

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-3432

THE PARK

HELD: On Tuesday, April 13, 2010 at 6:00 p.m. in the Amenities Room, 1723 Alberni Street, Vancouver, B.C.

PRESENT: Teri McEachern (President)
Ingrid Northwood (Vice-President)
Rob Gleeson (Treasurer)
Liz Faulkner
Jon Wang

REGRETS: Shiro Ogawa
Mike Fong

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

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

MINUTES

It was moved, seconded and carried to adopt the minutes of the March 12, 2010 council meeting, as circulated.

BUILDING MANAGER'S REPORT

The council reviewed the building manager's report for the month of March 2010 with the following highlights:

- Hallway carpet cleaning 24th to 6th floors.
- ACE Window Cleaning completed the semi-annual window cleaning.
- GE Security completed the annual fire inspection deficiencies.
- The building manager was contacted by a contractor in #806 to shut off the water in the unit as they had severed the kitchen sink pipe with a power saw while removing a counter top. They were able to contain the leak into buckets with minor water seeping into #706. The renovations in #806 were being completed without obtaining the required authorization from the council. A bylaw violation complaint letter will be sent to the owner of unit #806.

IMPORTANT NOTICE

Owners must obtain the written approval of the strata corporation before proceeding with renovations:

7.1 *An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to a strata lot that involves any of the following:*

- (a) *the structure of a building;*
- (b) *the exterior of a building;*
- (c) *chimneys, stairs, balconies or other things attached to the exterior of a building;*
- (d) *doors, windows or skylights on the exterior of a building, or that front on common property;*
- (e) *fences, railings or similar structures that enclose a patio, balcony or yard;*
- (f) *common property located within the boundaries of a strata lot;*
- (g) *those parts of the strata lot which the strata corporation must insure under section 149 of the Act: and*
- (h) *wiring, plumbing, piping, heating, air conditioning and other services that require the shut off of power or water.*

7.3 *An owner intending to apply to the Strata Corporation for permission to alter a strata lot must submit an application in writing, with detailed plans and written description of the intended alteration.*

Due to the fragile domestic water system piping, residents are required to contact the Building Manager (following strata approval) to review the water shut-offs for the unit with their contractors before any plumbing work is completed.

FINANCIAL REPORT

1. Monthly Statement: Following discussion, the council approved the March 2010 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. Account Balances: The current balances for the 6th month as at March 31, 2010 in the appropriate funds are as follows:

- Total Cash Balance \$1,962,291.56 (including CRF Balance)
- CRF Balance Apartment \$ 61,944.20 (including CRF Balance)
- Contingency Fund (Joint) \$ 133,827.07 (Contingency Reserve Fund)
- Exterior Maintenance Fund \$2,139,687.73

3. Arrears: The agent advised council that five units with liens filed against their strata lots for significant outstanding balances have yet to submit payment. Strata corporation's legal counsel will submit a demand letter to the owners and mortgage company requesting payment within 14 days or they will proceed with foreclosure.

(IMPORTANT TWO SPECIAL LEVY PAYMENTS)

(1) Exterior Maintenance Project

(2) Water System Replacement

- (1) A special levy was passed on November 25, 2009 to complete the townhouse repairs. As a matter of financial convenience, owners may pay their special levies over a period of 12 months. Such payments to be made in 12 equal payments on the 1st of each month commencing on January 1, 2010 and ending on December 1, 2010.
- (2) A special levy was passed on March 11, 2010 to complete the water piping system. As a matter of financial convenience, owners may pay their special levies over a period of 8 months. Such payments to be made in 8 equal amounts on the 1st of each month commencing on April 1, 2010 and ending on November 1, 2010.

Both levies may be added to the PAC pre-authorized chequing plan with your written authorization only if you are already on PAC with your strata fees. A copy of the PAC form is attached to the minutes.

If you pay by monthly cheque, please issue post-dated cheques payable to "Strata Plan LMS-3432".

Owners may also pay by internet banking. Please visit the website www.vancondo.com and go on online banking to obtain further information.

Any owner who fails to make any payments in accordance with the two resolutions, shall be assessed a fine of \$100 on each such late payment. The strata corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually.

4. Invoice: An invoice was received from Milani Plumbing & Heating in the amount of \$10,265.70 for the emergency repairs to the pipe bursts during the domestic water system shut-down in November 2009. The invoice will be charged to the Contingency Reserve Fund.

BUSINESS ARISING

1. Townhouse Remediation Project: Levelton Engineers provided a general work progress on the townhouse remediation project as follows:
 - (a) Deck Membrane: Ongoing at suite #1727 to #1737 – approx. 80% complete.
 - (b) Brick Removal: Ongoing at suite #1727 to #1737 – approx. 95% complete.
 - (c) Bathroom Work: Ongoing at suite #1727 to #1737 – approx. 30% complete.
 - (d) Scaffolding: Ongoing at suite #1763 to #1777 – approx. 65% complete.
 - (e) Rot Repair Work: Ongoing at suite #1727 to #1737 – approx. 85% complete.

2. Tower Roof Repairs: Quotes were received from two contractors to complete the roofing repairs recommended in the Condition Assessment Report completed by Levelton Engineers in July 2008. The Funding to complete the roof water penetration repairs and roof top sheet membrane repairs was approved at the AGM in November 2008 (Exterior Maintenance Project).
 - (a) Design Roofing \$2,795 plus GST.
 - Correct roof deficiencies 1 to 7 outlined in the scope of work (below).

