

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

HELD On Monday, January 16, 2012 5:30 p.m. in the Meeting Room at Club Solo, 2228 Marstrand Street, Vancouver, B.C.

PRESENT

Howard Olsen	President
Mark Prefontaine	Vice-President
Perveen Engineer	Treasurer
Eric Kerr	
Andrea Vallis	
Lorna Thom	

STRATA AGENT Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 5:30 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of November 23, 2011 council meeting, as circulated.

BUILDING MANAGER REPORT

1. **Bylaw Reminders:** It was brought to council's attention that owners/residents are storing items in their parking which is a bylaw violation and a Fire Code violation. Letters will be sent to owners with items stored in the parkade to remove within 14 days or a bylaw violation fine in the amount of \$200 will be assessed to their account every 7 days until the items are removed.

12. Additional Duties of owner

An owner shall

- (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);*

FINANCIAL REPORT

1. **Monthly Statements:** Following review, it was moved, seconded and carried to adopt the November and December 2011 financial statements, as presented. Any owner wishing a copy of the strata corporation's financial statements may 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 11th month ending December 31, 2011 in the appropriate funds are as follows:
 - Total Cash Balance \$1,463,567.01 (including CRF Balance)
 - CRF Balance \$ 253,344.47 (Contingency Reserve Fund)
 - Domestic Re-Pipe \$1,202,831.52

3. **Arrears:** The agent advised council that a lien has been filed against a unit that who has yet to submit payment for the re-piping project with the \$165 lien charge has been assessed the account. Late levy fines will be assessed to the account until payment is received in full.

4. **AGM:**
 - **Date:** The Annual General Meeting is scheduled for Thursday, March 29, 2012 at 7:00 p.m. in Club Solo.

 - **Budget:** The agent distributed an updated draft budget for the fiscal year 2012/2013 for council's review. The draft budget is for discussion purposes only. Once the draft audit has been completed, the draft budget will be updated and included in the AGM Notice.

 - **Agenda:** The following $\frac{3}{4}$ vote resolutions will be presented to the owners at the AGM:
 - i) **Bylaw Amendments:**
 - Quorum of Meeting (AGM and SGM)
 - Privacy Policy Bylaws
 - ii) South elevation (Solo) Patio Membrane Replacements (to be funded from the CRF)

BUSINESS ARISING

1. **Re-Piping Project Update:**
 - Brighter Mechanical provided a tentative in-suite daily work schedule for the Treo building to begin on Tuesday, January 24th, projected to be completed mid-March.

- An Information Meeting will be held following the council meeting to discuss the schedule of work and details for the Treo Building in mid-February for the owners of Duo and Solo to provide a schedule of work and discuss the details of the re-piping project.

Projected only start dates:

Schedules will be provided 2 weeks prior to start date.

Duo: Beginning of March

Treo: Beginning of April

- The council would like to thank all owners for providing their unit keys for the duration of the project. Owners who have yet to submit their keys should visit the strata corporation's website for the re-piping project: project@soloduootreo.com to arrange with the project assistant to obtain the keys. It is extremely important to obtain all suite keys for access to complete the work in your unit and in case of an emergency (quick access could be a cost-saving to residents who may incur water damages). Keys will be stored in a high security lock box which will only be accessed by Brighter Mechanical, the building manager and the project assistant.

If access is unavailable during the schedule work dates, residents will be charged \$100 per hour plus the cost of a locksmith. Work in units cannot be delayed or dates changed as it affects the units below and above. The plumbing is all inter-connected vertically and contractors will be working simultaneously on many vertical stack suites at one time.

- Brighter Mechanical has installed a site office in P2 Duo visitor parking. The site supervisor Gavin will be available Monday to Friday, 10:30/11:00 a.m. to address any owner's concerns.

Important Information:

- Website during the re-piping project for residents to obtain updates or e-mail project assistant Howard Olsen "project@soloduootreo.com".
- Dedicated project phone line 1-604-800-9065. Calls will be responded to between 8:00 a.m. and 5:00 p.m. and will go to voice mail after 5:00 p.m. Emergencies should be directed to VCS 604-684-6291 after hours.

2. Landscaping: No report available.

3. Ground Floor Patio Membrane: Quotes were received from Proactive Building Maintenance and Allstar Waterproofing to replace the parkade membranes on the ground floor patios of Solo, Duo and Treo which are showing signs of failure, with water leaking into the parkade.

Proactive Building Maintenance:

- Proactive estimated a budget of \$20,000 to \$25,000 to replace the parkade membrane for patio unit #102 and \$10,000 per patio membrane for the remaining patios around the building.

Allstar Waterproofing Scope of Work:

- South Elevation (Solo). Complete replacement of parkade membrane on six south decks of the Solo building includes 101, 102, 104, 106, 108 and 109.

Estimated cost \$56,960.

