
MINUTES OF STRATA COUNCIL MEETING
TAPESTRY- Strata Plan BCS 2645
FEBRUARY 16, 2011

Held at 6:30 p.m. in the Amenity Room

<u>PRESENT:</u>	Wendy Donaldson	- Strata Council President
	Cynthia Tomlin	- Strata Council Vice-President
	John Kim	- Strata Council Secretary
	Kevin Ma	- Strata Council Treasurer
	Alan Ip	- Strata Council Member
	Michael Taylor	- Strata Council Member
	Mira Petrovic	- Property Manager Gateway Property Management
<u>REGRETS:</u>	Tom Grant	- Strata Council Member VCH

CALL TO ORDER

The meeting was called to order at 6:30 P.M.

GUESTS: The owner and tenants of a unit on the first floor of the Avenue building attended at the beginning of the Strata Council meeting in connection with a letter they received from the Gateway Property Management on behalf of the Strata Corporation. Council thanked the owner and tenants for attending and addressing the issue of the alleged damage to the lobby tiles while moving bins to their storage locker. The Strata Council reviewed all aspects of this matter and ultimately agreed that no fine would be charged.

RESIDENT MANAGER REPORT

The Resident Manager updated the Strata Council on the main issues in the building, including but not limited to:

- Lock repairs;
- Light fixtures;
- Garbage room fans;
- Lounge ventilation;
- Annual fire inspection;
- Meters – checked by the City of Vancouver; and
- Snow removal.

APPROVAL OF THE MINUTES OF THE STRATA COUNCIL MEETING HELD ON DECEMBER 15, 2010

It was noted that there was an error in the Minutes of the council meeting held on December 15, 2010, under New Business, section Building Maintenance and Cleaning. Corrected sentence states as follows: "...to approve additional 15 (fifteen) hours per week for the cleaning personnel." It was also noted that there was an omission under New Business, section Resident Caretaker. Corrected sentence states as follows: "The Resident Caretaker requested

one more week of paid vacation for the year 2011 and thereafter". It was moved, seconded and **unanimously carried** to approve the above noted minutes as amended.

BUSINESS ARISING:

Maintenance Review: General Contractor, Rick MacDonald, was requested to assess the building's maintenance manual and to provide a proposal with recommendations on how to address various maintenance items. Rick MacDonald provided a quote to carry out this review work which was presented to the Strata Council. It was moved, seconded and **unanimously carried** to approve the expenditure that included reviewing the Morrison Hershfield maintenance plans, on-site visits in order to inspect several items and the submission of an estimate with a cost breakdown. It was also suggested that a proposal be forwarded to the Strata Council prior the next fiscal year budget being closed.

Review of the Owner's Questionnaire: The Property Manager (PM) has conducted a cursory review of the Owner's Questionnaire. At this stage nothing of significant consequence was noted, a further detailed review should be conducted.

Lock Repairs and Upgrades: The doors in the Avenue building lobby which were previously locked (following recent upgrades) will now be unlocked due to a key safety concern that was noted by several owners from the first floor.

Roof Maintenance: Design Roofing provided an inspection report and an estimate for completion of the roof maintenance. The Strata Council requested clarification from the PM regarding the green roof maintenance specification. Strata Council also requested clarification on the details of the proposed pricing.

Annual Fire Inspection: The Annual Fire Inspection was completed from January 24 to 28, 2011. The report from Vancouver Fire has not yet been received.

Repair/Painting of Damaged Residents Doors: Numerous units were requested to conduct repair and painting of their doors/trims due to various damages observed. The majority of the units have complied with the deadline, however seven units remain outstanding. Council is extending the deadline for an additional two weeks due to the misfiling of the Tapestry paint codes at the paint vendor. PM has obtained a quote from Remdal for the painting of the outstanding doors. The quote provided was based on a minimum of four doors. At this stage three of the seven outstanding units have agreed to proceed with Remdal. Any other outstanding unit owners who are interested in proceeding with Remdal should contact the PM.

Sanding of the Courtyard: The PM provided a second quote from Nuwest Contracting for the maintenance and sanding of the courtyard pavers. It was moved, seconded and **unanimously carried** to approve the above quote and to schedule as soon as the weather permits.

