

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-3432
THE PARK

HELD: On Wednesday, September 17, 2008 at 6:00 p.m. in the Amenities Room of the Park, 1723 Alberni Street, Vancouver, B.C.

PRESENT: Teri McEachern
Robert Trapp
Alan Boisset
Gaye Alcott-Fleet
Kachi Emeruwa

REGRETS: Ravi Singh

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:05 p.m.

CARETAKER REPORT

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

- Master Key System updated.
- Power washed the floors, walls, garbage compact area and recycling bins.
- Painted the car wash and garbage area walls and pillars.
- Installed a protective cover on top of the parkade gate to prevent further water damage on gate springs and lifting system.
- Janitorial and electrical supply storage area cleaned and reorganized.
- Computer and organized necessary software and database installed in the building manger's office.

MINUTES

It was moved, seconded and carried to adopt the minutes of the August 21, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried to adopt the August, 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 10th month as at August 31, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$384,351.98 (Including CRF Balance)
 - CRF Balance (Apartment) \$ 91,877.67 (Contingency Reserve Fund)
 - CRF Balance (Joint) \$143,952.94 (Contingency Reserve Fund)
3. Annual General Meeting:
 - a) 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 1st 2008 for council's review. The draft budget is for discussion purposes only and once the draft audit is finalized the budget 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
(Exterior maintenance and parkade concrete slab repairs)
 - (ii) Townhouse Repairs
 - (iii) Visitor Parking Bylaws
 - (iv) Move-In/Out Bylaws
 - (v) Rental Bylaw
4. Audit: The council approved the quote from Reid Hurst Nagy in the amount \$2,775 to complete the audit for the fiscal year ending September 30, 2008 to be included with the Annual General Meeting notice.
5. Arrears: The council would like to thank all owners for ensuring that their strata fees are submitted on time.

BUSINESS ARISING

1. Building Condition Survey/Levelton Engineers:

- (a) An estimated quote was received from Duraseal in the amount of \$85,000 to complete the recommended maintenance repairs (caulking, window sealants, waterproof and membrane sealant repairs on the roof top) outlined in the building condition survey outlined completed by Levelton Engineers. Duraseal advised that this is only an estimate as it is difficult to project exact costs due to the variety of work and the sealant/weather seal replacements which is to be completed on required areas only. Levelton Engineering has 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) Polycrete Restorations was on site to inspect the parking levels at 1723 Alberni as per the request of Levelton Engineering to determine the scope of work required to repair the existing concrete cracks and waterproof coating failure on the reinforced concrete slab upper parking level. A quote will be available for council's review at the next council meeting.

The council will present a $\frac{3}{4}$ vote resolution to the owners at the Annual General Meeting in November to proceed with the recommended exterior maintenance repairs and parkade concrete slab repairs, with the estimated cost to be determined once the quote has been received from Polycrete Restorations.

- 2. Townhouse/Leak Investigation: Levelton Engineers was on site September 16th to complete water testing on three planters that had been previously excavated on the upper level of unit 1727 Alberni Street. It was concluded that the planters do not appear to be the source of water leakage in unit 1727; however, as the planters tested had been excavated for some time, Levelton has recommended additional water testing in soil filled planters of other units.

Water testing was also completed around the 2nd level swing out patio door of unit 1773. Although the area below the door frame exhibited severe rot and deterioration, the moisture content was never above 13%. The engineers recommended further water testing at two addition townhouse unit patio doors.

Since the wood deterioration below the door frame was much more severe than the wood immediately on the floor, Levelton is of the opinion that the water ingress is probably caused by leakage of the patio membrane. Levelton Engineers will contact the owners of units 1773 and 1777 to complete further water flood testing and investigations on Tuesday, September 23rd, Levelton advised a report with required repairs will be available for council's review at the next meeting.

- 3. Fob System/Upgrades: Council is proceeding to obtain quotes to update the fob database system along with the installation of the FOB security system on doors leading to the parkade area. The costs are to be included in the new fiscal year's operating budget to be voted on at the Annual General Meeting in November. Council is proceeding to obtain quotes to install a fob control system within the elevator which will allow owners to only access the floor on which they live.

