

STRATA PLAN NW2050

Strata Council Meeting
Wednesday, November 28, 2012

1. **PRESENT:** Gordon Farrell Aviva Levin
 Carole Borthwick-via Skype Lindsay Armstrong
 Corinne Inglis

REGRETS: Larry Makutra, Terry Ash

2. **CALL TO ORDER:** 6:45 pm

3. **ADOPTION OF MINUTES**

a. Nov. 28, 2012 & Dec 5, 2012 AGM Minutes - approved via email vote.

4. **COMMITTEE REPORTS**

a. **Social** - No Report

b. **Grounds and Gardening**

1. Report from the Administrator

- Healing Hands has been on site doing pruning and general cleanup work as an addition to their new yearly contract. Their 10 month contract begins on February 15th for the season.

- BC Plant Health Care has suggested three of the following trees be considered for planting as required by The City of Richmond: Russian Olive Tree; Apple serviceberry tree; Redbud tree; Stellar pink flowering dogwood tree; or Snow cone Japanese maple. *Council requested additional information and would then proceed with the planting of these trees as required by The City of Richmond.*

2. Speed Bumps to be painted yellow in the spring

c. **Fire & Security**

1. Fire Plan and Fire Marshals - Larry - No Report

2. Block Watch - Caroline

1. The latest Block Watch e-newsletter has been sent out by Block Watch. If you did not receive it and wish to view it, you can do so at the following website.

<http://www.richmond.ca/safety/police/news/crprevention-news.htm>

select 4th quarter 2012

2. Here are a few important telephone numbers to keep on hand:

City Services— Who to Call

RCMP (emergency)9-1-1

RCMP (non-emergency)604-278-1212

City of Richmond

Main Switchboard.....604-276-4000

Public Works Requests—Works Yard.....604-244-1262

- To report street surface problems
- Missing, damaged or blocked traffic signs
- Burned out street lights or damaged light poles

- Water main leaks or water quality (dirty water)

- Abandoned bikes

For 24 hour service, call.....604-270-8721

Traffic Operations604-276-4032 or 604-276-4210

- To report an obstruction to motorists' sightlines (fences, trees, shrubs, etc.)

Traffic Signal Outage.....604-247-4616

Community Bylaws604-276-4345

Richmond Fire Department (non-emergency) ... 604-278-5131

Richmond Emergency Programs604-233-3333

Crime stoppers604-669-8477

www.solvecrime.ca

3. Security - Terry - No Report

d. Maintenance

1. RDH has completed their 10 year remediation warranty inspection. A possible ongoing deficiency was identified in the Bldg C south stairwell on the ground floor. *This area needs to be checked in a heavy rain to verify.*
2. RDH has been provided with all of the requested documentation regarding the mandatory Depreciation report.
3. A one year contract has been signed with Assured Environmental regarding pest control. They will attend once per month to check the buildings and will look after our overall requirements. Three units in Building C were checked for Pharaoh Ants on January 29th but none were found.
4. Kelly Boy were contracted to clean out the eaves troughs and to clean the tile portion of the roof, but were unable to complete this work as the water to the hose bibs has been turned off for the winter months. *This work will commence in early spring.*
5. The Strata Corporation has hired a new painter as our previous painter is off work due to injury. Business cards have been posted on the cork board for your reference.
6. The computer in the Cypress office required a new memory as the existing memory gave out. *Gord is to investigate the cost of purchasing another computer for the office.*
7. PHH Environmental has discovered a problem in the wall system of a unit where mould was found to be forming. Further investigation is required as the problem was in a different location than what was originally suspect. *Council voted unanimously to proceed with the work.*
8. The laundry room in Bldg C is in desperate need of a new washer and dryer. *Corinne to determine the value of larger commercial equipment and will be discussed at next council meeting.*
9. All residents who had fireplace hearths that did not meet the building code have corrected the problem and currently meet the code. Prior to anyone modifying their fireplace we would recommend you consult with the City of Richmond. *It has been observed that some residents have removed the face of their fireplaces with drywall and other materials that will burn which may contravene the fire code. This is a possible fire hazard for which the owners are personally liable.*
10. Tony Gioventu advises that Strata Corporations can charge residents a user

fee for those who are plugging in their electric cars. *Deferred.*

11. Several suites were observed to have missing and cracked tiles in their shower areas along with missing grout and caulking that is allowing water to penetrate the wall systems. This issue can cause toxic mould and can be a major health hazard. Other suites were observed to have problems in their kitchens whereby water is being allowed to run down the back of the kitchen wall into the wall systems. *Owners are reminded that it is their responsibility to maintain their premises and to repair or correct these types of problems as they occur. These repairs can be charged back to you so it would be best to keep the wall systems in your suites in good condition and have them repaired when needed.*

e. Shared Facilities

1. Games Room survey - should we distribute this survey to our owners in order to determine what they would like to see. *A copy is to be sent to Lindsay and council to discuss at the next meeting.*
2. Council approved designing a form advertising that the Pavilion Lounge can be rented. It is to be posted in all the Shared Facility buildings. *Aviva requested a copy of the lounge rental form be sent to her.*
3. New furniture for the lounge. *Terry is going to look into purchasing used hotel furniture. Defer to April or May.*
4. The new treadmill has been installed in the Exercise room along with a used bike. *A floor mat has been ordered for the bike to prevent floor damage.*

