

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW2036 – “BRENT GARDENS”
4353/4363/4373 HALIFAX STREET, BURNABY, BC**

Held on Wednesday, February 19th, 2014 at 7:00 p.m.
In the Recreation Room of the Tower – 4353 Halifax Street, Burnaby, BC

PRESENT:	Jonathan Musser Mae Lee Ivo Georgiev Ngaire Fong Diane Peters	Chair, Vice President Member at Large Security Committee Member at Large Treasurer
REGRETS:	Paul Buikema Brett Donald Karen Steed-Wiercinski	President, Landscaping Committee Social Committee Strata Agent, Ascent Real Estate Management

CALL TO ORDER

The meeting was called to order at 7:10 p.m.

APPROVAL OF PREVIOUS MINUTES

There being no errors or omissions noted it was **MOVED, SECONDED** and **CARRIED** to approve the minutes from the council meeting of January 22nd, 2014.

FINANCIAL REPORT

The Treasurer’s Report on December 31, 2013 Financial Statements was previously provided to council in advance of the meeting.

It was **MOVED, SECONDED** and **CARRIED** to approve the October 2013, November 2013 and December 2013 Financial Statements.

A discussion took place on cost of copies, distribution of minutes by email and whether Ascent was providing a copy, for distribution of minutes by email to those signed up.

It was agreed to request the Strata Agent to provide a copy of ThyssenKrupp contract and copy Levelton Engineering report pertaining to front entrance of Tower to Strata for review.

MANAGER’S REPORT

Maria Garcia attended the meeting and provided her report. She advised weekly inspections were being done of buildings, mechanical rooms, including visual inspections of equipment. Maintenance check lists in office. She reported on trades on site for repairs and maintenance, move ins/outs, incidents and other matters. Notices have been posted regarding mailbox tampering, over size vehicles damaging garage gates, break in and theft of vehicle that broke through west gate.

Possible ICBC claim for damage to west gate was discussed; council agreed that this matter to be referred to the Strata Agent.

Council agreed that an inquiry regarding strata payment for replacement of a patio window broken due to medical emergency to be referred to Strata Agent.

The On Site Manager has been keeping Strata and Strata Agent up to date via email and in future will limit her verbal report to 10 minutes with a focus on non-routine business.

CHANGES IN ON SITE OFFICE PROCEDURES

On Site Manager will no longer accept payment for keys, move in/out, parking stalls, parking decals, fobs and recreation room bookings. All fees must be paid directly to Ascent. Damage/key deposits will still be received by On Site Manager.

Strata Agent has posted signs pertaining to Move In/Outs regarding payment of fees. On Site Manager will issue elevator key upon receiving authorization from Strata Agent and receipt of damage/key deposit cheque. Deposit will be returned when inspection completed and key returned.

Parking decals, fobs and recreation room keys will be issued when On Site Manager receives approval from Strata Agent and deposit cheque for damage/key deposit received. Tenants must obtain owners permission as owners liable for payments.

Front door keys and locker room keys will no longer be sold by on site office. Form issued by On Site Manager for presentation to locksmith to obtain keys. Tenants must provide owners permission to obtain keys.

BUILDING COMMITTEE REPORT

Tower Windows: To be referred to a special committee. A signup sheet will be available at AGM for those interested.

Deprecation Report: To be referred to a special committee. A signup sheet will be available at AGM for those interested.

Low Rise Warranty and Penthouse Warranty: To be reviewed – deferred.

LANDSCAPING COMMITTEE

Paul was absent; it was noted 2014 budget includes a reserve for first phase of sprinkler system.

SOCIAL COMMITTEE

Brett was absent; Ngaire advised notices would be posted shortly regarding upcoming events.

BUSINESS ARISING

Monitors for Elevator:	Deferred.
Office computer and printer:	Jonathan dealing with.
Mountain Fire Inspection:	Instruct Strata Agent to have them proceed with items in deficiency list of November 15, 2013. Maria to be provided with Notices to Post in buildings/deliver to applicable suites. If access is not provided for re-testing, costs of subsequent visits to complete this work will be charged back to the owners.
Locker Assignments:	Deferred.
Balcony Inspections:	Deferred.

Latham's Report:

Deficiency report received after first quarterly service. On Site Manager to comment on the proposed items and based on these recommendations, Strata Agent will be advised to have Latham's proceed.

NEW BUSINESS

Sale of Tractor: Strata contacted party interested in purchasing tractor. It was resolved to proceed with sale once written offer received. Tractor has not been used recently; contract is in place for snow removal.

Suite - 4353 Repairing and Painting of Ceiling: Quotes received from Carmine Damiano and Riverside Interiors. It was resolved to accept the quote from Riverside Interiors once suite owners confirm agreement to flat smooth finish rather than textured.

Proposals for Laundry Equipment Contract: Phelps contract expires 30/06/14. Strata is requesting new equipment using card payment system and timers for low rise equipment. Jonathan to provide Strata Agent with further particulars on equipment required. Coinmatic proposal to be updated and Strata Agent to request proposal from Phelps and a third supplier if one can be found.

Quotes for Painting of 4363/4373 Lobbies: Riverside Interiors provided quotes for fixing and painting lobbies. **Deferred.**

Fire Department Complaint Regarding Courtyard Access: Maria to contact Fire Department to ascertain details of complaint and report to Strata.

Parking Area Leaks in Concrete: Maria to contact Collins and Sons Concrete for inspection, report and quote to inject affected areas.

Damage 4th Floor 4373 Elevator Moulding: Maria to investigate and report.

Handyman: Council approved the On Site Manager to hire a handyman at a cost not to exceed \$1,000 and report back whether this is valuable.

4373 Lobby Ceiling: Report of bubble in ceiling, Maria inspected one suite above and waiting for access to another suite. Will advise Strata of findings.

Resident of 4363: Complained car towed from Visitor Parking. Claims could not get access through east gate so parked in Visitors. Notices posted resident parking not allowed in Visitor Parking. No further action by Strata.

SECURITY COMMITTEE

Ivo and Jonathan gave an update on status of committee. Ivo commented committee had been successful in reducing price of system from \$500,000 to approximately \$175,000 after meeting with Gage-Babcock, consultant and redefining requirements. Ivo expressed his opinion system recommended by consultant may not be as secure as we require. Security committee will be reviewing matter further in order to resolve the matter.

ADJOURNMENT

The meeting adjourned at 9:15 p.m.

Minutes prepared by Diane Peters and edited by council.