

# MINUTES OF STRATA COUNCIL MEETING

## Strata Plan LMS 869 – Pacific Place Landmark I

**Held: Wednesday, July 15th, 2009 @ 6:00 pm.**  
**The Meeting Room – 950 Cambie St, Vancouver**

### **ATTENDANCE**

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

Regrets: Riaz Kassam – Treasurer

The meeting was called to order @ 6:00 p.m. by Steve McVittie.

### **MINUTES OF THE LAST COUNCIL MEETING**

It was **MOVED, SECONDED AND APPROVED** the minutes from June 17th, 2009 as previously circulated.

### **FINANCIAL REPORT**

The financials statements for January, February, March, April, May and June 2009 were tabled, until the next meeting. It was noted that many invoices paid in 2009 were not accrued by Crosby Management and actually belongs to fiscal year 2008. The treasurer will be providing updates regarding Strata Corporation financial position at September 2009 meeting. CARRIED.

**Accounts Receivable** – The Property Manager reported that reminder notices were mailed to all Owners in arrears and that 36 owners will be receiving Lien warning letters as they are more than \$1,000.00 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 July 10<sup>th</sup>, 2009.

**MOTION CARRIED UNANIMOUSLY**

### **BUSINESS ARISING FROM THE MINUTES**

- **Problematic Tenants** – The Property Manager reported that two tenants were evicted for ongoing bylaw violations.

- **Legal** – As reported in June 2009 minutes, the Strata Corporation received a notice of small claim court from an Owner related to alleged non access to the Strata building and a Suite. The Strata Council directed Clark & Wilson lawyer to file a Reply to the Notice of Claim. The Property Manager reported that no response was received from the other party as of July 15<sup>th</sup>, 2009.
- **Summary of Council Liaison and Property Manager Meeting with Commercial Section Representatives** - The meeting was held on Monday, June 29<sup>th</sup>, 2009 at the 950 Cambie Street Meeting Room beginning at 11:00am, included a “walk through” of the parking areas, and lasted for about one hour. In attendance were Evelyn McNulty and Kim Love of Prompton Real Estate Services representing the Commercial section Owner, and Paul Kral and myself.

Council's letter dated June 28<sup>th</sup>, 2009 (re. Guest Parking Passes for the Commercial Section) was presented to Kim and Evelyn. It was accepted as clearly and concisely stating Council's position. Evelyn proposed an alternative to the original request for Passes. Strata Council representative also pointed out to Kim and Evelyn that the “reserved parking” signage on the 3 underground spots currently used exclusively by the Commercial section were inconsistent and that the signs should be installed in a manner that made them difficult to remove. Kim indicated that she would see to it that appropriate signs would be installed.

Other items discussed were:

Timing of the Power Washing of the Building Exterior. Everyone at the meeting seemed to agree this would best be done all at one time and between when the temporary Nygard sign is removed and before the permanent ones are installed.

Progress on Final Approval and Installation of Permanent Nygard Signage. Evelyn indicated she had no definitive information on progress but that she was “pushing the issue” with the appropriate people, understood our desire to have this issue advance, and sincerely appreciated our patience.

Additional HVAC Capacity for the Commercial Section. Evelyn and Kim raised the issue of the air conditioning capacity for the Commercial section. They indicated that it has been inadequate for some time and that they would likely be bringing a proposal for increased capacity to Council sometime in the future. The Property Manager responded that Council would require appropriate engineering reports as a part of any proposal.

It was further noted that all in attendance seemed to agree the atmosphere of our relationship is now very positive and we look forward to effectively working together.

The Council further agreed to give one visitor parking pass to the Owner of the commercial section.  
CARRIED.

- **Maintenance Items –**
  - *Fountain Repairs* - It was noted that the Fountain's pump leaks were repaired.
  - *Hot Water* – Several units complained regarding not getting enough hot water. Trotter & Morton (T & M) investigated this issue and reported that they would need to pull the heat exchanger unit apart and cleaned at a cost of \$2,900.00 plus GST. This work has been completed now and no further problems with hot water distribution were reported.
  - *Roof Vent Replacement* – The Council approved quote from the contractor to do this work at hourly rate of \$30.00.
  - *Spa* – It was noted that the leak in the Spa has been repaired. The total cost for the repairs were at \$2,802.00. As per Trotter & Morton maintenance agreement valves and there parts

and pieces are not covered under their contract but since Trotter & Morton has a good working relationship with the Strata, they were willing to split this bill with Strata and Strata portion was then at \$1,401.16 including GST. The portion of the amount of \$1,401.16 will be charged up to 930 Cambie.

- *Leak in P2* – Mountain Fire Ltd. found another section of the pipe leaking. The cost for the replacement would be at \$2,890.00. The Council tabled this item until September meeting.

**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**

- **Security** – The Council suggested that security during the 2010 Winter Olympics be contracted to a security company. Our current security company (Apple security) reported that they would charge at about double the hourly cost of security for the 3 weeks. The Council is going to arrange for further quotes.
- **Election of the Privacy Officer (Summary Provided to Council)** - Council has appointed Steve McVittie as the Privacy Officer in accordance with British Columbia's new Personal Information Protection Act (PIPA). The duties of a privacy officer are to:
  - Ensure all guidelines of the Act are followed
  - Respond to any requests by individuals for access to their personal information.
  - Review information requests made pursuant to other legislation (i.e. the Strata Property Act) that include personal information.
  - Handle any complaints from individuals.
  - Review procedures on a periodic basis.
- **M & H Report (Future Projects)** – The Council discussed the importance of being proactive and the need to have appropriate short and long-term maintenance plans in order to help maintain warranty rights, maximize the service life of the various building systems, and allocate appropriate funds to the operating budget and contingency reserve fund. Regular maintenance and budgeting for the future replacement of items with limited life expectancies will also help to minimize unexpected, large special assessments. Council plans to consider all current maintenance programs based on Morrison & Hersfield Report and their adequacy and the Long Term Capital Plan at future Council meetings.

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

**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.

An Owner submitted letter regarding reimbursement for the damaged carpet resulting from the leak dated October 2007. The Council requested more details. The Property Manager is going to follow up with the Owner.

An Owner submitted letter regarding malfunctioning window. The Property Manager is going to follow up with the Owner.

An Owner requested reimbursement for charges related to plumbing work. The Council tabled this item until September 2009 meeting.

## **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](http://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 8:30 p.m. The next Council meeting – September 16th, 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](mailto: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.**