
Minutes of the Strata Council Meeting

Grandview & Parkview Courts • Strata Plan LMS 1328

Held on:

Thursday, July 20, 2006

In the Amenity Room at 10523-134th 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: none

1. Call to Order

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

Guest: An owner from Parkview Court addressed the Council regarding a payment for some signage on a parking stall.

2. Approval of the Minutes of the Last Meeting.

It was **MOVED and SECONDED** to adopt the minutes of June 15, 2006.
The **MOTION** was **PASSED**

3. Business Arising from the Previous Minutes

Owner's requests

It was **MOVED and SECONDED** to reverse a late fee charge of \$50.00 for an owner in Grandview Court.

Discussion: Council considered the Owner's explanation that related to a Pre-authorized Payment that did not clear on time and the Owner's good past payment history.

The MOTION was PASSED

It was **MOVED and SECONDED** to reverse only the parking stall clean up fine of \$50.00 for an Owner in Grandview Court. The charge of \$25.00 to clean the stall will remain.

Discussion: Council considered the Owner's explanation and confirmed the owner will keep the stall clean of oil.

The MOTION was PASSED

4. Regular Business

Property Managers Report

Directives

Nineteen Directives from the meeting held on June 15, 2006 were reviewed.

Elevator Safety tests

ThyssenKrupp Elevators quoted \$510.00 each plus GST to conduct a 3-year elevator safety test on each elevator at GC. This work has been authorized to proceed. Provincial Regulation requires these tests.

Quote for Electrical Vault test

Coastal Pacific Electric provided a quote for \$2,777.00 plus GST to Service and Test the Electrical Vault at Grandview Court. This is required every three years. Since this switch was just repaired, the next test will be required in 2009. It is recommended that the Strata Corporation plan for this expenditure every three years.

Fido lease agreement

It was **MOVED and SECONDED** to advise Fido that a new fee will be set by the Strata Council for the monthly rent for the next five-year period. This lease agreement is for the Fido cellular equipment that is attached to the roof and for the interior space being used by Fido in the mechanical room at Grandview Court. The final five-year lease period starts September 1, 2006 and ends on September 1, 2011.

The MOTION was PASSED

Parkade water leaks

The Engineer, Jim Neill of James Neill and Associates, on behalf of the Strata Corporation, is scheduled to meet with representatives from the City of Surrey on-site on Monday, July 24, 2006 to review the problem of the water entering the parkades. The City of Surrey claims that the video tape produced from running a camera in the storm water line showed there are no leaks in this line.

Canadian Top Line quits with insufficient notice.

Canadian Top-line, a firm under contract to provide cleaning services on Saturday's has terminated their contract without due notice, breaching their contract. This has left the Strata Corporation without a Saturday cleaning person. Dana Peters has offered to fill in on Saturdays temporarily until a new cleaning person can be found. A firm employed by the Strata Corporation must have WCB coverage and Liability Insurance in order to be considered.

Warranty Certificates

The lawyer, Mr. John Mendes is still after Willis Canada on behalf of the Strata Corporation to get a copy of the Warranty Insurance Manual.

Strata Management Agreement

It was **MOVED and SECONDED** to approve and sign the Strata Management Agreement between LMS 1328 and Dorset Realty Group Canada Limited.

The MOTION was PASSED

Building

Fence around the new vent at PC

It was **MOVED and SECONDED** not to install a fence around the vent cap at Parkview Court. The original fence will be put back up at the rear.

The MOTION was PASSED

Financials/Receivables

Council reviewed the financial statement for June 30, 2006.

The Operating Account balance as of June 30, 2006 = \$25,342.53

The Contingency Reserve Fund Balance as of June 30, 2006.= \$46,297.81

Parkview Court Metal Roof Fund as of June 30, 2006 = \$71,962.05

Invoice for approval

It was **MOVED and SECONDED** to authorize the payment of invoice #126644 dated May 31, 2006 to Latham's for \$1,492.39 for services to repair the Domestic Hot Water (DHW) Boiler due to burned wiring from a flame out at GC. The work included stripping and cleaning the boiler heat exchangers.

Discussion: Further recommendations from Latham's regarding this job are mentioned in a quote below.

The MOTION was PASSED

Invoice for approval

It was **MOVED and SECONDED** to authorize the payment of invoice #4680 dated June 19, 2006 to James Neill and Associates for \$124.39 for consulting services from May 6, 2006 to June 9, 2006.

The MOTION was PASSED

Latham's quote

Three quotes from Latham's were reviewed. The quote is reference number 06-06-173. Quote #1 is to install a four-stage boiler controller to the DHW boiler in GC that had the recent flame roll out for \$1,577.00.

Quote #1 - number 06-06-173

It was **MOVED and SECONDED** to check with Latham's to establish the level of urgency for this modification and if there are any inherent risks by delaying doing this work right away. Council also wants to know if there are any cost savings by doing this modification.

