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# Minutes of the Strata Council Meeting

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## Grandview & Parkview Courts • Strata Plan LMS 1328

Held on:

**Thursday, February 17, 2005**

In the Amenity Room at 10523-134<sup>th</sup> St. Surrey, BC

### MINUTES

#### In Attendance

Ann Chambers - President

Noella Cloutier-Treasurer

Rupert Meinke – Secretary

Chris Downs

Trevor Wilson

Brian Spencer - Dorset Realty Group Canada Ltd.

Absent with regrets: Holly Chartier – Vice President

Virginia Guay

#### 1. Call to Order

The Strata Council President Mrs. Ann Chambers at 7:02 PM, called the meeting to order.

#### 2. Guest Business

7:17 PM. A representative of the Owner of Unit #1201, Ms. Sarah Brar and the tenant, Mr. Raymond Flamand were present as a result of their request for a hearing with the Strata Council regarding the damage costs related to a recent water escape within the strata lot.

Council had received their report in advance and asked questions about the circumstances related to the water escape.

The guests left the meeting at approximately 7:50 PM.

It was **MOVED** and **SECONDED** that the Owner(s) of #1201 pay for the emergency after hours service call and subsequent repairs charged by Latham's plumbing to the water shut off valve in the laundry room in the amount of \$353.74 as this was a repair to an item within the strata lot that is not the responsibility of the Strata Corporation to repair and maintain;

The Owner are to pay for the deductible portion of the insurance (the deductible is \$10,000.00) for the emergency call out costs and the subsequent restoration damage repairs to #1201 and #1101 invoiced by Canstar Restoration for \$3,233.82 as the Owner is responsible for the damages that gave rise to the claim.

Discussion: The Owner and the Tenant believe that the amount of damage caused by the water escape could have been mitigated had the water supply to the broken shut off valve in the suite be shut off more quickly. The Owner's tenant admitted to removing the inner section of the cold water shut off valve that supplies water to the washing machine thereby losing the ability to control and shut off the water. The water poured out of the line into the suite at approximately 100 PS. The water entered the strata lot and the strata lot below. Council reviewed the letters submitted from the tenant and the owner, a report from the Caretaker and a letter from a witness who had assisted during the water escape. Council considered the fact the

incident took place after 5:00 PM on a statutory holiday and the time frames necessary for the Caretaker to get the water shut off.

It was determined that this incident was an insurable claim and that the Owner is responsible for the damage. It was determined by Council that the Caretaker went above and beyond the call of duty to respond immediately to the request for help and effectively mitigated the damages by responding as quickly as possible to get the water shut off. In the Council's opinion the damage would have been much greater had the Caretaker not have been available at the time.

It was noted that the tenant nor the owner called Dorset Realty Group Canada Limited's emergency line and that neither the Owner nor the Tenant carried any personal insurance on this unit.

#### **MOTION CARRIED**

Owners are reminded to inform their tenants that the Dorset Realty Group Canada Limited phone number is 604-270-1711 – press 0 for an operator, 24 hours per day, 7 days a week.

#### **3. Approval of the Minutes of the Last Meeting.**

It was **MOVED** and **SECONDED** and **CARRIED** to adopt the minutes of November 9, 2004; December 9, 2004; December 27, 2004; January 13, 2005; January 27, 2005.

#### **4. Business Arising from the Previous Minutes**

There was no business arising.

#### **5. Regular Business**

##### **Property Managers Report**

##### **Directives**

21 Directives from the last meeting of November 9, 2004 were reviewed.

##### **Security Committee**

Mr. Chris Downs agreed to chair the committee this year. Mr. Downs will work with Don Brooks to coordinate meetings.

##### **Security Committee Items for follow up**

Mr. Downs will check on the progress of the Committee contacting the City of Surrey to ask them to improve the city lighting on the streets bordering PC and GC.

##### **New Items for the committee**

1. To inspect, review and give a recommendation to Council on the Sterling Fence quote for \$1,095.00 to improve security at the chain link sections to the exterior exit stairwells.
2. To review and give a recommendation to Council on a recommendation made by an owner to add additional lights that would come on when the emergency generator is running.

##### **Notice Boards**

Discussion on approval for the new lobby notice boards was postponed until the next meeting

##### **Realtor Lockboxes on Common property**

Two realtor lockboxes containing access cards to the building and suite keys were found looped around a flimsy piece of chain link fencing on the grounds.

Owners are reminded that the installation of a Realtor lockbox on the Common or Limited Common Property is prohibited. The lockbox is easily removed from the property, opened at another location and the thieves then have free access to the building.

Pipes rattling in the GC building

A faulty PRV (Pressure Reducing Valve) is causing a large differential in the cold and hot water pressures causing the pipes to rattle. Unfortunately a repair kit takes 3 weeks build at the factory. An extra kit has been ordered to reduce the wait time if it happens again.

The Council appreciates everyone's patience while they wait for this repair to take place.

Legal letter

It was **MOVED** and **SECONDED** to approve the draft letter from a lawyer relating to a legal matter and due to privacy, the details cannot be reported.

