



BRIGHTON COURT STRATA PLAN VR 2254

STRATA COUNCIL MEETING MINUTES
MONDAY, OCTOBER 22, 2012, 6:30 PM

COUNCIL PRESENT:

Janice Hansen
Diane Cote
Claude Bourgeois
Janis Ballantyne
Terry Wood

COUNCIL REGRETS:

Ric Langford
Mike Nugent

MANAGEMENT PRESENT:

Paul Kral, Senior Property Manager
Pacific Quorum Properties Inc.
pkral@pacificquorum.com / direct line: 604-638-1961

1) **CALL TO ORDER**

The meeting was called to order at 6:30 p.m.

2) **ADOPTION OF PREVIOUS COUNCIL MINUTES**

It was:

MOVED/SECONDED

To adopt the August 21, 2012 Council meeting minutes, as distributed.

CARRIED

3) **BUSINESS ARISING FROM THE MINUTES**

a) **Re-Piping Status Report**

The engineering company signed off on the re-piping of the building. It was further noted that the in-suite re-piping deficiencies are now complete. The engineering company released the final hold back to BMS Plumbing.

b) **Annual Fire Inspection**

Bartec completed the annual fire inspection.

c) **Exterior Building/Courtyard/Parkade Cleaning**

The Property Manager reported that the building's exterior siding, parkade and the courtyard washing was completed.

d) **Fire Department Key**

Fire Department confirmed that relocation of the cylinder is not required. The

Property Manager reported that Action Lock ordered the Fire Tube Head and delivered it to Fire Department.

e) **Fireplace Inspection**

The Property Manager reported that the Fireplace cleaning and servicing was completed in all suites on October 15, 2012.

4) **FINANCE**

a) **Financial Statement**

The August, 2012 financial statements were reviewed by the Council Treasurer and found to be in order.

It was:

MOVED/SECONDED

To approve the August, 2012 financial statements.

CARRIED

b) **Arrears**

The Property Manager reviewed the schedule of arrears with the Council members. The monthly strata fees are due on the first day of each month.

5) **RENTAL STATUS**

Rented Units: 103-202-305-309

Waiting List: 405-302-403-406

6) **CORRESPONDENCE**

a) **Storage Room**

An owner received a letter regarding items left in the storage room.

b) **Deck**

An owner received a letter regarding items hanging over the balcony railing and in the window.

c) **Glass Window**

An owner received a letter regarding items leaning up against their glass block window facing into the lobby.

d) **Common Areas**

An owner submitted a complaint regarding items left on common walkways. This matter will be further discussed at an upcoming Info/General meeting.

e) **Planter**

An owner submitted a letter regarding a planter in the lobby restricting Canada Post from accessing the postal lock. The planter has been removed.

7) NEW BUSINESS**a) Front Lobby Upgrade**

The Council discussed the proposed lobby upgrades. The design consultants proposed two recommendations which will be presented to the ownership for their consideration. The Council is moving ahead with the Info meeting. Notices regarding the info meeting will be distributed well in advance.

b) Janitorial Services

The strata Council received several complaints regarding the janitorial services. The Property Manager and the Council discussed the possibility of combining the janitorial services together with the parkade and courtyard washing. The Council agreed to further monitor the quality of janitorial work. The Property Manager is going to obtain a quote regarding the power washing of the parkade ramp.

c) Construction Work at 1401 Comox Street

It was noted that the Vancouver City Council has given the go ahead for the construction at 1401 Comox Street. The strata Council arranged for a meeting with Westbank Development on October 29, 2012 to discuss the construction procedures and timelines, including when they intend to remove the trees and the exterior lamps.

d) Snow Removal

It was agreed that Terry Wood will be monitoring the sidewalks, walkways, pre-salt and snow removal as required.

