

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-3170
SOLO, DUO, TREO

HELD: On Wednesday, August 20, 2008 at 7:00 p.m. in Club Solo, 2228 Marstrand Avenue, Vancouver, B.C.

PRESENT:

Christine Funk	President	Unit #305T
Radha Reddy	Security	Unit #610S
Richard Mishra		Unit #301D

REGRETS:

Shawn Aslani	Vice President	Unit #402S
Marc Prefontaine	Security	PH #11S
Howard Olsen		Unit #PH1S

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

GUEST: Mr. Mark Emanuel, Spratt Emanuel Engineering

The meeting was called to order at 7:05 p.m.

GUEST BUSINESS

Mr. Mark Emanuel of Spratt Emanuel Engineering attended the council meeting to review the Building Condition Assessment completed by Spratt Emanuel Engineering for Strata Plan LMS-3170. Mr. Emanuel advised the council that the Solo, Duo and Treo buildings and underlying parkade areas are in generally good condition; however, preventative maintenance and minor repairs are required.

Mr. Emanuel's brief summary and recommendations on the review are as follows:

- (1) The general condition of the main roof of the Solo building is poor and should be replaced within the next three to five years.
- (2) Work is underway at PH11 to address water ingress with the replacement of the window details and deck membrane.

- (3) Spratt Emanuel Engineering has completed water tests at PH12 and determined the source of the leak is from the small roof above. Spratt Emanuel Engineering recommends the small roof be replaced. No further issues with the PH's have been identified.
- (4) The exterior caulking of the building is in the initial stages of cohesive failure and should be replaced within the next five years.
- (5) Several balconies on the Solo, Duo and Treo buildings are noted to be poorly sloped and require levelling to deter from water pooling and algae staining.
- (6) Outer edges of balconies require an application of polyurethane membrane to stop current de-lamination at their perimeter.
- (7) Brick re-pointing, caulking replacement, and EIFS and stucco coating with elastomeric acrylic paint should be scheduled as a preventative maintenance measure.
- (8) Locations of water ingress in the parkade indicate that the membrane under the landscape has failed at discrete locations and epoxy injections is required to seal these cracks to prevent corrosion.

Mr. Emanuel recommended the strata corporation proceed with the recommended preventative maintenance program (caulking, repointing, stucco painting, balcony coating, parkade epoxy injections and minor concrete repairs) and could be completed within a three year phase commencing with the east side of all three buildings (east side endures the most extreme weather conditions).

Mr. Emanuel provided an estimated cost in the amount of \$1,000,000 for the preventative maintenance work and minor repairs although with the labour conditions in Vancouver, it has proven difficult to obtain estimated quotes until the project is put out to tender with qualified professional contractors. Spratt Emanuel Engineering has recommended budgeting \$300,000 per year for the three year phased preventative maintenance work.

Following further discussion the council thanked Mr. Emanuel and he departed the meeting at 8:00 p.m.

The council reviewed the recommended maintenance plan and agreed the recommendations are preventative maintenance issues and minor repairs and should be completed to help protect the structures of Solo, Duo and Treo.

A $\frac{3}{4}$ vote resolution will be presented to the owners at the next AGM to proceed with the recommended maintenance plan within a three year, phased plan with the expense to be charged as a special levy upon the owners in proportion to the unit entitlement of the respective strata lot.

The council recommended the following special levy payment schedule:

- (a) Phase I – Spring 2009 Estimated cost: \$300,000 over a four month payment period (April, May, June and July)
- (b) Phase II – Spring 2010 Estimated cost: \$300,000 over a four month payment period (April, May, June and July)
- (c) Phase II – Spring 2011 Estimated cost: \$300,000 over a four month payment period (April, May, June and July)

As the project will be retendered on a yearly basis, these are only estimated costs.

IMPORTANT: Owners may contact VCS to obtain a copy of the Building Condition Survey Report completed by Spratt Emanuel Engineering

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 29, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to adopt the July, 2008 financial statements, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
2. **Account Balances:** The current balances for the 6th month as at July 31, 2008 in the appropriate funds are as follows:
 - Total Cash Balance \$378,548.16 (including CRF Balance)
 - CRF Balance \$191,022.09 (Contingency Reserve Fund)
3. **Arrears:** The agent advised council that the one owner with a lien filed against the strata lot has submitted payment in full, and there is another owner in arrears as of July 31, 2008. The council would like to thank all owners for ensuring that their strata fees are submitted on time.

BUSINESS ARISING

1. **Envelope Review/Spratt Emanuel Engineering:** Please see Guest Business for details.
2. **PH11 – Repairs:** PBEM is proceeding to complete the emergency patio membrane and window detailing repairs at PH11 at an estimated cost of \$70,000. The repairs are projected to be completed by the end of September. The interior repairs in PH1 and unit #612 will proceed upon the completion of the exterior repairs.
3. **Landscaping:** While completing the landscaping maintenance, one of the contractors, Trees Plus, accidentally broke a sprinkler head in one of the concrete planters. The cost of the repairs will be invoiced to Trees Plus. The agent is awaiting a quote from Trees Plus to replace the dead plants around the complex of the Solo, Duo Treo due to the failure of the irrigation system in July. With the increase of watering, and the recent rains, the appearance of the landscaping is increasing.

