

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-3432
THE PARK

HELD: On Thursday, October 30, 2008 at 6:00 p.m. in the Amenities Room of the Park, 1723 Alberni Street, Vancouver, B.C.

PRESENT: Teri McEachern
Alan Boisset
Gaye Alcott-Fleet
Ravi Singh

REGRETS: Robert Trapp

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:10 p.m.

BUILDING MANAGER REPORT

Mr. Kevin Costea of Cordial Management Services presented council with a detailed report of the various events that occurred between September 1st and September 15th. Highlights of the report are as follows:

1. Security lock upgrades completed on all exterior doors and common area interior doors.
2. The Building Manager is proceeding to complete a bicycle registration of all bicycles in the bicycle storage areas. There are 34 existing bicycle racks, 20 empty racks, 27 registered bicycles and 17 unregistered bicycles. Residents are requested to contact the Building Manager to register their bikes by November 15th. As of November 15th all bikes not registered will be removed and donated to charity.
3. Updating of the locker list is in process. The Building Manager advised that there are 34 existing lockers of which only 11 units have registered their lockers. Residents are requested to contact the Building Manager to re-register their locker by November 15th.
4. The building cleaner is proceeding to complete the fall maintenance and clean-up of the stairwells (including the walls, stairs and landing) and common area hallway walls. In areas of extreme dirt, the cleaner has been required to use a chemical de-greaser and apologies for the smells.

5. Simpson Maxwell was on site to complete the annual emergency generator testing.
6. Ground Floor Window Cleaning: Completed.
7. The Building Manager advised the council that first and second parking violation warning notices were posted on seven vehicles with no license plates or visible storage insurance. To date, there are still three vehicles in non-compliance and the agent has sent a bylaw violation fine letter to the owners to advise of the \$200 fine assessed against their account.
8. **Move-in/Move-outs: The Building Manager advised council that four move-outs were completed, as per the strata corporation rules in September/October without pre-booking with the Building Manager. Two additional residents scheduled their move-outs with the Building Manager but refused to pay the \$50 move-out fee. As the move-ins/out were tenants the agent was directed to advise the owners that the move-in/out fines have been charged to their accounts.**

29. *Moving*

29.1 *An owner must conform and make sure that any tenants conform to the Move in/out bylaws and rules established by council from time to time.*

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 moving fee of \$50.00, 48 hours prior to moving.*
- 29.8** *A resident contravening the moving bylaws and rules will be subject to a fine of \$100.00.*

Mr. Costea departed the meeting at 6:25 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the September 17, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried to adopt the September, 2008 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 12th month as at September 30, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$392,076.10 (including CRF Balance)
 - CRF Balance (Apartment) \$ 94,848.16 (Contingency Reserve Fund)
 - CRF Balance (Joint) \$148,261.42 (Contingency Reserve Fund)
3. AGM:
 - a) Date: The AGM has been scheduled for November 27th at 7:00 p.m. in the Amenity Room of the Park, 1723 Alberni Street.
 - b) Budget: The agent distributed an updated draft budget for the fiscal year commencing October 1, 2008 for council's review. Following discussion, the budget was finalized and will be prepared in final form for presentation at the AGM.
 - c) The following $\frac{3}{4}$ vote resolutions will be presented to the owners at the Annual General Meeting:
 - (i) Building Maintenance Project and required repairs (Tower) - Parkade Concrete Slabs and Townhouses

- (ii) Visitor Parking Bylaws
- (iii) Move-in/Move-out Bylaws
- (iv) Rental Bylaw
- (v) Amenity Room Upgrades
- (vi) Exterior Painting Fund Deficit Recovery

4. Audit: The agent distributed a draft audit for council's review. A copy of the audit will be attached to the Annual General Meeting notice.

BUSINESS ARISING

1. Exterior Maintenance Project/Townhouse Required Repairs: A $\frac{3}{4}$ vote resolution will be presented to the owners at the AGM to proceed with the recommended building maintenance project and required repairs to the Tower, parkade concrete slab, townhouses as follows:
- a) A rough estimated quote was received from Duraseal in the amount of \$85,000 + GST to complete the recommended maintenance repairs (caulking, window sealants, water proof and membrane sealant repairs on the rooftop) as outlined in the Building Condition Survey completed by Levelton Engineers. Duraseal advised that this is only an estimate as it is difficult to project the exact cost due to the variety of work and the sealants, weather seal replacement which is to be completed on required carriers only. Levelton Engineers recommended the owners proceed with the maintenance repairs in the spring of 2009 to prevent premature deterioration of building materials, water ingress and related damages.
 - b) Install additional drainage on the North-side Walkway to prevent membrane failure from severe pooling.
 - c) Parkade Concrete Slab Repairs: Polycrrete Restoration was on site to inspect the parking levels to determine the scope of work that is desirable to repair existing problems and to minimize the potential for future problems as per the building condition report submitted by Levelton Consultants. The following items of concern were identified during a site visit:
 - (i) Leaks through cracks in the reinforced slab above the upper parking level.
 - (ii) Failure of the water-proofing coating on the suspended slab upper level of the parking garage.

Polycrrete Restoration has recommended repairing the existing cracks with epoxy injections and re-coating the water-proofing coating system in the drive aisles, turns and garbage areas of the suspended slab upper parking level using Qualideck materials. The extent of deterioration of the coating is typical for the age of the building and the minimal coating thickness that was installed during the construction to reduce costs. The proposed coating option would use increased film thickness in accordance with the manufacturer's requirement to ensure maximum durability.