The MOTION was PASSED

Quote #2 - number 06-06-173

It was **MOVED and SECONDED** to approve quotation #2 for \$307.00 to install a limit switch to prevent another flame roll out from the burners on the DHW boiler in GC.

The MOTION was PASSED

Receivables report.

The receivables as of June 30, 2006 = \$19,406.50.

Two units are in serious arrears and owe a total of approximately \$14,700.00 to the Strata Corporation. The Strata's lawyer, Miller Thomson is in the process of obtaining an Order for Conduct of Sale to sell the strata lots to recover the money owing.

Correspondence

1. 10533 – A letter was sent to the owner requesting the balance of payment \$256.80 for painting a parking stall.

2. 10523 - A letter was sent to the owner apologizing for not voting on his requests presented to the Council at the last meeting.
3. 10523 - A letter was sent to the owner to remove the satellite dish or lower it. The Owner lowered the satellite dish to below the railing to comply with the bylaw.
4. 10533 - A letter was sent to the owner advising them that the stairwell is now clean and sanitized.
5. 10523 - A letter was sent to the owner warning about rolling a bike through the Common Hallways.
6. 10523 – A letter was sent to the owner warning about running the gate before it closed.
7. 10523 - A letter was sent to the owner charging back \$658.05 for repairs that were required because the owner tampered with the in-suite fire protection device.
8. 10523 - A letter was sent to the owner for moving after hours.
9. 10523 - A letter was sent to the owner charging back \$117.71 for repairs to the blinds that were damaged in the amenity room.
10. 10523 - A letter was sent to the owner about window coverings that did not comply with the bylaws.

Requests from owners:

1. Pet request

It was **MOVED and SECONDED** to approve the application from unit #304-10533 to keep a Shih-Tzu dog.

The MOTION was PASSED

2. Bylaw complaint

It was **MOVED and SECONDED** to allow an 11-year-old child, on compassionate grounds, to walk her bike through the lobby providing the bike and the wheels are wiped down first. Any damages to the common property will be charged back to the Owner. This permission is in effect until the child reaches 16 years old.

The MOTION was PASSED

3. Sink back up caused by poor maintenance

The Strata Council responded in writing to a letter from an Owner accusing the Strata Corporation of lack of maintenance, which thereby caused the owner's kitchen sink to back up on the fifth floor at GC. The reply letter included mention of the recent cleaning of the Boston Clean outs by Benchmark Mechanical in GC, which was completed a few months ago.

In reply to the Owners request that the Strata pay to replace the owner's damaged Laminate flooring, the Owner was advised to notify their personal property insurance provider. The Owner was provided with a copy of the Insurance information that was included in the Annual General Meeting minutes and a copy of the Form 100 that explains the reasons why Owners need to carry personal insurance.

5. New Business

Carpet Cleaning

A question arose when the next carpet cleaning will take place in GC? The common area carpets are scheduled for cleaning twice yearly, once around May and again in November.

Caution - Warning

An owner from GC was taken by surprise when exiting Grandview Court in their vehicle. The Owner was startled when driving around the corner when confronted by another resident of Grandview Court who was on foot walking down the "up" lane from the parkade gate. The Owner was very concerned the resident could have been injured. Owners are discouraged from entering on foot through the parkade gates. If they must do so, they should be careful and walk in the same lane as vehicle traffic does when entering the parkade.

Planter flowers

A number of Council members are displeased with the type, and size of the flowers that were provided by the landscaper in the concrete planters.

Bikes

A discussion was held about the unsightly state of the bike room in GC. The storage facility contains many bike parts as well as bikes. Owners should keep bikes only in the bike storage area. Bike racks are on the order for business in the next budget and perhaps, if approved, the bike storage room can be cleaned up at the same time.

Occupancy Status

The Property Manager was requested to check on the occupancy status of Unit #109 at PC.

Crack in the stucco wall.

Unit #1603 GC has a crack on the common property stucco wall adjacent to the balcony off the bedroom.

Hand deliver CHOA

The CHOA magazine will be hand delivered instead of mailing it to Council.

Hallway air/water pressure

There is very little air being blown into the hallways in GC. The Property Manager will have this checked. The hot and cold-water pressure is quite low also.

#504-10523 – counter top quote

It was **MOVED** and **SECONDED** to approve the quote from Canstar Restoration to replace the kitchen counter top for \$1,494.23.

Discussion: This damage was caused when the kitchen sink backed up.
The MOTION was PASSED

Carpet selection for Parkview Court

A few carpet samples were inspected for the common hallway, the amenity room and the exercise room at Parkview Court. Council showed a preference to the carpet sample called Portfolio II, Item #168509 Horseshoe.

6. **Adjournment**

The meeting was adjourned at 9:12 PM until the next meeting to be held on **Wednesday, September 27, 2006** at 7:00 PM in the amenity room at 10523 134th 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

**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.**