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# Minutes of the Strata Council Meeting

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Grandview & Parkview Courts • Strata Plan LMS 1328

Held on:

**Thursday, March 24, 2005**

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

## MINUTES

### In Attendance

Ann Chambers - President

Holly Chartier – Vice President

Noella Cloutier-Treasurer

Trevor Wilson

Virginia Guay

Brian Spencer - Dorset Realty Group Canada Ltd.

### Absent with regrets:

Rupert Meinke – Secretary

Chris Downs

### 1. Call to Order

The Strata Council President Mrs. Ann Chambers at 7:01 PM, called the meeting to order.

### 2. Approval of the Minutes of the Last Meeting.

It was **MOVED** and **SECONDED** and **CARRIED** to adopt the minutes of February 17, 2005.

### 3. Business Arising from the Previous Minutes

#### Notice Boards

It was **MOVED** and **SECONDED** to authorize the purchase 6 locking notice boards. A "4-notice" board for each lobby and a "2-notice" board for outside each elevator lobby.

Discussion: Keeping notices from being removed from the current boards has been a problem. The notices that are posted are an important way to communicate important information to the Owners and residents.

The **MOTION** was **PASSED**

### 4. Regular Business

#### Property Managers Report

##### Directives

13 Directives from the meeting held on February 17, 2005 were reviewed.

##### Legal letter

As reported in the last minutes and due to privacy, certain details will not be reported in the minutes. The Council received a response from an owner who was sent a letter by the Strata's lawyer.

##### Stale dated cheque.

It was **MOVED** and **SECONDED** to replace a stale dated cheque, dated June 2004 made out to an owner in Grandview Court for the surplus funds rebate without deduction for the outstanding Strata

Fees that are owing against the owners account. The replacement cheque will be sent by registered mail.

The MOTION was PASSED

## Building

### Emergency Generator – GC

Simson Maxwell, now known as Simmax, will carry out repairs to the emergency generator power plant engine in GC to correct the problem of a severe oil leak from the rear of the diesel engine at a cost of \$966.00 for labour and parts.

### Mechanical Repairs required.

#### GC

Latham's reports the following repairs are required at GC; the motor pulley on the make up air unit requires replacement, (\$378.00), a triducator gauge is broken and requires replacement. (\$317.00), To clean the fans on the blower wheel housing that serves the elevator mechanical room. (\$367.00).

#### PC

Latham's reports the following repairs are required at PC; Replace the motor pulley on the make up air unit.(\$325.00), Replace the temperature controller on the domestic hot water boiler.(\$498.00), Pull out the #P2 sump pump located in stall #34 and send for service.(\$1,375.00) (This will be postponed to the summer months).

### Unit #0205 – GC dryer not working properly

The Caretaker removed the vent cover and the dryer worked much better. It is believed that during the next cleaning, the vent covers should be modified to allow additional air flow.

### Emergency plumbing repair - #1008

It was **MOVED** and **SECONDED** to pay invoice #721 dated February 15, 2005 to Trak Projects for \$1,524.75 to cover the costs for the emergency call to extract water from the carpets and flooring of Unit #1008, #0909, #0808 and #0708 due to a water escape from a copper pipe located within the strata lot.

Discussion: The cost for the repairs to the copper pipe will be billed back to the owner of #1008.

The MOTION was PASSED

## Security

### Security problems at 5 emergency exit gate locations.

It was **MOVED** and **SECONDED** to authorize the Manager to proceed with the work to increase the security to the chain link fencing at the 5 emergency exit gate locations at a cost of \$1,095.00 plus GST.

Discussion: Council reviewed photos where trespassers have entered the emergency stairwells and vandalized the light fixture and left behind evidence of burned debris.

The MOTION was PASSED

### Security cameras

It was **MOVED** and **SECONDED** to authorize the Manager to proceed with the security camera upgrade. The funds will be transferred from the Contingency Reserve Fund to the Operating Account to pay for this work under regulation 6.3 of the Strata Property Act in the amount of \$9,850.00 plus GST.

**Discussion:** The current security VCR is not working correctly and requires servicing. A new Digital Video Recorder is included in the security camera upgrade included in this year's budget so it is impractical to spend money to repair it. It was agreed that the new cameras would have already been useful in a number of incidents this year. Under regulation 6.3 the work will be paid for using borrowed funds from the Contingency Reserve Fund and will be replaced at the end of the fiscal year. It was agreed that a committee will be formed of Council members, Virginia Guay,

Holly Chartier, Noella Cloutier, Trevor Wilson and Ann Chambers who will arrange to meet with the Caretaker and Arpel to establish the most cost effective placement for the new cameras.

The security camera committee will meet on Saturday, April 2, 2005 at 10:00 AM.  
The MOTION was PASSED

### Incident reports

#### Residents Beware - Trespasser posing as Police

A trespasser was arrested in GC after gaining entry through a still closing lobby door. The trespassers had first attempted to gain entry by dialling a suite using the enterphone and, posing as Police Officers conducting a "stake out" asked an owner to let them in. The Owner who was buzzed on the enterphone, **immediately called 911** and this quick action resulted in the capture of one of the 2 suspects inside the building. The other escaped.