Pressure Washing: PM provided two quotes for the pressure washing of the building exterior from Skywalker Highrise and Westcoast Cleaners. The scope of work needs to be consistent between both companies. The PM will adjust the scopes accordingly and seek revised estimates.

CORRESPONDENCE

Letter #1 - A letter was sent to the resident of a unit on the first floor of the Avenue building regarding sinking pavers on their patio. A quote for this repair will be obtained in the near future.

Letter #2, #3 and #5 - Letters were received from owners of units on the first floor of the Avenue building regarding the locking of the two lobby doors. This was addressed under Business Arising.

Letter #4 - Related to the issues addressed under Guest in these minutes.

Letter #6 – A letter was sent to the resident of a unit on the second floor of the Avenue building regarding an incident with a pet. The Strata Council discussed the issue however no decision was made with respect to a fine as the matter had just been reported. Tabled until next meeting.

Letter #7 – A letter was sent to the resident of a unit on the second floor of the Avenue building regarding a visitor parking violation. The resident has been advised that if any further parking violations occur, their vehicles may be towed at the owner's expense and a fine levied against their strata lot.

Letter #8 – A letter was received from the owner of a unit on the third floor of the Avenue building with regards to building security. The PM will seek an inspection and report from Action Lock and Cobra Security.

Letter #9 – A letter of Bylaw infraction was issued to the owner of a unit on the third floor of the Avenue building for an open house violation and signage posting. The Strata Council reviewed the response letter from the owner. It was however decided by the Strata Council to issue only a \$50 fine.

Letter #10 – The chargeback letter was sent to the owner of a unit on the third floor Avenue building regarding the damages on the courtyard stair railings caused by a truck that was rented by this owner.

Letter #11 - A letter of Bylaw infraction was issued to the owner of a unit on the forth floor of the Avenue building for an open house signage posting. The Strata Council reviewed the response letter from the owner. It was decided by the Strata Council to issue only a warning at this time.

Letter #12 - A letter was sent to the resident of a unit on the fourth floor of the Avenue building regarding a visitor parking violation. The resident has been advised that if any further parking violations occur, their vehicles may be towed at the owner's expense and a fine levied against their strata lot.

Letter #13 – A letter was received from the owner of a unit on the fifth floor of the Avenue building concerning noise disturbances occurring early mornings or in the evenings. The letter will be sent to the unit where the noise is allegedly coming from.

Letter #14 – A letter was sent to the resident of a unit on the sixth floor of the Avenue building regarding not waiting for the gate to close. The Strata Council decided that no fine, only a warning will be issued at this time.

Letter #15 – A letter was received from the owner of a unit on the sixth floor of the Avenue building regarding parkade security. The Strata Council wished to thank the owner for the suggested security strategies. The response letter will be sent to this owner on behalf of the Strata Corporation.

Letter #16 – A letter was sent to the resident of a unit on the first floor of the Heather building regarding not waiting for the gate to close. The Strata Council reviewed the response letter from the owner. It was further decided that no fine, only a warning will be issued at this time.

Letter #17 – A response letter was received from the owner of a unit on the first floor of the Heather building regarding the special assessment to fix the rattling noise in their unit. The response stated that this owner did not wish to proceed with a presentation of a Special Resolution at the upcoming Annual General Meeting since the quality of the rattling noise has changed. The owner also reserved the right to inform the strata if the noise changed and became disruptive to their quality of living.

Letter #18 – A response letter was received from the owner of a unit on the fifth floor of the Heather building regarding an alleged parking gate violation. The Strata Council requested from the PM to provide the complete file on this issue and any pertaining correspondence via email for further review.

Letter #19 – A response letter was received from the owner of a unit on the sixth floor of the Heather building concerning a letter of alleged noise emanating from their unit. The Strata Council also reviewed the follow up letter from the owner who had filed a complaint. The Strata Council will respond in writing to both parties.

Letter #20 – A letter was sent to the owner in the Heather building regarding pet related correspondence and concerns.

Letter #21 – A letter was sent to the owner of a unit of the eighth floor of the Heather building to advise a fine remains outstanding that was issued regarding a bylaw infraction which occurred in May 2010.

