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# Minutes of the Strata Council Meeting

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## Grandview & Parkview Courts • Strata Plan LMS 1328

Held on:

**Thursday, November 23, 2006**

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

### **MINUTES**

#### **In Attendance**

Holly Chartier – President      Paul Caouette - Secretary

Virginia Guay-Treasurer

Laszlo Kapus                      Philippa Powers

Brian Spencer - Dorset Realty Group Canada Ltd.

**Absent with leave:**    Ann Chambers – Vice President

#### **1. Call to Order**

The Strata Council President Mrs. Holly Chartier at 7:02 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 October 19, 2006.

**The MOTION was PASSED**

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

##### **#309-10523 – dryer vent**

It was confirmed by inspection that the dryer vent run is very long and that a booster fan is necessary to extract additional moisture so one will be installed.

##### **#203-10533 – Hearing - Not waiting for the gate to close.**

As a result of a hearing with the owner, the Strata Council reviewed video and other information of the incident of the Owner not waiting for the gate to close which in turn allowed trespassers into the parkade. This action then resulted in an altercation between the trespassers, other Owners and the Police. It was confirmed it was the vehicle belonging to the Owner of #203-10533.

**MOVED** and **SECONDED** to apply the fine of \$200.00 to the Owner of #203-10533 for contravening the parking rules by not waiting for the gate to close.

**The MOTION was PASSED**

#### **4. Regular Business**

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

##### **Directives**

Eleven directives from the meeting held on October 19, 2006 were reviewed.

### Description of completed project(s)

The hot water fluctuations that were being experienced by some Owners on the lower floors of Grandview Court were resolved by the plumbers, Latham's.

### Dryer vent duct cleaning

In response to an Owners inquiry, Michael A. Smith duct cleaning has confirmed that their contract includes the removal of the flex hose at the rear of the dryer. However, it is removed only on units where their air cleaning hose will not extend all the way down the flex pipe and right into the dryer. As such, not all flex hoses are required to be removed during the vent cleaning.

### Incidents

#112 –10533 - Water from the suite escaped into the common hallway carpet. The Owner's tenant was responsible. The Caretaker was not permitted access to suite. No property damage resulted.

#1304-10523 – A vehicle belonging to a tenant broke a bracket on the overhead gate card reader. The Owner will be charged for repairs.

### Building

#### Parkade water leaks

**Update** – James Neill and Associates LTD, Consulting Engineers received authorization from the Strata Council for Jet Stream Restorations to install a drainage hole in the wall and tie into the perimeter drain in Grandview Court and Parkview Court. This work includes scanning the wall for rebar and utilities for \$3,127.00. This work is now completed. The parkades will now be monitored to see if there is any improvement.

#### Hot water reservoir tanks

##### Grandview Court

It was noted that the large hot water storage tank in mechanical room at 10523 shows signs of failing. The tank is rusting from the inside out. The estimated cost to replace the tank is \$16,000.00 to \$22,000.00 dollars. The Property Manager reported that this holding tank was installed by the developer before the roof was put on the building. It cannot be removed without cutting up the tank to get it out. A series of smaller tanks will replace this one large tank. Quotes have been ordered.

##### Parkview Court

The same type of hot water storage tank as in Grandview Court is already leaking. The tank is rusting from the inside out. It will also need to be replaced. Unlike the tank in Grandview Court, this tank is can be replaced relatively easily. Quotes have been ordered.

##### Floor Drain

It was **MOVED and SECONDED** to authorize an expenditure of \$4,700.00 to install a floor drain. The cost will include the x-ray of two locations in the floor of the room housing the Fire Protection sprinkling system on P1 in GC, to core two holes and install a new floor drain and piping, and seal the area around the pipe and install new piping to an adjacent stack.

**Discussion:** Recently water escaped in the sprinkler room and there was no floor drain installed by the developer. The water ran into the electrical vault located below the sprinkler room. This was deemed to be a hazard.

