

STRATA PLAN NW2050
Strata Council Meeting
Wednesday, July 27, 2016

Minutes

1. PRESENT: Gordon Farrell
Carole Borthwick
Lindsay Armstrong
Joanne Parkinson
Audrey Montero

REGRETS: Felix Zhang, Cyrus Pun, and Linda McLaren.

2. CALL TO ORDER: 6:36 pm

3. ADOPTION OF MINUTES

June 29, 2016 – approved by email vote.

4. COMMITTEE REPORTS

a. Social –

b. Grounds and Gardening

-Landscaping/Arborist: Jerehm Breitenstein had a meeting with the landscaping team on July 26th, 2016. He addressed a few issues around the garden, debris, managing the growth of some plants (morning glory), weeding, and a few critical areas needing attention around building C. Many thanks to Jerehm for his consistent help around the gardens.

-The walkway bricks on the pathway around the complex are scheduled for repairs. We received one estimate from Wild West Company for the paver repairs and Council decided to get a second quote to compare expenses.

c. Fire & Security – Block Watch –

d. Maintenance

- i. The room next to the lockers in building B is ready for a new floor and baseboard replacement. The work will begin the second week of August 2016.
- ii. Building C lobby door: On July 15, 2016 we received an email reporting that the door had been damaged. On Wednesday 13th, the door was repaired, a new knob system was put in place and it is working well again. Unfortunately the door has permanent damage from the pushing of the door without turning the knob first.
- iii. The door in the parking area going into building C was repaired. This door has been damaged so many times that the door needs to be replaced. There are visible signs that the door has been mishandled and damaged.
- iv. The brown lounge chair is scheduled for repair on August 15th, 2016. The estimate is \$100.
- v. We continue with the restoration process in three units in building B. The emergency phase was completed last week. We hope that the final repairs will be done next week. The restoration company estimates 4 to 5 more days for the job to be completed. We would like to thank our patient owners for allocated proper time and their support during the renovations.
- vi. SL79 has emailed Council requesting to make floor renovations in their suite. Council agreed to the renovations as long as the renovations follow the bylaws which state that:

An owner shall undertake any renovation which may disturb other residents during weekdays, Monday to Friday between the hours of 8:30AM and 4:30PM unless alternate arrangements are made with the Strata Council. The ideal situation would be consulting with your neighbours to agree on the best time for the renovations to take place.

The insulation for the floor should be in place. If hard surface floors are installed they must be installed with a high quality insulator. If noise from hard surface floors (insulated or not) disturbs other residents, the owners with hard surface floor or tile, must carpet the traffic areas on the hard surface floors.

Any plumbing and/or electrical work has to be performed by a certified personnel or company.

- vii. There was a flood in the Fitness Room on July 10th due to the heavy rain that came down after an early morning thunder and lightning storm. Most of the water only flooded into the first half of the room and mostly consisted of clean rain water. Two strata council members and an owner moved the elliptical machine,

stationary bicycle, benches and some loose weights that were in affected areas. In these areas they lifted up mats and rubber tiles to dry them outside in the sun. Any wet linoleum beneath the black tiles was also dried. On Sunday, before the machines and mats could be put back where they belonged, the tiles were put back in place and cleaned with a solution of Mr. Clean.

Council voted to have our Office Administrator get some quotes on what we could do prevent future flooding of the Fitness Room as it is the second time it has been flooded in the last 10 years.

- viii. Flying ants around the fitness room were reported few weeks ago. Assured Monthly Service was on site yesterday July 26th, 2016 and reported that all activity is normal. They found a few ant in the squash courts which is normal and as for the other insects in the garden, it is normal due to a warmer than usual winter that we've had for the past two years. We continue a follow up on squirrels in one of the units and staff from Assured will contact us to restart traps for the squirrels around an owner's suite.

e. Shared Facilities –

- i. Fitness Room. Fitness Town will be working on the treadmill repairs approved by Council at the last strata council meeting. A new estimate was received, as requested by Council, for a new Hoist 5165 which would be \$701.69 including tax and installation, versus \$1,200 that was originally quoted for a more expensive hoist. Specifications attached. The office will continue to look for better price for the bench in the next month.
- ii. The swimming pool requires two new sensors totalling the amount of \$300. There is a second option to replace the mechanical system which will cost \$2,200 which would be a more permanent and better in the long run. Council is gathering more information before making a final decision.
- iii. Games Room: Many thanks to Trevor Alexander for volunteering to help Carole Borthwick in the restoration of the Games Room. We expect the games room to be up and running in the late fall.
- iv. Council voted to repair the vacuum cleaner in the lounge, as well as getting new supplies for cleaning the floor after the lounge is rented.

f. Bylaw Committee – Gordon Farrell & Oliver St. Quintin

- i. Update from Bylaw Committee: Council will look at consulting with Tony Giaventu (CHOA) to review of the current Strata Bylaws.

5. NEW BUSINESS

- a. A strong tobacco smell has been reported on the first floor in building A. The Administrator talked to the owner and remind them that by the City of Richmond has a law that no smoking is allowed inside the building.
- b. Council and the office administrator have agreed to keep a couple of spare functioning FOB devices in the office for emergency situations. For example, if an owner has lost their FOB on a weekend when the office administrator is not working, a council member could provide them with a temporary FOB. The FOB software is too complex for council members who do not use it on a regular basis, so this is a quick temporary solution to aid an owner until regular office working hours.
- c. Council is looking for a uniform oil drip pan to be placed under cars which have very mild oil leaks. Some owners are currently using cardboard pieces that are not the best for this purpose.

6. OLD BUSINESS

7. CORRESPONDENCE

- a. A letter from Richmond Elevator was received informing of the new monthly rate increase which is \$484.05 effective September 1, 2016. For the month of July and August we will still pay \$460.92.

8. FINANCIALS

- a) Accounts Receivable as of July 22, 2016 is \$2,854.75 involving 3 owners. \$794.51 is due to delinquency with respect to payment of the special levy by 3 owners.
- b) Woodridge Shared Facility June 2016 financials were received with thanks.
- c) Cypress Shared Facilities June financials were issued.
- d) Cypress June 2016 financials were approved.
- e) Fund overview as June 30, 2016:

Contingency Fund	160,567.63	
Special Levy Fund	28,085.89	
Repiping Fund	56,271.59	
Exterior Building Fund	1,225.17	
Future Remediation Fund	165,048.66	
Total Funds	411,198.94	(of which 140,000.00 is in a GIC)
Current Year Surplus	<u>25,027.92</u>	
Total Owner's Equity	436,226.86	

9. MEETING ADJOURNED: 7:30 PM

10. NEXT MEETING: September 28, 2016