Held on Wednesday, April 16th, 2014 at 7:00 p.m.
In the Amenity Room

PRESENT: Jonathan Musser President, Social Committee
Terry Richards Vice President, Landscaping & Tower Glazing Committee
Morgan Nicholsfigueiredo Secretary, Building & Depreciation Report Committee
Ann Gloux Treasurer
Ivo Georgiev Security Committee
Carmela Canino Member at Large

REGRETS: Bill Britton

GUESTS: Maria Garcia Building Manager
Diane Peters
Paul Oster

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

CALL TO ORDER
The meeting was called to order at 7:02 p.m.

APPROVAL OF AGENDA

It was MOVED, SECONDED, and CARRIED to approve the agenda with several additions.

APPROVAL OF PREVIOUS MEETING MINUTES

It was MOVED, SECONDED, and CARRIED to approve the minutes of the February 22nd, 2014 council meeting as previously distributed.

MANAGER’S REPORT

Maria Garcia provided a written report and attended a short portion of the meeting to address any questions or concerns. Discussion included the following issues:

- The P1 door at 4363 requires replacement. The contractor may be able to provide a used door for installation and council approved the replacement.
- A short discussion ensued regarding the low rise gutters and the installation of leaf guards. Further discussion was tabled to a future meeting.
- ThyssenKrupp advised that the cracked elevator tiles are not under warranty. Consideration will be given to replacing the tiles with a synthetic material that is more durable.
- The building manager will work with the Finance Committee on a purchase order system.
- The strata agent will follow-up with Strokes on the parkade line painting deficiencies.
- Discussion turned to the work conducted on a monthly basis by Riverside Interiors. Most work consists of general handyman tasks. The cost for the service is $1,000 per month for two technicians. Maria will provide council with a report on the work conducted during the contractor’s time on site.
Maria was excused from the meeting following her report.

**GUEST BUSINESS**

1. **Security & Landscaping:** Paul Oster attended the meeting and advised he is in attendance to hear matters regarding the Security Committee. He expressed his intent to become more involved in the Landscaping Committee and the bramble issue.

2. **Financial Statements:** Diane Peters attended the meeting to report on the financial statements.

**SPECIAL BUSINESS**

1. **Election of Council Positions and Committee Liaisons:** The council positions were elected as follows:

   - **President:** Jonathan Musser
   - **Vice President:** Terry Richards
   - **Secretary:** Morgan Nicholsfigueiredo
   - **Treasurer:** Ann Gloux

   It was **MOVED, SECONDED, and CARRIED** to elect the above council members to the respective positions.

   It was **MOVED, SECONDED, and CARRIED** to appoint Diane Peters to assist the Treasurer and attend council meetings to participate in review of the financial statements.

   The committee liaison positions were appointed as follows:

   - **Building Committee:** Morgan Nicholsfigueiredo
   - **Landscaping Committee:** Terry Richards
   - **Security Committee:** Ivo Georgiev
   - **Social Committee:** Jonathan Musser
   - **Tower Glazing Committee:** Terry Richards
   - **Depreciation Report Committee:** Morgan Nicholsfigueiredo

**COMMITTEE REPORTS**

1. **Building Committee:** Deferred to next meeting.

2. **Landscaping Committee:** Deferred to next meeting.

3. **Security Committee:** Jonathan reported that the Security Committee has been working over the previous months to develop a scope for the planned upgrades, focused on perimeter security, and improved convenience/key control at the main entry doors through the use of electronic fobs. With the help of our security consultant they are nearing completion on a contract suitable for obtaining competitive bids from several contractors in order to start the work. The Committee requested approval to continue working with the consultant to complete the contract, and immediately after seek quotations to complete the work from qualified contractors. Council agreed to this course of action.

   It is estimated that the contract will be completed and bids received within a few months. Once bids are received, the Committee will make a recommendation, and if a suitable bid is obtained, they will ask Council to proceed with signing a contract. The expected price is in line with funds currently set aside for this project; however, the actual cost will not be known until bids are received.
A lengthy discussion ensued and it was stated that the priorities for the security project are doors, locks, and fob access. Terry was invited to attend the Security Committee meetings. Consideration may be given to improving the video surveillance after the initial security work is complete. Council authorized the tendering of the work to upgrade the doors, locks, and fob access with the assistance of a consultant.

It was MOVED, SECONDED, and CARRIED to approve the report as presented.

4. **Social Committee:** Deferred to next meeting.

5. **Tower Glazing Committee:** Deferred to next meeting.

6. **Depreciation Report Committee:** Deferred to next meeting.

**FINANCIAL REPORT**

1. **Financial Statements:** The strata is operating with a year to date surplus of $43,759 in period 2 of 12, that being February 2014. The Contingency Reserve Fund balance is $312,551 which is comprised of $288,600 cash and a $23,951 loan from CRF to the operating fund which will be repaid by the end of the fiscal year. The various reserves and levy funds consist of $23,127 in the Elevator Upgrade Reserve, $203,263 in the Security System Upgrade Reserve, $5,240 Front Sign Reserve, $121,886 Tower Window Reserve, and $7,371 Parkade Repairs Reserve Levy. It was noted that the January and February financial statements do not reflect the budget approved at the February 2014 Special General Meeting. The March statement will reflect the approved budget. It was MOVED, SECONDED, and CARRIED to approve the January and February 2014 financial statements as presented.