Letter #22 - A letter was sent to the resident of a unit on the eighth floor of the Heather building regarding a visitor parking violation. The resident has been advised that if any further parking violations occur, their vehicles may be towed at the owner's expense and a fine levied against their strata lot.

Letter #23 - A letter was sent to the resident of a unit on the tenth floor of the Heather building regarding not waiting for the gate to close. The Strata Council discussed the issue however no decision was made with respect to a fine as the matter had just been reported. Tabled until the next meeting.

Letter #24 – A complaint was received from a resident of a unit on the tenth floor of the Heather building regarding an intrusion of the neighbor's dog to their balcony. The letter was sent to this dog's owner. Discussion was tabled until the next council meeting as the issue was reported just a few days prior to the council meeting.

Letter #25 - A letter was received from the owner of a unit on the tenth floor of the Heather building concerning ongoing noise disturbances. The letter was sent to the unit where the noise is allegedly originating from.

Letter #26 – A warning letter was sent to the owner of a unit on the tenth floor of the Heather building regarding parking gate bylaw infraction.

Letter #27 – A letter was received from the owner of a unit on the tenth floor of the Heather building regarding various building issues. The Strata Council will respond to this owner in writing.

Letter #28 – A complaint letter was received from the resident of a unit on the eighth floor of the Heather building regarding the ongoing issue of a dog barking. It was determined by this resident that this loud barking is coming from a neighbouring unit on the 8th floor. The PM was instructed to send a letter to a unit where the dog barking is allegedly coming from.

NEW BUSINESS

Hot Water Issues: It was brought to the attention of the Strata Council that two units of the Avenue building did not have hot water for period of several days at the beginning of the year. National Hydronics was retained to address the problem. They completed inspection and subsequently conducted repairs.

Lighting Retrofit: Commercial Lighting provided a quotation with regards to a lighting retrofit of the corridor lights. The initial quotation was not applicable as the bulbs were not compatible. A new quotation will be provided shortly. This retrofit relates to a BC Hydro rebate and long term energy cost savings.

National Hydronics – HVAC Maintenance: National Hydronics provided a service report indicating that all aspects of their scope of work have been completed. It was also reported that the grease interceptor at the Commercial Section – Daycare requires repair. A quote was provided by National Hydronics and it was moved, seconded and **unanimously carried** to approve this expenditure.

CO Sensors: Safe Air Gas Services was retained to investigate the high alarm P2 CO sensors. They conducted the necessary repairs to return the system to its normal operation.

Roof Anchors Inspection: Atlas Anchor Systems was retained to perform inspection of the roof anchors. The inspection revealed that the system has passed the inspection as designed.

Green Roof Maintenance: T. Moscone & Bros. provided monthly green roof maintenance reports for the period of June 2010 – January 2011. According to T. Moscone & Bros. all aspects of their scope of work were completed. Following the review of reports by the Strata Council certain council members wish to meet with T. Moscone & Bros to discuss the reports.

Garage Gate: Precision Door and Gate performed a quarterly service on all the parking garage gates.

ThyssenKrupp Elevator: ThyssenKrupp Elevator provided a notice advising no increases in the cost of the maintenance contract will take place for 2011.

ThyssenKrupp Elevator – Quote: A quote was provided by ThyssenKrupp for the replacement of the damaged laminate panel in an elevator. The Strata Council has agreed to defer this cost until next year.

FINANCIALS

Operating Statements – There being no errors and omissions it was moved, seconded and **unanimously carried** to approve the operating statements for December 2010 as circulated.

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Council requested a report from Gateway in connection with revenues generated from the move ins/outs and from the rentals of the Strata owned handicapped parking stalls.

Arrears – The current arrears report was presented. The statements were mailed to the owners in arrears on January 26, 2011.

NEXT MEETING

The next meeting is scheduled for Wednesday, March 9, 2011 at 6:30pm in the amenity room in the Heather building (2851 Heather Street).

TERMINATION

As there was no further business, the meeting was terminated at 10:35 PM.

Please retain at least 24 months of Strata Council and General Meeting minutes. Should you decide to sell or re-mortgage your suite, these minutes will be required by the potential purchaser or lending institute. The Property Management Company has copies of the minutes; however there will be a charge for obtaining a copy of the minutes.

Your Gateway Service Team

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