

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1491

HELD: On Wednesday, September 20, 2006 at 6:30 p.m. in the Common Area Office at 1500 Pendrell Street, Vancouver, B.C.

PRESENT:

Janet Brien	(Vice President)	#318
Sherry Caves	(Treasurer)	#415
Frank Froebel	(Security)	#111
Marc Antonich	(Building Maintenance)	#422
Martin Brook	(Landscaping)	#424
Larry Bauer	(Secretary & Landscaping)	#407

REGRETS: Jeff Kingsley (President) #421
(Joined in by conference call between 6:50 pm and 7:25 pm)

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:35 p.m.

CARETAKER'S REPORT

Council reviewed the Caretaker's Report prepared by Dave Patterson. Highlights of the Caretaker's Report include the following items:

1. Thursday, September 7th – Arbutus Vinyl on site to resurface the vinyl membrane on seven decks. Arbutus Vinyl will submit a quote to repair the deficient decks of units #421 and #422.
2. Wednesday, September 13th - Trotter & Morton were on site to install a new circuit and timer for the middle, east and west wing ventilation fan.
3. September 17th & 18th - Kone Elevators on site to adjust the levelling and brakes in both elevators and replace the fifth floor call button on the small elevator. Kone Elevator has recommended the strata upgrade the mechanics of the elevators.

The council has requested that the caretaker follow up with the following items:

- i) Repair the disconnected downspout outside unit 101.
- ii) Remove the items outside the back door.
- iii) Complete a walkabout of the parking stalls to ensure all owners who were notified to remove items from their stalls have complied with the strata corporation bylaws concerning parking stalls.

Council thanked Dave Patterson for his report and he departed the meeting at 6:45 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the August 31, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to adopt the August, 2006 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
2. The current balances for the 12th month as of August 31, 2006 in the appropriate funds are as follows:
 - Total Cash Balance \$180,847.50 (including CRF Balance)
 - CRF Balance \$ 68,385.71 (Contingency Reserve Fund)
3. **Arrears:** The agent indicated that letters have been sent to 12 owners who are in arrears of their strata fees and special levy payments. All owners are required to submit payment within 14 days. Late strata fees and levy fines will be charged against the owners' accounts.
4. **Invoices:** Council reviewed the following invoices and approved payment:

i) Restoratech	\$1,778.68	Install sliding glass door – unit #424.
ii) Viscount Communications	\$9,566.50	\$6,556 will be repaid by the strata corporation's insurance.
iii) Koala-T Mechanical	\$180.20	Unblock drain basin #307.
iv) The Restoration Shop	\$167.10	Unit #112 – apply anti-mildew to wall cavities and remove debris.
v) Arbutus Vinyl	\$13,409	Replacement for membrane for six vinyl decks.
vi) The Restoration Shop	\$466.55	Unit #410 – Restoration damages from leak in living room.
5. **Audit:** The agent distributed the 2005/2006 fiscal year draft audit for the council's review. The audit indicates a \$95,005 accumulated surplus in the Operating Fund and a \$61,594 deficit in the Re-piping Project for 2006.

6. **AGM:** The Annual General Meeting has been scheduled for Wednesday, October 18, 2006 at 7:00 p.m. in the Barclay Room at the Coast Plaza Hotel, 1753 Comox Street, Vancouver.
- a) **Budget:** The council has finalized the draft budget to be distributed with the Annual General Meeting notice. The council has recommended no increase in the strata fees for the 2006/2007 fiscal year.
- b) **Agenda:** The following will be included in the agenda:
- i) ¾ Vote Resolution #1 – Use of Accumulated Operating Surplus:
- i. to transfer \$61,594 from the Operating Surplus to recover the deficit in the Repiping Project and
- ii. to transfer \$28,916 to reduce the total contributions for the next fiscal year's operating fund.
- ii) ¾ Vote Resolution #2 - Interior Painting: To expend a maximum of \$30,000 to complete the interior painting of the common area hallway, stairwells, fire doors and frames and unit door frames.
- iii) ¾ Vote Resolution #3 – Rental Bylaw Amendment.

Internet banking is available for owners if they wish to utilize the service and there is no charge from VCS. Go to www.vancondo.com click "online banking", complete the form online, etc.

BUSINESS ARISING

1. **Unit #112 – Patio Decking:** Western International Development has completed replacement of the membrane of the patio area outside of unit #112. The agent obtained a quote from The Restoration Shop in the amount of \$6,526.72 to complete the interior repairs to the unit as a result of the leakage from under the patio area. The agent was directed to obtain a second quote for the interior repairs.
2. **Bearing Wall Phase II:** The council has directed the agent to contact Martin Waibel Engineering and Western International Development to submit quotes and a report for council's review to proceed with the Load Bearing Wall Project Phase II. Western International Development will contact the owners of Phase II to access the units for review.
3. **Envelope Assessment:** At the Annual General Meeting on October 18th the strata council will recommend to either:
- i) Proceed with an envelope assessment of the building, or
- ii) Develop a five-year capital plan to complete the priority structural deficiencies in the building.

