

MINUTES OF STRATA COUNCIL MEETING

Strata Plan LMS 869 – Pacific Place Landmark I

Held: Wednesday, May 20th, 2009 @ 6:00 pm.
The Meeting Room – 950 Cambie St, Vancouver

ATTENDANCE

Tanja Boesche - President
Steve McVittie – Vice President
Riaz Kassam – Treasurer;
Peter Derry – Secretary
Raju Bhattarai;
Peter Cox
Jeff Daviduk
Paul Kral from AWM-Alliance Real Estate Group Ltd.
Susan Lerch – Site Manager

The meeting was called to order @ 6:00 p.m. by Tanya Boesche.

MINUTES OF THE LAST COUNCIL MEETING

It was **MOVED, SECONDED AND APPROVED** the minutes from April 22nd, 2009 as previously circulated.

FINANCIAL REPORT

The Treasurer will be reviewing the invoices and financial statements from the beginning of the year until now, to see where exactly we stand. Strata Council will be watching expenses and only approve items which can not be delayed due to unforeseen circumstances. The financials statement will be reviewed in full at the June 2009 Strata Council meeting **CARRIED**

Accounts Receivable – The Property Manager reported that reminder notices were mailed to all Owners in arrears.

AWM-Alliance conducts collection in accordance with the bylaws each month on all outstanding accounts. Owners are advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in the Strata Council assessing fines, interest charges applied to outstanding balances, and/or having a legal lien placed on the unit. **Owners are encouraged to correspond with Council if they expect delays/experience financial difficulties.**

Site Managers Report

The site manager's report is available on Pacific Place Landmark I website or at AWM alliance's office. It was **MOVED** and **SECONDED** to receive the site manager's report for the period up to May 15th, 2009.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

- **Carpet Cleaning** – As noted in April 2009 minutes the Property Manager obtained quotes for carpet cleaning. The Council also received proposal from Susan Lerch (site manager) to clean the carpet at total cost of \$2,300 annually. The Council approved Susan's proposal. **CARRIED**.
- **Nygard Signage** – Prompton (representing Commercial Owner) has written to Nygard a couple of times in the past weeks, but as of date, has not heard back any news regarding Nygard's signage installation. Nygard's response on May 5th, 2009 was that they are still working on the exterior signage design with the City. The Council looks forward to any and all updated news on the status of finalizing the permanent signs.

- **Commercial Visitor Parking Passes** – It was noted, that the Owner of the Commercial lots forming part of LMS 869 recently enquired if the Commercial section would be provided Guest Parking Passes for use in the P1 level Guest Parking area. Upon reviewing the Disclosure Statement, various documents, and understandings, it was determined the Commercial section would not be entitled to use any of the Guest Parking stalls currently allocated for use by the Residential section and thus Council would not be issuing parking passes for the same to the Commercial Owners . Further, the Council has directed and authorized Peter Cox to be liaison between Commercial section and the Strata Council.”.
- **Problematic Tenants** – As noted in April 2009 minutes, an Owner was given opportunity to respond at hearing at May 2009 Council meeting. The Property Manager reported that an Owner was contacted but did not attend the hearing scheduled for the May 2009 Council meeting. The Management and Council will be further monitoring all problematic tenants.
- **Commercial Garbage Disposal** – The Council reported that Strata Corporation will have no other option then start fining the commercial section for not disposing garbage properly as per the Bylaw 50.7. It was again observed household garbage, which should be compacted, was left in the second garbage room. This is going to attract rats to our building. Also, after countless emails asking Commercial Section to remove and recycle paper in the proper bins, they continue to leave paper products in garbage bin. The Strata Council will be closely monitoring the garbage room.
- **Maintenance Items –**
 - *Hallways* – The contractor reported carpet cleaning on 12th, 13th, 14th and 15th floor has been successfully completed, and all deficiencies are now resolved.
 - *Possible Water Ingress* – As noted in April 2009 minutes, an Owner submitted complaint regarding mould growth in their suite. It was noted that the mouldy areas are along windows but no leak through the windows was observed. Most likely the mould accumulated due to the fact that the past resident did not use the bathroom and kitchen fan as lots of moisture accumulated over the years in the suite which resulted in mould growth (water/moisture running down off the window frame/glass). It was also noted that heavy mould/stained carpet was in the areas under all windows, which indicated that the past resident perhaps did not close windows when it was raining. The Council directed the Property Manager to contact the Owner that the Council is going ahead with window inspection of several units in the fall 2009 so the questioned unit could be also inspected. It was further noted that the Owner can engage their own building inspector to try to find out the exact source of mould growth in their unit.
 - *Power Washing of the Outside Areas* – It was noted previously that the outside area is very dirty and green with mildew. It became worse when the gardeners put in new soil and they tried to clean it but it still looked bad, and then University Sprinklers tracked through the dirt. The contractor has offered to power wash areas at \$30.00 per hour. We have a power washer on site. The total cost would not exceed \$650.00. The Property Manager also obtained quotes to power wash the entire area in front of the building plus all concrete columns and the concrete wall along Cambie Street at total cost of \$6,000. The Property Manager is going to obtain additional quotes from Champion Cleaning.
 - *DVR Memory Expanding* –It was noted that although the memory upgrades for the DVR were passed by majority Council vote, Strata will be holding off purchasing the additional hard drives until we have better assessed the needs for retaining security records.
 - *Arborist's Report* – It was reported that the Douglas Fir tree behind the fountain is dying and should be removed. As approved by the Strata Council, the Property Manager provided letter to the Arborist, giving them permission to apply for a permit with the City to have it removed. It will most likely need to be replaced with another suitable tree which will be determined by the City when we obtain the permit. The Property Manager also provided 3 competitive quote for the tree removal. The Council approved quote from Paraspace Landscaping. The tree will be removed once the city permit has been received.
 - *Fountain Repairs* - It was noted that water is leaking from the Fountain due to faulty pump. The Council approved quote from Trotter & Morton for Fountain's pump repairs. The issue was also

