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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 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

Len Specht - Treasurer      Darren Crum – Secretary

Paul Caouette      Phillipa Powers

Tracy Mundell

Brian Spencer - Dorset Realty Group Canada Ltd.

Absent with regrets: None

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

The Strata Council President Mrs. Holly Chartier at 7:03 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 September 19, 2007.

(Note the Oct 18-07 meeting was not held due to no quorum)

**The MOTION was PASSED**

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

There was no business arising.

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

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

##### **#1105 – 10523 – Ceiling texture**

It was **MOVED and SECONDED** to advise the owner that in the opinion of PBEM which is contained in their report dated September 18, 2007, the stipple on the ceiling is not coming loose as a result of water ingress or dryer venting. It appears the texture did not compress when it was first applied. It is also evident there is an inefficient amount of drywall mud used prior to the tape application which has caused separation of the drywall tape. It is therefore not a responsibility of the Strata Corporation to repair the texture on the ceilings.

**The MOTION was PASSED**

##### **Directives**

Council reviewed eighteen directives from the last meeting of September 19, 2007.

### **GE security – Fire Protection**

A brief meeting was held with GE Security about a late response to an emergency. GE security promised to provide better service in the future.

### **Gutter cleaning**

Precision Gutters was authorized to proceed with the cleaning of the gutters on Parkview Court and the 4 storey portion of Grandview Court at a cost of \$2,900.00 plus GST. This work is completed.

### **Post dryer vent cleaning report**

Council reviewed a copy of the post dryer vent cleaning report.

### **Strike Surcharges by Waste Management**

It was **MOVED and SECONDED** to wait for information from Dorset Realty Group Canada Limited's negotiations with Waste Management regarding these extra charges in the amount of \$350.97.

**The MOTION was PASSED**

### **Incidents**

#### **Food left in the fire escape stairwell at 10523**

It was **MOVED and SECONDED** to charge back the owner in 10523 for costs incurred for clean up costs and other measures that were required in order to identify whose the person who was responsible for dumping plates full of food in the fire escape stairwell over the past several months.

**Discussion:** The food left was in large enough quantities that it was a slip and fall hazard. The food was left on so many occasions; special measures had to be taken in order to find out who the culprit was.

**The MOTION was PASSED**

#### **Water escape-minor**

A kitchen sink backed up at #201-10533. The cause was a common area drain blockage. Minor damage was caused to the exercise room ceiling. This has since been repaired.

#### **Water escape-toilet back up**

#203-10523 – A toilet backed up and caused water damage to a number of strata lots. Since this is contaminated water from a toilet, all of the affected carpeting will have to be replaced as well as drywall and paint repairs. An insurance claim has been made and repairs are underway.

It was **MOVED and SECONDED** to ask the owner of #203-10523 to pay the \$5,000.00 deductible since they are found to be responsible for the damage caused by the water escape.

**Discussion:** The Strata Council reviewed the details about what caused the water escape. The cause was a leaking fill valve in the toilet tank.

**The MOTION was PASSED.**

#### **Water escape-minor**

#803-10523 – There was a minor leak in a Fire Sprinkler water line in the ceiling above the kitchen cabinets. The wood in the cabinets swelled up so some cabinets will probably need to be replaced.

## **Building**

### **Latham's contract renewal**

It was **MOVED and SECONDED** to authorize Dorset Realty Group Canada Limited to sign an agreement on the behalf of the Strata Council for a quarterly maintenance contract with Professional Mechanical for the mechanical systems. The contract will include a clause to end the contract in 30 days for any reason. The contract with Latham's will not be renewed.

**Discussion:** Council reviewed the quotations, hourly rates, truck charges, communications and other the pros and cons of each firm. Consideration was given to which firm would be most cost effective and provide the best service.

**The MOTION was PASSED**

### **HVAC – Pulley's worn out**

Council reviewed a quote from Professional Mechanical (PML) for \$645.00 to replace the motor blower pulleys on the HVAC system at GC. This work will be completed in the next few days.

