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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 23, 2006**

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

### MINUTES

#### In Attendance

Holly Chartier – President	Ann Chambers – Vice President
Paul Caouette - Secretary	Virginia Guay-Treasurer
Laszlo Kapus	Philippa Powers
Brian Spencer - Dorset Realty Group Canada Ltd.	

#### Absent with leave:

##### 1. Call to Order

The Strata Council President Mrs. Holly Chartier at 7:04 PM, called the meeting to order.

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

It was **MOVED and SECONDED** to adopt the minutes of February 23, 2006.  
The **MOTION** was **PASSED**

##### 3. Business Arising from the Previous Minutes

There was no business arising.

##### 4. Regular Business

###### Property Managers Report

###### Directives

16 Directives from the meeting held on February 23, 2006 were reviewed.

###### Exercise room rules

It was **MOVED and SECONDED** to approve a set of rules for the exercise room for Grandview and Parkview Courts.

**Discussion:** These new rules will take affect immediately on passing. These new rules must be ratified by a majority vote at the next general meeting of the owners in order to continue to remain in effect.

**The MOTION was PASSED**

###### Bike racks quote

It was **MOVED and SECONDED** to include an allowance for an expenditure of \$2,550.00 plus GST in the next annual operating budget discussion to be held in the fall. These funds will be used to install bike racks to hold 36 bicycles in the

bike room at Grandview Court, and to hold 25 bicycles in the bike room at Parkview Court. An allowance will also be considered of \$3,000.00 to supply and install two cameras to monitor both bike rooms

**Discussion:** There will be a total of 61 bike stalls supplied by Dobra Design. GC will get 36 stalls made up of three of the P1-10 style of rack and one of the P1-6 style of rack. PC would get 25 Lambda style of racks.

Of equal importance is security so two cameras will be included in the budget.

It was not considered cost effective to spend another \$5,310.00 to re-enforce the existing chain link walls.

#### **Parkade Entrance decorative wood structure.**

It was **MOVED and SECONDED** to dismantle and discard the two wooden structures at the driveway entrances to the parkades. Three quotes will be obtained and the lowest bidder will be awarded the contract.

**Discussion:** An inspection of the wood structures revealed that the wood is decaying. Some areas are worse than others. In a short time, this structure will become a liability hazard and should be removed beforehand. It was agreed the structure will not be replaced immediately. The owners will be given the opportunity to vote on it at the next General Meeting. Owners may not wish to replace it.

One quote already received is for \$790.00 and two additional quotes will be obtained.

**The MOTION was PASSED**

#### **Parkview Court exercise room camera**

The camera has been installation and is operational in the Parkview Court exercise room.

#### **Fire Protection Sprinkler head recall**

There are 1,430 sprinkler heads in the Grandview Court building that need to be replaced under a recall program by Central Sprinklers. A formal application has been submitted to Central Sprinkler. Central Sprinkler will supply the new heads and pay for the installation so there is no cost to the Strata Corporation.

Upper Valley Fire Protection assisted with the application to change out 1,430 heads.

#### **Annual Fire Protection Quote**

Upper Valley Fire Protection submitted a quote to carry out the annual fire protection inspection and testing for \$4,000.00, plus \$200.00 for sprinkler winterization. Additional quotes will be obtained.

#### **Grandview Court – High Voltage Switch**

Because of a recent power outage caused by an electrician working on high voltage gear at the Sky Train Station, a high voltage switch was tripped in the electrical room at Grandview Court. This switch has never been tripped since the building was new. Unfortunately, it would not switch back on. Workers are continuing to try to repair this problem. This switch is unique to only a few buildings in the lower mainland.

There will be one further power outage of short duration to put this switch back on line once it is repaired.

The Strata Council thanks all of the Owners and residents for their patience.

### **Building**

#### **Parkview Court Metal Roof repairs.**

It was **MOVED and SECONDED** to advise Pacific Building Envelope Maintenance to proceed to tender. The tender documents are to include the revisions made by Council. The bidders selected by PBEM are approved.

**The MOTION was PASSED**

#### **Fitness equipment at Parkview Court**

The Property Manager will have an exercise equipment specialist survey the current equipment to verify that the machines are commercial grade quality.

It was **MOVED and SECONDED** to employ the services of an exercise room equipment repair specialist to conduct a once per year inspection at a cost of \$190.00.

Discussion: Council considered quarterly visits but since the caretakers check the equipment regularly, and owners report any damage right away, the extra visits would be considered overkill.

