

MINUTES OF THE COUNCIL MEETING OF MARQUIS MANOR – STRATA PLAN VR 60

HELD: January 13th, 2009 at 7:00 PM in Council Room at 1950 West 8th
Avenue, Vancouver, B.C.

PRESENT: Jacqueline Bourque #308
Ken Lukas #316
Eileen Sullivan #214
Colin Priddle #310
Ranjit Soniasy #108

AGENT: Pacific Quorum Properties Inc.
Branka Pavlovic, 604 685 3828, ext.324
branka@pacificquorum.com

CALL TO ORDER

As the quorum requirement of the Strata Property Act was met, the meeting was called to order at 7:00 PM.

IN MEMORY OF MRS. HESSIE HEDGES

The Strata Council and the entire Strata Corporation of Marquis Manor received, with great sadness, the news that Mrs. HESSIE HEDGES, the President of the Strata Council, has recently passed away. Mrs. Hedges cared so much for the building and her neighbors, and had spent decades of her life trying to help improve and make life in Marquis Manor better for everybody within the building. She was an integral part of the building and, for many, a part of their family as well. The members of the Council are thankful for everything Mrs. Hedges had done. She will be sorely missed and always remembered. In her memory, the Strata Council has decided to name the Council Meeting Room as the,

MRS. HESSIE HEDGES ROOM

ADOPTION OF PREVIOUS MEETING MINUTES

It was **MOVED** (#214), **SECONDED** (#316) and **CARRIED** to approve the Minutes of the Council meeting held on November 25th, 2008 as distributed.

APPOINTMENT OF THE NEW PRESIDENT

Mr. Ken Lukas was appointed as a new President of the Strata Council

FINANCIAL STATEMENTS, September – November 2008

The Treasurer informed the Strata Council of her review of the financial statements for 2008. The Council expressed concern on the way the expenses were allocated and pointed out some errors in the statements. It was emphasized that the Strata Council will not approve any late payment charges incurred on any account payable items. A meeting between the Treasurer and the Accounting Manager will be held on January 15th, 2009 to discuss these concerns. The current Financial Statements have been tabled until the next Strata Council meeting.

BUSINESS AT HAND

a) **Building Envelope Inspection**

The Strata Council discussed the proposal for the building envelope repair that have been received from Rockport Property Services Ltd. Before a final decision can be made, The Council will obtain two additional quotes from other contractors.

b) **Key Cut Authorization**

The President and Treasurer have been authorized by the Strata Council to copy keys for the building.

c) **Hallway Ceiling Repair – Basement**

The repair to the ceiling in the basement has been completed to the Strata Council's satisfaction.

d) **Elevator Floor**

After careful reconsideration, the Members of the Council decided to amend their previous decision in replacing the carpet in the elevator with ceramic tiles. It has now been decided to install rubber flooring in lieu of the ceramic tiles.

e) **Balcony Railings**

The repair to the balcony railings in unit #202 have been completed to the Strata Council's satisfaction.

NEW BUSINESS

1. Annual General Meeting Preparation

The Annual General Meeting is scheduled for Tuesday, February 24th, 2009. It will take place in the lobby at 7:00 PM and registration will start at 6:45 PM.

TO OWNERS – Proxy Form

The Proxy Form will be mailed to the Owners together with the AGM documentation. If you are unable to attend the meeting, please give your Proxy Form to your neighbor or to a Council member in order to have your vote taken into consideration.

The Strata Council discussed the incurred expenses during 2008 year in the preparation of the budget for the next fiscal year. With the understanding that that several projects must be addressed to maintain the building integrity, the Council will propose several priorities and a Capital Maintenance Plan that will be realized in next five years. The repair of fascias, balconies, sealant applications and especially the repair and rain screen of the South West Corner will prove to be costly projects that will require extra funding. In order to complete some of the necessary repairs, the Council will propose slight increase of the monthly Strata Fees.

ADJOURNMENT

As there was no further business, the meeting was adjourned at 9:30 PM.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

430-1200 West 73rd Avenue

Vancouver, BC, V6P 6G5

Tel: 604 685 3828; Fax: 604 685 3845;

E-mail: branka@pacificquorum.com

www.pacificquorum.com

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*

MINUTES OF THE COUNCIL MEETING OF MARQUIS MANOR – STRATA PLAN VR 60

HELD: March 24th, 2009 at 7:00 PM in Council Room at 1950 West 8th
Avenue, Vancouver, B.C.

PRESENT: Michael Gaetz #304
Ken Lukas #316
Eileen Sullivan #214
Ranjit Soniasy #108
Robin Goodhew #111
Matthew Harriman #114

REGRETS: Jacqueline Bourque #308

AGENT: **Pacific Quorum Properties Inc.**
Branka Pavlovic, 604 685 3828, ext.324
branka@pacificquorum.com

CALL TO ORDER

As the quorum requirement of the Strata Property Act was met, the meeting was called to order at 7:00 PM.

