
Minutes of the Strata Council Meeting

Whalley Pointe - Grandview & Parkview Courts • Strata Plan LMS 1328

Held on:

Thursday, February 9, 2017

In the Amenity Room at 10523 University Drive, Surrey, BC

MINUTES

Council in Attendance

Darren Crum – President

Cole Nicks – Vice President

Crystal Soliven – Secretary

Laura Hooper – Treasurer

Philippa Powers

Paul Lee

Murray Clough

Regrets: None

Others in attendance:

Guest - 7:30 PM – Hearing-10523 – to speak about a laundry room drain backup.

Brian Spencer - Dorset Realty Group

1. Call To Order

The Strata Council President Darren Crum at 7:01 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 January 12, 2017.

MOTION PASSED

3. Business arising from the previous minutes

There was no business arising.

4. Regular Business

Property Managers Report

Caretaker Report

Council will review the report dated January 2017

Hearing: 7:30 PM – An Owner from 10523 (Owner #1) arrived for the previously arranged hearing with the Strata Council to discuss the backup from the laundry room drain pipe that resulted from a clog in a Common area drain pipe. The Owner suggested the Council look into installing backflow valves in the drain lines. Also discussed was the frequency of the drain cleaning and a request that the Strata assist with paying a portion of the Owners Insurance deductible.

Advice will be obtained from experts if backflow valves can be installed. The Council provided input that the drains are cleaned regularly. Some drains are cleaned more frequent than others because during the cleaning process, drains that are identified

to have a larger build than others are colour coded for this purpose by the Contractor. All of the sanitary drains have been scheduled for cleaning. Unfortunately the Strata is not authorized to compensate an Owner for their Insurance deductible or portion thereof.

The Owner left the meeting at 7:45 PM

Hearing: 7:40 PM – Without a previous appointment, an Owner (Owner #2) from 10523 arrived at the meeting to address Council about two invoices charged to them for a water leak into the unit below from their bathroom. The Council listened to the Owners input and request to reverse one of the invoices. A discussion took place between the Owner and the Council.

The Owner left the meeting at 7:55 PM

Discussion - Owner #1

It was **MOVED and SECONDED** to check the viability of installing backflow valves to the drainage system.

MOTION PASSED

It was **MOVED and SECONDED** to deny the request from an Owner in 10523 that the Strata pay a portion of the Owner's personal insurance deductible claim for the Owner's Insurer to replace the water damaged laminate flooring upgraded by the Owner, referred to as a Tenant Improvement, that resulted from the laundry machine drain backing up.

MOTION PASSED

Discussion - Owner #2

This request from the Owner was on the agenda already and appears later in these minutes.

(Note: If an Owner(s) wish to appear at a Strata Council meeting they are welcome to do so but in the interest of all concerned for time and efficiency, please follow the Bylaws listed below.

Attendance at a Council meeting
Bylaw 16 (3) and (4)

- (3) Owners may attend council meetings as observers only.
Any concerns an owner may have must be in writing and given to a member of the council or its representative 3 days prior to the meeting. The council will **review the concern during the "In Camera" session** and respond back to the owner with its decision.
- (4) Despite subsection (3), **no observers may attend those portions of council meetings** that deal with any of the following:
- (a) **bylaw contravention hearings** under section 135 of the Act;
 - (b) **rental restriction bylaw exemption hearings** under section 144 of the Act;
 - (c) **any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.**

14. REQUISITION OF COUNCIL HEARING

- (1) **By application in writing, stating the reason for the request**, an owner of a tenant may request a hearing at a council meeting.
- (2) If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.
- (3) If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within 30 days of the hearing.

Directives

Council reviewed twenty seven directives that resulted from the last meeting.

Incidents

#210-10523 – January 30, 2017 - Laundry room drain backed up.

Updates: Pre- approved Work orders postponed due to the Domestic Pipe replacement:

High Voltage Vault cleaning; Thermography inspection of all Common area electrical components; transferring the booster pumps to the Emergency Generator set backup system, the installation of the heat thermostat for the common hallway heating system, the cleaning of the sanitary drain cleanouts in both buildings.

