

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-3170

HELD: On Wednesday, March 8, 2006 at 7:00 p.m. in Club Solo, 2228 Marstrand Avenue, Vancouver, B.C.

PRESENT:

Alison Miller	Unit 108S
Carol Schram	Unit PH11S
Christine Funk	Unit 305T
Glenys Maclsaac	Unit 212D
Jim Butterfield	Unit 102S
James Payne	Unit 403D

REGRETS: Sean Aslani Unit 402S

STRATA AGENT: Jade Fraser, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:10 p.m.

ELECTION OF OFFICERS:

The following council members were nominated as officers:

- Glenys Maclsaac - #212D- President
- Jim Butterfield - #102S- Vice-President
- James Payne - #403D- Treasurer
- Alison Miller - #108S - Gardening Committee

MINUTES

It was moved, seconded and carried to adopt the minutes of the January 12, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: It was moved, seconded and carried to adopt the December, 2005 and January, 2006 financial statements, as presented. Council was in receipt of the February, 2006 financial statement and agreed to defer approval until the next council meeting.

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. The current balances for the 1st month as at February 28, 2006 in the appropriate funds are as follows:

- Total Cash Balance \$410,599 (including CRF Balance)
 - CRF Balance \$198,300 (Contingency Reserve Fund)
3. Arrears: Council noted that there are still a few owners who are in arrears and have not been paying the special levy that was assessed at the September 21, 2005 Special General Meeting for the security upgrade and the bike patrol. The agent was directed to send more warning letters and to fine those owners who are still in arrears. The agent was directed to file liens against two owners who are in serious arrears.
 4. Invoices: Council reviewed invoices from Posscan Security Systems for payment of the security upgrade. It was agreed that the agent would pay only 50% of the invoices presented until all the deficiencies were corrected.
 5. Audit: The draft audit for the year ended January 31, 2006 completed by Reid Hurst Nagy was presented to council. The agent and council reviewed the draft audit and it was approved for finalization. The agent will contact Reid Hurst Nagy.

COMMITTEE REPORTS:

1. Block Watch: The Block Watch Captain, Dustin Szakacs, was unable to attend the council meeting but will try to attend next month and present an update on the number of owners that have signed up to be part of the Block Watch program. Council would also like to schedule another sign up day in order that additional owners can get involved and participate in the program.
2. Landscaping: Council member Alison Miller volunteered to look after landscaping issues in the building. The previous council member, Debbie Teigen, who looked after the landscaping has volunteered to assist the new council member in getting up to speed on landscaping issues. Ms. Teigen reported the following landscaping developments to council:
 - A representative from Trees Plus, the company who has the landscaping contract with Solo Duo Treo, will begin landscaping on Thursday, March 9th.
 - University Sprinklers will start the sprinkler system on March 16th and will check all the irrigation lines to ensure that none have been damaged.
 - Ms. Teigen reminded council that #106T has dead yews in the planters outside their suite and council needs to decide if they will be replanted with yews or if a different tree will be chosen. Council member Alison Miller will discuss the problem with Ms. Teigen and report back to council on the best recommendation for #106T.
 - Ms. Teigen updated council on an outstanding landscaping problem concerning the owner of unit #105S who is in the process of selling their lot. The owner had planted cedar trees at their own expense which had died. The owner had been asked several times and fined for not responding to council's request to have the Cedars replanted. Ms. Teigen informed council that they will have to address this issue and decide whether the new owner or the selling owner will be responsible for

the dying cedars. The agent was directed to write a letter to unit #105S reminding them that the cedar trees are their own responsibility.

Council would like to thank Ms. Teigen for volunteering to help Ms. Miller and being a part of the Landscaping Committee.

BUSINESS ARISING

1. Security:

- (a) Neighbourhood Patrol: Council President Glenys MacIsaac updated council on the ongoing contract with Genesis Bike Patrol. She advised that she and council members from other surrounding buildings who are part of the neighbourhood patrol community are concerned about the services Genesis Bike Patrol is providing as the bike patrol has been less visible in the last month. The councils had requested Genesis Bike Patrol provide a printed record indicting the times and locations patrolled for each security guard. Genesis Security is reluctant to provide this report; however, the council members are still requesting the information. The neighbourhood stratas have decided that they no longer wish to get the weekly reports as they appear to be useless; however, they will receive reports when incidents occur.

