

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN BCS40 – “MAYFAIR PLACE”
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held Wednesday, March 9, 2011

PRESENT: Darren Miller
Beth Molitor
George McKillop
Walter Christensen
Esther Leung

REGRETS: Murray MacKinnon
Albert Chan

STRATA AGENT: Karen Steed-Wiercinski, Strata Agent, Ascent Real Estate Management Corp.

CALL TO ORDER

The meeting was called to order at 7:31 p.m.

APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES

It **MOVED, SECONDED, and CARRIED** to approve the Minutes of the December 15, 2010 strata council meeting as previously distributed.

APPOINT COUNCIL EXECUTIVE AND COMMITTEE LIAISONS

Council and Committee positions were appointed as follows:

Darren Miller	President & Formal Garden Committee Member
Murray MacKinnon	Vice President & Building Committee Member
Beth Molitor	Secretary
Walter Christensen	Building Committee Member
George McKillop	Member at Large

The appointment of this Treasurer position was deferred to next meeting.

BUILDING MANAGER’S REPORT

The Building Manager’s report was reviewed in detail.

FINANCE

1. **Financial Statements:** Council reviewed financial statements, noting the 2009-2010 fiscal year ended in a surplus position. It was **MOVED, SECONDED and CARRIED** to approve the October through December 2010 and January 2011 financial statements.
2. **Accounts Receivable:** Council reviewed the balances of those in arrears.

BUSINESS ARISING

1. **Building Committee Report:** Beth Molitor provided council a written report which was reviewed by council and is summarized as follows:
 - Levelton has completed approximately 75% of the repair drawings and instruction documents. Once complete, they will be put to tender to pre-screened contractors. Levelton and the Building Committee will choose the winning bid.
 - With Levelton being on schedule with the completion of the instruction documents expected to be at the end of March, tendering and bidding is likely to take place in April and May, and work commencing at the ideal time during warm dry summer weather.
 - Levelton has reviewed the approved schedule of repairs in detail with council, explaining the problem areas.

It was **MOVED, SECONDED, and CARRIED** to approve the Building Committee Report.
2. **Formal Gardens Committee Report:** No report.
3. **SL 229 Unauthorized Rental:** The owner in question reported to the resident manager that a tenant would be moving into the suite. The owner was advised council approval was required. The owner proceeded to allow the tenant to move in. Council directed the agent to proceed with the \$200 penalties every seven days.
4. **SL 72/78 Piano Noise Complaint:** The strata agent was requested to write both parties and advise that council imposes acceptable piano playing times will be not before 10:00 a.m. and must cease by 8:00 p.m. Alternatively, the owners will be encouraged to employ the voluntary dispute resolution as set out in the bylaws.
5. **Caretaker Wages:** Further discussion regarding an increase in the caretaker's wages was tabled to the next meeting.
6. **Assistant Manager's Move:** The strata agent advised that a suite has been sourced to rent for the Assistant Manager and the move will take place on May 1, 2011. Notice to vacate has been issued on the suite he currently resides in as the suite is presently listed for sale. It was **MOVED, SECONDED, and CARRIED** to approve paying for the utility transfer and move costs.
7. **Steam Room Repairs:** It was **MOVED, SECONDED, and CARRIED** to approve the re-grouting of the balance of the rooms for an expense of \$3,000 to \$4,600.

CORRESPONDENCE

1. **Noise Complaint:** Council requested the strata agent send a bylaw infraction letter to the owner responsible for the noise complaint.
2. **Guests Utilizing Amenities Unaccompanied:** The owner wrote in response to receiving a bylaw infraction letter for allowing guests to utilize the amenities without being accompanied by an owner. The owner clarified that due to his travel his relatives check on his suite and retrieve his mail. They have since been advised they cannot use the amenities.

3. **Vehicle Break & Enter:** Council acknowledged the owner's concerns regarding thieves gaining access to the building and breaking into vehicles.
4. **Web Site:** An owner volunteered to assist with the revamping of the web site. Further discussion of the matter was tabled to the next meeting.
5. **Dogs/Storage on Balconies:** The owner expressed concern regarding dog waste being left on common area and storage on balconies. The resident manager will be requested to conduct a visual inspection and compile a list of those units with items stored on their balconies.

Owners are reminded of the following bylaws concerning storage and pet waste:

4.23 Use a balcony or patio for the storage of domestic furniture, appliances, bicycles, or similar personal articles, except for outdoor furnishings, such as patio chairs, tables, and umbrellas and items not visible from the outside of the building.

9.3 An Owner of a pet shall not permit the pet to urinate or defecate on the Common Property or Limited Common Property, and if any pet does urinate or defecate on Common Property or Limited Common Property, the Owner shall immediately and completely remove all of the pet's waste from the Common Property or Limited Common Property and dispose of it in a waste container or some other sanitary means.

6. **SL 206 Cigarette Butts:** The owner wrote to advise he found a cigarette butt on his balcony.

No items may be discarded out of windows and doors as per the following bylaw:

*4. Use of Property
A Resident or Guest must NOT:*

4.16 Shake any mops or dusters of any kind, or throw any refuse out of the windows or doors of the balcony.

7. **Dryer Vent Cleaning/Ceiling Damages:** The owner wrote to advise that upon finding a ceiling stain, she dispatched the cleaning of the dryer vent and had a booster fan installed. The owner requested reimbursement. Discussion of was deferred to the next meeting.
8. **Noise Disturbances/Confronting Neighbours:** The owner wrote to object to the bylaw amendment addressed at the AGM. Council acknowledged the owner's comments.
9. **Noise Complaint:** Council requested the strata agent advise the owner responsible for the noise issues of the need to reduce noise transference.
10. **SL 101 Emergencies/Utility Shut-Downs:** The owner wrote to inquire if the resident managers are knowledgeable regarding the procedure to shut down the utilities in the event of an earthquake or other major emergency. Beth volunteered to confirm with the resident managers.

NEW BUSINESS

1. **Valley All-Door Garage Door Preventive Maintenance Proposal:** It was **MOVED, SECONDED,** and **CARRIED** to approve the garage door preventive maintenance proposal.
2. **Air-Vac Dryer Vent Cleaning Quote:** It was **MOVED, SECONDED,** and **CARRIED** to schedule the cleaning of the dryer vents.
3. **Latham's Preventive Maintenance Contract Increase:** Council was advised of a \$100 per year increase in the contract price.
4. **Installation of Water Shut-off Isolation Valve:** The strata agent will obtain a price for the installation from Latham's.
5. **Touch-Up Painting:** Touch painting is necessary, particularly on the P1 level of both buildings due to heavy traffic to the garbage rooms. The strata agent will speak with the resident managers.

ADJOURNMENT/NEXT MEETING

There being no further business, the meeting was adjourned at 8:45 p.m.

The next meeting will be held on Wednesday, April 20, 2011.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40

Karen Steed-Wiercinski
Strata Agent

Email Address: karen@ascentpm.com
Direct Number: 604-293-2445
After Hours Emergency: 604-293-2459

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws. The website may be accessed at: <http://www.mayfairplace.org>

ID: Your tower street address (i.e. 4 digits) PW: Your tower postal code (i.e. 6 digits/letters no space or dash)

*Ascent Real Estate Management Corporation 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax 604-431-1818 E-Mail: ascent@ascentpm.com Web-Site: www.ascentpm.com*