

Minutes of STRATA Council Meeting
The HUB: Strata Plan BCS 1106

Date: August 29, 2006
Place: Rooftop Deck
Time: 7:30pm

Present: Wesley Yung, Jessica Chen, Angie Hubbard, Tara Sheppard, Dennis Kneebone, Jonathan Schwartz, Shawn Smith

Regrets: none

Agenda:

- Review of the gas/hydro consumption investigation
 - Review common area deficiencies
 - Review landscaping and maintenance tasks
 - Review of security tasks
 - Discuss property management search
 - Review Bylaw Violations
 - New Business
-

Approval of Council Meeting Minutes:

It was Moved/second that the last council meeting minutes (July 24th) be approved as distributed...**Motion Carried.**

Report on Litigation:

To the best of our knowledge there is no litigation to report.

Current Projects:

Review of gas/hydro consumption investigation:

Completed Items:

- Gas consumption for the past month is very low. Strata will continue to monitor.
- Air conditioning units are not using residential power or gas.

Deferred Items:

- Individual water metering will be tabled at a later date

Review of common area deficiencies

Garage Heat and Air Conditioner Units

Strata continues to investigate this issue and has engaged a city inspector who has taken a preliminary look at the building. The developer has claimed that the air conditioning units were intentionally installed to blow hot air towards the wall. Strata will be

contacting Hydra (property manager for the commercial units) to analyze the contract for the installation of the air conditioning units to determine if a deficiency exists with regards to such units.

The heat in the garage has been improving since the drilling of holes into our security lexan. Strata discussed the risk/rewards of removing the lexan entirely or continuing to drill holes in hopes of reducing the garage temperature further.

It was moved to completely remove the lexan on the window next to the man-door by the main gate. This window already has wire mesh behind it and will provide additional ventilation to the garage. **The motion was carried.**

Action Items:

- Jessica to contact Hydra with regards to the invoicing of the air conditioning units
- Wesley And Shawn to continue drilling holes into the lexan on the main gate.
- Wesley and Shawn to remove the lexan on the window beside the man-gate next to the main gate.
- Once sufficient ventilation is achieved, Wesley will tender a quote on installing a temperature control to the garage which will activate the outtake fans to evacuate hot air when the temperature reaches a limit.

Review of Building Deficiencies

Strata has contacted a city inspector to analyze building related deficiencies to expedite developer action.

Ongoing Items:

- Strata continues to track the progress of the building roof warranty. RCABC (The BC Roofers Association) is reviewing the dispute between the roofing company (Chilliwack Roofers) and the developer. During this dispute resolution, RCABC will assume the warranty coverage previously rescinded by Chilliwack roofing.
- Window washing continues to be delayed due to a lack of roof hooks for the cleaners. One company has confirmed that tenting of the electrical posts is not necessary and has tendered a quote to Strata to clean all external windows of the building. Strata will tender quotes for installing roofing hooks. Strata is also considering the option of a suite-by-suite cleaning, however this presents significant logistical issues.

Completed Items:

- Strata has tendered a quote for installing a vent to the storage on P2 and has moved to fix the vent and claim the deficiency later. **Motion was carried.**
- Quote for converting bicycle room to storage has been tendered.
- Quote for repainting the interior of the building has been tendered.
- Garage door being installed backwards cannot be remedied as the plumbing on the residential side prevents the installation of a garage door opener.

Deferred Items:

- Hose bibs are considered winterization, strata will be shutting off the sprinkler system in the winter to prevent pipes bursting, however the commercial units may be affected. Quotes will be tendered for winterization of the hose bibs.
- Investigation of whether the water leak in unit #410 was a result of developer deficiency will be tabled for the next property manager to take care of.
- The bike locker cage repair to be deferred pending further investigation of conversion to locker

Action Items:

- Shawn to tender a quote for installing rooftop hooks for window washers.

Review landscaping and maintenance tasks:

Strata has been waiting for the collection of outstanding strata fees before moving forward on maintenance tasks.

The trees along the sidewalk by the building are handled by the City of the Vancouver, however the city has not maintained the grass or trees.

Strata is reviewing the building janitorial contract with CLD

The man-gate next to the main gate shows signs of tampering and may need to be replaced. Strata will continue to monitor this door.