With the new security system in place, Ms. MacIsaac will be able to check in the computer to see how often and at what times the Genesis Bike Patrol is going through the parkade. The contract with Genesis provides that the bike patrol should be going through the parkade three times a night.

During spring break Genesis has agreed to double their security as crime is often higher during the break period. Council and the agent will ensure that this promise is kept.

- (b) Upgrade: The Posscan security upgrade is 95% complete with just the Treo P1 camera left to be installed. Posscan is now dealing with the deficiencies that need to be corrected. Currently, they are re-programming the buttons on the remotes that allow residents to access the parkade gates. The enterphone upgrade has been completed and other than the inability to change the names on the enterphone, any residents who are still experiencing problems buzzing people into the building should contact Jade Fraser at Vancouver Condominium to report the problem. The names on the enterphone will be upgraded as soon as possible. Thank you for your patience.

Council discussed the following points that they would like Posscan to correct:

- Adjusting the cameras. With the system it is possible to see the pictures in colour, but the images flash up too quickly on the T.V. under this setting. Council would like to see the setting changed to display four pictures per screen on a split screen. The images will be in black and white and will flip back and forth between two screens showing four cameras each.

- Council would like to limit access for service people so that they will not be able to work after regular week day hours or on weekends. The only service people who will have after hour access will be Nikls Services who perform most of the emergency gate and security repairs on weekends and late at night.
- The agent was directed to ask Nikls Services to shorten the length of time allowed for residents to enter the garage gate.
- The agent was directed to obtain a quote from Nikls Services for the removal of the key access to all exterior doors including the main entrance doors of Solo, Duo and Treo. This would make all outer doors fob access only; however, high security locks would be installed in case of emergency situations such as a power outage. As a reminder, if there is a power outage, the fobs will still work for up to 16 hours. This would ensure enough time to distribute keys to all owners during an emergency.
- The agent was directed to obtain a quote to add a lock to the garbage room of Solo so that one would have to unlock the garbage door to get to the elevator lobby.

2. Housekeeping:

- (a) Visitor Parking: Council continues to monitor the visitor parking area. The agent will send parking ticket notices to the new council members to be distributed on cars that are violating the visitor parking bylaws.

A yellow Porsche has been parked in the Treo visitor parking for some time. The vehicle does have permission to park there but has been there for an extended period of time and it is unfair to other residents who have visitors. Council also noted that there are a number of people who are still parking in the 20 minute zone outside of Solo for extended periods of time, particularly a black BMW. Council will determine whose vehicle this is and a letter is to be sent to this owner reminding them that it is only a 20 minute parking zone. Failure to cooperate will result in tow-away of the vehicle.

- (b) Club Solo: Council member Glenys Maclsaac volunteered to measure the Club Solo closet so that a closet can be installed for coats. Council member Christine Funk volunteered to purchase a wall-mounted coat rack for residents who use the Club Solo gym and need a place to hang their coats.

3. Dryer Vent Cleaning: National Air Technologies has been on site twice to clean the dryer vents from inside and outside the building. Council decided that they will not have National Air Technologies return to access the missed suites. All suites were serviced in Treo, four were missed in Duo, and 13 were missed in Solo.

4. Annual Fire Test: Fire Code Plus Engineering was on site January 24th and 25th to gain access to the missed suites for the annual fire alarm testing and also to correct the deficiencies. The following suites still need to provide access and council authorized the agent to schedule one more attempt at correcting the deficiencies during an evening time for the convenience of the residents. The following suites still need to provide access:

- Solo: Units #110 & #311 for deficiency corrections,
Units #614, #410, #306, #205 & #110 still have not given access.
- Duo: Unit #406
- Treo: All complete

The agent was directed to send individual letters to each suite.

5. Sewer Stacks: The owner of a ground floor suite of Solo who experienced plumbing back-up problems was visited by Service Plus Mechanical and is no longer experiencing any problems.

6. PH #11 – Balcony Membrane: Western International Development submitted a third quote for repairs to the balcony membrane of Penthouse #11. The cost to repair the balcony membrane is \$19,339. Council member Carol Schram who owns the suite informed council of the problem she is experiencing and of the problems she had coordinating with the three different companies who quoted. Based on her dealings with the companies and estimates that have come in with their proposals, the agent was directed to contact Westrim Projects and ask them to provide a fuller scope of repairs on what needs to be done to the balcony.

