
Minutes of the Strata Council Meeting

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

Held on:

Thursday, October 12, 2017

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

MINUTES

Council in Attendance

Cole Nicks – Vice President	Philippa Powers – Secretary
Paul Lee	Murray Clough
Wayne Pickerell	

Regrets: Darren Crum – President Laura Hooper – Treasurer

Others in attendance:

Brian Spencer - Dorset Realty Group

1. Call To Order

The Strata Council Vice President Cole Nicks 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 September 14, 2017.

MOTION PASSED

3. Business arising from the previous minutes

There was no business arising.

4. Regular Business

Property Managers Report

Caretaker Report

Council reviewed the report for September 2017.

Incident – Attempted B&E – Oct. 7-17

Thieves attempted to break into the parkades early Saturday morning at 6:00 am on October 7, 2017 by breaking through the chain link gate leading to P-1 to P-3 on the west side of the central courtyard.

Although they tried and did cause some damage to some of the exterior Parkade exit doors, the enhanced security upgrades installed over the years kept them from succeeding so they did not get into the parkade.

Also, due to the diligence of the Caretaker, they were spotted right away and the RCMP were called immediately and apprehended both of the trespassers.

Directives

Council reviewed thirty two (32) directives that resulted from the last meeting.

Work completed

It was MOVED and SECONDED to ratify a previous email vote to approve the quote dated Sept. 16-17 from Allright Commercial has completed the repairs to a fixed window and a patio door problem at #104-10533 for \$640.50 incl. tax.

MOTION PASSED

Block Watch Report

Philippa Powers presented her report. The report will be reproduced and will be provided along with the minutes of this meeting.

Financials/Receivables

Council reviewed the financial statement for August 31, 2017.

1000-03 The Operating Account balance as of August 31, 2017 = \$179,407.84

The Contingency Reserve Fund Balance as of August 31, 2017

1010-00 CRF -	\$346,174.57
1030-00 CRF GIC Cash -	\$859.79
1030-02 CRF GIC Home Trust -	\$95,437.00
1030-00 CRF GIC Equitable Bank -	\$100,625.10
1030-04 CRF GIC Home Bank	<u>\$5,023.00</u>
Total CRF	\$548,119.46
1020-01 Copper Pipe design-Tender-2015	\$697.21
1020-02 Re-pipe Project 2016	\$243,190.35

Receivables

Receivables	
1100-01 receivables for August 31, 2017 =	\$24,220.70
1100-02 Receivables Special levy for August 31, 2017 =	<u>\$36,889.16</u>
Total =	\$61,109.86

Civil Resolution Tribunal Actions (CRT)-Final Judgement rulings in favour of the Strata.

Numerous CRT actions were brought against a number of Owners to collect money owing to the Strata. Many of these are soon to be issued final judgements in favour of the Strata from the CRT. After a judgement has been obtained and if an Owner does not pay in accordance with the judgement further action is required.

The Strata Council reviewed a legal opinion from Clark Wilson LLP on what action(s) are available to process the collection of these monies.

It was agreed to review the alternatives and to discuss it again at the next Strata Council meeting.

Payment Demand letters

Council reviewed two letters. One to an Owner in 10523 who owes \$3,043.42 and a second Owner in 10533 who owes \$3,128.60. Both letters have deadlines to pay by October 9, 2017.

It was noted that the Owner who Owes \$3,128.60 has paid the Special Levy portion in full.

Owner request - 10533

It was **MOVED** and **SECONDED** to consider the Owner in 10533 request that Council consider a reversal of the late fines. After reviewing the Owners special and particular circumstances, it was agreed, on a one-time basis only, to reverse a portion of the late fees.

MOTION PASSED

Invoice for approval

Magic Building Maintenance-\$2,940.00

It was **MOVED** and **SECONDED** to ratify a previous email vote to approve Invoice #1393 dated August 31, 2017 for \$2,940.00 inc. tax to Magic Building Maintenance for carpet cleaning both buildings.

