

**SPECIAL GENERAL MEETING MINUTES  
STRATA CORPORATION VR1428  
VANCOUVER, B.C.**

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**MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN VR1428, "CAMBRIDGE PLACE" HELD IN THE UKRAINIAN CATHOLIC COMMUNITY CENTRE 3150 ASH STREET, VANCOUVER, BC, ON WEDNESDAY, OCTOBER 29TH, 2003 AT 7:00 P.M.**

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**IN ATTENDANCE:**

38 owners were represented at the meeting, either in person or by proxy.  
(30 in person, 8 by proxy)

**Representing Rancho Management Services (B.C.) Ltd.:**

Joseph Tsang, Senior Property Manager  
Terry Li, Property Manager

**Guest Presenter:**

Mike Pearson, Brighter Mechanical

1. **CALL TO ORDER.**

The meeting was officially called to order by Ms. Virginia Hayes at approximately 7:05 p.m.

It was confirmed that the total number of represented owners constituted a quorum. Thus, those present could proceed with the business at hand.

Ms. Hayes then stated that she has been asked by the Strata Council to chair the meeting on Council's behalf. It was **MOVED, SECONDED** and **CARRIED** to have Ms. Hayes chair the meeting.

2. **AGENDA.**

Virginia Hayes reviewed the agenda with owners present. The following items have been suggested by owners to be added to tonight's meeting for discussion:

- Leak response procedures

It was then **MOVED, SECONDED** and **CARRIED** to approve of the agenda as amended.

3. **PROOF OF NOTICE OF MEETING.**

It was **MOVED** and **SECONDED** that the notice of the meeting dated October 8<sup>th</sup>, 2003 be deemed in compliance with the notice requirements of the Strata Property Act. **CARRIED**

4. **APPROVAL OF THE PREVIOUS MEETING MINUTES.**

An owner pointed out that two items were omitted from the July 22<sup>nd</sup>, 2003 minutes. These items are page 5 section 9(c). The following sentence will be added to the third last paragraph of the section.

4. **APPROVAL OF THE PREVIOUS MEETING MINUTES – CONT'D.**

*The owners of the suite are responsible for security measures and will consult with Strata Council on how to implement these security measures for the fence.*

On page 6 section 11, the owner pointed out that these items should be added for discussion at the next Special General Meeting.

After discussion, it was **MOVED** (Unit 214), **SECONDED** (Unit 212) and **CARRIED** to amend the minutes as proposed. (One abstention, Unit 116)

5. **¾ VOTE RESOLUTIONS.**

a) **Resolution “A”:**

**WHEREAS:**

*The owners, Strata Plan VR1428, have received the final audited figures from BME & Partners with regards to the monies remaining from the building envelope remediation project including the GST Rebate from the Homeowner Protection Office.*

**BE IT THEREFORE RESOLVED, BY ¾ VOTE RESOLUTION;**

*THAT the owners, Strata Plan VR1428, authorize the payment of the monies remaining from the building envelope remediation project (\$625,457) back to the strata lot owners based on unit entitlement. The refund will be issued back to the owners by November 15<sup>th</sup>, 2003.*

Ms. Hayes explained to the owners that the supplementary material handed out at tonight's meeting included documentation from the Homeowners Protection Office and Berris Mangan Elliot and Partners (the auditors of the monies for the building envelope project).

The Homeowners Protection Office sent a letter to the Strata Corporation explaining that the loan from the Homeowners Protection Office must be returned after the surplus for the Building Envelope Project (BEP) is returned back to the owners. According to the auditors, the total refunded amount along with accrued interest earned as of October, 2003 will be \$627,834.96. The amounts will be paid back to the owners on title after tonight's meeting.

Ms. Rosanna Frasson, the Strata Council Treasurer, informed the General Ownership that the refund is a result of under spending in the legal fees as well as actual construction costs. Ms. Frasson also thanked the Finance Committee as well as the Building Envelope Committee for overseeing the entire project. Without the contribution of these owners, the project could not have taken place. Special thanks were also given to the Gardening Committee and all those owners who attended the meetings to express their opinions.

