



Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, BC, Canada V6P 6G5 ☐ 604-261-0285 ☐ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4071,
THE EUROPA, HELD ON THURSDAY, SEPTEMBER 28th, 2006, AT 6:30 P.M., IN THE
THEATRE, 63 KEEFER STREET, VANCOUVER, B.C.**

Council in Attendance:	Fern Jeffries	President
	John Tulev	Vice-President
	Tim Richards	Treasurer
	Sidney Dennison	Privacy Officer
	Kirby Morrow	Secretary
	Marcello Pavan	
	Helen McLaughlin	
Property Manager:	Geraldine Svisdahl	The Wynford Group
Guests:	Sandra Frank	
	Colin Wrinch	
Regrets:	Kirby Morrow	Secretary
	Marcello Pavan	

PLEASE NOTE:

The Wynford Group has relocated to:
Airport Square, 815 – 1200 W. 73rd Avenue
Vancouver, B.C., Canada V6P 6G5

1. CALL TO ORDER

The Council President, Fern Jeffries, called the meeting to order at 6:35 p.m.

2. OWNERS' FORUM

One of the Owners present asked that a copy of the Agenda be available for Owners attending the Owners' Forum.

Council concurred with this request and instructed the Property Manager that it was to be the Agenda only, without attachments.

Tim Richards advised that it has been discovered that some of the townhouse rear flowerbeds do not have sprinklers installed. Following a brief discussion, it was agreed that no action be taken because the costs to rectify the situation are prohibitive. .

Colin Wrinch was present to talk to the Strata Council about a flood in his suite. Mr. Wrinch was advised that the Council would discuss this matter later in the meeting, and thanked him for his input and information.

3. MINUTES OF PREVIOUS MEETING

It was **MOVED** and **SECONDED** (Richards / Tulev) to approve the Minutes of the Council meeting held August 28th, 2006. **CARRIED**

4. BUSINESS ARISING FROM THE MINUTES

A. Janitorial Contract

There has been no improvement in the quality of service and it is quite clear that the janitor, although working hard, has no training and no knowledge of scheduling. Accordingly, the Property Manager was directed to get updated quotations from other companies.

B. Special General Meeting / 3/4 Vote Resolution

The Strata Corporation now has a new contact at Henderson and the Council is pursuing this to see if there is any movement on behalf of Henderson. Accordingly, the Special General Meeting has been postponed.

C. Maintenance Manual

It was **MOVED** and **SECONDED** (Richards / Dennison) to retain the services of RDH Building Engineering Ltd. to prepare a maintenance and renewal manual for the buildings' systems, except the building exterior, at a cost of \$10,000, plus GST. **CARRIED**

It was noted that this project has been approved by the Owners as an expense from the Contingency Reserve Fund.

D. Emergency Planning

In progress.

E. Railings

For the area between Europa and the mall on Keefer Street, a proposal, in the amount of \$1,175, was received. The Property Manager was directed to place sufficient funds in the 2007 Operating Budget to undertake this project.

F. Landscape Quotation

The Property Manager presented a quotation from Meridian Landscaping. Following discussion, it was agreed to remain with Coconut Grove. The Property Manager was directed to get pricing to remove the pansies on the 5th floor and replace them with hostas.

G. 5th Floor Bench

Work in progress.

5. COMMITTEE REPORTS

A. Communications

The first Europa newsletter has been published. The Property Manager was directed to send a copy to all Non-Resident Owners.

6. NEW BUSINESS

A. Insurance Appraisal

Members of the Council were provided with a copy of the latest insurance appraisal, putting a value of \$32,023,800 on the buildings at Europa, up from \$27,500,000.

B. Insurance Renewal

It was **MOVED** and **SECONDED** (McLaughlin / Tulev) to renew the Strata Corporation's insurance policy, from October 1st, 2006 to February 28th, 2007, to coincide with the Strata Corporation's year end, at a premium of \$19,429, and, to assist in cash flow, approve borrowing the premium from the Contingency Reserve Fund, subject to the funds being repaid to the Contingency Reserve Fund by the fiscal year end (February 28th, 2007). **CARRIED**

C. Agendas

Council directed the Property Manager to send future Agendas via e-mail, but to bring a couple of print copies to the meeting in case Council members were unable to print their copies for the meeting.

D. Townhouse Irrigation Heads

As discussed under Owners' Forum, no action will be taken at this time.

E. Shut Off Valve Crossover

The Property Manager provided Council with information with respect to a recent problem, which resulted in a flood into several units. The situation is that when 2110 turns off the water in their unit, it also shuts off the cold water to the bathroom at 2101. When the plumber was called, it was not known that 2110 had turned the water off and a new pipe was installed to provide cold water to 2101. Unfortunately, the plumber did not cap off the old pipe and, when 2110 returned home and turned on the water, a flood resulted. All of the related costs to repair the damage, caused by the flood, will be charged to the plumber concerned.

In the meantime, if you do shut off the water to your apartment because you are going to be out of town, please check with your neighbours before you leave to make sure that you have not inadvertently shut off water to another suite.

Discussion took place with respect to whether or not this situation is endemic in the building and it was agreed that the costs to check every suite for a cross connection would be prohibitive. However, the Property Manager will, whenever possible, ensure that plumbers working in the building are apprised of the situation and that all pipes are capped.

F. Security

Residents are reminded not to allow strangers into the building.

G. Concierge Desk Chair

The Property Manager was directed to buy a new chair for the Concierge desk.

H. Park Board

Sidney and Fern attended a Park Board meeting. The Strata Corporation and adjacent Strata Corporations are engaged in a consultative process, sponsored by the Park Board, with respect to Creekside Park.

