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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 22, 2007**

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

### **MINUTES**

#### **In Attendance**

Holly Chartier – President      Virginia Guay – Vice President

Darren Crum – Secretary      Len Specht - Treasurer

Paul Caouette

Brian Spencer - Dorset Realty Group Canada Ltd.

**Absent with regrets:**      Tracy Mundell      Phillipa Powers

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

The Strata Council President Mrs. Holly Chartier at 7:05 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:

- 1) February 1, 2007; after the AGM
- 2) January 27, 2007
- 3) January 3, 2007
- 4) December 31, 2006
- 5) November 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**

Council reviewed the directives from the following meetings:

- a) Seven Directives from the last meeting of February 1, 2007.

##### **Landscaping Contractor**

As a committee, Mrs. Holly Chartier, Ms. Virginia Guay and Ms. Phillipa Powers met with the Owner of Paraspace Landscaping on Saturday, February 17, 2007 for a thorough review of the grounds. Ms. Chartier reported that the committee was satisfied with the knowledge, suggestions and the services being offered. Paraspace will put together a 3 year forecast

for budgeting purposed. Recommendations were made by Paraspace to improve the appearance of the grounds. Paraspace uses environmentally friendly products. Paraspace Landscaping is scheduled to begin work on March 1, 2007.

- b) Ten directives from December 29, 2007.

**Suite entrance doors-spare**

It was discussed that it takes about 6 to 8 weeks from the date of the order to get a new, matching suite entrance door. Each door has different dimensions so a spare door cannot be made ahead of time.

- c) Twenty Four directives of November 23, 2006.

**Snow removal**

It was agreed to postpone discussion on this matter until the budget meeting in the fall.

- d) **Entrance walkway on P1 to the elevators-GC**

It was **MOVED and SECONDED** to paint "NO VEHICLES ALLOWED" on the floor at the start of the walkway on P1 that leads to the elevators.

**Discussion:** This area should not be used as driveway or drop off point.  
**The MOTION was PASSED**

- e) **Minor water in parking stalls #9 and #10** – P2 Grandview Court.

A quote has been ordered to complete the rest of the sealing of the concrete construction joint that runs east and west across the visitor parking and to the west fence. Two thirds of this joint was sealed when the drainage work was completed three years ago.

- f) **GC Carpet installation schedule**

Material availability, delivery and installation dates will be confirmed.

**Completed projects**

- a) The catch basins on the grounds have been cleaned out by AA Anderson Tank Service. This job is now completed.
- b) Two additional cameras are now installed on the P1 levels. This job is now completed. It was agreed to re-position the camera in PC to show the bike room.
- c) The new floor drain in the sprinkler room on P1 in GC was installed. This job is now completed.

**Incidents**

- a) Two emergency calls were received by Dorset Realty Group Canada Limited last week. One was from an owner in 10523 that had a smoke detector going off and another was from a new resident at 10523 moving in on a Sunday and found their keys did not work.
- b) There was a one vehicle break-in reported on January 1, 2007 in the parkade in 10523.
- c) Insurance claim - Snow slid off the GC roof and cracked the safety glass canopies over the exit doors. This happened twice during the recent snow

storms. Insurance claims have been made. The deductibles are \$100.00 per occurrence.

## **Building**

### **1) Willis Canada warranty documents**

It was **MOVED and SECONDED** to set the gross warranty amounts at \$3,091,305.00 for Grandview Court and \$1,206,987.00 in order to finalize the warranty coverage agreement.

**Discussion:** The 10 year Water Penetration Warranty coverage on Grandview Court expires on October 30, 2011. This is the final stage of warranty coverage for Grandview Court. The Water Penetration Warranty on Parkview Court expired on November 21, 2006.

**The MOTION was PASSED**

### **2) Parkview Court Gutters.**

Council reviewed a quote to replace and upgrade the damaged sections as well as a quote to upgrade most of the rest of the gutter system for \$11,705.00 plus GST. Snow slid off the metal roof and damaged two sections of the aluminium gutters at Parkview Court. It was agreed to ask Precision Gutters to provide a quote to replace and to upgrade the damaged section of the gutters only. The rest of the upgrade costs will be scheduled for discussion for the fall budget meeting.

