2014) was renewed with a \$5,000 flood damage deductibles and an annual premium of \$20,983 (\$19,984 for 2014). All the owners were advised to purchase private condominium insurance in order to cover damages to personal content and suite improvement.

Annual Operating Budget proposal for 2015

The annual budget proposal was prepared and presented to the Strata Council for acceptance. The budget proposal was based on the actual expenditure occurred from the past year. Allowances were made for any anticipated fee increase and additional expenses. The projected operating budget would be \$178,200 and contingency contribution of \$8,910.00 for a total of \$179,085.00 to be funded by the maintenance fees.

B. Chien **MOVED** and G. Deutsch **SECONDED** to **accept the BUDGET PROPOSAL for the 2015 Annual General Meeting.**

CARRIED UNANIMOUSLY

Building Envelop Report

As per Building Manager's suggestion, G. Deutsch **MOVED** to **acquire the full building envelop report and the cost of the report to be paid by the surplus of the operating account.**

CARRIED UNANIMOUSLY

Proposal of special resolutions for 2015 Annual General Meting

The following resolutions were **DISSCUSSED** and **MOVED** by the Council to be presented at the upcoming AGM for voting and approval.

A. Proposal to establish a “BUILDING DEPRECIATION FUND” by collecting additional monthly fee from all the owners to a separate bank account. The fund would only be used in whole or in part for the future upgrade and replacement of the existing building components which were deemed necessary as recommended by the consultant’s report. The initial amount for the contribution was set at 12% of the monthly maintenance fee.

B. Giving permission to the Stata Council to prioritize the items and allocate available fund from the “Building Depreciation Fund” account to carry out the proposed work.

C. Allocate \$2,000 for the purchase of new exercise equipment

CARRIED UNANIMOUSLY

ACTION TAKEN:

The approved items would be posted on the 2015 AGM meeting agenda for voting and approval.

Schedule for the 2015 Annual General Meeting

The 2015 AGM will be held at 7:00 P.M., on Thursday, January 30th, 2015.

Schedule for the next Council Meeting

The next scheduled meeting to be arranged after the 2015 Annual General Meeting.

ADJOURNMENT

No further business

The meeting was adjourned at 10:10 p.m.

**STRATA COUNCIL MEETING MINUTES
(STRATA PLAN LMS 474 – CITY GARDEN)**

DATE HELD: Thursday, Oct 30th, 2014
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 7:30 P.M.

Council

Present: Mr. B. Chien #310
Mr. M. Spooner #340
Mr. G. Deutsch #1120
Mr. V. Jeftic #720

Absent: Ms. K Oinonen #520

Also in Attendance:

Sherman Peng Bldg. Manager

Call to Order

Meeting was called to order by Mr. Gabriel Deutsch at 7:33 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (M. Spooner / G. Deutsch)

That the minutes of the Strata Council meeting held 7-30-2014
to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

Due to computer problem, the financial Statement of the 3rd Quarter (2014) was not ready for the meeting. The adoption of the statement will be postponed to the next meeting.

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units with no arrears as 9-30-2014.

Accounts Statements

Bank Statement as 9-30-2014

Operating Account \$ 34,279.52

Contingency Reserve Account \$ 64,085.21

RENTAL STATUS - nil

BUILDING MAINTENACE REPORT

Regular Annual Services

Annual fire alarm & sprinkler inspection – **COMPLETED**

Annual roof anchor inspection - **COMPLETED**

Dryer duct cleaning – **COMPLETED**

Exterior window clearing – **COMPLETED**

Emergency Generator Annual (2014) Test – **COMPLETED**

Dryer duct cleaning - **COMPLETED**

Emergency generator test – **TBA**

Fire sprinkler winterization – **TBA**

Underground parking power washing – **TBA**

Repair and maintenance work completed

Unit #930 - ceiling of the “walk-in” closet was patched and re-painted.

Unit #1210 - water stained ceiling of the Master bedroom was patched and re-painted.

Unit #340 - ceiling near the top of the balcony windows was repaired.

New Incidence Report

Unit #730 – the drain pipe under the kitchen was separated at the coupling connection to the building sewer stack; water damages to the kitchen base cabinet, interior walls and the surrounding “laminated” wood flooring were observed.