Block Watch Report

Philippa Powers provided an update from Block Watch and a bulletin will be attached to these minutes.

Financials/Receivables

Council reviewed the financial statement for December 31, 2016.

1000-03 The Operating Account balance as of December 31, 2016 = \$117,205.00

The Contingency Reserve Fund Balance as of December 31, 2016

1010-00 CRF - \$290,890.22

1030-00 CRF GIC Cash - \$7.79

1030-02 CRF GIC Home Trust - \$100,306.00

1030-00 CRF GIC Equitable Bank - \$99,655.72

Total CRF \$490,859.73

1020-01 Copper Pipe design-Tender-2015 \$697.21

1020-02 Re-pipe Project 2016 \$455,477.53

Question at the last meeting about an expense item

Dorset provided Council with a copy of a paid invoice to Alexander Holburn-Lawyers for \$749.07 for Legal assistance for the Privacy Policy dated Dec 2015 to Feb 16, 2016 for their review.

Receivables

Receivables as of December 31, 2016 were \$26,491.61

The receivables for December 31, 2016 for the Special Levy = \$56,336.58.

Arrears

Fourteen (14) arrears letters were mailed to Owners which included a 21 day demand for payment where the deadline date has expired. This resulted in seven (7) Owners paying the arrears up to date as of January 31, 2017.

The other seven (7) Owners plus an additional recently deceased Owner are in a position for Council to vote to register a lien at the Land Titles Office.

After an extensive discussion regarding all of the overdue accounts, it was:

MOVED and SECONDED to register a lien at the land titles office on the following eight (8) strata lots with a total amount owing of;

1. 10533 - for \$4,941.84;
2. 10523 - for \$4,516.39
3. 10523 - for \$5,691.84
4. 10523 - for \$5,018.56
5. 10523 - for \$5,563.60
6. 10523 - for \$7,423.14; (Estate of a Recently deceased Owner – Intestate)
7. 10533 – for \$3,681.38 (Subject to an information confirmation discussion with the Owner by the Property Manager);
8. 10533 - for \$4,440.56 (Subject to an information confirmation discussion with the Owner by the Property Manager)

MOTION PASSED

10533-Request from an Owner regarding late Special Levy payments fines

Council reviewed the Owners request and the Property Manager reported that the Special Levy payment arrears have been paid in full up to and including January 1, 2017.

Civil Resolution Tribunal – SL 66

A Civil Resolution Tribunal claim has been started by the Strata Council and is in progress against the Owner of SL66 for unpaid money owing to the strata for \$8,574.18. Council provided an update on the matter.

Invoices for approval:

BMS COP #4 - \$230,485.50

It was **MOVED and SECONDED** to authorize payment of COP#4 dated January 31, 2017 from BMS Plumbing for \$230,485.50 for the repiping project for \$1,280,475.00 inclusive of GST.

MOTION PASSED

Seymour Sky-Gutter Cleaning completed

It was **MOVED and SECONDED** to authorize the payment of Invoice #2220 dated Jan. 30-17 to Seymour Sky for \$5,722.50 for gutter cleaning at 10523 and 10533.

MOTION PASSED

Annual General Meeting 2017-2018 Operating Budget.

After an extensive review of the year end of the yet to be reconciled January 31, 2017 closing balances, a draft operating budget was established for 2017-2018. Each budget item was analysed and was changed as was necessary or suggested to remain the same.

Some budget items required adjustments to meet the requirements for the next year.

During the portion of the 2017-2018 budget discussion regarding item 500000 – Janitorial Contract, the Strata Council President Darren Crum was requested to leave the meeting due to “conflict of interest” which he did. Darren was called to return once the discussion on the budget item was completed in his absence.