MOTION PASSED

McCuaig and Associates-\$1,050.00

It was **MOVED** and **SECONDED** to ratify a previous email vote to approve Invoice #13631 dated September 27, 2017 for \$1,050.00 to McCuaig and Associates Engineering for the final 100% payment for the \$20,000.00 Construction Management of the Re-piping Project.

MOTION PASSED

Benchmark Mechanical-\$1,050.00

It was **MOVED** and **SECONDED** to ratify a previous email vote to approve Invoice #17-310 dated April 11, 2017 to Benchmark Mechanical for \$2,961.00 inc. tax for the Hydro Flushing of all the spray painted "Boston cleanouts" on the P-1 level at 10523.

MOTION PASSED

Council standard Invoice approval policy

It was **MOVED** and **SECONDED** to ratify a previous email vote that to avoid constantly requesting Council to vote on invoices by email that were already included in the annual operating budgeting and are therefore approved by the Owners at the AGM, or for regular maintenance items that usually occur annually or twice annually such as Carpet Cleaning and hard floor strip and waxing which are already budgeted for under budget 5200-00 Repairs and Maintenance or are already within a signed Contract with the supplier;

"The Strata Council LMS 1328 does not require Dorset Realty to seek a majority vote or an approval at a Council Meeting on invoices that are a regular Annual Maintenance fee item and that are already included in the Operating budget for the fiscal year for which it is invoiced or is under "contract". Limitations are also covered under the Strata Management Agreement per the following"; Guidelines

If the Property Manager notes on the invoice coded and handed in for payment that the invoice is a "regular annual service fee under contract or a is an "expense for an annually budgeted amount" then the Strata Council does not require that such an invoice be voted on or ratified by email or at a Strata Council meeting.

IE: Monthly or semi-monthly or annual invoice for a contracted service and regularly budgeted items that occur once or more annually will include items such as;

The contracted monthly janitorial Services

The contracted monthly landscaping invoices

The contracted monthly elevator service invoices

The contracted Mechanical Maintenance Servicing

The contracted annual Fire Alarm inspection fee.

The contracted annual garbage contract.

The contracted garage gate inspection

The contracted Emergency Generator inspections

Janitorial supplies including light bulbs purchases that do not exceed \$1,500.00 at one time.

The 5200-00 Repair and Maintenance for annual window cleaning or gutter cleaning.
The 5200-00 Repair and maintenance for 2 x annual carpet cleaning and hard floor service stripping and waxing.

MOTION PASSED

Chubb Edwards – Contract to install new Fire Panels

It was MOVED and SECONDED to ratify a previous vote by email to approve the quote from Chubb Edwards to supply and install new fire panels in both buildings as well as addressable devices in the Common areas for \$80,001.60. The approved amount by a ¾ vote of the Owners at the last Annual General Meeting was for \$95,000.00.

MOTION PASSED

Building

Chubb Edwards – 5 year Standpipe test

It was MOVED and SECONDED to approve a quote from Chubb Edwards for \$3,102.00 plus tax to carry out the 5 year standpipe test as required by the City of Surrey Fire Department.

MOTION PASSED

BC Hydro Power Factor

It was MOVED and SECONDED to ratify a previous vote by email to approve a quote #2017-147 dated Oct 10, 2017 for \$3,074.00 plus tax to Western Integrated Electric to supply and install 15 KVAr Power Factor correction capacitors in order to improve bad Power factor values (currently below 89%) to above 90% and avoid incoming BC Hydro surcharges.

MOTION PASSED

Re-decorating Committee

The committee reported that the flooring and the paint has been chosen. Some further details and quotes are being completed.

Re-pipe project – Change order #2

It was MOVED and SECONDED to obtain additional information from McCuaig and Associates Engineering regarding Contract Change Order #2, item 2(3) for \$19,220.00 for the extras work in the rooftop mechanical room, time and materials, to change the existing one-zone system to a two-zone system for the boilers in order to be compatible with MAE designed two-zone system as per the attached breakdown.

MOTION PASSED

Grounds

Paraspace email with quotes dated August 16, 2017

It was MOVED and SECONDED to approve a quote from Paraspace to carry out the Sticky Banding for the Cherry Trees for \$226.00 plus tax.