5. NEW BUSINESS

- a. CHOA is offering a book called 'Strata Property Act - A Practical Guide to Bylaws' as written by Cora Wilson, LL.B and Tony Gioventu. Cora Wilson is the legal firm who provided us with assistance in modifying our bylaws in 2001. Value of this book is \$60.00 plus tax. *Council wish to know if an updated version will be issued and will then order the book.*

6. OLD BUSINESS

- a. The original drawings for the Strata Corporation were provided to legal counsel regarding the tripping lawsuit. *As the tree in question is an existing tree, the City of Richmond will be held responsible and we should be dismissed from the lawsuit shortly.*
- b. Roof Top Deck Quotes to be reviewed by council. *Council selected two contractors and will award the contract once a final selection has been made regarding fencing.*

- c. An owner is wondering what will be done with the storage of plants and other items currently on the decks as there may not be enough space on balconies for storage. Also, residents would like to see their rooftop decks available for use by May onwards - can this be accomplished? *Council discussed other areas where owners might be able to store their belongings. Notices are to be sent out and rooftop items removed. Council hope other residents will volunteer their assistance as there are owners who are not capable of moving heavy of items.*

7. CORRESPONDENCE

Incoming

- a. Bayside has advised that they do not wish to continue with a financial management only contract - we are their only 'financial only' contract. *Council reviewed two proposals and asked Corinne to proceed in determining the fine print with the third company.*
- b. An email was received from an owner who has expressed concern that the Strata Council has not followed the recommendations made by Tony Gioventu of CHOA re rooftop decking. Further, this owner advised that they intend to have the Resolution of the owners overturned. Additionally this owner is concerned about preventative maintenance and inspections etc. *The Administrator advised that Council did adopt Tony Gioventu's recommendations in full and asked this owner to elaborate as Council were unable to determine what is different.*

It is important to note to all owners that The Strata Council is trying to utilize decking products with long life and easy maintenance characteristics.

Meeting Minutes of Sept 11, 2012 from Council Meeting with Tony Gioventu

"b. Rooftop Decking Material

Tony recommended that the Strata Corporation pay 100% of the cost of installing 'Playfall' (which has a 50 year life) as a base bid. This product would protect the integrity of the 3 ply SBS membrane roofing material and would also provide sound protection to those suites living below the private decks. Then owners of rooftop decks, at their expense, can install an approved product on top of the Playfall". Fencing would be included at the same time.

A discussion took place regarding fencing and Tony suggested we research additional products available from a fencing company in North Vancouver. He suggested we consider fencing with a low wind resistance which we were already considering."

Outgoing

- a. Notices were sent to three suites to check for Pharaoh ants.
- b. Bylaw infractions have been sent to the following suites:
SL 57 Re bylaw 1.5 - Oil leak must be cleaned up
- c. A letter re the recent special levy has been sent to the following strata lots:
SL3; SL19; SL37; SL43; SL48; SL69; SL77; SL88; SL94; SL106.
- d. A letter was sent to SL80 regarding the removal of a vehicle not mechanically sound or drivable that needed to be removed in accordance with the newly amended Bylaw 1.1.2. *This vehicle is no longer parked in underground parking.*
- e. A letter was sent to SL48 advising ongoing fines for non compliance with bylaw 5.2.d - proof of fire inspection. *Council has been advised that a call has been made to the fire company and an inspection may take place shortly.*

8. FINANCIALS

a. Accounts Receivable as of January 15, 2013 is \$26,424.51

SL 3 owes \$749.94	SL 10 owes \$345.44
SL 63 owes \$20.00	
SL 19 owes \$663.11	SL 69 owes \$1,015.08
SL 22 owes \$50.00	SL 77 owes \$671.00
SL 29 owes \$30.00	SL 80 owes \$20,339.54
SL 32 owes \$300.00	SL 88 owes \$671.00
SL 37 owes \$663.11	SL 89 owes \$9.07
SL 38 owes \$50.00	SL 94 owes \$327.60
SL 43 owes \$647.32	SL 105 owes \$100.00
SL 48 owes \$697.33	SL 106 owes \$663.11

b. Woodridge Shared Facility November & December 2012 financials were received.

c. Cypress November & December Shared Facility financials were issued.

d. Approval of Cypress October, November & December 2012 financials.

To be approved upon audit.

e. Don Guthrie's audit was approved for \$2,300.00 for 2012. Tony Gioventu advises the government has retracted its position regarding making strata audits mandatory.

f. FUND INFORMATION OVERVIEW TO DECEMBER 31, 2012

CRF Fund is:	\$151,377.26
	\$ 5,000.00 loan to operating and SF
Repiping Fund is:	\$ 39,991.05
Exterior Building Fund is:	\$ 77,928.78
<u>Special Levy Account is:</u>	<u>\$ 66,182.83 (New levy due Feb 28, 2013)</u>
TOTAL	\$340,479.92

9. OTHER BUSINESS

- a. The Administrator is to proceed with all work in accordance with the approved budget? *Unanimous - approved.*
- b. The Administrator is to continue to enforce the Bylaws? *Unanimous - approved.*
- c. Financial management and tentative start date would be April 1, 2013.

10. EMAIL VOTES

- 1. Council approved lending a few lounge chairs for an 80th BD party.
- 2. Council approved the November 28, 2012 minutes.
- 3. Council approved Corinne's absence on December 6, 2012.
- 4. Council approved Special levy due date of February 28, 2013.
- 5. Council approved one extra landscape visit re cleanup and pruning required.
- 6. Council approved a fine re proof of car insurance not provided.
- 7. Council approved a fine re proof of fire inspection not provided.

11. MEETING ADJOURNED: 9:00 PM

12. NEXT MEETING: February 20, 2013