**The MOTION was PASSED**

#### **Miller Thomson**

It was **MOVED and SECONDED** to sign an engagement agreement with the law firm of Miller Thomson LLP.

Discussion: Miller Thomson LLP has carried out foreclosure proceeding for LMS 1328 for many years.\

**The MOTION was PASSED**

#### **Warranty – Willis Canada**

It was **MOVED and SECONDED** to accept the same wording as another strata accepted on the warranty documents as suggested by John Mendes of Lesperance Mendes in his letter to the Strata Council dated January 12, 2006.

Discussion: A copy of the warranty document will finally be forthcoming.

**The MOTION was PASSED**

#### **Balcony and Gazebo painting**

It was **MOVED and SECONDED** to award the job to Alumni Painting who was the low bidder, to paint the two gazebos and the balcony ceilings as required at a cost of \$1,500.00 and \$100.00 each for the balcony ceilings.

Discussion: Three quotes were received from Talon Contracting, City Wide Painters and Alumni Painters.

**The MOTION was PASSED**

#### **Emergency lighting**

It was **MOVED and SECONDED** to convert two existing pot lights in the Parkview Court exercise room to the emergency lighting circuit for \$354.00. It is also approved to convert two existing pot lights in the Grandview Court exercise room to the

emergency lighting circuit for \$288.00. This does not include some minor drywall work.

**Discussion:** The lamps in each room will remain on 24 hours per day and during a power outage the emergency generator will power them.

**The MOTION was PASSED**

### Grounds

#### Parkade water leaks at PC and GC

The Property Manager reported that a meeting has been arranged with James Neill of James Neill and Associates Engineers to inspect the leaks in the parkades. A report from that meeting will be forwarded to Council.

### Financials/Receivables

#### Current Financial Statement

Council reviewed the financial statement for February 28, 2006.

The Operating Account balance as of February 28, 2006 = \$5,799.99

The Contingency Reserve Fund Balance as of February 28,, 2006 = \$126,754.89

(Actual amount is Less \$75,000.00 for Parkview Roof and less \$10,000.00 for the Parkade leaks = \$41,754.89.)

#### Invoice for approval

##### #201-10523 – water escape

It was **MOVED and SECONDED** to approve payment of invoice #918 dated February 14, 2006 to Trak Projects for \$679.45 to repair the damages to the drywall in the closet, the gym and the common area hallway downstairs and to extract and clean the carpets caused a burst copper pipe. This will be paid from the Contingency Reserve Fund as an emergency repair.

**The MOTION was PASSED**

#### Receivables report.

The receivables as of February 28, 2006 - \$32,709.67

The receivables as of March 17, 2006 - \$28,777.94

### Correspondence

#### Grandview Court

1. 10523 – A Warning letter was sent to an owner as the strata fees were not paid for Jan. and Feb. This was a courtesy because the mail was going to wrong address.
2. 10523 – A Warning letter was sent to an owner for contravention of bylaws – for some poles and mesh that were placed on the balcony.
3. 10523 - A Warning letter was sent to an owner for contravention of the bylaws for a noise complaint – loud stereo.
4. 10523 - A letter was sent to an owner notifying the owner of a reversal of a fine for \$157.00.
5. 10523 – A letter was sent to an owner notifying them the pet is approved.
6. 10523 - A letter was sent to an owner notifying them the pet is approved.
7. 10523 - A letter was sent to an owner notifying the owner of their contravention of the bylaws for moving in after hours and of Council's intent to levy a \$200.00 fine –the deadline for the owner to reply is March 21, 2006.
8. 10523 – A letter was sent to an owner notifying the owner of their contravention of the bylaws of taking a bike in through the lobby.

9. 10523 – A letter was sent to an owner notifying the owner of the chargeback to repair their entrance door hardware damaged by the Fire fighters for \$122.85.
10. 10523 – A warning letter was sent to an owner notifying the owner of their contravention of the bylaws for keeping a Pit Bull. The were instructed to get rid of the dog immediately.
11. 10523 – A letter was sent to an owner notifying the owner of their contravention of the bylaws for keeping a pit bull and the Council's intent to levy a \$200.00 fine. The deadline date is March 31, 2006 for the owner to reply and is requested to get rid of the pit bull.
12. 10523 – An owner has been notified and it was suggested the owner consider installing a new door as it is damaged.