MOTION PASSED

It was agreed the other two quotes for Paraspace are not needed to supply and plant a Winter Flower Display for \$634.00 and A Spring Flowering Bulb planting for \$714.00 plus tax as the Landscape Committee is looking into purchasing flowers and bulbs and doing this for the material costs only.

Garbage bins – 10523

The City of Surrey issued a request that the strata place the garbage bins from 10523 off the street due to complaints received about site-line problems. The Council is working on a solution.

Correspondence

Bylaw - Construction Noise

An Owner in 10523 complained about the noise from some construction work that was being carried out on a Monday before 8:00 PM and has requested that Council bring forward a $\frac{3}{4}$ vote Resolution to amend the Bylaw 5(9) to move the construction time Monday to Friday from 8:00 AM 8:00 PM to 8:00 AM to 5:00 PM.

It was **MOVED** and **SECONDED** not to amend the construction times contained in Bylaw 5(9). It is thought that having the time remain at 8:00 PM allows owners to be able to carry out some repairs in the early evening during the work week.

MOTION PASSED

Bylaw letters

A warning bylaw letter was sent to an Owner in 10523 that when entering the parkade the Owner did not wait for the parkade gate to close before activating their clicker and subsequently opened the gate and then rushed past the lead vehicle on the opposite side of the driveway ramp.

Letter from an Owner in 10523

Council reviewed the Owner's letter pertaining to a complaint sent by email to Dorset Realty on October 1, 2017. The Owner provided a copy of the reply from Dorset dated the following morning at 10:33 AM on Oct 2, 2107 acknowledging the Owners complaint and requesting the complainant use the approved "Complaint Form" and a copy of it was attached to the email by Dorset.

The Owner also suggests that a compulsory orientation procedure be adopted for new Owners to introduce them to the Bylaws and Rules. It was agreed that other than being time consuming, other processes are already in place where a new Owner can obtain a copy of the Bylaws and Rules, usually through their Realtor and/or their Lawyer/Notary. It is each Owners responsibility to familiarize themselves with the Bylaw and Rules before completing their purchase and ultimately moving into Grandview and Parkview Courts.

5. New Business

Motion Sensor and Light alarm

It was **MOVED** and **SECONDED** to approve the purchase of a motion sensor "alarm" with a flashing light to be installed in the exit stairwell between the buildings to thwart would be trespassers.

MOTION PASSED

6. Adjournment

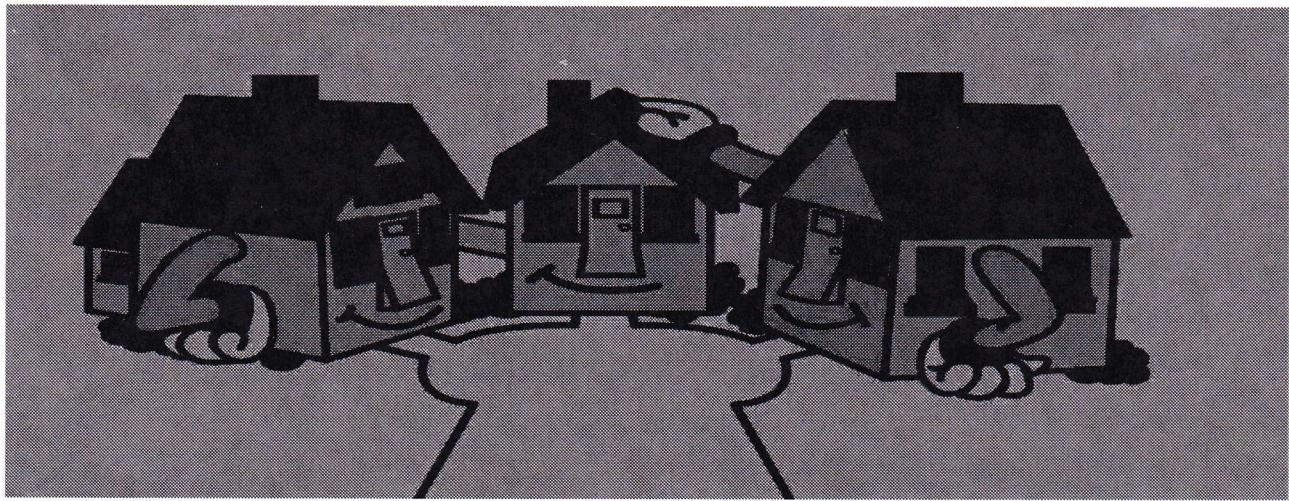
The meeting adjourned at 9:11 PM until the next Strata Council meeting to be **Thursday, November 9, 2017** at 7:00 PM in the amenity room at 10523 University Drive, Surrey, BC.