7. Duo, Treo Air Units: Council members reported that they have not noticed any problems with the Duo, Treo air units. This topic has been tabled.

8. Treo Lights: The agent contacted the developer (Intergulf) and requested to have the “as built” drawings sent to her. Intergulf replied that it does not have the “as built” drawings and they will need to be obtained from City Hall. As a reminder, the “as built” drawings are required in order to discover where the conduit box is located to have the Treo light problem corrected. This will save digging up the courtyard. The agent was directed to find someone who will go down to City Hall to obtain the drawings.

9. Security Cabinet: Council discussed the purchasing of a security cabinet for the computer equipment which has recently been purchased from Posscan Security Systems. It was decided that council member Christine Funk would obtain catalogues for the next council meeting so that council can decide together what kind of security cabinet they would like to purchase.

10. #201S – Floor Restoration: The owner of unit #201 Solo will have her hardwood floors repaired on March 16th. On January 15, 2006 the unit experienced a leak from an overflowing toilet in the unit above that further damaged the floors that were already in need of repair. The Restoration Shop will also take care of the stain on the ceiling at the same time that they are correcting the floors.

11. Storage: The agent wrote a letter to the Solo owner who had been using their balcony as a storage area and also had a satellite dish on the balcony. A fine has been levied for the bylaw violation. The agent was directed to write another letter to the owner demanding that the satellite dish be removed as it is a bylaw violation and levy a larger fine.
12. Canada Post: An owner had requested that the council look into increasing the security of the mailboxes in Solo Duo and Treo. The agent has spoken with Canada Post about the various options for upgrading the security. Council has already taken several actions to mitigate break-ins. They have reduced the time that Canada Post can access the building and are continuing to look into upgrading the security. Council decided to wait until the deficiencies have been corrected by Posscan Security Systems before considering installing more cameras. Council also observed that some of the break-ins are a result of people being able to obtain improper access to the building.

The council recommends that owners send a piece of mail to themselves as a test to see if their mailboxes are being robbed. It is advised that all owners leave a piece of mail in their mailbox and, if it goes missing, you should contact Canada Post to report that your mail is being stolen. This should also be reported to the strata council.

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 or privileged, and is subject to any other overriding and applicable law.

1. Remote Refund: An owner wrote to council advising that, in August, she had purchased two new remotes for the old system. As she bought them quite recently and they no longer work, the owner requested a refund. Council decided not to refund the money.
2. Unit #104S – Window Replacement: An owner wrote to council requesting to have her window pane replaced as there is a broken seal and condensation is accumulating between the panes. Council approved to have this work done and the agent will contact the owner.
3. PH5 – Window Replacement: An owner wrote to council requesting to have her windows replaced. As they are three large windows, council has requested a quote to be obtained for the cost of replacement.
4. Unit #304S – Window Replacement: An owner wrote to council requesting to have two large windows replaced as they are experiencing condensation between the window panes. The agent will obtain a quote for the replacement.

5. Security Cameras: A Solo owner wrote to council requesting if it were possible to have Solo owners view only the Solo gates and enterphones on the TV. Council advised that this is not possible as it is all one security system.
6. Water Pressure: A Solo owner wrote to council advising that she is having some water pressure problems in the bathtub tap. The part to be replaced is under warranty; however, she is requesting council pay for the labour of installing it. As it appears to be a tap problem and therefore the responsibility of the owner, council will not be paying for the labour. The agent will contact Service Plus Mechanical who wrote the letter on behalf of the owner.
7. Duo Rat Problem: Two letters have been received from two Duo owners who have seen rats on their patios and are very concerned. Canadian Pest Control has been on site to assess the problem and has recommended placing gravel between the planters so that they cannot get underneath. They have also recommended placing rat poison around the patio areas. One of the owners does not wish to have poison but rather have traps. This will be discussed between Canada Pest Control and the owner for what is most convenient for the owner.

All owners are advised that they should not be leaving garbage or pet food on their patio. You should also not feed birds or any small rodents such as squirrels any kinds of nuts or food as this attracts rats.

8. Request to Renovate Balcony: A letter was received from a Solo owner requesting council's permission to install terra cotta tiles on their patio. Council deferred approving permission for the tile installation until more information is obtained. The agent will contact the owner and request that they provide details as to whether the tiles will be on the ground or whether it will also be up the sides and how they plan to move the tiles around the drain.