### **3) Sprinkler Line pipe - Preventative Maintenance**

It was **MOVED and SECONDED** to authorize Trasolini Contractors LTD to carry out repairs to remove and replace some concrete blocks and re-insulate the area where the concrete block is too close to a Fire Sprinkler Line in Parkview Court for \$990.00 plus GST.

**The MOTION was PASSED**

### **4) Dutch door for the site office.**

It was **MOVED and SECONDED** to authorize Ideal Door to install a Dutch door on the site office for \$1,640.00 plus GST.

**Discussion:** A second quote in the amount of \$1,741.30 from Aquataur Contracting was reviewed.

**The MOTION was PASSED**

### **5) Maintenance Review #2**

PBEM (Pacific Building Envelope Maintenance) provided Council with a report and budget costs for some items that require maintenance. It was agreed that this matter be postponed to the next meeting to allow Council members an opportunity to review the report. Photos taken by PBEM will be also provided to Council.

### **6. Parkades- minor water ingress**

It was **MOVED and SECONDED** to authorize James Neil and Associates Engineers to proceed with the next steps that they have recommended. JNA will produce a detailed formal report before proceeding and will meet with Council to review the proposed work. The budget estimate is \$6,000.00. \$2,500.00 is still available from previously approved funds remaining in account #1060102, item 1045 on the balance sheet. The balance will be paid from repairs and maintenance in the budget.

**Discussion:**

JNA reported on February 1, 2007 that:

*"The 2 additional drains installed by Jet-Stream have reduced the leakage but have not eliminated it.*

*Leakage is most significant on Level 2 (no extra drains were installed on Level 2) where water seeps through the slab/wall joint and at 2 x4 wood spacers left in the wall during construction.*

*Minor leakage is also occurring on Level 3 at the "V" control joint which is along the wall from the drain installed by Jet-Stream.*

*A combination of additional drains and epoxy injection is recommended as the next stage. This will include installing an extra drain through the wall on the P2 Level which will be connected to the perimeter drain under the P3 Level slab.*

*Removal and dry packing the timber spacers with mortar and injecting the joint will also be required.*

*An extra drain, combined with injection could also be conducted on the P3 Level at the "V" joint.*

*JNA will prepare a more detailed and formal report with recommendations."*

**The MOTION was PASSED**

**Financials/Receivables**

Council reviewed the financial statement for January 31, 2007.

The Operating Account balance as of January 31, 2007= \$61,737.20.

The Contingency Reserve Fund balance as of January 31, 2007= \$108,712.82.  
*(Note – \$60,000.00 of the CRF is already designated to be spent. \$47,000.00 is designated for the emergency installation of the new hot water holding tanks in both buildings and \$13,000.00 is designated to carpet the main floor of GC leaving an adjusted balance of \$48,712.82 in the CRF)*

The Parking stall water ingress account as of January 31, 2007 = \$2,519.85

**Receivables report.**

The receivables as of January 31, 2007 = \$13,900.04

**Microcell contract**

Microcell has not responded to the last proposal made by the Strata Council for the new lease amount. A follow up call will be made.

**Invoices for approval**

**Maintenance Review #2 - PBEM**

It was **MOVED** and **SECONDED** to authorize the payment of Invoice #06-540 dated December 31, 2006 to PBEM for the warranty review for \$10,600.00.

**The MOTION was PASSED**

**Lesperance Mendes- old invoice from Jan 6, 2006**

It was **MOVED and SECONDED** to authorize the payment of Invoice #12590 dated January 8, 2007 to Lesperance Mendes for their appearance in Small Claims Court for the matter of Smahon vs. LMS 1328 in January 2006 for \$589.73.

**Discussion:** The law firm apologised for not submitting this invoice sooner.  
**The MOTION was PASSED**

**Correspondence**

- 1) 10523 – A Letter was received from an owner about miscellaneous matters.
- 2) 10523 – A Letter was received from an owner about parking rules, parking violation tickets, cigarette butts and garbage thrown onto their upper level patio.
- 3) 10523 – A Letter was received from an owner on the ground floor of GC reporting cigarette butts and milk cartons on the patio.