Residents are requested to contact VCS with any landscaping concerns. It has been brought to council's attention that several residents have advised the landscapers not to maintain the common areas around their patios. As per council's request, Trees Plus has been instructed to maintain all common areas of landscaping around the perimeter of the building in order to maintain a uniform appearance and increase the curb appeal for the Solo, Duo Treo buildings.

Surveys will be distributed to owners of ground floors (Solo, Duo and Treo) soliciting their assistance in planning the landscape around unit patios. All owners are encouraged to submit landscaping suggestions in writing to VCS to be reviewed at the next council meeting.

IMPORTANT

4. **Fob/Re-Registration/Parking Stall List:** The strata council is updating the key fob system to ensure maximum security within Solo, Duo, Treo. Owners/residents are required to complete the attached form and present to the council with their fobs/remotes/access cards in Club Solo on the following dates:

- * **Saturday, September 20th from 10:00 a.m. to 3:00 p.m.**
- * **Sunday, September 21st from 10:00 a.m. to 3:00 p.m.**
- * **Thursday, September 18th from 5:00 p.m. to 8:00 p.m.**

Owners/residents who do not present themselves on the above noted dates to re-register their fobs, etc. will have their fobs deactivated. Non-resident owners who live out of province and do not rent their unit are requested to contact VCS by September 30th or the fobs could be deactivated.

The council thanks you for your cooperation with assisting to ensure maximum security within the Solo, Duo and Treo buildings.

5. **Bylaw Review:** Council member, Radha Reddy has volunteered to review the strata corporation bylaws and upon completion will present to council for review prior to presenting to the owners at the next AGM.
6. **Parking Stalls:** A walkabout was completed in the parkade areas to ensure that parking stalls are kept in compliance with the strata corporation bylaws and Vancouver Fire and Safety codes. It was noted that there are several owners who continue to store unauthorized items in their parking stalls and/or have vehicles stored with no insurance/license plates. Owners are reminded of bylaws 12 (j) (k)

12. Additional Duties of an Owner

- (j) *use parking stalls only for the parking of licensed motor vehicles, motorcycles and/or trailers, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the strata council;*
- (k) *shall promptly and at its own expense clean up any oil or other substance which spills or leaks onto the common property as a result of any activity prohibited by bylaw 131(1)(w);*

Notices were posted on owners' windshields requesting compliance within ten days. The agent was directed to submit letters to the owners who have yet to comply with the fire and safety codes and strata corporation bylaws. Fines will be assessed in the amount of \$200 to all accounts found in contravention of the bylaws.

The council would like to thank all owners for their compliance with the strata corporation bylaws and fire safety codes.

7. **Lawsuit:** A lawsuit has been filed by an owner against the strata corporation and an owner for alleged breach of the *Strata Property Act* and enforcement of the strata corporation bylaws regarding nuisance issues. The council President has filed an Affidavit with the strata corporation's appointed legal counsel on behalf of the strata corporation.
8. **Dryer Vent Cleaning:** National Air Technologies will be on site to clean the dryer vents from the inside and outside of all three buildings starting at 9:00 a.m. on the following dates:

Solo:	(Inside)	Friday, September 19 th
	(Outside)	Monday, September 22 nd to Wednesday, September 24 th
Duo:	(Inside)	Tuesday, September 23 rd
	(Outside)	Wednesday, September 24 th
Treo:	(Inside)	Monday, September 22 nd
	(Outside)	Monday, September 22 nd

ACCESS TO ALL SUITES IS MANDATORY. Owners who are unavailable to be home should leave a key with a neighbour. Vancouver Fire Safety highly recommends dryer vents be cleaned on an annual basis as blocked vents are a high risk for fires. Owners are required to remove items away from their dryers for easy access to the contractor. The contractors will start on the top floor and work down.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. A letter was received from an owner concerned with the ongoing elevator failures (levelling and extreme noise) in the Duo building which are not only inconvenient, but a potentially serious safety hazard for the disabled and elderly.

Otis Elevator was on site June 3rd to complete major repairs to the elevator in the Duo building and VCS was advised that the levelling and noise issues had been corrected. There have been three calls since June which Otis advised were hoist way door issues and were corrected. VCS was unaware of any further levelling and noise issues with the elevator until the letter was recently received from an owner.

VCS has requested Otis Elevator send a letter to the council and owners with directions on how the ongoing issues will be resolved.

There being no further business, the meeting was adjourned at 9:30 p.m. The next meeting will be held on Tuesday, September 16, 2008 at 7:00 p.m.



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