I. Keefer Community Group

The Keefer Community Group met with City planning officials. Another meeting is planned for October 24th, 2006, to meet with the City planner responsible for Vanoc and, with the Chinatown Business Improvement Association and the Chinatown Merchants Association, on November 21st, 2006.

J. Inter Tower Meeting

Helen attended an Inter Tower meeting at City Gate with the Vancouver Police Department. At their suggestion, it was agreed that we all need to lobby the various levels of government health departments to obtain help for street people. A meeting with the Vancouver Police is planned for the new year.

7. FINANCIAL REPORT

A. Operating Statements

Following a review of the statement of receipts and disbursements and the invoices paid on behalf the Strata Corporation, it was **MOVED** and **SECONDED** (Richards / Dennison) to approve the Operating Statement for the month of August 2006, as prepared by The Wynford Group. **CARRIED**

B. Receivables

The receivables list was reviewed. Those Owners who have received lien warning letters are reminded that if they do not pay the Special Levy by the deadline outlined in the letter, a lien will be registered without further warning.

8. PROPERTY MANAGER'S REPORT

A. Staff Reports

Copies of the Property Manager's Site Inspection Reports and the Concierge Reports were provided to Council by e-mail.

The Strata Corporation was provided with a list of personal possessions, which have been removed from the lockers in which they were illegally stored, or from the aisle ways in the lockers. The Property Manager was directed to donate the personal possessions to charity and to arrange for the bicycles to be picked up by the Sanctuary Foundation. The Sanctuary Foundation refurbishes bicycles and sends them to teachers in Cuba as a reward for excellence.

B. Correspondence

Nineteen items of correspondence were reviewed.

Council received a letter with respect to cigarette butts. Cigarette butts are being thrown out of open windows, or off of balconies, and they land on the 5th floor on common property and limited common property patios. In addition, there have been instances where lit cigarettes have blown back into an open window lower down the building. This is extremely hazardous. Please dispose of your cigarette butts in an ashtray.

C. Requests for Flooring

It was **MOVED** and **SECONDED** (Richards / Dennison) to ratify the Council's previous e-mail approval to grant permission for the Owners of 1101 and 2210 to install hardwood / laminate flooring, in accordance with the Strata Corporation's Bylaws. **CARRIED**

Discussion took place with respect to the letter from the insurance adjuster for townhouse 5 and it was **MOVED** and **SECONDED** (Dennison / Richards) to charge back all related costs to remedy the situation with respect to the toilet overflow to the Owner of townhouse 5, on the basis that the Owner was negligent under Bylaw 34 of the Strata Corporation's Bylaws, in that the Owner was aware that

there was a problem with the toilet and that he failed to shut off the water, the Owner knew there was a problem with the fill valve, which he failed to repair and he knew the toilet was plugged, which he failed to unplug. **CARRIED**

The Property Manager was directed to provide this information to the insurance adjuster for townhouse 5.

It was noted that the Strata Corporation cannot enter into an insurance claim, as the cost of the damage is less than the water loss deductible of \$50,000.

The Strata Corporation has received a letter from the insurance adjuster for Unit #208. This unit's upgraded flooring was damaged by the flood in Unit #209. The insurance company has requested reimbursement, in the amount of \$1,317.46, covering the value of the original carpet. It was **MOVED** and **SECONDED** (Dennison / McLaughlin) to authorize payment, in the amount of \$1,317.46, to Wawanesa Insurance, for #208 – 63 Keefer, and to charge this back to Unit #209. **CARRIED**

D. Items in Progress

1. Bylaw Review (President / Property Manager)
2. Repair window trim 1208
3. P2 enterphone repair
4. Specifications being prepared for deficiency work
5. Plant grasses / tree front entrance
6. Repairs 2110 post plumbing repairs
7. Repair pipe leak 1801
8. Repair seating area furniture
9. Repairs 2110 post pipe leak
10. Henderson clean up post brick work
11. Distribution of filters

Discussion took place with respect to the summary of work proposed by Levelton. The summary of work was approved, subject to Levelton re-attending the building and ensuring that the townhouse walls are included in the work.

E. Completed Items

1. Twenty fobs purchased
2. Carpet replaced front door / mail room
3. Front door reader replaced
4. Pool / cleaning / fountain supplies purchased
5. Heat pump filters purchased
6. Emergency call box replaced in the pool area
7. Pump ID30 repaired
8. Treadmill handrails installed
9. Seal around gas lines / planters TH1, TH2, TH3
10. Water damage repairs (caused by 209)
11. Repair A/C unit main electrical vault
12. Quarterly HVAC service
13. Garage gates serviced
14. Dur B repaired
15. Pool tile edge mortar repaired

16. Wide angled camera installed
17. Access operating system software fixed
18. Window / balcony railing glass cleaned (September 20 / 21)
19. Irrigation system repaired TH 11
20. Leak repaired 2110, 2101, 2010, 2001, 1910, 1901, 1810, 1801
21. Ballast work

9. MEETING TERMINATION

There being no further business, the Council Meeting was terminated at 8:35 p.m.

The next Council Meeting will be held on **Monday, October 23rd, 2006.**

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO “STRATA PLAN LMS 4071” AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
If so, please call 604-261-0285 and ask for Local 335.

ATTENTION

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 at the expense of the Strata Corporation.

Please note that The Wynford Group office has a multiple phone line system and that there are several different numbers that may appear on your call display. These numbers are for outgoing calls and cannot be used to return calls. Please use only the main contact number: 604-261-0285 to ensure a proper response. Thank you for your cooperation.

The Strata Corporation’s website is: www.theeuropa.com

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER-HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS “1” TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____ DATE: _____
BY
COUNCIL: _____

(09/29/06) (Min-09.28.4071)