

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-3432

THE PARK

HELD: On Monday, May 25, 2009 at 6:00 p.m. in the Amenities Room, 1723 Alberni Street, Vancouver, B.C.

PRESENT:

Robert Trapp	Landscaping
Teri McEachem	President
Mike Fong	Vice President
Gaye Alcott Fleet	Treasurer

REGRETS: Ravi Singh Security

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:00 p.m.

BUILDING MANAGER REPORT

Council reviewed the building manager's report for the month of April with the following highlights:

- Lobby Floor and P1/P2 Elevator Lobbies
- Stairwells A and B and Storage Clean-Up

The agent was directed to contact Wild Life Control to discuss the birds building nests by the parkade entrance which is causing a mess with bird droppings.

MINUTES

It was moved, seconded and carried to adopt the minutes of the April 22, 2009 council meeting, with the following amendments:

Amendment #1

Under Business Arising item #5 which reads: Koala-T was on site in unit 406 to replace a water shut-off valve in the kitchen, to read *"Koala-T was on site to replace hoses in the washer and dishwasher, replace the wax seal on the toilet and proactively check for leaks in the kitchen and bathroom faucet. No water problems had been reported or experienced by the tenant and none were expected. During the replacement of the water off valve, the plumber accidentally broke a pipe."*

Amendment #2:

Under Business Arising item #5 which reads: the owner has accepted responsibility for the cost and emergency restoration preliminary repairs, should be amended to read *“the owner has advised that it is his belief that Koala-T Plumbing is responsible for causing the water damages and should be ultimately responsible for paying all repair costs and related consequential damages associated with the water damage and has requested his insurance pursue Koala-T Plumbing to accept responsibility.*

FINANCIAL REPORT

1. Monthly Statement: Following discussion, the council approved the April 2009 financial statement as presented. Any owner wishing a copy of the strata corporation's financial statements may contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the seventh month ending April 30, 2009 in the appropriate funds are as follows:
 - Total Cash Balance \$1,004,597.34 (Including CRF Balance)
 - CRF Balance \$ 86,873.76 (Contingency Reserve Fund)
 - \$ 165,125.77 (Contingency Fund Joint)

3. Arrears: The agent advised council that there are still several owners who have yet to submit payments for the special levy passed at the Annual General Meeting on November 27, 2008. Letters requesting payment within 14 days have been submitted to the owners.

IMPORTANT NOTICE

A special levy “Exterior Maintenance Project” was passed on November 27, 2008. As a matter of financial convenience the owners may pay the special levy over a period of 12 months. Any owner who fails to make payments in accordance with the resolution shall be assessed a fine of \$100 each month until such payments are received. The strata corporation may further add interest charges on overdue payments at the rate of 10% compounded annually.

BUSINESS ARISING

1. Exterior Maintenance Project: The council met with Mr. Gilbert Larocque from Levelton Engineering on May 12th to finalize the engineering consulting proposal for the Exterior Maintenance/Repair Project (Townhouse repairs, Tower maintenance and Parkade maintenance repairs).

Following discussion and a few amendments with the proposal, the council approved the consulting proposal. Levelton Engineers are proceeding to prepare the specifications and undertake the project as follows:

- (a) Townhouses: Prepare the design and specifications. Hold a meeting with council to discuss repair options, and once the design alternatives have been selected, the engineers will proceed to prepare construction documents to be tendered to qualified contractors. Once the bids have been received and reviewed, the engineers will recommend a contractor to the council and a CCDC contract will be created.
- (b) Tower: Prepare specifications and submit to client to obtain bids. The work will not be tendered as it is considered general maintenance and it is not feasible to engage Levelton to prepare costly tendering construction documents. Levelton will attend a meeting with the council and selected contractor to review the scope of work.
- (c) Parkade & North Walkway Maintenance/Repairs: Prepare the specifications along with required drawings so that council can obtain quotes from qualified contractors. The engineers recommended the council obtain bids and not engage the engineers to prepare costly tendering documents as the required work did not warrant the additional engineering costs. Quality work assurances and warranties on the work will be obtained.

Levelton Engineers will complete regular field reviews and oversee and approve all aspects of the townhouse, tower and parkade maintenance/repairs. Progress and site reports will be submitted to council along with any required change orders due to unforeseen issues not included in the contracts.

The engineers are projecting the project to begin in August. Once the contractors have been selected, an owners' information meeting will be held to review the scheduling, etc.

2.

IMPORTANT

Move In/Out It has been brought to the council's attention that residents are not adhering to the strata corporation moving bylaws 29.2, 29.3, 29.4, 29.5, 29.6 & 29.7 which state:

29.2 A resident or owner must provide notice to the Strata Corporation of all moving arrangements at least 48 hours before the moving date. All moves must take place between 8:00 AM and 8:00 PM Monday through Friday and between 10:00 AM to 6:00 PM Saturdays, Sundays and statutory holidays.