**Items thrown off upper balconies**

A discussion was held to try to find a way to identify who is throwing objects off their upper balcony such as cigarette butts. It was noted that it may be virtually impossible to monitor the side of a building even with video to catch something as small as a cigarette butt in mid air falling from a balcony. Notices and warnings and letters do not seem to have had a positive effect.

Preventative maintenance was suggested. It was suggested that some sort of screen or net could be installed to trap the falling objects. Who would clean and maintain the net or screen was another matter. It was generally agreed that since these patio areas are limited common property for the exclusive use of the owner, the Owner would probably have to bear the costs to install a screen or a net. It is unknown at this time if such a net or screen would even work in this application. In the meantime, another notice sent out.

- 4) 10523 – A Letter was received from an owner about Council's decision denying permission to keep a dog.
- 5) 10523 – A Letter was received from an owner's realtor about a bylaw fine.
- 6) 10533 – A letter was mailed to the owner advising them to have the bathroom vent fan cleaned to prevent water drips.
- 7) Fifty one additional pieces of correspondence have been sent out by Dorset Realty Group Canada Limited to owners/tenants on behalf of Council since November and this is too lengthy a list to mention in the minutes.

**Requests from owners:**

**1) #410-10533 – Pet request**

It was **MOVED and SECONDED** to approve the Owner's request to keep two Jack Russell Terriers, subject to the conditions described in the owner's letter that one dog will only be kept in the strata lot on a temporary basis for a few months in the winter time.

**The MOTION was PASSED**

**2) #1102-10523 – Pet request**

It was **MOVED and SECONDED** to approve the Owner's request to keep a Chihuahua which will not exceed 10 lbs. according to the Owner.

**The MOTION was PASSED**

## **5. New Business**

### **Invoice for approval**

It was **MOVED and SECONDED** to authorize the payment of Invoice #20077237 to Dobra Design dated February 9, 2007 for the supply and installation of bikes racks for \$2,703.00

**The MOTION was PASSED**

### **Bulletin Board Notices**

As general policy, it was agreed that bulletin board notices will remain up for a minimum of ten days.

### **Elliptical Trainer - GC**

It was **MOVED and SECONDED** to purchase a new elliptical bike in the amount of \$2,949.30 which includes delivery, installation, taxes and a 5 year warranty.

**Discussion:** The dollar amount falls within the amount budgeted for this purchase. Special thanks to Council member Daren Crum for donating his time to find a suitable bike.

**The MOTION was PASSED**

### **Caretaker's hours**

The Caretaker's hours were reviewed. Dorset Realty has not received any complaints about the current hours. It was agreed the Caretakers hours will remain unchanged at 8:00 AM to 5:00 PM Monday through Friday.

### **Fencing in the SW corner at the rear of Parkview Court**

A few Owners suggested, for security reasons, that Council consider installing a fence to prevent access to the rear of Parkview Court from the south side.

A discussion was held. The security benefits were discussed. Consideration was also given to the affect a fence would have on the Fire Prevention for the building. Fire-fighters would not be able to freely access the rear of this wood structure during a fire emergency. It was decided that fire safety could not be compromised. It was agreed not to fence off the area.

### **Flooring changes**

An owner suggested that the Council review the bylaws pertaining to hardwood or laminate flooring to ensure maximum sound proofing. Council reviewed Bylaw 36, (1) and (2). The bylaw does cover the Owners concerns. The bylaw is copied below.

### **HARDWOOD FLOORS**

- (1) A resident of a strata lot who has hard floor surfaces, such as hardwood floors or tile in a strata lot, must take all reasonable steps to satisfy noise complaints from neighbours, including without limitation, ensuring that no less than 60% of such hard floor surfaces (excepting only kitchens, bathrooms and entry areas), are covered with area rugs or carpet, and shall avoid walking on such flooring with hard shoes.

- (2) An owner of a strata lot who installs hard floor surfaces, such as hardwood floors or tiles, in a strata lot must adhere to all manufacturers and supplier recommended maximum noise insulation requirements i.e. such as underlay.

**6. Adjournment**

The meeting was adjourned at 9:20 PM until the next meeting to be held on **Thursday, March 22, 2007** 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.**