### **Parkview Court**

1. 10533 - A letter was sent to an owner notifying the owner of their contravention of the bylaws for not waiting for the parkade gate to close.
2. 10533 – A warning letter was sent to an owner notifying the owner of their contravention of the bylaws for hanging up wind chimes and wind twirlers on the balcony.
3. 10533 – A letter was sent to an owner advising the owner that the kitchen tile and entry tile cracking was the owner's responsibility to repair and maintain.
4. 10533 – A letter was sent to an owner notifying the owner their application was approved and they do not have to carry a pet.
5. 10533 – A letter was sent to an owner notifying the owner of their contravention of the bylaws that the dog must be leashed when on Common Property.
6. 10533 – A letter was sent to an owner notifying the owner of their contravention of the bylaws for a satellite dish showing over the railing. The dish was removed.

### **Requests from owners:**

#### **#314 – 10533**

It was **MOVED** and **SECONDED** for the owner of unit #314-10533 to keep two cats.

**The MOTION was PASSED**

#### **#206 – 10533**

It was **MOVED** and **SECONDED** to deny the request from the owner of #206-10533 to keep the hanging wind chimes and wind twirlers attached to the balcony. The owner must to remove all of the items that contravenes bylaw 3 (2) (g)(h)(l).

Further, a contractor employed by the strata corporation will inspect the holes that were made in order to hang the objects to ensure the building envelope is not compromised. The cost of the inspection and the repair of any damage to the building envelope will be charged back to the owner.

**The MOTION was PASSED**

#### **Air duct shroud damaged-PC**

An Owner at 10533 suggests that the large air duct cover on the north side of PC that has been caved in probably from children jumping on it, be repaired as it is an eyesore. The Property Manager will look into it.

The Owner also reported that the arborite edge on the counter is damaged opposite the elevator on the fourth floor. This will be repaired.

**10533 – Access to the Grandview Court exercise room**

It was **MOVED** and **SECONDED** to deny a Parkview Court Owner access to Grandview Court in order to use the treadmill for security reasons.

**Discussion:** It was suggested that the Owner consider submitting a written application requesting Council consider the purchase of a treadmill for PC.  
**The MOTION was PASSED**

**5. New Business**

**Parkview Elevator – emergency power and lighting.**

The Property manager was requested to obtain a quote to route power from the emergency generator to keep the elevators running at PC and to supply emergency lighting in the elevator during a power outage.

**#314-10533-assigned parking stalls.**

The Property Manager was requested to contact the owner of Unit #314-10533 in order to confirm that the new owner is aware that one of the two assigned parking stalls is Limited Common Property and the other is Common Property. The Property Manager will notify the Owner.

**Concrete planters on the grounds.**

It was confirmed that the winter pansies were a temporary measure only and the gardener has been requested to provide alternatives.

**Satellite dish-10533**

It was reported that there is a satellite dish installed in contravention of the bylaws at Parkview Court.

**Painting needed on the Common Area Doors**

The doors are becoming chipped and damaged. A quote will be obtained to paint the Common Area doors and jambs.

**Stainless steel kick plates-10533**

A price will be obtained to install four, 18-inch stainless steel kick plates to each side of the Parkview Court elevator lobby entrance doors from the parkade to protect the doors.

**10523 - Garbage room – excess garbage lately**

The Property Manager explained that a Tenant was moving out of the building after being there for about 5 years and the amount of trash and papers collected and stored in the Owner's suite by the tenant astonished both the Owner and the Caretakers.

Unfortunately, the garbage room was overloaded constantly for days because of this move out. It will return to normal shortly.

A further discussion on this matter will take place at the next meeting.

**#901-10523-Pet request**

It was **MOVED** and **SECONDED** to approve that the Owner of #901-10523 can keep a cat.

**The MOTION was PASSED**

**Latham's quote**

**10533**

It was **MOVED and SECONDED** to pull and service the failed storm pump located at P1 in stall #34 for \$1,251.00; to disassemble the dirty heat exchanger on the hot water boiler and to remove the build up of scale on the bottom of the coil for \$1,339.00.

**The MOTION was PASSED.**

**10523**

It was **MOVED and SECONDED** to replace the bent connector rod on the damper blade of the make-up air unit located in the rooftop mechanical room for \$595.00.

**The MOTION was PASSED**

**10523 – Crack in the parkade floor.**

It was **MOVED and SECONDED** to approve the quote from Mainland Hi-Tech to repair the 20 foot long crack in the concrete floor located on P1 at stalls #17 and #18 to prevent water leakage to the tops of vehicles below for \$888.70.

**The MOTION was PASSED**

**6. Adjournment**

There being no further business the meeting was adjourned at 9:20 PM until the next meeting to be held on **Thursday, April 20, 2006** 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.**