

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-3170

SOLO, DUO, TREO

HELD On Wednesday, November 24, 2010 at 6:00 p.m. in Cub Solo, 2228 Marstrand Avenue, Vancouver, B.C.

PRESENT Howard Olsen President
Marc Prefontaine Vice President
Norm Bogner

REGRETS Dominic Mattman Treasurer
Christine Funk Landscaping

GUEST Owner, Unit #402

STRATA AGENT Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:00 p.m.

GUEST BUSINESS

The owner of unit #402, attended the council meeting to discuss the flooring damages in his unit. The council recommended the owner contact their personal home insurance provider as the damages are under the strata corporation's \$10,000 water damage deductible.

MINUTES

It was moved, seconded and carried to adopt the minutes of the October 13, 2010 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** Following review, it was moved, seconded and carried to adopt the October 2010 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. **Account Balances:** The current balances for the 9th month as at October 31, 2010 in the appropriate funds are as follows:
 - Total Cash Balance \$513,448.03 (including CRF Balance)
 - CRF Balance \$195,998.72 (Contingency Reserve Fund)

3. Arrears: The council would like to thank all owners for ensuring that their strata fees are submitted on time.
4. Audit: Council approved Reid Hurst Nagy to complete the audit for the fiscal year end January 31, 2010 in the total cost of \$3,340.

BUSINESS ARISING

1. Vibra Sonic Elevator Report: Vibra Sonic submitted a report regarding the inspection on September 16, 2010 for the Phase I noise vibration remedial repairs completed on the Solo elevator. Chris Wolfe agreed ThyssenKrupp completed the work as per his specifications.
2. Power Smart Lighting Upgrades: The council received a report and quote from Atomic Electrical Solutions encompassing a Power Smart lighting upgrade of the parking lighting at Solo, Duo, Treo. The upgrade includes retrofitting the florescent fixtures in the parkade areas, the facilities, and the removal of the old lamps and ballasts. The fixtures would be retrofitted with new ballasts and lamps that meet the requirements of the Power Smart upgrades. Atomic Electric Solutions would assume responsibility for obtaining a valid electrical permit through the City of Vancouver and assume responsibility to liaise with the appropriate inspection authorities upon progression of the job, as necessary. The estimated cost to complete the work is \$20,404 with a projected saving plus a rebate in the amount \$4,832. Discussion will continue at the next council meeting.
3. Parkade Violations: Notices were distributed to 22 residents, with unauthorized items stored in their parking stalls, which is in violation of the City of Vancouver Fire & Safety Code and the Strata Corporation bylaws: Parking Stall usage is restricted to currently insured motor vehicle, motor cycle or trailer. Residents were requested to remove all unauthorized items by November 1st and as of November 15th only three residents are still in violation of the bylaws. The agent was directed to notify the owners that a bylaw fine will be assessed to their account.
4. Boiler/Duo: Milani Plumbing was contacted to review a leak in the boiler of the Duo building and discovered the 2nd boiler had failed. Three quotes were obtained to replace the boiler and the council approved Milani Plumbing & Heating replace the boiler with an AC Smith BTRC197 boiler at a cost of \$6,622.56 including HST and a five-year warranty.
5. Annual Roof Anchor Inspection: Pro-Bel completed the annual roof anchor inspection on the Solo building on November 23rd.

CORRESPONDENCE

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

1. A letter was received from the owner of PH4 requesting a copy of the Vibra Sonic report regarding the noise vibrations in the elevator of the Solo building. The report was submitted to the owner and the owner has since requested that the strata council proceed with any recommendations within the report. The agent was directed to submit a letter to the owner to advise that the council is satisfied with the Phase I repairs. Any further concerns should be brought forward to the owners at the Annual General Meeting.
2. A letter of response was received from a non-resident in the Solo who received a Bylaw Violation letter regarding his tenant smoking marijuana on the balcony. The owner apologized on behalf of his tenant, and will ensure any further complaints received will result in an eviction notice to the tenant.