The MOTION was PASSED

**Security - Bike racks and cameras for GC and PC**

It was **MOVED and SECONDED** to authorize an expenditure of \$4,500.00 from the security budget item 5260 for the supply and installation of bike racks in the bike storage rooms in Grandview and Parkview Courts at a cost of approximately \$3,000.00 and for the supply and installation of two security cameras to cover the bike storage rooms for \$3,000.00.

**Discussion:** The racks will hold 36 bikes in GC and 25 bikes in PC.  
The MOTION was PASSED

**Financials/Receivables**

Council reviewed the financial statement for October 31, 2006.

- The operating Account balance as of October 31, 2006= \$67,644.14
- The Contingency Reserve Fund Balance as of October 31, 2006= \$62,017.14
- Parkview Court Metal Roof Fund as of October 31, 2006= \$36,847.42
- Parkade leak fund as of October 31, 2006 = \$6,330.15

**Receivables report.**

- The receivables as of October 31, 2006 = \$26,551.25.
- The receivables as of November 17, 2006 = \$10,064.29

**Arrears collected - #603-10523**

The unit was sold by the Owner at the last minute thereby avoiding the Supreme Court hearing that was scheduled for the following day. \$12,549.79 in arrears was collected as a result. This included all legal costs, late fines, and penalties.

**Order for Conduct of Sale**

#804 – 10523. The Owner is Hren. The Strata Council is proceeding to the Supreme Court to obtain a judgement in order to sell Unit #802-10523 to collect money owing to the Strata Corporation in the amount of \$5,783.96 plus legal costs.

**#115 – 10533 – Insurance deductible**

The Property Manager was instructed to send a second request to the Owner for payment of \$2,500.00, the insurance deductible portion of the water damage claim.

**Operating Budget for 2007-2008 and Resolutions to be proposed the AGM**

**Annual General Meeting date set**

The Days Inn has been booked to hold the next Annual General Meeting of the Owners, Strata Plan LMS 1328 on **Thursday, February 1, 2007 at 7:00 PM.**

1. **Gym Equipment**

It was **MOVED and SECONDED** to postpone indefinitely, the purchase of additional gym equipment.

The MOTION was PASSED

2. **Additional funds for the Parkade water leaks**

It was discussed whether more funds will be needed for further work to repair the leaks into the parkades. The Engineer has just completed the installation of the floor drainage in the GC and PC parkades. Water ingress must now be monitored for a few weeks to see if there is any improvement in the amount of water entering the parkades before the Engineer can recommend what course of action to take next.

3. **Irrigation**

Quotes from Coastal Irrigation were reviewed at a total cost of \$5,973.07 Incl. GST. to upgrade the current system.

It was **MOVED and SECONDED** to authorize an expenditure in the Spring of 2007 of \$3,087.79 for Coastal Irrigation to supply and install three of the five items recommended in their quotation dated October 11, 2006 which are:

- 1) \$334.00 – To replace a failed valve with a Rainbird PEB 100.
- 2) \$2,157.71 – To install a backflow preventor, a new isolation valve and a pressure reducing valve.
- 3) \$596.08 – To install two Toro Wireless Rain/Freeze Sensor Combos for water conservation.

**The MOTION was PASSED**

5. **Resolutions for the AGM**

1. **New bylaw**

It was **MOVED and SECONDED** to include a  $\frac{3}{4}$  majority vote resolution in the notice for the next Annual General Meeting to amend the bylaws.

The new bylaw is:

“The Strata Corporation will repair any leaking or damaged pipe that is located within the wall of a strata lot including the required regular painting and drywall repairs that relate to the pipe repair.”

**The MOTION was PASSED**

2. **Satellite dish bylaw amendment**

It was **MOVED and SECONDED** to include a  $\frac{3}{4}$  majority vote resolution in the notice for the next Annual General Meeting to amend the bylaw 3 (2) (i) by deleting the last line of the bylaw:

**To Delete:** “The dish must not protrude above or beyond the balcony railings”.

**The MOTION was PASSED**

3. **Carpeting for Parkview Court and lobby of Grandview Court**

It was **MOVED and SECONDED** to include a  $\frac{3}{4}$  majority vote resolution in the notice for the next Annual General Meeting to approve an expenditure from the Contingency Reserve Fund to install new carpeting on common hallways and stairs on the 2<sup>nd</sup> 3<sup>rd</sup> and 4<sup>th</sup> floors of Parkview Court and to install new carpeting in the lobby, common halls and the exercise room and meeting room on the main floor of Grandview Court. The rest of the

floors in Grandview Court will be scheduled for carpeting at the AGM to be held in 2008.