The Budget items proposed to increase are:

1. 500010 – Janitorial Contract + Administration 5%
2. 519500 – Property Management Fee 3%
3. 546000 – Elevator Maintenance 2%
4. 520500-Improvements/miscellaneous 33% - (To include purchasing a new elliptical exercise machine).
5. 524000-Landscape & Lawns 12% (To include a fee increase of 5.5% + adding lawn weed control + Irrigation services + Paver maintenance as quoted).
6. 524001-Landscape improvements 40% (To include upgrading the irrigation zones to separate the lawn watering from the shrubbery during water restrictions to save plant life)
7. 526000-Security-fencing-lighting etc. 208% (to include upgrading the exterior grounds lighting to brighter LED type lamps).
8. 544002-Depreciation Report 3rd year update-Consulting-Legal-Engineering-T-2 Filing 283% (Includes \$10,450.00 for the updated Depreciation Report)

The Budget items proposed to decrease are:

1. **320001 – Strata Fees -1.1%**
2. 533000-Natural Gas 11%
3. **536001-Pipe & Drywall Repairs -100%** (Includes the elimination of \$35,000.00 from the budget due to the Re-piping project.)
4. 540000-Pest Control 33%

¾ Vote Resolutions considered for the Annual General Meeting:

RESOLUTION #1 - New Fire Alarm Panels for both buildings

It was **MOVED and SECONDED** to include a ¾ vote for the Owners to approve new Fire Alarm panels in 10523 and 10533 for \$90,000.00 to be paid for from the Contingency Reserve Fund.

MOTION PASSED

RESOLUTION #2 – To redecorate the interior of 10533 and the main lobby floors in both buildings.

It was **MOVED and SECONDED** to include a ¾ vote for the Owners to approve the painting and decorating of the interior common hallways, doors, trim and ceilings and to replace the lobby flooring in 10533 and 10523 for \$40,000.00 to be paid for from the Contingency Reserve Fund.

MOTION PASSED₅

RESOLUTION #3 – To amend bylaw 38 - Audit time frames

A discussion was held regarding the estimated costs associated with past audits of \$6,000.00 to \$7,000.00 that will be required to be added to the 2017-2018 annual operating budget to cover the costs of the financial Audit that is required every three years in accordance with Bylaw 38 and is due in 2017. If Resolution #3 fails to pass, it is recommended the Owners add \$7,000.00 extra to the proposed 2017-2018 budget item 544002 to cover the cost of the Audit. It was discussed at a previous Strata Council meeting that an audit every 5 years would be more appropriate and to postpone it until then.

It was **MOVED and SECONDED** to include a $\frac{3}{4}$ vote for the Owners to amend Bylaw 38 as follows:

To delete:

The Strata Corporation LMS 1328 is exempted from the section of the Strata Property Act where it is required that the Strata Corporation completes an audit every year.

An audit on the financial statements of the Strata Corporation will be conducted every three years commencing the year end 2013/2014.

To insert:

The Strata Corporation LMS 1328 is exempted from the section of the Strata Property Act where it is required that the Strata Corporation completes an audit every year.

*An audit on the financial statements of the Strata Corporation will be conducted every **five years** commencing the year end 2013/2014.*

MOTION PASSED

RESOLUTION #4 – To amend bylaw 18 – Council to inform owners of minutes

It was **MOVED and SECONDED** to include a $\frac{3}{4}$ vote for the Owners to amend Bylaw 18 as follows:

WHEREAS: Currently the Bylaws require that the printed minutes of all council meetings must be delivered to owners within 2 weeks (14 days) of a meeting, and;

WHEREAS: The Strata Council recognizes that this requirement is often unattainable and recommends increasing this requirement to three weeks in order to be in compliance with the Bylaws, and:

WHEREAS: In order to amend a bylaw this requires a $\frac{3}{4}$ vote of the Owners;
BE IT THEREFORE RESOLVED as a $\frac{3}{4}$ vote resolution of the Owners, Strata Plan LMS 1328 ("The Owners") to amend Bylaw 18;

To delete:

18 The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

To insert:

18 The council must inform owners of the minutes of all council meetings within **3** weeks of the meeting, whether or not the minutes have been approved.