The council would like to thank the owner for the apology and agreed to forego the fine as a first warning. Any further complaints will result in a fine assessed to the owner's account.

3. Unit #408/Flooring – The owner of unit #408 submitted a request for council's approval to install hardwood flooring. Details outlining the maximum available sound-proofing were received. A letter of approval was submitted to the owner with the following conditions:
 - (1) A copy of the flooring underlay invoice be submitted to VCS.
 - (2) Area rugs be laid in high traffic areas.
 - (3) Shoes be worn inside the unit when walking on the hardwood floor.
 - (4) Memos outlining timeframe of renovation distributed to neighbouring units and posted in the mail room.
 - (5) As the strata corporation's insurance policy does not provide coverage for improvements or betterments, the owner is recommended to obtain separate insurance for the hardwood.

NEW BUSINESS

1. Managing Humidity in Your Suite: See attached memo.
2. Fire System Contractor: The agent obtained three quotes to complete the next annual fire inspection and the monitoring of the fire panel. Following a review of quotes from Vancouver Fire & Security, Fire Pro and Levitt Safety, the council approved Vancouver Fire & Security to complete the annual fire service in the amount of \$4,667 plus HST (due in May 2011) and the monitoring of the fire panel at a monthly cost of \$97.44.

3. Snow Removal: The prediction for this winter is cold and lots of snow. The council has engaged a contractor to complete snow removal when required and the building manager and cleaners will salt the areas during the day Monday to Friday and Saturday mornings. Buckets of salt have been left at the front doors of each building. Residents are requested to assist and toss salt outside the lobby area, if they notice it is slippery when entering or exiting.

There being no further business, the meeting was adjourned at 7:00 p.m. The next meeting will be held on Wednesday, January 19 , 2011 at 7:00 p.m.

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BP/md

WHAT YOU NEED TO KNOW ABOUT AN EARTHQUAKE

The idea of an earthquake is unwelcome and not something any of us would like to consider happening in Vancouver; however, it is imperative that we all understand the reality of dealing with the aftermath of a major earthquake should it happen here...

1. You are on your own. Do not count on your strata council or management company for assistance.
2. There is not a supply of food, water, blankets or other survival provisions stored anywhere on the property. You are on your own and need to prepare accordingly.
3. If there is natural gas service to your strata corporation there is no plan for shutting off the gas supply.
4. There are no arrangements for alternate living quarters if you are unable to return to your strata lot. You are on your own.
5. Depending on the severity of the earthquake, you may not be able to telephone/email the management company for assistance.
6. The contents of your strata lot, your automobile(s) and other personal property are not insured by the strata corporation. If you have made improvements to your strata lot, such improvements or betterments are not insured by the strata corporation either.
7. The strata corporation is insured for earthquake damage; HOWEVER, there is a deductible which means that there is no coverage for damages within that deductible. Generally the deductible is 10% of the value of the strata corporation although in some instances (ie. Richmond) the deductible could be 15% or 20% of the value of the property. In most cases this will amount to millions of dollars. Your strata corporation does not have reserve funds available to meet such a huge deductible. Repairs will have to be funded by one or more special levies. These could be substantial.
8. There is NO government plan or fund to assist either you or your strata corporation. You are on your own.

While it would be nice to hear that there are plans and that there is a safety net, your strata council and VCS bring you the above information in an effort to alert you to the reality of an earthquake scenario. The Government of Canada advises you should be prepared to be self sufficient for at least 72 hours. Accordingly, you need to develop your own personal plans for survival. Like many people, you will not be adequately prepared and that is "human nature". Please remember, however, that "You are on your own" is the hard truth and the only rule that counts.

