

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-3432

THE PARK

HELD: On Tuesday, May 18, 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)
Shiro Ogawa
Mike Fong

REGRETS: Liz Faulkner
Jon Wang

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

GUEST: Greg Lee (Engineer MMM Group)
Six Owners in attendance to observe the meeting

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

GUEST BUSINESS

Greg Lee, (MMM Group) Engineering Consultant, was invited to attend the council meeting to review the specifications for the replacement of the domestic hot/cold water system. Greg informed the council that the piping at the bottom of the riser zones, lobby and parkade areas are copper, which have been determined to be in good condition, and do not require replacement.

The 23 (plumbing) risers in the building are of CPVC material and will be replaced with PEX piping which has been proven to be a durable flexible piping and comes with a 25 year warranty.

The engineers also reviewed the plumbing system in the townhouses and determined the plumbing system to be copper which will not require replacement.

The engineers were onsite to review the routing of the risers in several units, and discovered that many risers are not located in the areas as identified in the "As built building plans", which will require the engineers to complete further investigation in order to complete the specifications. At the Special General Meeting owners asked for a single unit shut-off valve. A single shut-off valve for each unit is not possible given the riser lay-out and vertical placement of risers (pipes run vertically up the building and not horizontally through the ceilings and floors) without substantial reconstruction of the building and cost. The engineers have included an additional shut-off valve in the bathrooms for the shower which will facilitate renos or repairs without having to shut down the water in numerous units.

Following further investigation on the routing of the CPVC piping in the building, the engineers will complete the specifications for council's review, before submitting to tender to qualified contractors. The council will complete references on the three recommended mechanical contractors who are certified with the installation of PEX piping. The tendering process is projected to begin June 1st with a three week closing date. The council will review the tendered bids with the engineers in order to select a contractor. The council is projecting the project to commence the beginning of August should the contractors be available.

The project will be completed by risers, 3rd to 9th floors, 10th to 18th floors and 19th to 25th floor units. Water shut downs will be minimized throughout the project and may last for up to two or three days in a unit. Owners should plan for unexpected disruptions.

An owners' information meeting will be held as soon as substantial information is received on the time frame, procedures, scheduling, owners' and contractors' responsibilities, etc.

Following further discussion, the council thanked Mr. Greg Lee and he departed the meeting at 7:15 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the April 13, 2010 council meeting, as circulated.

BUILDING MANAGER'S REPORT

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

- Parkade entrance and ramps scrubbed and hosed down.
- Stairwells wet mopped from the 25th to the 15th floor.
- Quarterly maintenance. Common area hallway carpet cleaning completed.

EXTREMELY IMPORTANT

Due to the fragile condition of the domestic hot/cold water piping, residents who require plumbing repairs are required to contact the building manager with the plumber to review the location of the water shut-offs for the unit before any plumbing repairs are completed. Residents are requested to suspend any non-essential plumbing upgrades, etc. until the completion of the re-piping project to prevent any pipe failures, which could cause costly damages and inconvenience to residents and/or the strata corporation.

Owners undertaking any plumbing must ensure they have adequate insurance and are strongly advised to take every precaution before proceeding as costs of floods caused by the owner of the unit will be attributed to the owner's account.

FINANCIAL REPORT

1. **Monthly Statement:** Following discussion, the council approved the April 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 7th month as at April 30, 2010 in the appropriate funds are as follows:
 - Total Cash Balance \$2,178,185.99 (including CRF Balance)
 - CRF Balance Apartment \$ 60,075.94 (Contingency Reserve Fund)
 - CRF Balance Joint \$ 129,555.17
 - Exterior Maintenance Fund \$1,966,289.43
 - Water Pipe Replacement Fund \$1,865,948.68
3. **Arrears:** The agent advised council that one of the seven units with liens filed against their strata lots for significant outstanding balances has submitted payment in full. The strata corporation's legal counsel has submitted a demand letters to the owners and mortgage companies requesting payment within 14 days, or foreclosure proceedings will begin.

