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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-3170

SOLO, DUE, TREO

HELD: On Tuesday, February 12, 2008 at 7:00 p.m. in Club Solo, 2288 Marstrand Avenue, Vancouver, B.C.

<u>PRESENT:</u>	Christine Funk	Unit #305T
	Marc Prefontaine	PH #11S
	Sam Grill	Unit #107S
	Shawn Aslani	Unit #402S
	Howard Olsen	Unit #PH1S
	Richard Mishra	Unit #301D
	Radhar Reddy	Unit #610S

GUEST: Mr. Mark Emanuel, Spratt Emanuel Engineering

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

GUEST BUSINESS:

PH II

Mr. Mark Emanuel of Spratt Emanuel Engineering was invited to attend the council meeting to review the repairs in progress on the PH II balcony by PBEM Contractors and provide further recommended repairs to the balcony to ensure no further membrane problems. Mr. Emanuel advised council that although the work being completed by PBEM is excellent, a complete design specification should be generated to continue the remediation with the following additional scope of work:

- (a) Due to the improper detailing of the current membrane, Mr. Emanuel recommended that all concrete caps be removed to allow the installation of a continuous roofing membrane with no reverse laps.
- (b) The windows and doors be detailed as part of the deck remediation
- (c) The EISS cladding above the deck be replaced

Building Assessment/Solo

Spratt Emanuel Engineering are reviewing the building assessment surveys submitted by the owners in the Solo building (2228 Marstrand) in order to proceed with the visual inspection of the building assessment. Mr. Emanuel has recommended a water test be completed on PH12 and PH 10, who have expressed concerns with water ingress. The draft assessment is projected to be available for review at the April council meeting.

Building assessment surveys will be submitted to all owners in the Duo and Treo buildings within the next few weeks to be completed, in order for Spratt Emanuel Engineering to review and proceed with the visual inspection of the building. It is very important for all owners to complete the survey noting any deficiencies for the engineers to review during the assessment.

Following further discussion, the council thanked Mr. Emanuel for attending the meeting and he departed at 7:45 p.m.

ELECTION OF OFFICERS:

The following Officers were appointed:

- Christine Funk President/Landscaping Unit #305T
- Shawn Aslani Vice-President Unit #402S
- Sam Grill Treasurer/Landscaping Unit #107S
- Radha Reddy Security Unit #610S
- Marc Prefontaine Security PH11 S
- Howard Olsen Social/Housekeeping PH15 S

MINUTES

It was moved, seconded and carried to adopt the minutes of the January 15, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried to adopt the January 2008 financial statement, 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. Cash & Fund Balances: The current balances for the 12th month as at January 31, 2008 in the appropriate funds are as follows:

- Total Cash Balance \$433,038.17 (including CRF Balance)
- CRF Balance \$178,133.30 (Contingency Reserve Fund)

3. Audit: Reid Hurst Nagy will complete the audit for the fiscal year ended January 31, 2008 at a cost of \$1,625 plus GST.
4. Arrears: The agent reported that letters have been sent to six owners with outstanding balances on their accounts requesting payment within 14 days. Owners are reminded that, as per the strata bylaws, late fines will be assessed to the owners' accounts on a monthly basis until the outstanding payments are submitted in full.

BUSINESS ARISING

1. Security: No report available.
2. Envelope Review/Spratt Engineering: See Guest Business.
3. PH11 Repairs/Unit #612: The council approved Spratt Emanuel Engineering to proceed with the engineering services for the repairs in PH11. Spratt Emanuel Engineering will provide PBEM with detailed specifications for the recommended additional scope for work and PBEM will submit a quote for council's review. Upon completion of the repairs to PH11, including the replacement of the laminate flooring by PBEM (no cost), the interior repairs to unit #612 (incurred from the water ingress on PH11 balcony)
4. Fire Inspection/2nd Visit: Fire Code will be on site February 25th and 26th to inspect and test the fire safety equipment in the following units which were not available during the first visit on January 21st:

Solo: 202, 213, 214, 305, 306, 307, 309, 502, 503, 505, 506, 507, 605, 611, 612, 614, 615 and PH8

Duo: 104, 108, 208, 209, 310, 311, 312, 408 and 412

Treo: 110, 111, 304, 406, and 408

All in-suite fire safety devices must be tested in accordance with the local fire code. Please ensure that access is available on:

- Solo: Monday, February 25th - between 4:00 p.m. to 8:00 p.m.
- Duo: Tuesday, February 26th - between 4:00 p.m. to 8:00 p.m.
- Treo: Tuesday, February 26th - between 4:00 p.m. to 8:00 p.m.