#### PLEASE DO YOUR PART TO HELP TO KEEP THE BUILDINGS SAFE AND SECURE.

If you are in any doubt about who is trying to get into your building AT THE LOBBY DOORS OR ON THE ENTERPHONE, please do not ignore your suspicions and **call 911 immediately**. It is better to have erred and called the Police to check it out than to run the risk of letting a thief or worse into your building.

YOU ARE UNDER **NO OBLIGATION** AT ANYTIME TO ALLOW **ANYONE** INTO THE BUILDING BY FOLLOWING YOU THROUGH THE LOBBY DOOR, THE PARKADE GATE OR THE ENTERPHONE.

#### Attempted Break and Enter - PC

A window was broken on a ground floor unit, however no entry was made into the unit..

#### Caretaker annual review.

It was **MOVED** and **SECONDED** to add a Dental Plan to the extended Health Care benefit package for the Caretakers at an annual cost of \$772.00.

The MOTION was PASSED

### Financials/Receivables

#### Council viewed the financial statements for January 2005.

The major account balances at the end of January 2005 are as follows:

- Operating Account as of January 31, 2005 was (-\$16,778.10)
- Contingency Reserve Fund Account as of January 31, 2005 was \$67,771.28.

- **Drainage Levy Funds Account** as of January 31, 2005 was \$131.75

**Drainage Levy Account**

It was **MOVED** and **SECONDED** to close the Drainage Levy account and transfer the balance of \$131.75 to the operating account.

The **MOTION** was **PASSED**.

- **Settlement Funds Account** as of January 31, 2005 was \$25,310.04

- **Settlement Funds held in GIC's in dispute total** = \$13,909.91

**#808 – Settlement funds to be paid out.**

The manager reported that a dispute over disbursement of the Settlement Funds for Unit #0808 has reached a conclusion in court and the money will be disbursed as directed by the Court. The Court made a decision on the disbursement involving 2 previous owners of #0808 and a major bank. The Strata Corporation was not a party to this action.

**Receivables report.**

It was noted that as of January 31, 2005, the receivables were = \$28,522.82.

It was noted that as of March 22, 2005, the receivables were = \$29,219.23

**Outstanding Settlement money**

The manager was directed to send a registered letter to the owner of the Strata Lot who has not yet contacted Dorset Realty Group Canada Limited to collect their portion of the settlement money. Numerous attempts have been made to contact the Owner.

**Correspondence**

**Letters sent**

Summary:

Payment demand notices – 4

Bylaw Letter – 16

**Letters received**

Summary:

Bylaw complaint/reports - 16

**Requests from owners:**

**Pet approval**

It was **MOVED** and **SECONDED** to grant approval to keep a dog as described in the letter from the owner of Unit #0907, a medium size, retriever mix.

The **MOTION** was **PASSED**

**Request not to carry a pet**

It was **MOVED** and **SECONDED** to approve an owners request from Unit #0907, not to carry the dog on Common Property subject to the owner providing to Dorset Realty Group Canada Limited a Doctors Certificate as required in Bylaw 35(9).

**MOTION CARRIED**

**Pet approval**

It was **MOVED** and **SECONDED** to grant approval to keep a dog as described in the letter from the owner of Unit #0411 GC, a small golden retriever.

The **MOTION** was **PASSED**

Pet approval

It was **MOVED** and **SECONDED** to grant approval to keep 2 cats as described in the letter from the owner of Unit #0704 GC.

The **MOTION** was **PASSED**

Unit #306-PC

Council reviewed letters from the Owner dated January 31, 2005, and March 12, 2005. Council also reviewed replies mailed to the owner on Council's behalf by Dorset Realty Group Canada Limited dated February 28, 2005 and March 15, 2005. The matter pertains to a request made to the owner by the Caretaker to recover an automatic lobby door opener. After reviewing the correspondence, Council agreed that no further action is necessary.

Unit #0305-GC

It was noted that an investigation is underway to check a "draft" in the living room.

Unit #306-PC

A clogged bathtub drain was cleared.

Letter from Unit #411-PC – Rental Bylaw.

Council reviewed the owner's letter dated February 22, 2005. The owner's opinions and concerns on the recently approved changes to the rental restriction bylaw were duly noted.

5. New Business

Bench seats for the washrooms

A discussion took place and although it was agreed that benches would be a good idea for changing of clothing etc., due to lack of funds, this matter was postponed.

Rhododendron - #109-PC

This item was forgotten during the completion of the deficiencies for the drainage project. It was **MOVED** and **SECONDED** to plant a Rhododendron in front of Unit #109 PC.  
The **MOTION** was **PASSED**

Keys and documents

The Manager was requested to obtain some keys and strata documents from a retired member of Council.

Newsletter

It was agreed to include tips on security and to have a contest for a new name for the Newsletter.

6. Adjournment

There being no further business the meeting was adjourned at 9:01 PM until the next meeting to be held on **Thursday, April 21, 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.