4. Landscaping: The Landscaping Committee is scheduled to meet with Premier Landscaping to obtain recommendations to remove and replace the four trees which are uplifting and pose a risk of damage to the structure of the building.
5. Water Damage – Aug 21st: The insurance adjusters have completed the scope of repairs for water damages to the 22 units incurred on Thursday, August 21st when a sub-contractor was in the process installing a vanity in a bathroom on the 15th floor. Barclay Restoration was in the process of completing the water damage repairs to the 22 units affected by the small fire in unit 1508. The scope of work has been submitted for tender and a contractor should be selected shortly. Barclay Restoration and VCS would like to apologize to all owners for the inconvenience caused from the unfortunate accident. Owners/residents will be notified of the scheduled dates to begin the repairs.
6. Visitor Parking: The following visitor parking rules were approved by council:
 - (a) Residents are not permitted to park their vehicle in the visitor parking area
 - (b) Two visitor parking stalls may only be used by visitors while visiting residents of the building
 - (c) Two official parking permits will be allocated to each strata lot. Visitors must display an official parking permit from the dash of their vehicles.
 - (d) No more than two guest vehicles per strata lot are allowed at any one time
 - (e) Vehicles may not be parked for more than five consecutive nights.
 - (f) The visitor parking area will be closely monitored and any abuse or violation may result in the vehicle being towed without notice at the vehicle owner's expense.
 - (g) Replacement permits will be \$10 and residents are required to contact the property manager in writing if they lose their vehicle permit.
7. Parking Stalls: A walkabout was completed of the parking stalls and warning notices have been posted on several owners' vehicles for owners in violation of the strata corporation parking bylaws for storing unauthorized items in parking stalls and/or having a vehicle stored with no insurance/license plates.

Owners in violation are required to ensure compliance is met within ten days of the notice or a bylaw violation fine will be assessed against the owners' account. Residents are reminded of the parking bylaw 37.1 which states:

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.

8. Water Shut-Off – Valves: Milani Plumbing has been contracted to review and identify the domestic water shut-off valves in the building. The contractors require access to all units on the 4th, 9th, 11th, 18th, and 24th floor. Notices will be submitted to all residents.

It is vital that all owners provide access for the contractors to shut down the water for a maximum of five minutes to ensure that the shut-off valves are correctly identified to prevent costly damages in event of pipe bursts, plumbing repairs, etc

9. Personal Content Insurance: Owners are encouraged to obtain a condominium unit owner's package which covers not only personal contents, but also the current \$50,000 water deductible. This deductible could be charged back to the current owner's unit should they be deemed responsible for an insured loss. The strata corporation's current broker provides such coverage. Contact BFL Insurance (Paul Duchaine) at (604) 669-9600 for further information.
10. Strata Suite: With the council's decision to outsource the building management and cleaning services, the council is proceeding to lease the one bedroom unit owned by the strata corporation. The mortgage and taxes are approximately \$1,200 per month, but the unit was rented to the building caretaker well below market rent. It is a common misconception among strata corporation owners and others that because a resident caretaker lives on site that the resident caretaker is available 24 hours a day, seven days a week. In fact, like any other employee, the strata corporation has no control over employees working out of normal working hours. Whether a resident or not, a caretaker generally works a 40 hour week and has no obligation to stay in the unit and wait for call outs unless they are called out and paid overtime or time off for any work outside of normal working hours.

Your strata council carefully considered these facts and their responsibility to the owners to obtain a reasonable return from the owners' investment in the strata suite and agreed to lease the unit on a one year term.

11. Owners' Keys: The building manager is in possession of keys to several residents' units, who left the keys with the previous building caretaker. The strata and VCS require the owners' approval to allow the building manager to access the unit in case of an emergency or for required maintenance repairs, but not for owner's personal related business. Letters will be sent to the owners to sign a release form and send to VCS. Owners who wish to drop their keys to the building manager to allow access to their unit in case of emergency or building maintenance (fire inspections, dryer vent cleaning, etc.) should contact the building manager at 647-3999 to sign a release form. Owners' keys are stored in a highly secured lock box.

CORRESPONDENCE

1. A letter was received from an owner with the following concerns:

- (a) Was Restructuring of the On-Site Caretaker Position a Council Decision: Council's decision to outsource the caretaker's duties to an on-site managing service was based on a complete review and redefinition of the tasks required to manage a ten year old modern building.

The duties are to include extra security measures, tighter maintenance procedures and managerial capabilities with sufficient computer skills to handle electronic files/communication. The conclusion was that it was necessary to separate and outsource the cleaning and managerial activities and consequently to terminate the position of the caretaker. After restructuring the job description put out to tender, the council completed interviews. After reference checking, council approved the hiring of Cordial Management Services (Mr. Kevin Costea). The decision to terminate the resident caretaker's position was extremely difficult for the council. The council members were elected by the owners to be objective and proceed to administer the building with the best interests of the owners and their investments.

- (b) Late Night Noise & Smoking: The owners expressed concern with residents gathering around the benches to smoke on the Westside of the building, leading to cigarette smoke and noise filtering to the units above. The agent was directed to have the benches and ashtray removed as soon as possible to avoid disruptions and health hazards from the smoke to the residents in the units above the smoking area.
- (c) Move-In/out - Security Guard: The owners recently observed a move-in without a security guard and the doors propped open. Residents are required to contact the building manager to schedule their move in/out, who will schedule a security guard during the move. Unfortunately, residents proceed with move-ins/outs without following the move in/out rules and advising the building manager.

NEW BUSINESS

None.

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be held on Thursday, October 30, 2008 at 6:00 p.m.

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BP/imc

24-Hour Emergency Services

Clients using Telus Anonymous Call Blocking feature must deactivate this service (*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES. Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.