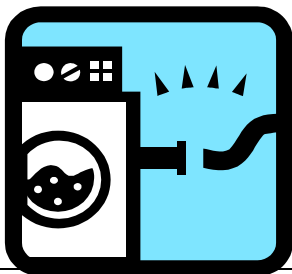
Units noted above will be charged the shared cost for the 2nd visit. Owners who do not allow access this final time will be required to contact Fire Code to test your fire safety equipment at your own cost. Owners whose safety equipment is not tested will be held liable and negligent if a fire occurs and it is determined that the fire originated in their unit

5. Carpet Upgrades: At the Annual General Meeting in January, carpet samples for the hallway upgrades were presented for owners to review and vote on. The owners requested a sub-committee be formed and additional samples be obtained for owners' review. Notices were posted for volunteers to attend a meeting on January 14th to establish a sub-committee. Three residents attended the meeting and will proceed to obtain samples and quotes for council's review at the next meeting. Recommended samples will be put on display in club Solo (date to be confirmed) for owners to review and vote on.
6. #406/#307 Duo – Leak: The agent advised the council that the estimated damages in units #406 and #306 incurred from the overflow of the washing machine in unit #406 is \$12,000. The repairs will commence shortly. The council directed the agent to charge the insurance deductible to the owner of unit #406 as the plumber determined the owner's washing machine as the cause of the leak. The owner has replaced the washing machine and no further leaks have occurred. The strata corporation's bylaw reads as follows:

38. Duty to Indemnify Strata Corporation

An owner shall indemnify and save harmless the strata corporation from the expenses of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.

7. #301/#101 Treo Leak: On December 9, 2007 the owners of #301 contacted VCS to advise of a washing machine overflow causing water to leak below into unit #101. Service Plus discovered the washing machine gauge had malfunctioned. The strata corporation's insurance adjuster was contacted and after tendering the scope of work, The Restoration Shop has been selected to complete the repairs (approximately \$9,000).
8. Washing Machine/Dishwasher Hoses: Koala-T Plumbing will be on site to replace the washing machine/dishwasher hoses (as per owners' request) as follows:
- Solo: Tuesday, February 26th to February 28th between 2:00 p.m. – 5:00 p.m.
 - Duo: Friday, February 29th between 2:00 p.m. – 5:00 p.m.
 - Treo: Tuesday, March 4th between 2:00 p.m. – 5:00 p.m.



Notices have been posted in the elevators and bulletin boards with the dates for 2228 Marstrand (Solo Building). Owners will be required to provide access to Koala-T Plumbing. If you are unable to be home, please leave a key with your neighbour. Owners whose units are not

available will be required to contact Koala-T to reschedule at the regular plumber's rate and not at the bulk rate as noted above. Owners are required to submit payment upon completion. Invoices will not be sent. Washing Machine \$117/Dishwasher - \$96.

Clear access to service machines is required. Please contact Koala-T Plumbing at (604) 461-0430 with any concerns.

9. Landscaping: The Landscaping Committee will review the recommendations and quotes received from Trees Plus in September 2007 to remove the Magnolia and Eucalyptus trees in the planters around the complex due to size and weight issues along with an owner's recommendation to install a fence along the front of the lawn of the Treo building (Vine Street) to deter people walking on the grass and allowing their dogs to urinate on the lawn. The committee will submit a report at the next meeting.
10. Club Solo Inspections: Council member Howard Olsen has volunteered to review Club Solo after any pre-booked functions prior to returning residents \$150 damage deposit. Residents are required to contact VCS to book Club Solo for any functions. Noted parties/meetings not booked will be charged a \$200 bylaw violation fine against their account.
11. Carpet Cleaning: The carpet maintenance renewal contract from Granville Carpet Cleaning was approved at a cost of \$408 per month or an annual cost of \$4,896 plus GST.
12. Unit #103: PBEM Maintenance will be on site within the next two weeks to complete water testing on the deck of unit #103 to determine the cause of the lack of drainage on the deck. A report will be available for the next council meeting.
13. Rentals/Form K's: It has been noted that several owners have rented their units and have not submitted the required Form K's with tenant information to VCS The strata corporation rental bylaws 31.1 and 31.2 are as follows:
 - 31.1 *Before a tenant may move into any strata lot, the owner shall deliver or cause to be delivered to the strata corporation a Form K – Notice of Tenant Responsibilities, in the form set out in the Act, signed by the tenant.*
 - 31.2 *An owner shall advise the strata council in writing of the time and date that any tenant intends to move in or out of a strata lot, at least seven (7) days in advance and shall make arrangements with the manager of the building to co-ordinate any such move in accordance with bylaw 117(1).*