**MOTION CARRIED**

Building

Failure of a vertical seal in the concrete- PC

Ground water is entering into the parkade area in PC. The water is not causing any damage as it runs to a floor drain. Mainland Hi-Tech has provided a letter to Council that in the spring, and under warranty, the vertical seal they installed in the Southeast corner of the Parkview Court parkade will be replaced.

2005 – Maintenance Schedule

Regular maintenance items such as parkade power sweeping and window washing were reviewed.

Newsletter

Mr. Trevor Wilson has agreed to take over publishing the newsletter.

#1203 – response from the owner's lawyer

Council reviewed a letter from the Owner's lawyer.

It was **MOVED** and **SECONDED** that the Strata Council will respond that the Strata Council disagrees that the owner cannot be held responsible for costs for damages related to the arrest of drug dealers that the Owner had rented his unit to.

**MOTION CARRIED**

Building Envelope warranty maintenance

Dorset Realty Group Canada Limited has contacted and mobilized PBEM (Pacific Building Envelope Maintenance) to begin organizing inspections and maintenance that may be required in accordance with the warranty maintenance manual schedule.

Grounds

Landscape contract

It was **MOVED** and **SECONDED** to extend the existing landscape contract with Green as Grass for a further year including a 3% increase in their fee.

**MOTION CARRIED**

Financials/Receivables

Council to review the financial statements for December 2004 and January 31,2005.

The major account balances are as follows:

- Operating Account as of December 31, 2004 was \$16,745.67

- Contingency Reserve Fund Account as of December 31, 2004 was \$67,860.34
- Waterproof Envelope Fund Accounts of December 31, 2004 was \$430.00
- Drainage Levy Funds Accounts of December 31, 2004 was \$8,110.53
- Settlement Funds Accounts of December 31, 2004 was \$25,258.84
- Settlement Funds held in GIC's in dispute total = \$13,909.29.

Council reviewed the budget estimated year end figures compared with the January 2005 financial statement.

**Invoice for approval:**

It was **MOVED** and **SECONDED** to pay invoice #9169 for \$3,782.42 from the CRF for DEC Design for Engineering Services for the drainage project, ending January 23, 2005.

**MOTION CARRIED**

**Receivables report.**

- It was noted that as of December 31, 2004, the receivables totalled \$26,589.29
- It was noted that as of February 15, 2005, the receivables totalled \$29,171.68

**Correspondence**

**Letters sent by Dorset Realty Group Canada Limited**

Summary:

- Payment demand notices – 2
- Bylaw Letter – 28
- Owner inquiry – 1
- Reply to Owner request - 2

**Letters received by Dorset Realty Group Canada Limited**

Summary:

- Noise complaint – 2
- Bylaw complaint - 1
- Reply to Bylaw letter – 1
- Rental application - 1

**Requests from owners:**

1. An owner suggests that the Council consider adding more lights to the emergency generator system that would stay on when the emergency generator is running.
2. An owner complains about cigarette butts and debris falling on the balcony from above.
3. It was **MOVED** and **SECONDED** to approve the Owner's application, #311 GC, to keep 2 cats.  
**MOTION CARRIED**
4. It was **MOVED** and **SECONDED** to approve the Owner's application, #406 PC to keep a dog, a Chihuahua.  
**MOTION CARRIED**

The Owner will be reminded of the bylaw that dogs must be carried on the common property.

5. An owner reported a piece of window trim had fallen off. It was repaired under warranty.
6. It was **MOVED and SECONDED** to approve the Owner's application, #116 PC to keep a dog, a Royal Staffordshire Bull Terrier.

**MOTION CARRIED**

The Owner will be reminded of the bylaw that dogs must be carried on the common property.

6. **New Business**

**Mailbox broken into PC**

The Mailboxes at Parkview Court were broken into. There was no sign of forced entry to the building. Owners should contact the post office if they believe any of their mail is missing.

**SECURITY**

All residents are reminded not to permit unknown persons to follow them into the building or to buzz in anyone they do not know.

A reminder, delivery people may not be as diligent, like a pizza delivery person etc. and may permit an unauthorized person to follow them into your building. It is strongly recommended that residents meet the delivery persons at the lobby door.

Remember, it is your vehicle, your mail etc. that is at risk. Good security habits benefit everyone.

Please do not hesitate to call 911 about any suspicious activity. Better to be safe than sorry.

7. **Adjournment**

There being no further business the meeting was adjourned at 9:32 PM until the next meeting to be held on **Thursday, March 24, 2005** at 7:00 PM in the amenity room at 10523 134<sup>th</sup> St., Surrey, BC.

Respectfully Submitted - Dorset Realty Group Canada Ltd.

If you require information regarding your strata maintenance fee payment account, please call the accounting department at Dorset Realty Group Canada Limited @ 604-270-1711 ext 125; Fax 604-270-8446 or e-mail [general@dorsetrealty.com](mailto:general@dorsetrealty.com)

To all owners: these minutes hold historical information and form an important part of information that may be required by you when it comes time to sell your strata lot or to arrange future financing.  
It is recommended that you keep all the Minutes of all meetings and the Annual General Meeting minutes in a safe place for future reference.