

Grace Estate Strata VR 1680
Minutes of the Meeting of the Strata Council

Held: December 6th, 2011 / Time: 6:30 PM / Place: 629-West 27th Street

Council in Attendance: Anne MacLellan, Alex Farac, Bob Nelson, Roger Cunningham, Will Preston, Elaine Spilos.

Guest: Dave Sawrey (Observer only)

Absent with Regret: Bob Johnstone

Agent: Ray Cousineau, (Interim) Property Manager
ColyVan Pacific Real Estate Management Services Ltd.

1) CALL TO ORDER

Call to order by Council President, Anne MacLellan at 6:34 p.m.

2) APPROVAL OF MINUTES

It was **MOVED/SECONDED** to approve the council meeting minutes of October 12, 2011 as circulated.

CARRIED

3) APPROVAL OF AGENDA

It was **MOVED/SECONDED** to approve the Agenda as circulated, with additions under New Business.

4) FINANCIAL REPORT

Up to and including October 2011 Financial Statement

It was **MOVED/SECONDED** to approve the Financial Statement.

CARRIED

5) BUSINESS ARISING/REVIEW OF PROJECTS

Insurance claims:

Ash Street Final Review

The agent has submitted the proof of loss to the council and awaits instructions to sign on behalf of the corporation. Council requested the agent provide the report that was previously requested on the status of outstanding insurance claims, including the amount claimed, timing and likelihood of the settlement and reserves, if any that should be made for uncollectible amounts including deductibles.

The agent agreed to provide this report within two weeks.

Gate Claim

Council reported the insurance claim for the damage to the fence/gate was paid, minus the deductible of \$5,000, and has decided to pursue a small claims action naming the City and/or the recycling contractor and possible the driver for the deductible. The Strata Corporation has two years to file the claim, and there is 6 months left in the limitation period.

Insurance Renewal

The Agent reported to Council that the Strata's insurance coverage, which is a Strata Property Act requirement, has been bound with CMW per the submitted proposal.

Chimney flashing work status

Council reported the work is progressing as weather permits, and is expected to be completed shortly.

Membrane work status

Council reported the work is almost complete on one of the Ash Street coach houses and the scaffolding has being removed. The new posts were noted to have a slightly thinner appearance; however, once they were checked by council they were found to be acceptable and when they are all changed out the appearance will be uniform.

Outstanding repairs

Repairs are required for damaged drywall and paint damaged by water ingress into two strata units, one due to a failed deck membrane. Quotations will be sought for repairs.

Window and Door Project

Council reports that in the event that funds remain in the Window and Door Project Fund at the end of the year, it will propose a resolution at the next AGM to continue to do additional doors next year from the remaining funds.

French Door replacement on Ash Street

Council reported one French door failed and will be replaced at a cost of approximately \$800.

West 26th

One townhouse had a leak near the kitchen which made it necessary to change the exterior door. Further restoration work will be needed in the kitchen area after the first of the year.

Carport repairs

Council reviewed quotations obtained as estimates for inclusion in next year's budget.

Paint Project contract signing

On Council's instructions, the agent has sent the signed Letter of Intent to the contractor.

Gutter Cleaning

Council reported the work is nearly complete.

Preliminary Budget/Project review

The council president, Anne MacLellan, presented a list of recommended projects for next year. The priorities are membrane replacement and exterior painting, as well as the possibility of removing some Cypress trees on West 26th street. Regarding the trees, the pruning, bracing and/or removal of trees will be discussed at the next AGM.

Council has formed a Budget Review committee, consisting of the President Anne McClellan, Treasurer Roger Cunningham, as well as members Bob Nelson and Elaine Spilos to prioritize, review and recommend projects for the current council to propose to owners in next year's budget.

6) CORRESPONDENCE

No Correspondence.

7) NEW BUSINESS

Welcome Manual

Council plans to update the new owners' procedures manual.

Management Agreement

Council requested that the Agent review the services contained in the Agency Agreement and advise if it includes full services or if not, what additional services are available. The agent agreed to reply to this within the next two weeks.

Change of Management Company

Ray Cousineau excused himself from the meeting and Council members met in camera. Council will continue with Colyvan, monitoring the present situation.

ADJOURNMENT

There being no further business to conduct, the meeting terminated at 8:30 p.m. The next Council Meeting is **TBA**.

REMINDERS TO OWNERS

- a) Driveway Gate Openers: Residents needing replacement remote gate openers are requested to contact Bob Nelson at **604-872-4786**.
- b) Resident are reminded the West End gate (Heather street) has a black button on the inside of the outer most post which allows you to exit the property.

**ATTENTION ALL OWNERS
RE: SNOW MELT**

**Snow melt will be put out at a number of alley carports.
It is to be used on the back alley.**

Make sure it is closed after use as it gets hard when wet.

**Owners who wish to put snow melt on their walkways and stairs please
purchase some for private use.**

Thank you.

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 and not the Strata Corporation's.