APPOINTMENT OF OFFICERS

President: Michael Gaetz
Vice President: Robin Goodhew
Treasurer: Eileen Sullivan

ADOPTION OF PREVIOUS MEETING MINUTES

It was **MOVED** (#214), **SECONDED** (#304) and **CARRIED** to approve the Minutes of the Council meeting held on January 13, 2009 as distributed.

FINANCIAL STATEMENTS, December 2008 and January 2009

The Treasurer presented the review of Financial Statements for December 2008 and January 2009. Members of the Council expressed their concern and disappointment at the decrease of the bank interest rate and the increase of bank charges since the transfer of accounts to the Royal Bank. Concerns were noted regarding the allocation of expenses, insurance payments, credit for overdue payments fines and administration charges. It was noted that the collection of the strata fee payments after the Annual General Meeting was confusing and was not preformed in accordance with instructions in the Minutes.

The Owners of two units expressed their concern that their ledgers were amalgamated in error and correction is required. It was agreed that Financial Statements will be approved after satisfactory clarification is received from the Management Company.

BUSINESS AT HAND

a) **Elevator Floor**

The carpet flooring was removed from the elevator and the sub floor was treated with different cleaning products. A bleach solution treatment will be applied prior to the installment of a new rubber floor.

b) **Laundry Room Vents Cleaning**

The laundry room vents were extremely clogged and in order to clean them properly the ceiling had to be cut to provide access to the areas that required cleaning. The Strata decided that vents should be cleaned every 6-8 months. The members of the Strata Council will repair the ceiling to money.

c) **Roof Warranty**

The roof was repaired by Arbutus Roofing in 2000. The warranty expires next year and the member's of the Strata Council will perform an inspection of the roof to determine if there are any areas that require immediate attention.

d) **Hedge Trimming**

The trimming of hedges around the property will be conducted by De Silva landscapers.

NEW BUSINESS

1. **Block Watch Report**

The Strata Council discussed an incident that was reported by an Owner. The Police were informed that a person was seen late at night walking close to the building, and peering through the windows of the ground level units. All Owners/Residents are should be aware and take precautions when taking their dogs out for a walk in the evening.

2. **Drains Cleaning**

The Property Manager was instructed to arrange for the drains to be cleaned in the laundry room by Xpert Mechanical. The same company will repair the taps for both the hot and cold water.

3. **Fire Equipment Inspection**

The Vancouver Fire & Security proposal was accepted and the Strata Council decided that the annual fire equipment inspection will be performed in April 2009.

TO ALL OWNERS / RESIDENTS - FIRE EQUIPMENT INSPECTION

*It is mandatory to have all **in suite fire detection equipment** inspected at least once per year. A formal notice will be posted in the building two weeks prior to the inspection taking place. It will be the Owner's responsibility to ensure that access to the unit is provided. If you are not able to be present, please make arrangements with a friend, relative, neighbor or a member of the Strata Council to let the technician inspect the fire equipment in your suite.*

4. **Interphone Repair**

Three owners reported a malfunction of their interphones. A contractor will be called to check the system.

5. **Miscellaneous**

- a) **Garage gate openers** are available for \$50.00 each. The plastic casing is free. Contact Eileen, #214 if you require one.
- b) **A schedule of the coins from the laundry machines to be counted** is to be established
- c) **Janitorial supplies** will be bought for regular cleaning of the property.
- d) **The vacuum cleaner** has been repaired under the warranty agreement.
- e) **The delivery of junk mail** will be stopped for owners who do not want to receive them in their mail box. Please contact Robin, #111 to arrange.
- f) **A fob registration list update** will be undertaken and the co-operation from all residents would be appreciated.

FOB REGISTRATION UPDATE

All residents are asked to complete the attached form and provide the following information:

- 1. *Suite number*
- 2. *Name of Resident*
- 3. *Fob number*

Please look for a white label on your fob with a number on it. Leave your completed form in the Council Room.

If number is missing please contact Mike (#304) or Eileen (#214)

Due date: April 20, 2009

- g) **Spare keys.** There are still some keys in possession of the Strata Council that Owners gave to Mrs. Hedges.

SPARE KEYS

All owners are invited to check for any spare key that are in the possession of the Strata Council. Please contact Eileen #214.

The last day to retrieve keys is April 15, 2009.
After that day all remaining keys will be destroyed.

- h) **Vendors List** has been updated.
- i) **Authorization has been granted to Eileen and Ken** to cut the front door keys and deposit the laundry room money.
- j) **Council Meeting Minutes via email:** In order to reduce the cost of paper consumption and reduce our carbon imprint, you can elect to receive your Strata Council Minutes via email effective April 1st, 2009.

TO ALL RESIDENTS

*In order to receive your Minutes of the Strata Council meetings via e-mail, please send your e-mail address to Pacific Quorum Properties Inc at: **inga@pacificquorum.com***

Please quote:

Marquis Manor – VR 60 email list

ADJOURNMENT

As there was no further business, the meeting was adjourned at 9:20 PM.