4. Cambridge Plumbing/Owner Chargeback: The agent forwarded an invoice to the owner for upgrades that were completed by Cambridge Plumbing during the re-piping project.
5. Interior Painting: A $\frac{3}{4}$ vote resolution will be presented to the owners at the Annual General Meeting to complete the interior painting of the common area hallways, stairwells, fire exit doors and frames and unit door frames at an approximate cost of \$30,000. Such expenditure to be charged as a special levy.
6. Vinyl Decks/Arbutus Vinyl: Arbutus Vinyl has completed the replacement of the vinyl membrane on the identified decks of units 205, 207, 305, 306, 307, 308 and 406 in the amount of \$13,470. The agent contacted Arbutus Vinyl to obtain the warranty on the vinyl membranes of the decks. Arbutus Vinyl has submitted a quote in the amount of \$2,644.70 for the re-vinyling of the membrane for unit #421 and #422. The agent was directed to contact Arbutus Vinyl to proceed.
7. Carpeting: Lonsdale Carpeting has been on site since September 18th attending to the removal of the old carpet and installation of the new carpet in the common area hallways, stairwells and lobby area. The contractors have projected three to four weeks to complete the project. Lonsdale Carpeting thanks the owners for their cooperation and patience during the re-carpeting project.
8. Martin Waibel Engineer: The agent was directed to contact Martin Waibel Engineer to submit the final report on the Phase I Load Bearing Project. Martin Waibel will contact the contractor to obtain the schedule C-B for submission to the City of Vancouver in order to close the permit file and submit the final report.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. A letter was received from the owner of unit #410 requesting council's approval to adjust the length of the pipe on the baseboard heaters to accommodate the new floor height from the levelling of his floors and installation of laminate floors. A shut down to his unit's heating system will be required. The owner will obtain a certified plumber and the owner has also requested adjusting the length of the sprinkler heads to come flush with the new levels of the ceiling. In order for the work to be completed, a brief shutdown of the sprinkler system will be required.

Council reviewed the request and directed the agent to submit a letter to the owner requesting further information on whether the sprinkler system will be shut down in the owner's unit or in the building. Should the building require either a sprinkler system shut down, the owner will be required to pay for the plumber's cost and ensure that there is a fire watch during the shut down.

2. A letter was received from an owner regarding the caretaker and the recycling of the mail. The council would like to thank the owner for his comments.

NEW BUSINESS

1. Infra Red Scan: Trotter & Morton was on site to complete a preventative maintenance infrared scan. Trotter & Morton has recommended the installation of two new disconnect safety switches to replace the damaged switches for the elevator power feeds at a cost of \$1,331 plus GST. Note, the elevator company should be recommending the size of the switch either 100 amp or 60 amp so fuse reducers are not used which could be the cause of the heating damage. The agent was directed to contact Trotter & Morton to proceed with the repairs.

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be the Annual General Meeting on Wednesday, October 18, 2006 at 7:00 p.m. at the Coast Plaza Hotel

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BP/af

24-Hour Emergency Services

Clients using Telus Anonymous Call Blocking feature must deactivate this service (*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES. Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.

PRESIDENT'S REPORT

The council president, Jeff Kingsley, welcomed the owners and thanked the council for all the work this past year. Mr. Kingsley briefly reviewed the year with the completion of the phase I loading bearing wall project, the installation of security devices in the elevators and the installation of the new carpets in the common area hallways, stairwells and lobby.

3/4 VOTE RESOLUTION

The following $\frac{3}{4}$ vote special was presented to the owners for their consideration:

3/4 VOTE RESOLUTION #1 - USE OF ACCUMULATED OPERATING SURPLUS

WHEREAS Section 105(1) of the Strata Property Act requires that, unless otherwise approved by $\frac{3}{4}$ vote resolution of the owners, if there is an operating fund surplus at the fiscal year end of the strata corporation it must (a) be transferred to the contingency reserve fund; or (b) carried forward as part of the operating fund, as a surplus; or (c) used to reduce the total contribution to the next fiscal year's operating fund;

AND WHEREAS it has been determined that the strata corporation will have an accumulated operating fund surplus as of the end of the 2005/2006 fiscal year of approximately \$94,000, and the strata council is of the opinion that the best use for that surplus is (1) to use \$28,916 to reduce the total contributions for the next fiscal year's operating fund, (2) to use \$61,594.00 to recover the Re-piping Project deficit; and (3) to carry forward the balance then remaining as an operating fund surplus.

BE IT RESOLVED, by a $\frac{3}{4}$ vote resolution of The Owners, Strata Plan LMS-1491 that the accumulated operating fund surplus be used as follows:

- (1) \$28,916 be used to reduce the total contributions for the next fiscal year's operating fund; and
- (2) \$61,594.00 be used to recover the Re-piping Project deficit; and
- (3) the balance then remaining be carried forward as an operating fund surplus.

After discussion, it was moved, seconded and **carried** unanimously to adopt $\frac{3}{4}$ Vote Resolution #1 – Use of Accumulated Operating Surplus.

2006/2007 BUDGET (YEAR END AUG 31st)

The 2006/2007 budget was presented to the owners for a detailed review and analysis, following which a vote was taken to approve the budget in the total amount of \$369,420.