ACTION TAKEN: Strata Council took immediate action in carrying out emergency clean-up and repairing all original installation as per Strata’s responsibility. The total repair cost was \$5022.42. Since the total amount was very close to the flood damage deductible (\$5,000) of the building insurance policy, no claim was filed to the insurance company. However, the unit was found liable for the repair costs and assessed the full amount of payable to the Strata Corporation.

Work Order Outstanding

1. Unit #1120 – water droplets on the ceiling of Master bedroom
2. Unit #1020 - water leak occurred near top of the window at the enclosed balcony

Recommendation for Building & Maintenance

- Exterior envelop inspection
- Underground parking – seal cracks on the parking slab to stop water penetration

BUSINESS FROM PREVIOUS MEETING

Proposal for storage space in the Mechanical Equipment (M/E) room

During last council meeting, Mr. G. Deutsch proposed to utilize the empty space in the M/E room as leased storage lot for the residents. The lease rate for the residents would be at \$1 per square feet with a minimum of \$25.00 monthly fee.

A **MOTION** was **RAISED** by **G. Deutsch** and **SECONDED** by **M. Spooner** to **“allocate the empty space in the Mechanical Equipment room as designated resident’s storage lot with a termed lease agreement.”** **CARRIED UNANIMOUSLY**

ACTION: Building Manager were instructed to draft a lease agreement to include the conditions discussed and the fee schedule prior to announcement to the residents.

NEW BUSINESS

New replacement camera and video recorder installed

With the Council permission, Mr. V. Jeftic volunteered to install a video capturing device to record the video images from the existing security cameras. He also replaced the faulty camera at the back hallway behind the commercial units. Mr. Jeftic completed the tasks with minimal expenses to the Strata Council.

We thanked Mr. Jeftic for helping out the security surveillance system.

With the enhanced surveillance system, G. Deutsch asked if the building could post signs to deter any potential burglary activity. S. Peng replied that there were two warning signs readily available for installation.

Inquiry replacement cost for the exterior windows

G. Deutsch recently found the windows in his suite “sweating” a lot during the cold weather seasons. Since the metal frame of the existing windows were not “thermally broken”, moisture and water droplets were formed inside of the window frames. To prevent water ingress and avoid the mildew, G. Deutsch suggested that the Strata Council should consider replacing all the exterior windows in the near future. S. Peng also added that the windows were one of the aging building components would need to be upgraded in order to maintain the upkeep of the building. G. Deutsch **MOVED** to “**acquire estimates for the replacement of the exterior windows.**”

CARRIED UNANIMOUSLY

ACTION PENDING:

S. Peng was instructed to invite quotes for the window replacement prior to the 2015 AGM.

Building insurance coverage and flood damage claim

In light of a recent flood damage claim from Ms. Beverly (#730), the insurance adjuster advised the Building manager that any individual of the building owners was eligible to claim the flood damage repair regardless the cause or the source of the plumbing leak. In situation where the individual owner was found liable for the damages, the maximum payout would only be the deductibles stipulated under the current building insurance policy.

In order to avoid frequent insurance claims which might result the increase of the insurance premium and the higher deductibles, G. Deutsch wished to consult with our building insurance underwriter to explain and clarify the rights and obligation of a Strata Corporation in the event of a “flood damage” situation.

ACTION PENDING:

S. Peng will contact our building insurance agent to arrange a meeting with the representative of the insurance underwriter.

Schedule for the next Council Meeting

The next scheduled meeting to be arranged prior to the 2015 Annual General Meeting.

ADJOURNMENT

No further business

The meeting was adjourned at 8:27 p.m.

**STRATA COUNCIL MEETING MINUTES
(STRATA PLAN LMS 474 – CITY GARDEN)**

DATE HELD: Wednesday, July30th, 2014
LOCATION: 2nd floor – Meeting room
1268 West Broadway, Vancouver, B.C.
TIME: 7:15 P.M.

Council

Present: Mr. B. Chien #310
Mr. M. Spooner #340
Mr. G. Deutsch #1120
Ms. K Oinonen #520 (arrived at 8:20 PM)

Absent: Mr. V. Jeftic #720

Also in Attendance:
Sherman Peng Bldg. Manager

Call to Order

Meeting was called to order by Mr. Gabriel Deutsch at 7:15 p.m.

PREVIOUS MINUTES

MOVED AND SECONDED (M. Spooner / B. Chien)

That the minutes of the Strata Council meeting held 4-30-2014
to be adopted as circulated.