For further information, please visit the following websites:

Ministry of Public Safety & Solicitor General

http://www.pep.bc.ca/hazard_preparedness/earthquake_preparedness.html

City of Vancouver Earthquake Preparedness Tips

<http://vancouver.ca/emerg/prepyourself/earthquaketips.htm>

Public Safety Canada - What To Do during an Earthquake

<http://www.preparez-vous.ca/fl/earthquakes-what-to-do-eng.pdf>

MANAGING HUMIDITY IN YOUR SUITES

In the winter months, humidity problems can increase because it is colder outside, windows are closed more often and indoor air circulation and ventilation are reduced. During colder weather the windows and exterior walls will be colder than normal and there may be condensation on these window and wall areas. The new building enclosure assembly is more efficient and air tight than the one replaced and as a result you, the occupants, must take steps to ensure that the moisture generated in your suite is managed properly. Moisture is continually being released inside your home – as much as 10-50 litres a day – through routine household activities such as cooking, showering, bathing, doing laundry and dishwashing. Your, your pets, your indoor plants and aquariums also produce or contribute to humidity – moisture in the air.

What trouble signs to look for:

- Water pooling and/or staining at the sill of windows or sliding doors.
- Water streaming down window and door frames or glazing.
- Wet carpets at bottom of full height glass windows.
- Wetness on or staining on exterior wall surfaces, usually worse in closets or hidden exterior walls.

What to do:

- Bring down the humidity level in your suite to below 50%. Keep your humidistat set to 50% lower which will draw moist air out of your suite. There are additional measures to take in addition keeping the humidistat set lower and these are listed below.
 - Open the windows a small amount for several hours each day.
 - Leaving the bathroom fan on for several hours each day or whenever you are home.
 - Always use the kitchen fan when cooking and the bathroom fan when showering.
 - If you have an aquarium, put a cover on it.
 - Reduce the number of potted plants in your suite
 - If you must hang laundry on a rack, hang it in a bathroom fan when showering.
 - Ensure that make-up air can flow into your suite from the corridor. There should be a small air gap below the entry door.
- Allow warm air to circulate in all areas by:
 - Opening drapes and blinds at least a few hours a day.
 - Ensure 1 inch gap at bottom of closets, doors; leave closet doors open.
 - Do not cover or place boxes against exterior walls or windows.
 - Provide heat to all exterior walls areas.
 - Ensure that furniture is not covering heaters.
 - Try to keep temperatures around 20 degrees C unless you are away for prolonged period of time during which lower temperature setting is acceptable.

By following the above steps, each of you will be able to manage the humidity in your suite and maintain a comfortable, healthy living environment.

HEATING TIPS

KEEPING YOUR APARTMENT WARM

Here are some helpful hints to keep your apartment as warm as possible this winter (assuming your building has a central gas boiler with hot water radiators).

- (1) Check your system early. Do not wait for the cold weather. Do it now and avoid the rush for service calls and avoid sitting in a cold apartment.
- (2) Move furniture away from radiators. The air has to get close to the fins and radiate around them to be most effective.
- (3) Vacuum dust and lint from the fins and underneath them. The metal face covers lift off so that you can get direct access. In very cold weather, you could even remove these covers to squeeze every drop of heat out of the system.
- (4) Close windows and make sure they are well caulked and sealed.
- (5) Drapes should not hang past the top of the radiator. Heat will rise but will do no good if the air goes up between the drapes and the outside wall or windows.
- (6) Leave your thermostat on at 70° or higher in very cold weather when you go to work in the morning so that the apartment does not cool off. Often, it takes a long time to bring a room up to sufficient temperature in the evening if the apartment has cooled off during the day.
- (7) Purchase an electric heater to assist the system on very cold nights.

REMEMBER

- (1) Most Lower Mainland apartments are not equipped with boiler systems that can cope with very cold weather. The boiler could be producing 100% output but still not keep the building warm.
- (2) The top floor and corner units especially suffer because of the heat loss through the ceiling, roof and siding.
- (3) Units with lots of glass are prone to excessive heat loss.



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LOSS OR DAMAGE IN STRATA PROPERTIES: GENERAL GUIDELINES

Whether it's a kitchen fire, a burst pipe or overflowing washing machine, many people tend to ask "Who's fault is this?", when the initial question should be "Who insures the damaged property?"