5. ¾ VOTE RESOLUTIONS – CONT'D.

a) **Resolution “A” – Cont’d:**

There being no further comments it was **MOVED, SECONDED** and **CARRIED** unanimously to approve of the refund for the BEP project.

b) **Resolution “B”:**

**WHEREAS:**

- 1. Various pipe leaks over the past 5 years have caused considerable damage to the common property.*
- 2. The building pipes are approaching 18 years old.*
- 3. Strata Council has contacted 4 companies to provide quotations for the re-piping.*
- 4. A committee consisting of strata lot owners will be formed to choose the company for the project.*

**BE IT THEREFORE RESOLVED, BY ¾ VOTE RESOLUTION;**

- 1. THAT the owners, strata plan VR1428 authorize a Special Levy in the sum of \$200,000 for the building re-piping project due in three equal installments on January 1st, 2004, February 1st, 2004 and March 1st, 2004.*

Ms. Hayes presented to the General Membership, Mike Pearson of Brighter Mechanical. Mr. Pearson is attending tonight’s meeting to explain to owners why re-piping is needed and to answer any possible questions Owners may have. The Strata Council presented to the Owners a spreadsheet for the cost incurred from various pipe bursts and subsequent interior repairs. Strata Council noted that it seems that there has been a steady increase in the number of pipe leaks within the past two years and is recommending to the General Membership to re-pipe the building.

The leaks have mostly occurred in the first floor level pipes, with sporadic occasions throughout the other levels. Mr. Pearson explained to the General Membership that the main reasons for the need for re-piping are:

1. Pin-hole leaks
2. Thin copper type (L) pipes in the existing building
3. Water velocity
4. Electrolysis

Mr. Pearson also noted that the project will be done in phases starting with the main floor, 2<sup>nd</sup> floor and 3<sup>rd</sup> floor of the building. Brighter Mechanical also has its own sub-trades which will see the completion of the project from beginning to end. The sub-trades include plumbers, carpenters, tile setters and dry wallers. An outside engineering firm will help design the specification of the pipe retrofit project as well as providing a streamlined schedule. It will take approximately 10 weeks from start to finish for the project with 10 to 12 working days per suite.

5. ¾ VOTE RESOLUTIONS – CONT'D.

b) Resolution “B” – Cont’d:

Building and City inspectors will examine the entire project upon completion. He noted that all pipes will be wrapped and plastic clips will be used to prevent corrosion. Type “K” copper, which is a thicker type of copper, will be used as well as the larger diameter piping. The floor was then turned over to the General Membership. The following lists of questions from various owners were addressed by Mr. Pearson:

**1. An owner inquired as to why a building of 18 years old requires re-piping. The owner believes that the pipes should last at least 30 years before re-piping is needed.**

Mr. Pearson informed the owner that the poor quality of piping used throughout the building which leads to premature failure.

**2. An owner inquired if legal action could be taken against the manufacturer of the pipes.**

Mr. Pearson informed the owner that he is not aware of any cases that have been successful. An owner present informed the General Membership that even if Council is successful in legal action against the manufacturer of the pipes, the company is most likely out of business or out of funds to pay for all the legal suits against it.

**3. An owner inquired if the problem areas have been clearly isolated and identified.**

Mr. Pearson only conducted a quotation for the building and another owner present, informed the General Membership that 70% of the occurrences are insuite with around 30% of the leak occurring in straight runs. Most of these pipe bursts are a result of pin holes within pipes.

**4. An owner inquired if there is a recorded history with these leaks.**

The Strata Council noted that every year there is a steady pattern of at least one or two random occurrences.

**5. An owner inquired if only sections of the building could be done.**

Mr. Pearson informed the owner that sections could be done starting with the first floor and the other floors in subsequent years, however, there will be a 5 to 10% increase in the quotation as the company would have to return onsite.

**6. An owner asked if there are any signs which indicate that re-piping is required.**

Mr. Pearson informed the owner that usually the leaks occur on the first floor and then stage 2 will be on the second floor or insuite.

**7. An owner inquired what the warranties are.**

Mr. Pearson informed the owner that Brighter Mechanical offers a two-year leak guarantee on parts and labour and the insuite piping has a 25-year warranty on the pex material. The hallways will be mainly copper material and insuite a high-polymer plastic material will be used.

**8. An owner asked if the old piping will be removed.**

Mr. Pearson informed that any exposed piping will be taken away.

5. ¾ VOTE RESOLUTIONS – CONT'D.

b) Resolution “B” – Cont’d:

**9. An owner asked if a pressure reducing valve could be installed and if so, how much it would cost.**

Mr. Pearson informed the owner that a pressure reducing valve would be \$4,500 to \$5,000. Strata Council will find out if this valve is already installed.

**10. An owner inquired if samples could be taken to ensure that the building re-piping is needed.**

Brighter Mechanical does offer this service for \$200 per sample and ten samples would be needed for various areas throughout the building. There will also be approximately \$500 for additional costs for closing up the drywall.

