
MINUTES OF STRATA COUNCIL MEETING
TAPESTRY- Strata Plan BCS 2645
MARCH 9, 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
	Cristiana Vlasceanu	- Senior Property Manager Gateway Property Management
	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 6:45 P.M.

APPROVAL OF THE MINUTES OF THE STRATA COUNCIL MEETING HELD ON FEBRUARY 16, 2011

It was moved, seconded and **unanimously carried** to approve the above noted minutes.

BUSINESS ARISING:

Maintenance Review: General Contractor, Rick MacDonald, provided a proposal with recommendations on the maintenance of the building exterior. Rick reviewed the Morrison Hershfield maintenance plans and carried out several on-site visits. Following review of the proposal document, Tapestry Exterior Maintenance Task Budget, it was moved, seconded and **unanimously carried** to implement the cost in the new fiscal year proposed budget.

Roof Maintenance: The Property Manager provided clarification regarding the green roof maintenance specification offered by Design Roofing. The Strata Council requested that one item from the green roof proposal be deleted as the current landscaping contractor is looking after that item. It was moved, seconded and **unanimously carried** to approve the proposal from Design Roofing to undertake the roof system preventative maintenance, as amended.

Sanding of the Courtyard: Nuwest Contracting performed sanding of the courtyard pavers.

Pressure Washing: The property manager provided two quotes for the pressure washing of the building exterior and underground parking, from Skywalker and Westcoast. It was moved, seconded and **unanimously carried** to approve the proposal from Westcoast. The renewal quote from Skywalker for the window washing was also presented. As per Council's request Skywalker also submitted an estimate on the inspection of all the windows and cleaning of the

white staining on windowsills. It was moved, seconded and **unanimously carried** to proceed as per the proposal from Skywalker.

Lighting Retrofit: Commercial Lighting provided a revised quotation with regards to a lighting retrofit of the corridor lights. This retrofit relates to a BC Hydro rebate program and long term energy cost savings. It is estimated that replacement of the corridor light bulbs with energy efficient LED 4.5W MR 16 will save approximately \$6,177 annually. Project payback is estimated to be 1.32 years. It was moved, seconded and **unanimously carried** to approve the proposal from Commercial Lighting Products and to include this expenditure in the proposed budget for the new fiscal year.

CORRESPONDENCE

Letter #1 - 7 - Letters were sent to residents of the Avenue and Heather building regarding painting of doors and trims.

Letter #8 – A letter was received from the owner of a unit on the first floor of the Avenue building regarding the locking of the East side lobby doors. The Strata Council instructed the Property Manager to respond in writing.

Letter #9 - A letter was sent to the resident of a unit on the sixth floor of the Avenue building regarding storing items in the parking stall.

Letter #10 – A letter was received from the owner of a unit on the fifth floor of the Avenue building concerning noise disturbances. It was discussed and agreed to advise to all residents that when one is experiencing any noise disturbances, the first course of action is to determine where the noise is actually coming from. It is further recommended to call an independent witness to report on this situation as well.

Letter #11 – A letter was received from the owner of a unit on the first floor of the Avenue building concerning sinking pavers on their patio. A quote for this repair will be obtained. Another issue relating to ants in the garden beds and moss in the common property garden area will be delegated to the appropriate contractor.

Letter #12 – A complaint letter was received from the resident of a unit on second floor of the Avenue building regarding a dog barking. The resident who is an owner of this dog had informed the Strata Council that appropriate measures will be taken to rectify this issue.

Letter #13 – A response letter was received from the tenant of a unit on the sixth floor of the Avenue building regarding the gate violation.

Letter #14 – A letter was received from the owner of a unit on the third floor of the Avenue building concerning noise disturbances. The Strata Council instructed the Property Manager to respond to the owner.

Letter #15 – An email was received from the owner of a unit on the fifth floor Heather building regarding the painting of the doors and trims. The Strata Council instructed the Property Manager to respond to this owner via email.

Letter #16 - A letter was sent to the resident of a unit on the first floor of the Avenue building regarding storing items in the parking stall.

NEW BUSINESS

Discussion of the Proposed Budget 2011-2012: The Fiscal year end for the Strata Corporation BCS 2645 is February 28, 2011. The Property Manager prepared and presented the proposed budget and budget notes for the new fiscal year 2011/2012 for council's review and discussion. Every line item from each of revenue and expense were carefully analyzed and some changes were suggested. The Strata Council instructed the Property Manager to finalize the Proposed Budget 2011-2012 with the suggested revisions. Further discussion will be conducted via email before finalizing the budget to be included in the package for the upcoming Annual General Meeting.

Signs for Grass Areas: The Strata Council President obtained a quote for the garden signs. The Property Manager was instructed to follow up with an order of these signs.

NEXT MEETING

The next meeting is Annual General Meeting tentatively scheduled for Monday, April 18, 2011 at 7:00 pm in the Tapestry Community Room (2821 Heather Street). Notices to follow.

TERMINATION

As there was no further business, the meeting was terminated at 10:15 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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