NEXT MEETING

The next Strata Council meeting is scheduled for Tuesday, April 21, 2009 at 7:00.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

430-1200 West 73rd Avenue

Vancouver, BC, V6P 6G5

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MINUTES OF THE COUNCIL MEETING OF MARQUIS MANOR – STRATA PLAN VR 60

HELD: May 19, 2009 at 7:00 PM in Council Room at 1950 West 8th Avenue, Vancouver, B.C.

PRESENT:	Michael Gaetz	#304	Eileen Sullivan	#214
	Ranjit Soniasy	#108	Robin Goodhew	#111
	Matthew Harriman	#114	Jacqueline Bourque	#308

REGRETS: Ken Lukas #316

AGENT: Pacific Quorum Properties Inc.
Sylvien Mak, 604 685 3828, ext.324
sylvien@pacificquorum.com

1. CALL TO ORDER

As the quorum requirement of the Strata Property Act was met, the meeting was called to order at 6:52 PM.

2. INTRODUCTION OF NEW STRATA MANAGER

Sylvien Mak introduced herself as the new Strata Manager from Pacific Quorum for Marquis Manor. Owners can contact Sylvien regarding building issues at Marquis Manor.

3. ADOPTION OF PREVIOUS MEETING MINUTES

It was **MOVED** (Mike), **SECONDED** (Eileen) and **CARRIED** to approve the Minutes of the Council meeting held on March 24, 2009 as distributed.

4. FINANCIAL STATEMENTS

The Treasurer presented the review of Financial Statements for December 2008 and January, February and March 2009. The Treasurer had a few questions regarding these financial statements and has asked Sylvien Mak the questions. Sylvien Mak will ask the Accountant at Pacific Quorum. Otherwise, the Treasurer was comfortable and satisfied with the financial statements. It was **MOVED** (Mike), **SECONDED** (Eileen) and **CARRIED** to approve the Financial Statements for December 2008 and January, February and March 2009.

a) Arrears

The Council has reviewed all arrears. There has been a mix up for two units and Sylvien Mak will investigate. The Council has directed Pacific Quorum to send payment reminder letters to the owner of the four (4) strata lots in question.

b) Laundry Income

The Treasurer gave a money order for laundry income to Sylvien Mak to be deposited to the Strata's Laundry Income account.

5. BUSINESS AT HAND

a) Elevator Floor

The elevator floor has been replaced to Council's satisfaction by Creative Flooring.

b) Laundry Room Vents Cleaning

The Laundry Room vents have been cleaned to Council's satisfaction.

c) Roof Warranty

The roof was replaced by Arbutus Roofing in 2000. Arbutus Roofing has been repairing the roof when necessary. The last repair was in September 2008. There is no issue at this time.

d) Hedge Trimming

Silva landscaping has trimmed the hedges to Council's satisfaction. The Council noticed that there are some branches over the front sidewalk area at the West end of building. The Council will inform Silva Landscaping to trim these branches away from the sidewalk.

e) Fire Inspection

The Council thanks owners/residents for their cooperation. The Annual Fire Inspection first round has been finished. However we had no access to one unit and another unit requires added work done, plus a few deficiencies to the common areas still need to be addressed by Vancouver Fire Inspection. The Council has directed Pacific Quorum to obtain the Deficiency List and arrange with Vancouver for another visit. The two units noted above that require a 2nd visit to complete the Annual Fire Inspection test approval, will be charged for their second visits. Notice will be sent to the Owners of these two units to provide access for the re-inspection of their smoke alarms for the safety of all the owners/residents of the building.

f) Enterphone Repair

Three owners have reported malfunctioning of their enterphones. The Council has directed Pacific Quorum to contact Allied Access Systems to address the problem.

6. NEW BUSINESS

a) Cable reception issue

An owner on the third floor complained that they did not have cable reception since August 2008. This problem was reported to Pacific Quorum previously and the issue has not yet been resolved. After careful investigation, a Shaw Cable technician indicated that the cable line may have been severed in the unit below during renovations last year. The Council has directed Pacific Quorum to work with the two owners to ensure the repair of the cable line is completed in a timely manner for the affected owner.

b) Mould reported inside a unit on the first floor

A representative of the owner on the first floor reported mould on the wall at the corner of the hallway by the kitchen. The Council and Strata Manager inspected the unit on May 19, 2009, and found the wall around the mould area was dry to the touch. There is no piping around that area and there is no mould found in the next door unit sharing this wall. The Council and Strata Manager has inspected the building drawings, and noted that there was no piping or drain in that area.

Council noted that there was a history of garbage issues with the previous owner in the unit and was the probable cause of the mould on the wall stipulated. The Strata Manager has reported the findings to the owner's representative for immediate attention.

c) Water stain on the ceiling around the dining light

It was reported to the Council that there had been a minor water leak from a second floor unit to the first floor unit directly below. A Council member and the Strata Manager inspected the ceiling water stain from the leak. The Strata Manager at Pacific Quorum will contact the representative of the owner of the unit on the second floor.