### **Concerns about use of the PC washroom during the amenity room rental**

It was agreed that owner's guests should not be allowing underage children to use the gym equipment while accessing the washroom facilities. Owners and their guests are fully responsible if anyone is hurt using the equipment.

It was agreed that due to the fact the washrooms are located within the gym area; little else can be done about this. The washrooms must be made available.

### **Bicycles to be discarded**

It was **MOVED and SECONDED** to dispose of all of the bicycles that were unclaimed. Preference will be given to non-profit organizations that may want the bikes.

**The MOTION was PASSED**

### **Security**

Council reviewed an incident report from the Caretakers. Due to the sensitive nature of the report and the privacy act, no details can be given here.

### **Pump Room Signage**

At the request of the Fire Department, a sign was placed on the Pump Room door in GC.

### **Fire inspection deficiencies.**

GE Security has provided a list of deficiencies. They total \$2,652.00 not incl. GST. The repairs are underway.

### **Financial Disclosure Statement**

It was **MOVED and SECONDED** to sign the Financial Disclosure Statement provided by Dorset Realty Group Canada Limited that is required by the Real Estate Services Act.

**The MOTION was PASSED**

### **PBEM Building Envelope Review #3**

PBEM will be conducting a review of the building envelope starting on November 21, 2007 to November 28, 2007.

## Financials/Receivables

Council reviewed and approved the Financial Statement for September 30, 2007.

- The Operating Account balance as of October 31, 2007 = \$75,498.29
- The Contingency Reserve Fund Balance as of October 31, 2007 = \$81,382.98

### A Latham's invoice

A meeting was held at Grandview Court with the Property Manager, the Caretaker, Duncan Peters, and Mr. Glen Mellis the area representative from Latham's plumbing. The Property Manager disputed the amount Latham's charged on an invoice to repair a 4 inch copper pipe in the 8<sup>th</sup> floor ceiling of Grandview Court because Latham's charged for an additional repair of the pipe that was required due to poor workmanship. Latham's agreed to revise invoice #135116 from \$5,683.17 down to \$3003.11. The reduction is \$2,680.06. The invoice has now been paid. There was little dispute for the overcharge partly due to the fact that the Caretaker was diligent in watching the trades when they are working onsite and had kept a piece of copper pipe that the contractor had fabricated and would normally have just taken it away. It was used as evidence that the contractor was guilty of poor workmanship.

### James Neill and Associates

It was **MOVED and SECONDED** to authorize the payment of invoice #5041 to James Neill and Associates for \$2,246.19 for consulting services for the parking structure leakage covering June 22, 2007 to August 3, 2007.

**The MOTION was PASSED**

### Receivables report.

The receivables as of October 31, 2007 = \$6,460.65.

### Next years operating budget and resolutions

*NOTE - Ms. Phillipa Powers left at 9:47 PM due to other commitments.*

### Budget considerations:

It was **MOVED and SECONDED** to add the funds needed to complete the gutter remediation around Parkview Court for \$10,000.00 to the 2008-2009 "proposed" budget item 5205.

**The MOTION was PASSED**

### 2008-2009 Proposed Operating budget for the AGM

It was **MOVED and SECONDED** to approve a proposed budget for the next Annual General Meeting.

**Discussion:** Some additional detailed pricing is required for the PC gutter repairs before the budget is finalized. The proposed budget will include a treadmill for GC.

**The MOTION was PASSED**

### ¾ Majority Vote Resolutions planned for the AGM

#### Expansion Joint – completion.

It was **MOVED and SECONDED** to present to the Owners for their approval at the next AGM a ¾ Majority Vote Resolution to authorize the expenditure of \$32,000.00 from the Contingency Reserve Fund to complete the remainder of

the repairs to the expansion joint that runs east to west across the centre park and visitor parking area.

**The MOTION was PASSED**

**Carpeting**

It was **MOVED and SECONDED** to present to the Owners for their approval at the next AGM a  $\frac{3}{4}$  Majority Vote Resolution to authorize an expenditure of \$22,031.44 inclusive of GST to carpet the remainder of Parkview Court i.e. the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Hallways and 3 stairwells, and \$7,028.71 Incl. GST to carpet the 3<sup>rd</sup> and 4<sup>th</sup> floor hallways in Grandview Court. This total expenditure of \$29,060.15 will be funded from the Contingency Reserve Fund.