The agent has sent letters requesting payment to 12 owners who have yet to submit payment for the April & May special levy payments for the water system replacement.

It is extremely important that residents submit special levy payments on time in order to complete the townhouse and water system replacement project.

The council would like to thank all owners for submitting payments on time.

(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.

BUSINESS ARISING

1. Townhouse Meeting Project:

- (1) All items of work that required removal or demolition such as concrete planters, concrete pavers, railings, etc. on the exterior of the units is fully complete.
- (2) Demolition of brickwork, existing membranes, flashings and hardboard is ongoing and complete except for one deck.
- (3) Extensive structural damage was uncovered in units 1727, 1733, 1737, 1767, 1773 and 1777. These repairs are ongoing.

- (4) Replacement of deck torch applied membrane has been completed at 25 of the 29 decks.
- (5) Change in scope to relocate electrical outlets away from beneath the water hoses is approximately 50% complete.
- (6) Contractor will be installing mock-up flashings at various junctions beginning this week for Levelton's review and approval.
- (7) There is a hold up with the windows/doors due to Levelton's concerns with the durability of the weatherproofing around the units as proposed by the manufacturer. This issue has now been resolved. Information regarding the anticipated delivery and installation of the units will be provided shortly. A delay of one month for the completion of the project is anticipated due to the holdup with the windows.
- (8) The interior gypsum board of the storage space under the entry landing and adjacent bathrooms has been removed in units 1727 and 1733 for investigation purposes. A water test is in progress to confirm suspected points of water ingress.
- (9) The engineers have discovered extensive sill damages in the bathroom of unit #1727 and the adjacent wall of #1733. The engineers will complete further water testing to determine if the source of water ingress is due to the failure of the planter membrane outside the front of the unit doors.

Levelton Engineering Field Reports for the TH repairs are posted on the buildings website "thepark.ca".

- (10) The membrane repair of the north elevation ground floor patios has been put on hold until the windows and doors are replaced on that level. In the meantime, an evaluation will be carried out to determine if the existing funding will allow for complete replacement of the membrane as opposed to partial replacement.
2. Tower Roof Repairs: Levelton Engineering submitted a contract to TEK Roofing to complete the identified Tower roof repairs in the amount of \$3,500 plus GST (outlined in the condition assessment report of July 2008) and is awaiting the scheduled date for the repairs to be completed.
 3. Window Testing 24th and 25th Floors: Levelton Engineering completed water testing on all five of the patio doors of the units on the 24th floor and discovered that all incurred water seepage. The engineers have recommended the patio doors on the 25th floor be tested and will then provide a report with the recommended action of remediation.
 4. Domestic Water System Replacement: "Please see Guest Business".

5. Pipe Leak/Unit #2208: On April 24, 2010 VCS was contacted by the owner of unit #2208 to shut off the water in his unit. The owner was completing renovations in his unit and unfortunately while removing the dishwasher, did not disconnect the hose correctly causing water to seep into units #2208, 2207, 2107, 2108, 2008, 2007, 1908, 1808, 1807, 1707 and 1607.

Emergency work was initiated in all affected the strata lots as required. As the estimated damages do not exceed the strata corporation's water damage deductible of \$500,000 an insurance claim was not filed.

The *Strata Property Act* requires the corporation to repair and maintain common property and assets only. The owners who incurred damages were requested to file a claim with their personal insurer and submit the invoice to the owner of unit #2208's insurance provider. The agent will forward the emergency restoration invoice for all affected units in the amount of \$10,845 to unit #2208 for reimbursement.

6. Pipe Leak/Nine Units: The agent obtained several quotes to complete the drywall damage repairs in units #1005, #905, #805, #705, #605, #803, #703 and #603 who incurred water damages from a common area pipe failure in the bathroom wall in unit #1005. The council approved Barclay Restoration complete the repairs in the amount of \$21,717 plus GST. When the contractors opened the water-damaged bathroom walls in several of the units, extensive mould was discovered which required additional repairs. The council approved the repairs to be funded from the Contingency Reserve Fund.