MOTION PASSED

RESOLUTION #5 - To amend bylaw 26(2) & 27(6) – 30 Minute Rule.

It was **MOVED and SECONDED** to include a $\frac{3}{4}$ vote for the Owners to amend Bylaw 26(2) & 27(6) as follows:

WHEREAS: Currently the Bylaws allow a General Meeting to start after 30 minutes when there is no quorum at the scheduled appointed time for the meeting to start and;

WHEREAS: The Strata Council recommends reducing the waiting period to 10 (ten) minutes and:

WHEREAS: In order to amend a bylaw this requires a $\frac{3}{4}$ vote of the Owners;

AND WHEREAS: currently this bylaw is repeated twice in adjoining sections of the Bylaws;

BE IT THEREFORE RESOLVED as a $\frac{3}{4}$ vote resolution of the Owners, Strata Plan LMS 1328 ("The Owners") to amend Bylaw 27(6) and 26 (2);
To **Delete:** 26 (2) and 27(6)

26 (2) & 27 (6): If within half an hour from the time appointed for an annual or special general meeting a quorum is not present, those owners present shall constitute a quorum, and the meeting shall be called to order.

To **Insert:** **26(2) 10 Minute Bylaw**

26(2) If at the time appointed for an annual or special general meeting, a quorum is not present, the meeting stands adjourned for 10 minutes on the same day and at the same place. If from the time of the adjournment, a quorum is not present, the eligible voters, present in person or by proxy at any time thereafter, constitute a quorum.

MOTION PASSED

Building

10533 – Interior Painting and 10533-10523 Flooring

The decorating committee has been working to bring together a decoration plan for Parkview Court and for the lobbies in both buildings. A number of quotes have been obtained.

Domestic Pipe Project

The re-piping project is moving along efficiently with Owners cooperating as best they can to allow entry to their strata lots to get the interior work and restoration completed.

Some confusion exists with Owners about exactly what items such as faucets, shower diverters and shower heads were to be automatically renewed by the contractor BMS.

An inquiry was made by Dorset and the following is the answer to those questions:

From BMS:

For your information, during their in suite inspection, Residents received an Information sheet and if extra work was requested a "double sided Extra Request form". Also, our procedures, what areas to clear for the workmen and what to expect would have also been discussed.

For clarification, and as per the contract, BMS is replacing the following in each of the suites:

- **Shower Valve (or diverter), Moen 63170**
- **Tub spout, Moen Model 3931,**
- **Shower Head, Moen to be Model 3901,**
- **New braided supply tubes from the supply stop to each toilet, basin and sink.**

You should note that we are not, as part of the contract, installing new bathroom or kitchen faucets.

The installation of new tap sets in bathroom basins and kitchen sink, which was stipulated "as required by the owner on a unit price basis" appear on the Extra Request for residents to choose if desired. In addition to the items listed on the Extra Works Request Form, we encourage residents to check online with our suppliers (listed on the bottom of the Extra Works Request Form) and will quote painting, services and the install and supply of most bathroom fixtures.

10523 – Owner complaint-missing shower head

BMS removed an Owner's shower head it and inadvertently disposed of it. BMS has reported back that they have discussed this with the Owner and it has been worked out.

10523 - Dark parking Stall and a water pipe on the wall

It was reported that the Owner's stall was inspected by Council and found to be as dark as numerous other parking stalls due to the lighting layout in the parkade. An attached copper pipe coming down the side of the concrete wall was not found to be in the way of being able to park safely in the stall.

Canopy Glass broken.

The canopy glass over the east exit door in 10523 was again broken by falling snow from the roof despite being upgraded to safety glass. This will be discussed again at the next meeting.

Amenity Room Quote to enlarge

Council reviewed a quote for \$9,860.00 plus tax to remove the interior wall of the amenity room in 10533 in order to make the room larger for meetings, perhaps even the Annual General Meeting. After discussion it was agreed that was not a priority item at this time.