NEW BUSINESS

1. Garbage Removal: A quotation was received from the garbage removal company Waste Management proposing a new garbage removal contract. The council has been directed to contact Waste Management and request more specific information as Solo Duo and Treo have different size bins and different prices. The current waste management contract was discussed and there was general agreement that they do not want the pick up to come before 8:00 a.m. as it is a disturbance to residents. The agent will contact the service provider.
2. Piping Review: At the Annual General Meeting, the budget was approved with a \$10,000 amount budgeted for a piping review report. Council decided they will request the engineering company McCuaig & Associates to develop an assessment and review of the piping at Solo Duo and Treo.
3. Unit #501 Solo – Leak: On January 18th, unit #501 Solo experienced a leak in the bedroom coming from the exterior due to the heavy rains. The carpets have been dried

out by The Restoration Shop and Pacific Building Envelope Maintenance (PBEM) was able to perform a temporary repair. PBEM provided a quote to council in the amount of \$1,600 to make a full repair in the spring when the weather improves. Council reviewed the quote and has approved for the repair to be made. The agent will contact PBEM.

4. Dog Disturbances: The agent has written letters to an owner in the Duo building who leaves their dog for extended periods of time and which barks and cries during the full duration of the owner's absence. Residents in the building have tried contacting the owner and have offered to take care of the dog or drop by and visit him; however the owner has shown no interest in such an offer. The dog has been quiet recently and no further action will be taken unless the problem arises again.

On the issue of dogs, all owners are reminded to please clean up after your dogs and any excrement they may leave in common areas.

5. Elevators: The agent was informed that the Solo and Duo elevator lights are not working properly and need to be replaced. The agent will contact the elevator maintenance company and ensure that this is corrected.

There being no further business, the meeting was adjourned at 9:30 p.m. The next meeting will be held on Wednesday, April 12, 2006 at 7:30 p.m.

Jade Fraser
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C. V6E 3J7
Telephone: 604-684-6291 (24 Hour Emergency Services)
Toll free: 1-877-684-6291 / Fax: 604-684-1539

VERY IMPORTANT NOTICE
Regarding Your Payments

Effective January 1, 2006, *The Real Estate Service Act* is law and, among many other requirements, money belonging to your strata corporation must be segregated into different and distinct "bank" accounts. The independent accounts are for:

- Operating Fund
- Contingency Reserve Fund
- Special Levy Fund (there could be more than one at any given time)

The new law requires VCS as your management company to maintain these funds separately.

For you, as an owner, it means that you have to identify your payments, failing which VCS will not be able to process them. Note:

1. Your "regular" strata fee payments, whether paid by cheque, cash, automatic (PAC) deposit or internet banking will be deposited to the Operating Fund and Contingency Reserve Fund. The amount of your strata fee which includes the CRF portion is known and VCS will deposit your payment and transfer the appropriate amount to the CRF account.

This part is easy and we have been doing this since July 2000 when the *Strata Property Act* became law.

2. If your strata corporation passes a Special Levy (say for a new roof project), VCS will now have to open a new account (at a bank or credit union) to hold these monies. You will have to make separate cheques which we will deposit to the separate levy account, i.e., in this example, the Roof Fund. Please remember that cheques should always be made payable to your strata plan, not to VCS.
3. Now the hard part. Let's say that your account with your strata plan is in arrears. You owe any combination of strata fees, fines, interest, parking, special levy, etc. You have a balance owing of \$1,500 and you make a payment on your account of \$1,000. Hmm. Where does that money go? If you identify your payment specifically, VCS will ensure that it goes into the appropriate "bank" account. If you do not identify it specifically, if you simply send in a "payment on account" of \$1,000 VCS will deposit the money as follows:
 1. strata fees (including CRF)
 2. special levies which take precedent over other charges
 3. parking and other charges.

All this is quite complicated and we don't blame you if you become a bit confused but, unfortunately, we cannot do it any other way. The law requires that strata corporation money be segregated into different funds and accounts; therefore, VCS must do it.

The solution for you:

1. Always be current with your strata fees by:
 - Using the PAC method of payment
 - Using internet banking
 - Submitting post-dated cheques
2. If there is a special levy, issue separate post-dated cheques (payable to your strata plan and noting "special levy" on the memo line) which we can deposit directly into the separate fund. (If the levy is payable over 12 or more months, VCS can add it to your PAC plan if you use the PAC plan.)
3. Abide by your strata corporation's bylaws so that you do not get fined.

Thank you.