**The MOTION was PASSED**

**Bylaws and Rules**

**To amend the bylaw - Insurance deductible. Bylaw 3 (5)**

It was **MOVED and SECONDED** to authorize a lawyer to draft an amendment to Bylaw - 3 (5). Once drafted, this amendment will be presented as a  $\frac{3}{4}$  majority Vote Resolution at the next AGM.

**The MOTION was PASSED**

**To amend the bylaw - satellite dishes. Bylaw 3 (2) (j)**

It was **MOVED and SECONDED** to present a  $\frac{3}{4}$  majority vote resolution at the next AGM to amend bylaw 3 (2) (J) to allow satellite dishes up to 24 inches in diameter.

**Discussion:** The Bylaw presently states the satellite dish cannot exceed 14" inches but it seems there are no dishes that small. Most are around 20" inches in diameter.

**The MOTION was PASSED**

**To Amend the bylaw for Selling of Strata Lots Signage**

It was **MOVED and SECONDED** to amend bylaw 31 (1) Selling of Strata Lots. A generic sign will be erected instead of having a long length of individual signs. The sign will be similar to the one below.

**The MOTION was PASSED**

*Grandview and Parkview Court*

**Condominiums for Sale**

**Please check your local listings for strata lots that are For Sale in this complex.**

**Amenities Include:**

- Exercise Rooms
- Saunas
- Meeting Rooms
- Car Wash Bays
- Bicycle storage

## **Majority Vote**

### **Amenity Room Rules**

There will be a majority vote held at the next AGM to ratify the new Amenity Room Rules. A copy will be included in the AGM Notice.

## **Correspondence**

- There were eight letters sent regarding Bylaw infractions
- There were three letters sent that were General Correspondence.

### **Requests from owners:**

1. It was **MOVED and SECONDED** to approve a cat for the owner in Unit #702-10523 **The MOTION was PASSED**
2. It was **MOVED and SECONDED** to approve a cat for the owner in Unit #307-10533 **The MOTION was PASSED**
3. The Council reviewed a letter from an Owner in Parkview Court about their dog and a barking complaint. It was decided that the Owner's letter will be kept on file.
4. Council reviewed a noise complaint letter from an owner in Parkview Court. Dorset has already sent letters out.
5. It was **MOVED and SECONDED** to authorize the installation of a dryer vent fan in Unit #704 – 10523 as requested by the Owner. It was established that the dryer duct run is very long.  
**The MOTION was PASSED**
6. 10523 - Council reviewed a letter received from an Owner's insurance company. The letter was discussed and it was decided that the previous decision made by Council that the owner is responsible for the water escape will stand.
7. Council reviewed a series of letters from an owner in Grandview Court. It was decided that the matter is in the hands of the Strata Corporations lawyer.
8. Council reviewed a complaint about excessive food odours on the 3<sup>rd</sup> floor of 10523. Dorset Realty Group Canada Limited has sent out a letter to all of the residents on the 3<sup>rd</sup> floor asking for their cooperation.

## **5. New Business**

### **Deadbolts on the locker rooms-Security**

Owners are reminded to PLEASE LOCK THE DEADBOLT AS YOU LEAVE THE LOCKER ROOM.

### **Thank you from the Surrey Fire Department**

The Fire Captain thanks all of the owners at Grandview Court for their cooperation during the last fire alarm.

### **Sprinkler heads**

There will be a follow up on the replacement sprinkler heads as to why they have not yet been received. The firm will be given a deadline to provide an answer.

6. **Adjournment**

There being no further business the meeting was adjourned at 11:00 PM until the next **ANNUAL GENERAL MEETING** to be held on **Thursday January 31, 2008** at 7:00 PM at the Days Hotel - Surrey City Centre, at 9850 King George Highway, Surrey, B.C. V3T 4Y3

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.**