e) Items in Walkways

The strata Council is going to move forward with the Info meeting where the owners will have the opportunity to discuss what items will be allowed to be placed in the walkways. The Info meeting has been scheduled for some time at the end of November, 2012. Notices regarding the info meeting will be distributed well in advance. Further, the council is going to distribute notices, asking residents to identify all items belonging to owners by the placing of stickers and anything not claimed will be removed. It seems a lot of items have just been left by past owners that have moved out. The notices will be distributed well in advance.

f) Trees Removal

The Council discussed the Arborist's report related to the 5 cherry trees in front of the building and the one pine tree in the courtyard. It was noted that the cherry trees are diseased. The Council is proposing the removal of those trees. This matter will be discussed at an upcoming General Meeting.

g) Bylaws

The council discussed a review and updating of our bylaws and establishing a bylaw committee. Any owners who are interested in being involved in that committee please contact the property manager.

GARBURATORS:

Please be advised that the plumber reported that many suites have not been mindful and have been carelessly disposing grease down their garburators/drains causing blockages in the pipes. Please do not grind extremely fibrous materials such as corn husks, artichokes, etc. to avoid possible drain blockage or sewer backups. It is the responsibility of all residents to keep the costs down and by the proper use of garburators we can significantly reduce the floods/sewer backups in our building.

DO dispose of small amounts of fats and greases in your disposer. Be sure to have the disposer operating and use a strong flow of cold water. If you have a large amount of fat and grease, we suggest you place it in a container, allow it to solidify then dispose of it in the trash.

DO flush the disposer as a cleaning method. Allow the disposer and the cold water to run after grinding or after draining the sink of dishwasher. Some detergents are caustic; flushing will pass such material into the drain line without damaging the disposer.

DON'T use hot water when grinding food waste. However, hot water can be drained into the disposer between grinding periods.

DON'T turn off the motor or water until grinding is complete and only the motor and water sound is heard.

DON'T become alarmed if a brown discoloration appears on the face of the grinding disc. This is normal. It is surface discoloration only and will not affect the life or performance of the disposer.

DON'T grind extremely fibrous materials such as corn husks, artichokes, etc. to avoid possible drain blockage.

Objectionable odors coming from your disposer are usually from bits of food waste left inside the disposer as a result of insufficient water to flush the disposer. To clean, follow the instructions below.

Shut off the disposer. Lift the rubber splash baffle and use a scouring pad to clean the underside of the baffle. Then use the scouring pad to clean the inner/upper lip of the disposer body. Place the stopper in sink and fill half way with lukewarm water. Add baking soda and mix to form a solution. Turn on the disposer, remove stopper from sink, push the rubber splash baffle down slightly to release entrapped air. This will thoroughly flood the inside of the disposer to wash away particles loosened in the cleaning operation. The baking soda will then freshen the inside of the disposer.

RECYCLING:

Please ensure that you place all recycling into the recycle totes – not on the floor.

Please do not place any electronic items, organic waste, plastic bags, milk/juice cartons, plastic candy bags or Styrofoam into these totes.

Cut cardboard into small sections otherwise it will not be picked up for recycling.

Failure to place the correct items within these bins results in a delay in pickup and the recycling company will leave them on the floor.

8) **ADJOURNMENT**

There being no further business to discuss the meeting was adjourned at 8:30 p.m.

9) **NEXT MEETING**

The next council meeting has been scheduled for December 18, 2012.

ONLINE ACCESS TO YOUR STRATA CORPORATION

To access *PQ ONLINE* for Brighton Court:

- Go to: www.pacificquorum.com
- Under *PQ ONLINE LOGIN* enter:
 - Username: **brighton**
 - Password: **2254**

Once you have logged into *PQ ONLINE* for the first time, please go to “MY INFO” and sign-up for **email notification** of important notices, meeting minutes, etc., and update your contact details.

Submitted by:

Paul Kral, Senior Property Manager
PACIFIC QUORUM PROPERTIES INC.
430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845
Direct: 604-638-1961
Email: pkral@pacificquorum.com
Website: www.pacificquorum.com

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सबुती साडलगी बिबुत अरवे बिने बिसे बिग दए बिसेब अरबबई

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