

**MINUTES OF VR 1680 ("GRACE ESTATES") STRATA COUNCIL MEETING HELD ON
MONDAY, OCTOBER 15, 2012, 6:30PM AT 629 W27TH AVENUE**

Council in Attendance: Anne MacLellan President
Roger Cunningham Treasurer
Elaine Spilos Vice President
Dave Sawrey
Bob Nelson
Will Preston

Guest: Owner

Absent with Regret: Duncan Etches

Agent: Cindy Anderson, Strata Manager
ColyVan Pacific Real Estate Management Services Ltd.

CALL TO ORDER

The meeting was called to order by the Council President at 6:35 p.m.

APPROVAL OF AGENDA

Following discussion about amendments, it was **MOVED/SECONDED** to approve the Agenda as amended.

MOTION CARRIED

APPROVAL OF PREVIOUS MINUTES

It was **MOVED/SECONDED** to adopt the council meeting minutes of August 29, 2012 as circulated.

MOTION CARRIED

ADOPTION OF FINANCIAL STATEMENTS

Treasurer, Roger Cunningham gave a brief report on the Financial Statements up to and including August 31, 2012. All questions about the Financials have now been answered. Following discussion, the Treasurer recommended adoption of the Financial Statements up to and including August 31, 2012. Thereafter, it was **MOVED/SECONDED** to adopt the Financial Statements up to and including August 31, 2012.

MOTION CARRIED

The Strata Manager gave a brief summary of accounts receivable. A number of Owners appear to be behind in Special Levy payments. Council directed the Strata Manager to proceed with collection efforts as directed.

Important!

Owners are reminded that failure to pay strata fees and special levies when due compromises the strata corporation's ability to perform maintenance and repairs of common property. Please be sure to make payments on or before the due date.

REPORTS

Insurance Claims

The Council President, Anne MacLellan, gave a brief report on the status of the Sewer Backup Claim. Another payment of approximately \$3,000 has been received. Approximately \$4,000 remains outstanding. The release of final documents will continue to be withheld until all payments are received.

Depreciation Report

The Committee has begun the process of investigating qualified individuals to do the CRF Depreciation Report. A Request for Proposal was reviewed, that spells out the expectations of the consultant and strata responsibilities with respect to supplying relevant information.

BUSINESS ARISING FROM THE PREVIOUS MEETING

Contracts

All work is complete with the exception of the membrane project. Deficiencies and skylight damage done in the course of work are yet to be corrected. No leaks have been reported. Council President, Anne MacLellan has scheduled a meeting with EPS to coordinate correction of deficiencies and skylight damage. EPS advises that membrane will be ordered prior to commencement of work next year so progress delays will not be repeated.

Carport/ Garage Leak

Another report of carport /garage leaks has been received. Following investigation it was determined that leaks may be caused by clogged drainage. Two council members volunteered to clear the gutters. Discussion about a permanent solution was tabled to the next council meeting.

French Doors

The Council President, Anne MacLellan, advised that REP confirmed that they will complete the work on the French doors. However, they will no longer be able to continue to work for strata due to health reasons and a loss in a number of trained workers.

Tree Work, 26th

Vice President, Elaine Spilos, advised that the tree work on West 26th that was budgeted this year has taken place. Skirt lifting on one tree has left a large hole in a part of the cedar hedge on 26th Avenue. DR Maintenance will fill this area with a cedar hedge.

Moss Removal

Council President, Anne MacLellan, advised that Kelly Boy has been directed to clean gutters and downspouts on the north side of West 26th as this seems to be where the problems arise. They will also do some moss removal, up to a maximum cost of \$500.

BYLAW REPORT (hearing in camera) - None

CORRESPONDENCE (in camera)

Received:

- 1) Enterphone

Sent:

- 1) Arrears
- 2) Response to Request for Bylaw Exception
- 3) Enterphone
- 4) Apology

NEW BUSINESS

Enterphone

Council received a report about a malfunctioning Enterphone. Following discussion, Council agreed that further investigation on how to replacing the Enterphone systems strata-wide is required as the system is aging.

Sprinkler Winterization

The sprinkler system and all hose bibs will be winterized in November.

AGM & Budget

It was **MOVED/SECONDED** to form a budget committee.

MOTION CARRIED

Depreciation Report

The Strata Manager advised that a CRF Depreciation Report must be done by December 13, 2013, unless opted out by $\frac{3}{4}$ Vote Resolution at a general meeting. Funding for the Report falls within the definition of Contingency Reserve Fund Expenditure, given that the expense normally occurs less than once per year. Following discussion, it was **MOVED/SECONDED** to proceed with distribution of the Request for Proposal once complete and to include CRF Depreciation Report funding in the proposed 2013 Operating Budget.

MOTION CARRIED

Elevator Room

The burnt out plug on the heater has been repaired. A new heater has been purchased for the west side room.

Lighting

It was reported that the lights appear to not be working properly for the townhouse lane and one of the townhouse walk ways. They lane lights seem to be shutting off an hour early and the townhouse walk way lights do not appear to be working at all. Following discussion, it was agreed a light sensing control system should be investigated as a possible remedy for

the lane lighting and further investigation into the problem with the townhouse lights is required.

Drainage

Exterior drainage back-up and pooling was reported over the weekend. Council agreed to investigate solutions to the problem.

ADJOURNMENT & NEXT MEETING

There being no further business to conduct, the meeting adjourned at 8:40 p.m. The next Council Meeting is scheduled for: January 8, 2013

REMINDERS TO OWNERS

- a) Owners are reminded that, if back door faucet shut-offs exist within the strata lot, owners should turn off back door faucets from inside for the winter. *All* hoses should be disconnected from *all* hose bibs to prevent freezing. Note: owners will be charged back for damage related to frozen hose bibs where hoses remain attached.
- b) Owners are advised that the City of Vancouver "Food Scraps" program has been launched for single family dwelling units. This program does not currently include Grace Estates. Council is investigating when the program will be extended to multifamily complexes.
- c) Owners are reminded that, in consideration of their neighbors, construction work performed on strata lots should be done during business hours only.
- d) Owners are advised to ensure that their own homeowner's insurance policy adequately covers the strata insurance deductible as, in certain circumstances Strata may charge the strata insurance deductible amount back to an Owner. Betterments and improvements to strata lots are not covered by strata insurance and should also be covered by the strata lot Owner's insurance policy.
- e) Owners are reminded that the second installment of the (should be bold i.e., **Paint-Paint - Walkway Special Levy was due September 31st, 2012**). Owners must submit cheques to ColyVan Pacific, Suite 202-5704 Balsam Street, Vancouver, BC V6M 4B9, c/o Receivable, payable to VR 1680. For convenience, a copy of the approved Special Levy is attached to these Minutes.

ATTENTION

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either minutes or bylaws will be at the Owner's expense.