Benchmark Mechanical

It was **MOVED and SECONDED** to approve the quote dated January 12, 2017 from Benchmark Mechanical to carry out drain cleaning in both buildings. To hydro flush from all previously spray painted sanitary Boston cleanouts on parking levels one for \$2,820.00 plus tax.

In addition, to snake out the drains of Units 201-202-209-210 for approximately \$550.00 each adding a clean out on a time and materials basis if required.

MOTION PASSED

Western Integrated Electric - IR quote

It was **MOVED and SECONDED** to authorize Western Integrated electric to conduct an Infra-red scan of all of the 600 volt and below common area electrical components for safety for \$1,770.00 plus tax.

MOTION PASSED

Depreciation Report – 3rd year update

It was **MOVED and SECONDED** to include the costs for a 3rd year Depreciation Report in the Proposed Operating budget 2017-2018 for the Owners approval at the Annual General Meeting for \$10,400.00.

MOTION PASSED

Discussion: A quote from RDH Engineering was reviewed to carry out the 3rd year DR update which is due on May 14, 2017 for \$9,000.00 for a "Simple update". Taxes and a contingency allowance will be included as well as an administration fee budget. The quote included doing a Comprehensive DR for \$12,000.00.

Grounds

Report from Landscape Committee

A brief discussion took place.

Correspondence

Requests

- a) 10523 – Council reviewed a letter from an Owner in 10523. No action was deemed necessary.
- b) #211-10523 – It was **MOVED and SECONDED** to approve a reimbursement to the Owner for a plumbing invoice from Milani Plumbing for \$189.00 dated Dec 14, 2016 for clearing a plugged drain.

MOTION PASSED

c) 10523-Owner Disputes a plumbing invoice.

It was **MOVED and SECONDED** to reverse the chargeback of the first invoice #16-1187 from Benchmark Mechanical dated November 18, 2016 for \$157.50 to an Owners in 10523 due to a shortage of information from the plumber confirming what was the source cause of the water escape to the Unit below. The second invoice charged back to the Owner, Invoice #16-1331 dated December 30, 2016 to Benchmark Mechanical for \$173.25, will remain in place and payment is now due.

MOTION PASSED

- d) 10523 – Request for Council re-direct a plumbing bill for \$128.92. Further information needs to be obtained before making a decision on this matter.
- e) 10523 – The Owner requests that the Strata Council carry out redecorating of the Owner's living room ceiling to get rid of a stain dating back to 2008. It was **MOVED and SECONDED** to deny the Owner's request and to advise the owner to redecorate the ceiling at their expense and then to monitor the ceiling afterwards. The time frame is too long for Strata support the Owner's request.

MOTION PASSED

- f) 10533 – Council reviewed a letter from an Owner demanding the Strata reverse a number of late fee payments for \$250.00 because the Owner's funds were in the hands of the Owner's Property Manager when the funds were due but were sent to Dorset up to 2 months late for payment. The fines were reviewed and found to have been applied correctly.

It was **MOVED and SECONDED** to deny the request from an Owner in 10523 to reverse the late charges totalling \$250.00.