**11. An owner inquired what the exact procedures are when the building re-piping occurs.**

Mr. Pearson informed that the first stage will be drywall taken apart in the suite to expose pipes. Pipes will then be replaced and then the drywall will be patched up. Wallpaper sections will be re-hung, drop cloths will be used insuite.

There being no further questions, the owners present thanked Mr. Pearson for his presentation. A lengthy discussion ensued where owners had the following questions:

**1. Why the minutes from the past couple of years did not indicate the necessity of the re-piping project.**

Strata Council informed the owner that the leaks were sporadic, unpredictable and random. The fact that the Strata Council spent close to 4 years in BEP meant that the focus was on the BEP and not on the pipes.

**2. An owner believes that there is not enough material provided tonight to allow owners to make a decision on this building re-piping project.**

**The owner also inquired if independent consultants could be hired, monies could be withdrawn from the contingency fund or loans could be obtained from financial institutions.**

Strata Council informed the owner that this is something the Re-Piping Committee will look into and at the same asked for owners to volunteer for the Re-Piping Committee.

A motion was then made to amend the resolution as follows:

***The ¾ resolution for re-piping will be tabled for a period of another 3 months at which time another Special General Meeting will be called and the following information will be provided to the General Membership prior to the SGM:***

1. A detailed documentation of pipe burst history in the building.
2. Installation of a PRV valve (pressure reducing valve).
3. Information on financial options i.e. Bank loans, contingency fund withdrawals.

5. ¾ VOTE RESOLUTIONS – CONT'D.

b) Resolution “B” – Cont’d:

4. Independent assessment for building re-piping.
5. The formation of a Re-Piping Committee to present findings to owners.

The ¾ vote resolution was then **MOVED** (Unit 212), **SECONDED** (Unit 108) and the floor was opened for discussion.

Owners present noted that the Re-Piping Committee will gather all the information and present the General Membership with various options for this re-piping project at the next SGM.

There being no further discussion, the amended resolution was **CARRIED**.  
(34 in favour 4 opposed)

6. ANY OTHER MATTER.

a) Block Watch Committee:

The Strata Council thanked the Block Watch Committee for its work over the past years and asked for new volunteers. The owner of Unit 214 expressed interest as did the owner of Unit 206. The owners will correspond with each other to form the new Block Watch Committee.

b) Items to be Added on to the next Special General Meeting:

The Owners would like to have the items from the last Annual General Meeting to the next Special General Meeting.

These include:

- Front entrance planters
- Plumbing retrofit
- Interior Decoration
- Moving date of AGM
- Management firm e-mail use for Council
- Invoice procedures/audit

c) Emergency Procedures:

An owner inquired as to what the emergency procedure is in the event of pipe burst. Rancho informed the owner that the first call should go to the Resident Manager and the second call to Rancho Management’s main service line if the Resident Manager does not respond in a timely matter. The first priority is to stop the source of the leak, repair it and any subsequent damage will be repaired. Depending on the situation, the Strata Council will evaluate who is responsible for the damages.

6. **ANY OTHER MATTER – CONT'D.**

c) **Emergency Procedures – Cont'd:**

Rancho further went on to inform the owner that Council has a right to assess blame for damage caused originating from insuite which are not part of the common area piping. Rancho went on to state that if the scope of damage does not exceed the insurance deductible it is up to the Council to decide where the money will come from to pay for the damages.

d) **New Council Members:**

The following owners volunteered to join the existing Strata Council members:

- Shelley Cunningham (Unit 108)
- Nicasio Hubines (Unit 319)
- Janet Pascua (Unit 304)

e) **Re-Piping Committee:**

The following owners volunteered to join the Re-Piping Committee:

- Hans Fredericks (Unit 303)
- Nicasio Hubines (Unit 319)
- Rona Frasson (Unit 105)
- Lise Moulds (Unit 113)

7. **TERMINATION.**

It was **MOVED, SECONDED** and **CARRIED** to terminate the meeting at 9:35 p.m.

8. **NEXT MEETING.**

The next meeting will be a Strata Council Meeting. It has been scheduled for December 4<sup>th</sup>, 2003. The meeting would be held in Unit 113 at 555 West 14<sup>th</sup> Street, Vancouver, BC at 7:00 p.m.

Respectfully Submitted,

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Terry Li, Property Manager  
Rancho Management Services (B.C.) Ltd.  
Agent for Strata Plan VR1428  
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Direct Line: (604) 331-4267  
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**ATTENTION OWNERS**

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either minutes or bylaws will be at the owner's expense and not the Strata Corporation's.

**EMERGENCY PROCEDURES**

*(After Regular Hours)*

If you have an emergency after regular hours, please call Rancho's number at 604 684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.