29.3 No move into, or out of, any strata lot, other than a townhouse unit (to which this bylaw 29.3 does not apply), may take place without a professional security guard on duty at all times during the move at the door(s) through which the move takes place, unless alternate arrangements satisfactory to council, acting reasonably, are made and pre-approved in writing by council. All arrangements and payments required to be made in respect of such security guard are the responsibility of the owner of the strata lot into/out of which the move takes place. The owner of the strata lot will indemnify and save harmless the strata corporation from any and all costs incurred as a result of failing to comply with this bylaw and the terms of any approvals granted by council, including the cost of hiring a security guard on an emergency basis if considered appropriate by council, and will be liable for a fine of \$200 per incident. (Nov. 29/2004)

29.4 The caretaker or a designated person must be contacted when a move begins so that the elevator can be locked off and the caretaker or a person designated must be contacted at the end of a move to ensure that the elevator is returned to service. The elevator doors must not be jammed open in any manner.

29.5 A resident must ensure that the lobby doors and parkade gates are not left open, ajar or unattended and that furniture is not left piled in the lobby area.

29.6 A resident must ensure that all common areas are left damage free, clean and all hallways and lobby areas vacuumed immediately upon completion of the move.

29.7 All new residents must pay a non-refundable move-in fee of \$150.00, 48 hours prior to moving.

Residents must contact the building manager to book a move in/out and a security guard is required during the move. Residents are encouraged to advise the building manager (in writing via a mailbox) of any moves without a security guard posted at the door.

3. **Building Maintenance:** An SGM will be held following a council meeting to present a $\frac{3}{4}$ vote resolution to the owners to replace the evaporator and condenser coils in the make-up air unit which provides ventilation within the common area hallways at a maximum cost of \$15,000 to be funded from Contingency Reserve Fund.

4. **Landscaping:** No reports available.

5. Amenity Room Upgrades: Two council members are proceeding to revise the amenity room rental application and rules and a draft will be presented to the council at the next meeting.
6. Insurance Protocols: The council is proceeding to implement maintenance procedures for owners' convenience, in order to prevent costly water damages within their unit. The preventative maintenance management program would include replacing washing machine/dishwasher hoses, maintaining water shut-off valves, toilet wax seals, fridge water lines etc. The council is also proceeding to implement rules for owners who have rental units and will be required to present documentation of regular unit inspections (every six months) to ensure no illegal activities are taking place in the strata lot. The strata corporation insurance renewal policy requests the strata corporation implement protocols to prevent meth labs and to curtail water damage claims in order to reduce the current \$100,000 insurance deductible for all water damage/sewage back-ups.

IMPORTANT BULLETIN

As an owner of The Park, you are alerted to the fact that the strata corporation LMS-3432 has an insurance deductible for water claims of \$100,000. This means that you are NOT insured for the first \$100,000 of ANY water loss claim. You should discuss this matter with your personal content insurance provider and provide your own coverage in order to protect yourself should an incident involving water damage claim occur.

7. Unit #406: Barclay Restoration has completed the common area repairs incurred from the pipe break in unit #406. The agent has submitted the invoices for (Barclay Restoration) the emergency restoration and common area repairs, fire panel damages (Fire Pro Fire Protection) and the security watch (InterGlobe Security) invoice to the owner for repayment. The damages incurred were the result of pipe break from a plumber engaged by the owner to complete a maintenance review of the owners' washing machine/dishwater, shutoff valves and any apparent leak.
8. Unit #701: The agent has submitted the invoices for the emergency restoration repairs to units #701, #601 and #501 to the owner of unit #701 for repayment as the damages incurred resulted from the toilet tank failure from unit #701 which is the owner's responsibility.

CORRESPONDENCE

No correspondence.

NEW BUSINESS

1. **Interior Paint Touch-Ups:** A quote was received from Alumni Painting in the amount of \$3,885 to complete miscellaneous touch-up painting on the interior of the tower. The council will complete a walkabout of the building to review the scope of work and continue discussion at the next meeting.

IMPORTANT

2. **Emergencies/Smoke/Gas:** Residents are required to contact Vancouver Condominium Services Ltd. 24 hours a day with emergencies but in the case of the smell of smoke, residents are required to contact 911 directly. Residents who note the smell of gas odours should contact Terasen Gas at 1-800-663-9911 as residents will be requested to answer questions regarding the location, type of odour, etc.

There being no further business, the meeting was adjourned at 6:45 p.m. The next meeting will be held on Monday, July 27, 2009 at 6:00 p.m.

Bunny Porteous
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RENTING YOUR UNIT DURING THE OLYMPICS?

If you are thinking of renting your strata lot during the Olympics you should give very careful consideration to the following:

1. Your strata corporation may have a bylaw that prohibits or limits rentals. Violations of the bylaw could lead to fines as high as \$500/wk.
2. Have you arranged for special insurance? The strata corporation's insurance policy remains in effect but it does NOT provide coverage for damages to your unit's contents or your belongings. Also, the strata corporation's insurance policy has deductibles. If a claim is made as a consequence of your tenant, you may well be responsible for the deductible which could be thousands of dollars.
3. Have you prepared a "Conduct Check List" for your tenant(s)? Back in 1986 when we had Expo 86, we observed a pattern of behaviour where short-term tenants thought that it was "party time" and "anything goes". Your strata council will likely not be in a mood to tolerate such conduct so we suggest that you develop a Conduct Check List for your tenants. It might save you the unnecessary expense of fines.