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

Hello Fellow Blockwatchers:
Good news...and bad.

Note - The Strata Council
Meeting Oct 12, 2017 are also
attached to this package

Four members (including myself) attended the WCIA (Whalley Community Improvement Area) meeting this month. It is attended by police, business men, political people, sometimes a city councillor, social services group and sometimes developers. We learned a few things - mostly bad. I am going to continue to attend these meetings and will take minutes. There's a lot of good ideas; dedicated people; and, useful contacts to be had at these meetings.

- Over the past 1.5 years, 13 businesses have gone out of business in our area alone due directly to the street people and the problems associated with them. That's approx one business every 6 weeks. This, of course, opens up a whole new problem and that is the maintenance of these empty businesses. The homeless use them as shelter, injection sites, etc and the buildings quickly becomes unsightly.
- Once a week (every Wednesday morning); until the weather becomes too cold to continue, the street people must remove their tents from the strip so it can be cleaned up before they return in the afternoon. One of the business men at the WCIA meeting estimated the cost of keeping the Strip clean. For just 24/7/365 police presence, continual monitoring by by-laws; and, the dump truck and water truck to hose down the street after all remaining garbage has been removed, he estimated the City is spending approx. 1.6 million per month. Not a year - a month. I am going through Freedom of Information to verify his estimate; but, everyone at the table felt he was probably correct. Wow!!
- We started an Ad Hoc group to deal solely with deciding the best course of action (letters? To whom? Points to be made? Email campaign? Etc.) to encourage the political "powers that be" to do something about the situation. I will pass on relevant information to you via the monthly Block Watch report.
- The police have made two arrests that affect us this month. The first arrest is of a street person trying to cut his way into Grandview's underground. The second arrest is of a group of drug dealers that conduct their business on 105 Ave in the large driveway just up from University Dr. The pressure we are applying to the police is starting to pay off.

If you have any ideas on how to help reduce the number of street people and/or crime in our area, please email Block Watch at: blockwatch1.249@gmail.com

Til next time. Take care.

Rent Café Update for Owners – LMS 1328

WHY SHOULD I REGISTER FOR RENT CAFÉ?

- ✓ IT HELPS KEEP STRATA FEES LOW!!!
- ✓ IT REDUCES PRINTING AND POSTAGE COSTS!

Rent Café – Update

Rent Café, the “online access” to important information about Whalley Pointe-Grandview and Parkview Courts, is up and running for use by all Owners.

What can I find on Rent Café?

Answer: Minutes of Strata Council Meetings, Annual General Meeting Minutes, Insurance Certificate, Insurance Guide (called Form 100), Bylaws, Rules, Welcome Package, Depreciation Report, Alteration Request Form, Complaint Form.

How and Where do I register for access so can I use Rent Café?

Answer: Each Owner must **FIRST REGISTER THEMSELVES ON-LINE** in order to access Rent Café. You may have already registered when you received an email from Dorset Realty Group or by Canada Post.

I did not receive an invitation to register yet. What do I do now?

Answer: send an email to general@dorsetrealty.com

The email MUST include: Your Full Name; Unit # and Address and simply ask for the information to be emailed to you so you can register for Rent Café. Follow the instructions you receive exactly please.

NOTE: If you encounter a problem registering, please send an email to general@dorsetrealty.com and ask for assistance.