 - (b) Tek Roofing \$3,500 plus GST.
 - Correct repairs items 1 through 10 in the scope of work (see below).

Following discussion, the council approved Tek Roofing to complete the required repairs:

- Patch and make good localized roofing deficiencies.
- Waterproof poorly protected roof penetrations.
- Provide new drain parts where missing.
- Treat corroded steel.
- Provide liquid membrane flashing over pad, miscellaneous horizontal penetrations, goosenecks, remove retrofit and reinstall existing cap flashing.
- Re-seal the delaminated cap sheet membrane.
- Replace missing drain strainers.
- Clean and re-finish corroded steel with zinc enriched paint on mechanical ducts, screen supports and miscellaneous mechanical grills/louvres.
- Clean roof surface of miscellaneous debris and vegetation/moss/algae growth.
- Install new rain water leader complete with elbow and splash pad where missing.

3. Landscaping: With the townhouse remediation project in progress, Premier Landscaping will amend the scope of maintenance and submit the new monthly costs to reflect the work.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. A letter was received from the owner of unit #901 requesting documentation/information for the exterior maintenance project and the piping upgrade project. A letter was submitted to the owner to advise that in order to provide the documentation, which could be in excess of \$1,000 copies, an advance payment in the amount of \$250 is required. The strata corporation may charge a fee for a copy or regular document provided under this section of not more than the amount set out in the regulations and may refuse to supply the copies until the fee is paid. Once payment has been received, the documentation will be forwarded within 14 days, as per the *Strata Property Act*.
2. Correspondence was received from the tenant in unit #1737 in response to the request to remove a mirror in the master bedroom in order for the contractors to complete the required work. The tenant has requested reimbursement should the mirror be destroyed. The tenant also enquired on the replacement of the window in the bedroom as there have been no signs of water infiltration. The agent was directed to submit a letter to the tenant outlining the engineer's responses to his enquiries:
 - (1) Water testing of the door will provide a determination of the water resistance performance of the door. In our opinion, based on tests at other locations and past historical problems with these doors, we have recommended that all doors be replaced.
 - (2) In order to properly carry out the patio membrane replacement, the door needs to be removed so that the opening of the door can be properly waterproofed.
 - (3) In order to reinstall the door and to perform the weatherproofing around it, the mirrored wall will need to be removed as it is currently blocking a part of the sliding door.
 - (4) If the door is left in place, there may be a risk of water penetration in the future.

NEW BUSINESS

1. **Parkade Vandalism:** During the evening of March 17th someone entered the parkade and vandalized several vehicles. Two parkades in the area were also vandalized. The intruders smashed the glass and broke the wiring on an exterior door in order to access the parkade. Owners are required to be security conscious and report any suspicious activity or persons to the police at 911 and contact VCS.
2. **Insurance Policy Review:** Council acknowledged receipt of information from VCS regarding a planned third party insurance policy review to be undertaken on behalf of VCS clients. This review takes place approximately every three years. Following discussion, council agreed to participate in the review of the various insurance programs that are available to strata corporations. For this review, VCS will retain Copper Roof Risk Management, a well-established independent firm which is used widely by industry and government to provide advice and guidance.

Council will receive the report in the spring/summer at which time the strata corporation will be invoiced for their proportionate share of the expense (approximately \$100 to \$150). Copper Roof will make observations and comment on the suitability of the various insurance programs commonly utilized by strata corporations. The review will not undertake determination of pricing as, in any event, quotations for 2011 renewals will not be available until December. The review addresses the quality of the insurance program.

3. **Mortgage Renewal:** The council approved the renewal of the term and the interest rate of the commercial mortgage of the strata suite (unit #508). The commercial mortgage has been renewed as of April 8, 2010 with a 5-year fixed term at interest rate of 4.45% with weekly payments of \$200.23. There are 110 months remaining in the amortization with an outstanding mortgage in the amount of \$100,925.19.
4. **Pipe Leak/Nine Units:** Milani Plumbing was contacted to investigate a leak in unit #603. After two days of investigation, the source of the leak was identified as a PVC fitting connection behind the bathroom wall in unit #1005. The leak caused water infiltration and damages in units #105, #805, #705, #605, #803, #703 and #603. Barclay Restoration was contacted to complete the emergency restoration. The plumbers informed the council that the leak had been ongoing for a while and was not identified until it reached unit #603 as units #905, #805 and #705 are vacant (non-resident owners) and no one was available to see the water dripping from the bathroom ceiling down the walls and behind the tiles until it reached unit #603. Damages occurred behind the ceramic tub tile surround behind the toilet and behind the mirror. To properly remove the moisture in this area, the ceilings and part of the damaged tile tub surround need to be removed in various units. With the water system replacement project estimated to start within the next 5 months, the strata council agreed to restore the bathrooms to a functional condition. Three quotes are being obtained to complete the restoration repairs, which will be funded from the Contingency Reserve Fund.

There being no further business, the meeting was adjourned at 7:55 p.m. The next meeting will be held on Tuesday, May 18, 2010 at 6:00 p.m.

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BP/lc

Insurance Coverage

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for any individual contents, betterments, or improvements (i.e. storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any and all improvements. You should contact your home insurance company to determine if you have this coverage or not.