- South Elevation (Solo, Duo, Treo). Complete replacement of parkade membrane on south decks of the Solo, Duo, Treo buildings: Solo 6 decks, Duo 6 decks, Treo 6 decks

Estimated cost \$123,920.

- North, East and West Elevations (Solo, Duo, Treo). Complete replacement of parkade membrane on north, east and west decks of Solo, Duo and Treo: Solo 6 decks, Duo 6 decks, Treo 10 decks

Estimated cost \$116,800.

A $\frac{3}{4}$ vote resolution will be presented at the AGM to replace the parkade membrane on the six south decks of the Solo building with an estimated budget of \$57,000, to be funded from the Contingency Reserve Fund.

Completion of the parkade membrane on the south, north, east and west decks of the Solo, Duo and Treo will be phased within the next two fiscal years. The agent will obtain a third quote.

4. Treo Building Carpet and Paint: The council approved a quote in the amount of \$4,094 to re-paint all common area hallways and stairwells, elevator doors and suite door frames in the Treo building following the completion of the re-piping project.

A quote was approved in the amount of \$19,550 plus HST to replace the existing carpet and underlay to all common areas and stairwells of the Treo building.

5. Annual Fire Inspection: Vancouver Fire & Security is scheduled to complete the annual fire inspection in all common areas and in-suites as follows:

Solo in-suites:	Monday, January 30 th – 3:00 p.m. – 7:00 p.m.
Duo in-suites:	Tuesday, January 31 st – 3:00 p.m. – 7:00 p.m.
Treo in-suites:	Wednesday, February 1 st – 3:00 p.m. – 7:00 p.m.
Common Areas:	Monday, January 30 th – Wednesday, February 1 st from 8:00 a.m. – 3:00 p.m.

All in-suites fire safety devices must be tested in accordance with the local fire code. Please ensure that access to your suite is made available. If you are unable to be home, please leave a key with a neighbour. Owners whose units are not accessed will be charged for the cost of a second visit.

6. Solo Driveway: No report available.

CORRESPONDENCE

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

1. A letter was received from the owner of unit #402 regarding their damaged tiles in the bathroom. The owners request was denied.

NEW BUSINESS

1. SPA Regulations: New Regulations under the *Strata Property Act* have been introduced. See attached Report.

Following discussion, the council recommended the agent obtain a quote to complete the depreciation report, be presented to the owners at the AGM to proceed with the depreciation report, funded from the fiscal year operating budget.

2. Elevator Contract: With the recent partnership with FirstService Residential, Otis Elevator has joined the Vendor Program which was created to provide value added services to the clients. Council approved the elevator renewal contract for the Duo and Treo with the following provisions:

- 10% discount on current year (5-year contract extension required)
- Price fix for first two years and a 5% increase cap for the remaining term
- 2% discount for annual payment and 2% discount for semi-annual payment
- 30-day cancellation clause

3. Parkade Leak: The agent was directed to contact a contractor to review the stream in the Solo P3 level.
4. Elevator Sign: The agent will order new elevator signs for all three building's elevators.

There being no further business, the meeting was adjourned at 7:30 p.m. The next meeting will be held on Wednesday, February 2, 2012 at 7:00 p.m.

Bunny Porteous
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

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STRATA PLAN NUMBER

Please note your strata plan number on the front of these minutes. It is very helpful (especially in emergency situations) if you can provide your strata plan number when calling our office as it allows for quick access to your file.

Key highlights of the new regulations

Depreciation Reports

Depreciation reports help strata corporations plan for future repair and maintenance costs.

Under the new regulations, the report will contain:

- A physical inventory of the common property including building systems.
- Anticipated maintenance, repair and replacement costs for common expenses projected over 30 years.
- A financial forecasting section that contains at least three cash flow funding models for the contingency reserve fund (CRF).

What has changed: Like other provinces, depreciation reports are now mandatory unless the strata corporation exempts themselves through an annual $\frac{3}{4}$ vote. Strata corporations with less than five units are also exempt. Updates will be required every three years and include an onsite inspection.

Benefits: Strata owners will be better-informed to assist with prudent management of their common property. The report will help owners determine how repairs will be funded and the amount that could be contributed to the CRF. The most recent report will also be provided to potential purchasers.

Effective Date: Immediately. However, strata corporations have two years to comply with the new requirements.

Contingency Reserve Funds (CRF)

Strata corporations have a contingency reserve fund to help pay for expenses that usually occur less often than once a year, such as maintenance and repairs on common property.

What has changed: Previously, an annual $\frac{3}{4}$ vote was required to make contributions to the reserve fund if it already exceeded 100 per cent of the annual operating expenses. Strata owners may now make any additional contributions, above 25 per cent of the annual operating expenses, to the CRF, by simple majority vote as part of the budgeting process at the annual general meeting.

Benefits: Will give strata corporations' additional flexibility in how they choose to contribute to their contingency reserve fund.

Effective Date: Immediately.