Deferred items:

- Janitorial Logs will be deferred until we establish a new contract
- Handyman search for general work around the building (deferred until end of October)

Completed Items:

- Strata now has all keys for our building from CLD
- Strata has a quote tendered for the three patio gates plus the hydro gates and filed a claim to Willis Insurance for the gate replacement. It was moved to replace the three patio gates and the hydro gate. **Motion was carried.**
- It was further moved that the strata corporation will install the hydro gate with a lock, but will leave the securing of the individual unit gates to their respective owners. Owners are advised that strata will not cover further theft of these patio gates and encourages owners to secure them. **Motion was carried.**

Action items:

- Jonathan will tender quotes and meet with other cleaning companies.
- Angie will also ask CLD to pressure wash our parkade as part of our contract. If CLD is willing to do this, Strata has authorized her to move ahead with the cleaning.
- Tara to call the city with regards to trees and grass not being taken care of on city property.

Review of security tasks:

Ongoing Items:

- Strata has run a security audit of all the FOBs and clickers and discovered that the clicker/fob combo units do not have a written code for the FOB (the code on the back of the clicker is the clicker code only). As a result strata has moved to run an actual security audit where each owner swipes their fob and registers it with our system. A security audit notice will be posted with dates and times. Residents who cannot make these dates and times will be given a contact number to arrange another mutually acceptable time. **Motion was carried.**

Completed items:

- Audit list acquired and analyzed
- Citilock contract is month to month and can be terminated with no notice.
- Total list of trades people FOBs attained
- Owner FOB list acquired
- HUB security audit log acquired

Deferred items:

- Elevator FOB access to be deferred until we locate a new FOB security manager

Action items:

- Strata to add to list of items for new property management
 - o Security Contract
 - o Cleaning Contract
- Man door from outside to P1 by the main gate will be monitored for tampering
- Jonathan and Wesley to run a security audit test case to ensure strata can in fact log the codes for clicker/fob combos in an audit scenario.

Property management search

Ongoing items:

- Willis is being advised on all correspondence between strata and the developer.

Completed items:

- The property management committee has tendered several quotes.
- The strata council will entertain presentations from 3 companies on the following dates and times:
 - o Thursday, August 31st, 2006 @ 6:00pm
 - o Thursday, August 31st, 2006 @ 7:00pm
 - o Friday, Sept 1st, 2006 @ 6:00pm (tentative – pending availability of council)

Deferred:

- A final request to Crosby for reimbursement will be deferred until the new property manager is installed.

- Strata will be filing a complaint to the BBB regarding their poor service on behalf of the strata corporation after the new property manager engages Crosby on reimbursement.
- Advice from a lawyer to be deferred until the new property manager is installed.

Proposed Bylaws and Rule Violations:

Ongoing items:

- Units with bamboo mats have been fined, however the bamboo mats have not been removed.

Action items:

- Strata will begin fining cars which are leaking oil into the parkade.
- Strata will begin fining garbage in parkade spots as well as usage of bike lockers as storage starting beginning of October.
- Car in Parkade (P1) left without insurance will be fined (it is BC law that all vehicles without insurance must be kept on private land or proper storage insurance purchased – the parkade is common property).
- Jessica to purchase a blank sign for rooftop patio rules

Strata welcomes discussion or disputes over fines regarding Bylaw and Rule violations. Owners are encouraged to request a seating at the next strata meeting to present their case and assist in finding a mutually acceptable compromise.

New Business:

Unpaid Levy

- There are thirteen (13) owners who have not paid the levy and strata fee increase
 - o These owners have been sent a final letter, but a fine will be assessed for further failure of payment.

WAVES Patio Violation

- More patio tables and chairs have begun pop up on the aggregate by the front door. The aggregate has become worn further due to the use of chairs and tables.
- Wes to talk to the WAVE owner about fixing the aggregate and trading a security camera in the parkade for use of our “patio” region around the front door.

Owner Concerns

- One owner complaint regarding an extended party over the past weekend (regarding noise). Strata has advised of the proper procedure to take.
- One owner complaint regarding bicycles and strollers left in the hallway causing damage to the walls. Owners are asked to keep items out of the hallways as they present a fire hazard risk and damage the internal walls.

The Strata council would like to remind residents that we all share the limited common property of this building and as such we need to be respectful and considerate of each

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other. In addition to this, the council would also like to remind residents that although bikes have been allowed into suites, it is paramount that they are not left in the hallways as they do indeed cause damage to the interior walls.

Next Meeting Dates:

TBA

It was moved that the meeting adjourn at 10:00pm