communicated to Accent Realty, Property Management for 930 Cambie street as this is a shared expense.

- *Glass Canopy* – The Property Manager provide quotes for repairs of the damaged glass canopy. The Council postponed this project until future.
- *Logo Mat* – The Property Manager submitted quote and the art proof for two mats. A plain mat with no logo for the main doorway would cost \$184.90 and mat with logo would cost \$650.00. The Council requested more information. The Property Manager is going to follow up.

Garage Door Closing – It was noted that residents click on the garage gate while it is still moving. This can result in the motor/mechanism to be worn out faster and possible motor break and spring shaft. The Strata Council would like to ask people not to click on moving gate if possible and let gate fully close before clicking to open the gate.

NEW BUSINESS

- **Problematic Tenants** – Further to our numerous letters sent, tenants in one of units continued to cause nuisance and disturb other residents of the building. The tenants continued to be loud late at night and threw cigarette butts **out their window (s).** The Owner of this suite will be given opportunity to respond at hearing at AWM office. Please note that as per Strata Property Act Section 138, the Strata Corporation is allowed to give an Owner 1 month Notice to end Tenancy of their tenant for Cause.
- **Site Manager's Contract Review** – The Council discussed the renewal of the site manager's service contract. The Council is very happy with Susan's services and agreed to extend her contract for 5 years with option for annual renewal. CARRIED
- **Noise complaints** – It was noted that Susan's contract states that she'll deal with noise complaints. The Property Manager advised that AWM made the arrangements with their 24/7 answering service that when someone calls AWM's answering service regarding any noise bylaw violation after hours/late night (loud music, etc), the answering service will give out Susan's pager at 604-450-4501.
- **Installation Caretaker's Message Box** – The Council suggested installation of a Caretaker message box in the lobby. It might make things easier for Susan if tenants had a place to drop notes etc. for her. The Council assigned one of the mailboxes for "site manager mailbox".

- **Alcohol Consumption – Open Alcohol is not permitted anywhere on common property, including lobby, hallways, exercise areas and pool area, both front and back courtyards.**

COUNCIL

Tanja Boesche resigned from Council effective May 20th, 2009 due to other commitments. Council wishes to thank Tanja for all of her hard work on behalf of the Ownership over the past years.

Garbage Bags - When bringing garbage down to the garbage room for disposal, please ensure that garbage bags are sealed and wrapped up properly so that nothing spills or drips out onto the carpet or elevator floors.

SECURITY

All Owners/Residents are asked to:

- * **never leave keys or key fobs in their vehicle**
- * **report any lost or stolen keys to AWM immediately**
- * **not allow strangers into the building**
- * **meet delivery personnel at the front door**
- * **watch the garage gate close after driving in/away from the parking area**

CORRESPONDENCE

Several items of correspondence were reviewed and the Council has directed the Property Manager to respond to the letters, giving specific direction on the content of the replies.

Hardwood Floor Installation – An Owner submitted request to install hardwood flooring. The Council approved the request.

NOTICES

Suite Modification/ Insurance - Owners are reminded that they should have appropriate levels of “contents” and insurance coverage for their belongings and any improvements that have been done to the suite since originally built.

24-Hour Emergency: Residents are requested to contact the **AWM by calling 604-685-3227**

RENTALS: In accordance with the bylaws, all Owners renting their strata lots are reminded that it is mandatory to have an updated ***“Form K”, Notice of Tenants Responsibilities***, given to the corporation within 30 days of each new tenant moving into the strata lot. It is requested at this time that all tenanted strata lots provide an updated “Form K”. AS PER THE BYLAWS, IF AN UPDATED “FORM K” IS NOT FILED WITH AWM A FINE OF **\$200.00** WILL BE ISSUED TO THE STRATA LOT EACH MONTH. TO OBTAIN A “FORM K” PLEASE SEE WEB SITE: WWW.FIC.GOV.BC.CA .

Move/Delivery Procedures:

- The Resident must arrange in writing the elevator booking with the Property Manager or Site Manager 72 hours in advance of a move, and 24 hours in advance for a delivery.
- Residents are to contact the Property Manager or Site Manager for moves/deliveries to ensure that the elevator pads are erected.

ADJOURNMENT – There being no further business, the meeting was adjourned at 8:10 p.m. The next Council meeting – June 17th, 2009 @ 6:00PM – meeting room.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM– Alliance Real Estate Group Ltd.

General Inquiries: 604-639-2189

Email: paul@awmalliance.com

Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.