**Discussion:** The quote to carpet the remaining three floors and stairwells for Parkview Court is \$22,031.44 inclusive of GST. A quote will be obtained to carpet the main floor of Grandview Court.

**The MOTION was PASSED**

#### **4. Rule amendments**

It was **MOVED and SECONDED** to amend the parking rule 1.1 again.

**Parking Rule 1.1** - The parking decal must be affixed to the:

**To Delete:**

- a) The vehicle's front windshield;
- b) Or the rear window.

**To Insert:**

The parking decal must be affixed to the:

- a) right lower passenger side front window;
- b) Or, left lower driver's side rear window.

**Discussion:** The previous amendment in Council allowed the decal to be displayed anywhere on the front or the rear windows. However, this was found to be impractical. The decals must be placed in an easily identifiable location because it would take far too long to look over each vehicle to find the decal and this would also not work for the towing company patrolling the visitor parking.

**The MOTION was PASSED**

### **2007-2008 Operating Budget**

#### **Caretaker salary review**

The Caretaker's salaries were reviewed.

#### **Common Doors and Elevator lobby doors**

It was **MOVED and SECONDED** to include \$10,000.00 in budget item 5205 to carry out the painting of the Common area passage doors. Included will be both sides of all of the doors leading from the parkades to the elevators on each level of both buildings as well as all exit doors to the fire exit stairs in both buildings. There are approximately 80 doors in total.

**The MOTION was PASSED**

### **Correspondence**

10523 – A letter was sent to an Owner to warn them that their tenant must muzzle their dog.

#1001 – 10523 – A letter was sent to an Owner to advise them a new suite door has been ordered and the installation and cost will be charged back to the owner as it was damaged by the tenant.

#1001 – 10523 - A letter was sent to an Owner to chargeback the cost for the plumber to repair the toilet seal.

#305-10533 - A letter was sent to an Owner to charging back the cost for a locksmith to go in and turn off the TV while the owner was on holidays.

10523 - A letter was sent to an Owner to advise them their mail tenant was found using the women's washroom.

10523 - A letter was sent to an Owner to advise them their tenant's daughter was using the exercise room for inappropriate behaviour.

10523 - A letter was sent to an Owner to demand payment of \$470.94 or a Lien will be registered.

#1207 – 10523 - A letter was sent to an Owner to approve keeping a pet.

#310-10533 - A letter was sent to an Owner to approve keeping a pet.

10533 - A letter was sent to an Owner requesting a notarized letter swearing to the relationship between the Owner and the tenant.

10523 - A letter was sent to an Owner to advise them they can rent to their son and they will not be contravening the bylaws.

10523 - A letter was sent to an Owner to advise them to remove a cat litter box from the balcony. The Owner has complied.

10523 - A letter was sent to an Owner to acknowledge receipt of their letter re security cameras' to watch for falling objects such as lit cigarette butts etc.

#115 – 10533 - A letter was sent to an Owner to advise them to pay the Strata Corporation Insurance deductible of \$2,500.00.

#1603 – 10523 - A letter was sent to an Owner to charge back \$79.50 for a locksmith.

#116 – 10533 - A letter was sent to an Owner asking the Owner to remove the steel mesh surrounding the yard.

#401 – 10523 - A letter was sent to an Owner to charge back the cost of a new suite door damaged by the fire department due to the owner's negligence.

10523 - A letter was sent to an Owner to charge back \$73.14 for the removal of a discarded washing machine.

10523 - A letter was sent to an Owner to advise them how to make a formal complaint.