MOTION PASSED

5. **New Business**

There was no new business

6. **Adjournment**

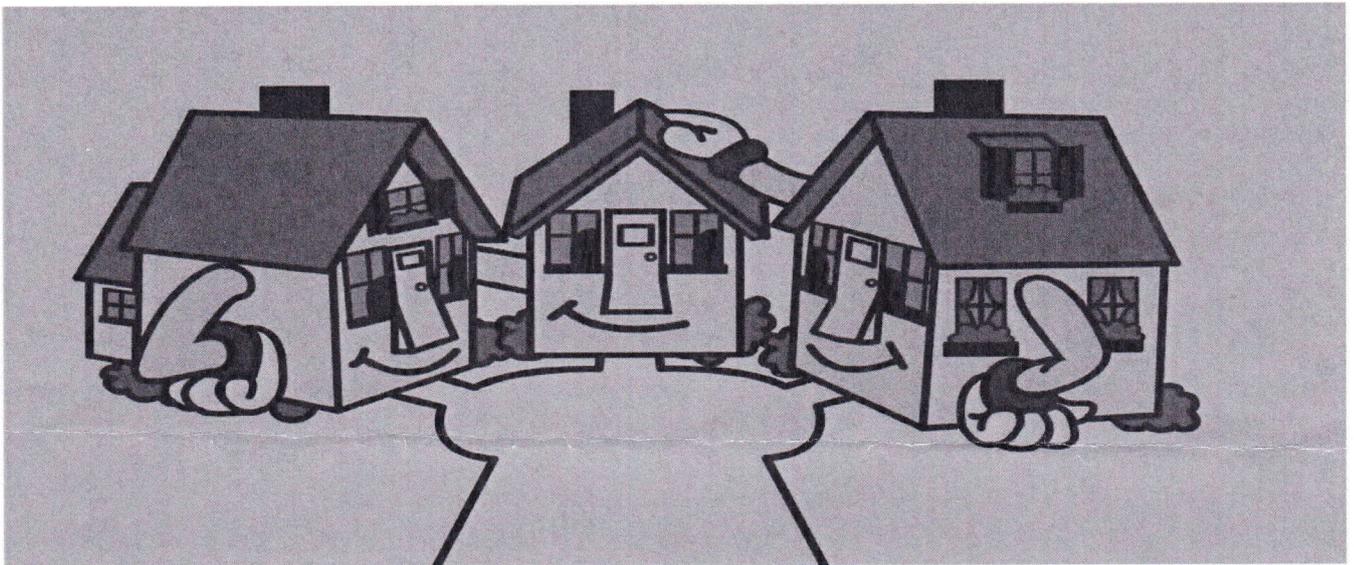
The meeting adjourned at 10:40 PM.

The next **ANNUAL GENERAL MEETING** will be held on **Thursday, March 16, 2017** at 7:00 PM in the Barnston B room at the **Sheraton Vancouver Guildford Hotel 15269 104th Ave. Surrey, BC V3R 1N5.**

Respectfully Submitted - Dorset Realty Group

If you require information regarding your strata maintenance fee payment account, please call the accounting department at Dorset Realty Group @ 604-270-1711 ext. 170; 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.**



Block Watch 1.249
blockwatch1.249@gmail.com

Note: The minutes of Feb. 9, 2017 are also attached

Hello Fellow Blockwatchers:

There is a small update on the break and entering incidents at Grandview Court and the attempted breaking and entering at Parkview. The police have not been able to locate the culprit; but, their pictures have been hung on a board at the police station. This board is where the pictures of wanted people are displayed so that if any police officer sees them, they can be apprehended, questioned and possibly arrested. However, since it has been so long since the crimes, it is doubtful whether these people will ever be caught and charged with the crimes.

There was an additional incident in late January of several prostitutes being found on our property by a Blockwatch co-captain who did the right thing and phoned the police when they refused to leave. Unfortunately, co-captain Wayne could not get the police to come to the scene. He was told that since they wouldn't be there by the time the police arrived, the police would not attend. When he tried to get the incident report number for Blockwatch's records, he was told no report had been generated. Wayne then turned the case over to me. I, in turn, have approached Jet Sunner (designated Blockwatch officer) for investigation. EVERY phone call to the police is supposed to be assigned an incident number to count as a statistic when the police allocate members for patrols, determine the number of patrols per area; and, identify problem areas. This will be thoroughly investigated in Blockwatch's efforts to reduce crime in this complex.

Please keep reporting every incident you see; and, follow up by either getting the incident number and alerting Blockwatch or just letting me know (via our email) so I can get the incident number, do the follow up and report back to the complex through this monthly report to residents. Our safety depends on fast and accurate reporting of crimes or suspicious activities on our property.

With the colder weather, snow; and, rain street people will be looking for places to shelter especially at night. Keep your eyes open when outside especially at night. If you see someone on the property, phone the police and report them for trespassing. Remember: do not put yourself in any form of jeopardy - that is what the police are for. Phone the police when you are in a safe place and report the incident to Blockwatch.

Til next time. Take care.