Salt dripping from vehicles entering the parking garage is now able to penetrate into the reinforced parking slab, particularly cracks in the concrete resulting in accelerated corrosion of reinforced steel. If remedial work is not undertaken that corrosion will cause further cracking and corrosion of the concrete that will require expensive structural repairs.

Polycrete submitted a quote in the amount of \$85,000 to complete the recommended work.

- d) Townhouse/Leak Investigation: Levelton Engineers were on site in September and completed water testing around the patio doors of several townhouses and discovered severe rot and deterioration below the balcony door frames. They were of the opinion that the water ingress was probably caused by a leakage in the balcony membrane. Levelton Engineers completed additional investigation in October to three additional townhouses and discovered the same deterioration below the door frames of several balconies of the townhouses. Each townhouse has five balconies per townhouse, Levelton Engineers have recommended replacement of the patio membranes (five balconies in seven townhouse units) along with the installation of aluminium thermally broken, extruded windows and assemblies. The engineers have also recommended re-configuring the concrete planter/railing assembly on the townhouses and/or modify the existing cement planters. A rough estimated cost was received in the amount of \$1,250,000 to replace the balcony membranes, windows, interior repairs. The engineers have recommended the repairs be re-scheduled to commence as soon as possible as there are several townhouses that are currently experiencing water leakage into their units.

A $\frac{3}{4}$ vote resolution will be presented to the owners at the Annual General Meeting to proceed with the recommended building maintenance and required repairs to the Tower, parkade concrete slab, townhouses and engineering fees to develop the specifications for tender to qualified contractors and provide quality assurance during the project in the estimated amount of \$1,150,000 to be charged as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.

As a matter of financial convenience and the requirement to complete the townhouse repairs, the payment schedule has been spread out over a period of 6 months, commencing on January 1, 2009, and ending on June 1, 2009.

IMPORTANT

Building Condition Surveys

Owners may contact VCS to obtain a copy of the building condition survey and additional townhouse investigation report.

3. Landscaping: A quote was received from Premier Landscaping in the amount of \$3,350 plus GST to remove the remaining four ash trees at the left of the Alberni entrance to the Tower and replace with a flowering cherry tree. The four trees seem to be leaning over and if not removed could be knocked over by a strong wind and create damage to the building. The cost will be added to the new fiscal year budget to be approved at the AGM.
4. Water Damages – August 21st: Barclay Restoration was chosen to complete the scope of work for the water damages to the 22 units incurred on August 21st when a sub-contractor was in the process of installing vanity in the bathroom of the 15th floor during the original repairs to the 22 units affected by a small fire in unit #1508 in March. Barclay Restoration has contacted all owners to schedule the repairs and has projected the repairs to be completed in the end of January.
5. Water Shut-off Valves/Plan: Milani Plumbing has completed the review and identification of the water shut-off valves for owners' units in the building. Attached is a list of the location of shut-off valves for residents' units.

IMPORTANT

Residents are requested to post the attached list of the domestic water shut-off valves in a visible area of their unit in case of a leak and a water shut-off if required.

6. Environmentally Friendly/Energy Cost Savings: The council discussed and approved the following items as environmentally friendly and energy cost saving measures for the building:
 - a) Website: As of December 1, 2008 the strata council minutes will be posted on the Park's website only: www.park.ca along with important notices, bylaws, rules etc. Minutes will continue to be delivered to non-residents until further notice.
 - b) Lighting Upgrades: The Building Manager will be replacing lights as needed with BC Hydro energy-saving lights.
 - c) Gas Fireplaces: Residents with gas fireplaces are requested to turn off their gas fireplace pilot lights during the summer months as an energy cost-saving measure to the strata corporation.

CORRESPONDENCE

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

1. Correspondence was received from a resident apologising for the unintentional violation of the strata corporation bylaw 37.1:

37. *Parking*

37.1 *An owner, tenant or occupant must use parking stalls only for the parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the council.*

Unfortunately, the resident has recently moved back into her home after four months of exile due to fire/water damage when the second flood occurred and the resident has been storing items in her parking stall but will be removed as soon as the damages have been completed. The strata council thanks the resident for her response.

NEW BUSINESS

1. Power-sweeping: A quote was received from Valley Power-sweeping in the amount of \$800 to complete power sweeping of the parkade area. Unfortunately, due to the concrete cracks in the parkade area power washing cannot be completed until the parkade concrete slab has been repaired.

There being no further business, the meeting was adjourned at 8:15 p.m. The next meeting will be the Annual General Meeting held on November 27, 2008 at 7:00 p.m.

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Strata Plan Number

Please note your strata plan number on the front of these minutes. It is very helpful (especially in emergency situations) if you can provide your strata plan number when calling our office as it allows for quick access to your file.

Selling Your Unit?

If you are planning to sell your unit, it is a good idea for your realtor to visit our website at www.vancondo.com. There, the realtor will find a link where they are able to order documents requested by potential purchasers such as minutes, bylaws, and engineer reports. Using this process rather than phoning our office may decrease the processing time. You can also find valuable tips on the *Strata Property Act* in the monthly bulletins distributed by our office.