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 additional documentation on the exterior maintenance and water system replacement project from the original list of documentation request on April. The owner requested confirmation of which documentation would be included in the \$250 photocopies for the estimated 1,000 pages of documentation.

A letter was submitted to the owner to advise that VCS is unable to determine the total costs for the photocopies requested. Once the payment is received, VCS will commence photocopying the material on the list and advise the owner of the costs and advise the owner if any additional costs are required.

2. Correspondence was received from an owner requesting the costs for the documentation requested by unit #901 (see Correspondence, item #1) be funded from the Contingency Reserve Fund.

The agent was directed to send a letter to the owner to outline the *Strata Property Act* requirement for expenditures from the CRF.

The strata corporation must not spend money from the CRF unless the expenditure is:

- (a) Common expenses that usually occur less often than once a year or that do not usually occur (emergency repairs).
 - (b) Approved by a $\frac{3}{4}$ vote resolution at an Annual or Special General Meeting.
3. A letter was received from the owner of unit #1602 requesting council's approval to replace the counter top of the kitchen which would require a water shutdown to complete the renovation. The agent was directed to submit a letter to the owner to advise that with fragile condition of the piping, residents are requested to suspend any non-essential renovations until the completion of the re-piping to prevent pipe failures, which could cause costly damages for the residents and inconveniences to neighbouring units.
 4. Correspondence was received from an owner in a townhouse who sustained water damages to their hardwood flooring during the remediation project. The damages occurred while JLK was removing pavers, and washing the main roof deck, causing the drains to back up, and allowing water to enter the unit, damaging the flooring. The owner has requested the strata corporation replace the hardwood flooring and seek compensation from the contractor. The agent was directed to obtain a legal opinion on the strata corporation responsibility to compensate owners for damages to improvements and determining responsibilities for damages during projects.

NEW BUSINESS

1. **Drain Cleaning:** During the water testing of the windows on the 24th floor, the engineers discovered that the drains under the concrete pavers were blocked. The agent has contacted Milani Plumbing to schedule the auguring of the drains.
2. **Storage Room Lockers:** In 2008 a lottery was held for owners who were interested in renting one of the two large storage locker rooms in the parkade. The two year rental term terminates August 31, 2010. Residents who are interested in entering the lottery to rent one of the large storage rooms (as of September 1, 2010) in the parkade area (\$100 monthly rental fee) should submit their name to VCS or drop a note in the strata mail box in the mailroom. A draw will be held at the next council meeting and the owners will be notified.
3. **Volunteers:** The council is seeking volunteers to assist the council with specific committees. Volunteers should contact VCS to provide their name and number in the strata corporation mailbox.

There being no further business, the meeting was adjourned at 8:50 p.m. The next meeting will be held on Tuesday, June 29, 2010.



Bunny Porteous
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C.
V6E 3J7

Telephone: 604-684-6291 (24 Hour Emergency Services)
Toll free: 1-877-684-6291
Fax: 604-684-1539

BP/am

HST AND STRATA FEES

The HST legislation became law on April 30th, and becomes effective July 1st. Do you have to add HST to your monthly strata fee payments? The answer is "NO" if you own a residential strata lot. Continue to make your payments at the same amount as you have been doing in the past. However, note that most items in your strata corporation's budget are subject to HST. This means that your strata corporation's next budget will include an allowance for the additional HST expense which will result in an overall budget to pay for the HST. In other words, you do not have to add 7% to your payments. (The 5% GST is already in the budget). It will be "built into" your strata fees starting with your next strata corporation's budget. In some strata corporations, an allowance has already been factored in. If you own a commercial strata lot, the HST will be an additional payment to make starting July 1st.