#### **Requests from owners:**

##### **Bylaw change**

The Owner of Unit #310-10523 has requested that the Strata Council present a resolution at the AGM to amend the Pet Bylaw:

**To delete bylaw 35 (9) – “All Animals/Pets must be carried while on the common property unless an exemption has first been obtained from the strata**

council. The strata council shall require the production of a doctor's certificate before an exemption is granted;"

It was **MOVED and SECONDED** to present a ¾ vote resolution at the next AGM to amend bylaw 35 (9) – to read:

**To Delete** – Bylaw 35 (9) "All Animals/Pets must be carried while on the inside of all common property unless an exemption has first been obtained from the strata council. The strata council shall require the production of a doctor's certificate before an exemption is granted;"

**Discussion:** Council upheld the reasons why this Bylaw was originally passed which was for the safety of all owners and residents, and for cleanliness and health reasons.

**The MOTION FAILED**

**Refurbished treadmill.**

A realtor, John Samus has offered to sell the Strata Corporation a used Treadmill for \$2,500.00. It was agreed there are no funds available to make this purchase.

**Bylaw contravention**

#304-10523 – A letter of intent was sent to the owner of the Council's intention to apply a fine of \$200.00 for moving in after hours at 9:00 PM on November 16, 2006 and again at 6:00 AM in contravention of the bylaws. A written response has been received from the Owner's realtor, John Samus. Mr. Samus protests the fine on behalf of the Owner but does not deny that the Owner moved in after hours.

It was **MOVED and SECONDED** to apply a \$200.00 fine to Unit #304-10523 for contravening the bylaws by moving in after hours.

**Discussion:** It was confirmed that one of the purposes of this bylaw is to ensure the quiet enjoyment of the other Owners and residents and, as with other bylaws, it must be enforced.

**The MOTION was PASSED**

**Request for a hearing**

The Owner of Unit #411-10523 has requested and will be granted a hearing at the next regularly scheduled Strata Council meeting. The owner wishes to dispute the accusation that they did not waiting for the gate to close.

**5. New Business**

**Duct Cleaning invoice**

It was **MOVED and SECONDED** to authorize payment of the invoice #C-1027-051 dated November 9, 2006 for \$6, 309.70 for Michael A. Smith Duct Cleaning.

**The MOTION was PASSED**

**Tek Roofing**

It was **MOVED and SECONDED** to authorize payment of the Certificate of Payment dated November 20, 2006 for \$2,118.76 to Tek Roofing representing the lien holdback for the roof work at Parkview Court.

**The MOTION was PASSED**

### Landscaper

It was **MOVED and SECONDED** to terminate the services of the current landscape firm and employ the services of Paraspace Landscaping. The contract with Paraspace will be subject to the approval of the landscape budget for 2007-2008 and a satisfactory meeting to be held between Paraspace and the Strata Council. The current landscape firm continue on a month to month basis after their contract expires on February 1, 2007.  
**The MOTION was PASSED**

### Light switch in exercise room

It was **MOVED and SECONDED** to have an electrician move the Grandview Court exercise room light switch closer to the entrance door and to install a convex mirror at the end of the hallway.  
**The MOTION was PASSED**

### Hardship request

It was **MOVED and SECONDED** to decline the request from an Owner in Grandview Court to rent out their strata lot under hardship.

**Discussion:** Council considered the written application and the Owner's reasons to rent out their Strata lot under Hardship. The Owner was previously granted the right to rent out their strata lot for a one year period which has just ended. It was believed that the Owner now has other reasonable options and that hardship no longer applies.  
**The MOTION was PASSED** (This Strata lot cannot be re-rented)

### Site office door

It was **MOVED and SECONDED** to obtain a quote to turn the inner site office door into a Dutch door.  
**The MOTION was PASSED**

### Rental Bylaw

Dorset Realty was asked to check the occupancy of a unit in Grandview Court. It may be rented out in contravention of the rental bylaws.

### Cigarette smoke and Marijuana Smoke

A notice will be circulated advising Owners that smoking marijuana is illegal, and the smell of marijuana and tobacco is offensive and allergic to some residents. Please be considerate of your neighbours.

## 6. Adjournment

The meeting was adjourned at 10:50 PM until the next **ANNUAL GENERAL MEETING** to be held on **Thursday, February 1, 2007** at the Days Inn - Surrey City Centre, 9850 King George Highway, Surrey, B.C.

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.**