Owners noted in violation will be assessed a \$200 bylaw violation fine against their account as per strata corporation 3.1(a). Please contact VCS to obtain a Form K.

14. **Block Party:** Council member Howard Olsen is seeking volunteers to assist with organizing a summer block party for the residents of Solo, Duo and Treo. Volunteers are requested to submit their name and number under the unit door of PH1 in the Solo building.
15. **Power Washing:** The agent was directed to obtain quotes for the power washing of the parkade area to be reviewed at the next council meeting.
16. **Window Washing:** The agent was requested to obtain a quote from International Building Maintenance to proceed with the window washing in April . Council expressed satisfaction with the services provided by Allstar last year. The agent will obtain a quote for owners who wish to have their personal balconies completed at their own cost while the workers are on site.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. **Noise Complaint:** A letter was received from an owner of ongoing excessive noise from a neighbouring unit. The agent will submit a letter to a neighbouring unit advising that pursuant to bylaws 3.1(a)(b)(c), the strata corporation may impose a fine of \$200 for contravention of the strata corporation bylaws.
 - 3.1 An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that:
 - (a) causes a nuisance or hazard to another person;
 - (b) causes unreasonable noise;
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot;

Solo, Duo & Treo buildings is home to people of all various ages, family sizes, cultures and life styles. Please keep in mind the challenges and limits of high density living and keep noise levels to a reasonable limit. Disturbing other occupants is not acceptable and the bylaws will be enforced.

2. **Tobacco Smoke:** A letter was received from an owner with concerns of tobacco smoke emanating through the walls of the owner's unit. The agent will request Spratt Emanuel Engineering review the issue during the visual inspection of the building assessment.

NEW BUSINESS

1. **Cigarette Butts:** Several complaints have been received with owners tossing cigarette butts over their balconies and landing on units below. Not only is this a violation of the strata bylaws but it is also a safety concern with cigarette butts landing on owners' units which could cause a fire and is also unsightly to the curb appeal of the building. Owners noted in violation will be assessed a \$200 fine against their account.
2. **Important Bylaw Reminders:**
 9. **Use and Protection of decks, balconies and parking stalls:**
 - (1) No carpets shall be on decks from October 1st to April 1st of the next year. An owner, occupant or tenant shall be responsible to ensure the deck surfaces under the carpet stay dry and do not affect the material of the deck.
 - (2) No storage is permitted on decks, parking stalls or patios, except for seasonal furniture on patios and decks unless approved, in writing, by the strata council.
 - (3) No flower boxes or containers that contribute to the deterioration of the wood surfaces may be kept on wooden decks or mounted on balcony railings, and/or fences.
 - (4) No flower boxes or containers are allowed on balcony rails because of the safety hazard to patio owners below unless they are securely attached in a manner that is not damaging to the exterior of the building.
 - (5) An occupant of a strata lot shall ensure that no water is permitted to overflow a balcony or deck of the strata lot when watering plants.
 - (6) An occupant of a strata lot shall ensure that objects are not permitted to fall over a balcony or deck of the strata lot. "Objects" shall include water used to clean a balcony or deck.

This is an official WARNING to residents in violation of the above noted bylaws. Any further noted bylaw violations could result in a \$200 bylaw violation fine assessed against their account.

There being no further business, the meeting was adjourned at 8:50 p.m. The next meeting will be held on Tuesday, March 18, 2008 at 7:00 p.m.

Bunny Porteous
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LIEN CHARGES

As per the bylaws, strata fees are due on the 1st day of every month. Please be sure to have your payment in our office by the 1st of each month or risk having a fine levied on, and/or interest charges added to your account. Accounts which remain unpaid are potentially also subject to a lien at a further cost of \$150. It is expensive not to pay.