CARRIED UNANIMOUSLY

FINANCIAL REPORT

MOVED AND SECONDED (G. Deutsch / M. Spooner)

That the financial Statement of 2nd Quarter (2014)
to be adopted as circulated.

CARRIED UNANIMOUSLY

Accounts Receivable – maintenance fees

Maintenance fees collected for all 34 units up to July 2014 with no arrears

Accounts Statements

Bank Statement as 6-30-2014
Operating Account \$ 45,535.15
Contingency Reserve Account \$ 66,180.06

RENTAL STATUS - nil

BUILDING MAINTENANCE REPORT

Regular Annual Services

Annual fire alarm & sprinkler inspection – **COMPLETED**

Annual roof anchor inspection - **COMPLETED**

Dryer duct cleaning – **COMPLETED**

Exterior window clearing – **COMPLETED**

Emergency generator test – **TBA**

Fire sprinkler winterization – **TBA**

Underground parking power washing – **TBA**

New Incidence Report

1. Unit #930 – water stain found at the ceiling in the “walk-in” closet
2. Unit #1020 – sign of water penetration at the upper corner of the N/E window frame in the Master bedroom
3. Unit #1120 – water droplets appeared on the ceiling of the Master Bedroom with unknown source

BUSINESS FROM PREVIOUS MEETING

Unauthorized storage in the Mechanical Equipment room

As per Council’s order, Ms. B Sicherman managed to remove all personal and household items from the premises prior to the 5-30-2014 deadline.

Insurance Coverage for Storage Space

In response to Mr. G. Deutsch’s inquiry regarding the insurance coverage, S. Peng consulted with the insurance broker. He was told that the insurance coverage will only apply to the common properties as per base building plan. Personal items in the common storage must be covered by the Individual’s private insurance.

NEW BUSINESS

Request for guest rental at unit #820

Mr. Michael Mark (new owner of unit #820) was given permission to present his request at the Council meeting. He wished to have his guests occupying the suite for 6 months while undergoing medical treatment at the nearby hospital. He further explained that his guest was having a hard time finding a reasonable accommodation in the area. Hopefully, the Council would consider the case being a “hardship” under the Strata Bylaw to allow temporary rental status. After a short session of questioning and discussion, Mr. Mark was asked to leave the meeting and wait for the Council’s decision in the following day.

The Council members continued to discuss the matter. Although the Council sympathized the guest’s situation but a final decision was made to **REJECT** Mr. Mark’s request in order to maintain the integrity of the Bylaw and all “fairness” to all the other owners.

The decision was based on the following reasons:

- 01 Only an “immediate” family member of the owner would be eligible to occupy the unit.
- 02 Only the “Hardship” of the Owner would be considered for granting the rental status
- 03 Owner must reside in the unit to share the accommodation with the guests.

ACTION TAKEN:

Mr. Mark will be informed about the Council’s decision at the following day.

Proposal for addition storage space in the Mechanical Equipment room

To utilize the vacant space in the existing Mechanical Equipment room, G. Deutsch proposed to make storage space available for lease to the owners of the building. A hand sketch showing the room being divided into 13 stalls with different monthly fee charges depending on the floor area. He further suggested that the lease would be subject to a fixed one year term with limited access during the lease period. To ensure security, only the Building management would have access to the room. Dangerous and flammable goods were not allowed in the storage. In order to make the lease proposal presentable to the Owners, S. Peng would make a draft proposal for the lease agreement and post it at the bulletin board for public feedback.

Parked Vehicle with expired license plate

G. Deutsch asked if the Strata Bylaw allowing any vehicle without a valid license plate to be parked at the underground parking stall. S. Peng replied that only vehicles with current registration and insurance in force shall be allowed in the parking area, except with special permission of the strata council. Only one vehicle parked at stall for unit 730 had an expired license plate. Ms. Sicherman (owner of #730) was notified a number of times for the license requirement. Her last reply was to sell the vehicle because of difficulty to obtain a car insurance in BC.

G. Deutsch **MOVED to send a written notice to the owner and request Bylaw compliance within 15 days after the issuance of the notice.**

CARRIED UNANIMOUSLY

ACTION PENDING:

S. Peng will draft the letter on behalf of the Strata Council to sign.

Schedule for the next Council Meeting

TBA

ADJOURNMENT

No further business

The meeting was adjourned at 8:40 p.m.