In the case of strata corporations, the Strata Property Act in British Columbia clearly sets out the requirements with regards to purchasing insurance. The bottom line is that strata corporations must purchase insurance to full replacement cost on the product as delivered by the developer or general contractor at time of construction completion. This notably includes common property, common assets, buildings shown on the strata plan and original fixtures installed inside strata lots. However, one must also keep in mind that in the Act, the duty to insure differs from the duty to maintain and repair.

The Act does not require strata lot owners to buy insurance, but all prudent unit owners know personal insurance is essential to cover not only personal property, but also betterments and improvements to the strata lot, additional living expenses or rental income, personal liability and assessments, some made necessary by the application of an insurance deductible on the strata corporation's insurance policy.

In the event of loss or damage, the Strata Property Act in its entirety, specific strata by-laws and insurance policies may come into play to determine who pays for what, to which extent and who is ultimately responsible for the loss or damage.

Example 1:

A washing machine overflows in unit A; there is water damage to the source unit and unit B below. Water damage in unit A is limited to original linoleum and sub-floor only; water damage to unit B includes insulation, ceiling drywall and paint. Emergency work is authorized as soon as possible to minimize the damage and help prevent the development of mold. In this example all the water damaged property is insured under the strata insurance policy. The strata policy will pay for the loss or damage, subject to deductible. The deductible is a common expense, which the strata may recover from the unit owner responsible for the loss or damage. In the event the loss or damage does not exceed the strata deductible, there is no duty on the strata corporation to repair or maintain within the strata lots; each strata lot owner is responsible for the loss or damage in his/her unit. Unit B owner may have an avenue for recovery from unit A owner, depending on circumstances.

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Example 2:

A pipe bursts in a wall within a unit, there is resultant water damage to drywall and paint, original cabinets and upgraded flooring within this unit only. Emergency work is authorized as soon as possible to minimize the damage and help prevent the development of mold. The drywall and paint, cabinets and value of original flooring (before upgrade) are insured under the strata corporation's policy, while the value of the upgraded flooring is insured by the unit owner's personal insurance. The strata policy will pay for the loss or damage to property insured, subject to deductible, while the unit owner's insurer will pay for the loss or damage to the improved flooring, subject to deductible. The strata deductible is a common expense, which the strata may recover from the unit owner responsible for the loss or damage. In the event the loss or damage does not exceed the strata deductible, there is no duty on the strata corporation to repair or maintain within the strata lot; however, the unit owner involved may benefit from coverage from his/her personal insurer.

Example 3:

A pot is accidentally left unattended on a stovetop, a fire starts and spreads to the rest of the building. The source unit suffers extensive fire, smoke, soot and water damage while neighboring units are damaged by smoke, soot and water. Damaged units are no longer tenable and residents are forced to evacuate. The building is relatively new and no betterments or improvements are involved within the units. Emergency work is authorized as soon as possible to minimize the damage and help prevent the development of mold. The strata insurance policy will pay for the loss or damage to walls, ceilings, flooring, cabinets and the like, subject to deductible. Individual unit owners will rely on their personal insurer to pay for any loss or damage to personal property; additional living expenses or rental income losses incurred due to the evacuation will also be at the personal insurer's discretion, subject to deductible. The strata deductible is a common expense, which the strata may recover from the unit owner responsible for the loss or damage.

Example 4:

A plumber is hired by a unit owner to install a new sink with permission from strata council. The plumber forgets to turn the water off and there is water damage to the unit where he was working and other units below. Emergency work is authorized as soon as possible to minimize the damage and help prevent the development of mold. The water damage affects both strata insured property and betterments/improvements insured by the unit owners. Each insurer will pay for the loss or damage to the property they insure, subject to deductible. Once settlement is concluded, the property insurers turn their attention to the plumber and his liability insurer, looking to recover the amounts paid and their respective clients' deductibles.

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