
**MINUTES OF THE STRATA COUNCIL MEETING
TAPESTRY - STRATA PLAN BCS 2645
JANUARY 25, 2012**

Held at 6:30 p.m. in the Heather Building – 2851 Heather Street

<u>PRESENT:</u>	Michael Taylor	- Strata Council President
	Alan Ip	- Strata Council Vice President
	Chad Colgur	- Strata Council Treasurer
	Wendy Donaldson	- Strata Council Member
	Cynthia Tomlin	- Strata Council Member
	Gord McTaggart-Cowan	- Strata Council Member
<u>ALSO PRESENT</u>	Jack Foo	- Property Manager - Gateway Property Management
<u>REGRETS:</u>	Tom Grant	- Strata Council Member VGH
	Cristiana Vlasceanu	- Senior Property Manager - Gateway Property Management

CALL TO ORDER

The meeting was called to order at 6:35 p.m. A quorum was established.

GUEST BUSINESS

None.

APPROVAL OF THE AGENDA

It was moved, seconded and **unanimously carried** to adopt the agenda as presented.

APPROVAL OF THE PREVIOUS MEETING MINUTES

There being no errors or omissions it was moved, seconded and **unanimously carried** to approve the Minutes of the Strata Council Meeting held on November 29, 2011 as circulated.

FINANCIAL REPORTS

Approval of Financial Statements - The financial statements were discussed. The Council Treasurer advised that the Financial Statements for the month of November 2011 were found to be in order. It was moved, seconded and **unanimously carried** to approve the above noted financial statements as circulated.

Review of the Arrears Report - The Strata Council was satisfied with the low level of arrears. A couple of lien letters are being sent to units due to non-payment for over 90 days.

RESIDENT MANAGER'S REPORT

The temperature control for the hallways in the Heather building was adjusted to its maximum setting (21°C). Although the system is working within specifications, it is not capable of maintaining this temperature for days with low outdoor air temperatures. Council is evaluating the cost of upgrading the system to provide better thermal management within the building.

BUSINESS ARISING FROM PREVIOUS MEETING

HVAC System Repairs - National Hydronics has completed the following work:

- Replaced a bearing bracket, two bearings, and the shaft on Fan Coil #2.
- Condensing Unit #5 - Condenser fans are not operational and found with burnt wiring. Further work and troubleshooting is required. They will forward a second opinion on the issue to the Property Manager.
- Condensing Unit 2A - The blades were broken and National Hydronics have swapped the blades with Condensing Unit 2B. They will forward a second opinion on the issue to the Property Manager.
- No heat in the corridors of Heather Street building. Replaced new flame sensors in the Air Handling Unit #3.
- Noisy fan due to vibrating motor (level 2 outside unit 202). Adjusted assembly to stop vibrations.

Missing Backflow Preventers – National Hydronics has been advised to proceed with the installation of the required backflow preventers. They are awaiting parts.

Waiver for Building Inspection Requests – Council will review the revised document and has tabled the matter at the next council meeting.

CORRESPONDENCE

Letter #1 – The owner of a unit in the Heather Street building is requesting permission to carry out renovations within her unit.

Council requests further information pertaining to the intended alteration be submitted before any permission can be granted.

Council also wish to remind owners of the need to be extra cautious when working and moving large objects around the fire sprinkler systems, as these sprinkler heads are easily triggered when being hit by hard objects.

Letter #2 – Two residents in the Heather Street building have complained about cold hallway temperatures. National Hydronics were dispatched to raise the hallway temperature to 21 degrees Celsius.

Residents experiencing cold drafts in their units may wish to install weather stripping underneath their doors.

Letter #3 - A letter was sent to a resident in the Avenue building pertaining to a breach of parking/security bylaws by not waiting for the gate to close before proceeding to their parking stall.

Letter #4 – A letter was sent to an owner in the Avenue building pertaining to a resident's car being parked in the visitor's parking area.

Letter #5 – An owner in the Avenue building sent a response letter apologizing for failing to wait for the gate to close before proceeding to their parking stall.

Council thanked the owner for the letter and decided to reduce the fine to \$100.00.

Letter #6 – An owner from the Avenue building reported that a family of raccoons have dug up the lawn in front of their unit. The landscaper was instructed to have the damaged lawn repaired immediately.

NEW BUSINESS

Dual Radial Vault Maintenance – The Dual Radial Vault Maintenance will be due in December 2012. It is mandatory to have these vaults cleaned every 3 years to reduce any potential risk to BC Hydro employees. The quotations obtained will be used as a guide for the coming fiscal year budget.

Depreciation Report - As part of the newly enacted Strata Property Act, it has become mandatory for all strata buildings that have more than 5 units to conduct a depreciation report every 3 years, with the first report to be completed before the end of year 2013. In view of this new requirement, Council will be allocating funds in the coming operations budget for the depreciation report.

Recycling Collection – To prevent removal of recycling materials from the common bins, council Moved and Seconded to discuss with Empty Now Bottles Recycle Services the feasibility of collecting refundable recycling at the Tapestry, where funds generated from the recycling materials will be part of miscellaneous revenues collected for the buildings operations account.

TERMINATION

There being no further business, the meeting was terminated at 8:45pm.

NEXT MEETING

The next Strata Council meeting will be held on Wednesday, March 28, 2012 at 6:30pm.

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. Copies of the minutes are also available online through the secure website at www.gatewaypm.com.

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