2. **Accounts Receivable:** Council reviewed the accounts receivable listing, noting the total outstanding balance is $20,076.65. The strata agent reported on the steps taken to secure outstanding fees. It was noted that liens cannot be filed for outstanding charge-back amounts. Ann volunteered to look into the *Strata Property Act* and legal manners to encourage owners carrying outstanding balances for charge backs to pay their debt to the strata corporation.

3. **NPO Return:** The Treasurer signed the Non-Profit Organization return. The strata agent will forward it to the Canada Revenue Agency.

**BUSINESS ARISING**

1. **Elevator Screens/Monitor for Elevator:** Deferred to next meeting.

2. **Office Computer and Printer:** Jonathan reported that a new computer and printer have been purchased and installed. A back-up system is pending.

   The strata agent was requested to get in touch with the former council members and request their council keys be turned in to the building manager.

3. **Mountain Fire Inspection:** A number of suites were missed during the second return visit due to lack of access. In future, notices will be posted on the suite doors of residents who did not provide access. In addition, notices will be posted on the stairwell doors and lobby doors to ensure those who do not use the elevator are notified of required access for such service work.

   It was MOVED, SECONDED, and CARRIED to approve the contractor’s quote to address deficiencies found during the annual fire safety devices inspection. Those owners who failed to provide access for the two previous visits will be notified personally in writing of the need to provide access.
4. **Locker Assignments:** A notice is being distributed to collect information necessary to reconcile the locker assignments.

5. **Low Rise Balcony Inspections:** Delaminating of the membrane has been noted on some of the low rise balconies. A letter was issued to the installer prior to the expiration of the warranty period. The installer stated at one point that he had not received notification of the warranty issue. The strata agent will forward the related correspondence to legal counsel for their opinion on the likelihood of moving forward against the contractor.

6. **Sale of Tractor:** Able Tools has been approached about purchasing the tractor. Terry will follow up with Able Tools.

7. **Laundry Equipment Contract:** The strata agent will provide council with a copy of the contract signed with Coinamatic. A meeting will be scheduled with Coinamatic to discuss the matter. Morgan and Carmela expressed interest in attending.

8. **4363 and 4373 Lobby Painting:** Quotes were previously issued by Riverside. This issue is deferred for the time being.

9. **Front Signage:** Council asked to put a stop to the previously approved signage quote and is seeking new quotes. The strata agent will follow up.

**CORRESPONDENCE**

1. **Plumbing Back-up and Request for Reimbursement:** An owner submitted a copy of his paid plumbing invoice to unblock the kitchen sink and requested reimbursement. It was reported that the occupant admitted to putting bones and grease into the drain system. As such, council denied the request for reimbursement. The strata agent will advise the owner accordingly. The owner will also be advised of the need to contact the after-hours emergency service in such instances.

2. **Request for Penalty Reversal:** An owner wrote to object to a late payment penalty assessment. It was noted that council previously approved reversing $175 of penalties; however, only $100 was reversed. The strata agent will have the further $75 of penalties reversed.

3. **Toilet Overflow and Request for Plumbing Invoice Reimbursement:** An owner wrote and requested reimbursement for a plumbing invoice relating to a toilet overflow resulting from a blockage in the sewer line contained within common property. Following discussion, council authorized the reimbursement and requested the strata agent to instruct the owner to contact the after-hours emergency service in such instances.

4. **Request for Towing Charge Reimbursement:** An owner’s tenant wrote to request reimbursement for towing charges incurred when he parked in visitor parking when the parking gate would not open. As parking in visitor parking is restricted during posted hours, council denied the tenant’s request. The strata agent will advise the tenant accordingly.

5. **Objection to Noise Bylaw Infraction Letter:** An owner wrote to object to noise bylaw infraction penalties. Council was apprised of the history regarding the penalties and determined the penalties will stand. The strata agent will advise the owner.

6. **CRF Contribution:** An owner suggested a bylaw amendment regarding the annual contribution to the Contingency Reserve Fund. The strata agent reported that the legislation regarding CRF contributions has not changed and proposed changes are under review.
7. **Canvassing:** An owner wrote expressing objection to canvassing being conducted in the building. Council has not received any other such complaints; however, confirmed that solicitation and canvassing are not permitted in the buildings.

8. **Request for Towing Charge Reimbursement:** An owner wrote to request reimbursement for a towing charge that resulted when he parked his vehicle, without a valid overnight parking pass, in the visitor parking. Council declined the owner’s request.

9. **Plumbing Repair and Subsequent Reported Damage:** An owner’s report of damage to his shower stall drain pan during a plumbing repair was deferred to the next meeting.

10. **Bylaw Amendments Suggestions:** An owner wrote to request bylaw amendments regarding smoking and permitting pets. The matter will be referred to the Bylaw Committee when it is formed.

11. **Neighbour’s Smoking Nuisance:** An owner’s complaint regarding a neighbour’s smoking within the strata lot was tabled for the time being.

12. **Moss on Patio and Moving Damage Deposit:** An owner’s representative reported the growth of moss on the patio and objected to the request for a $200 damage deposit when moving furniture as it is not provided for in the bylaws. The strata agent will follow up with the building manager regarding the moss. The damage deposit issue will be referred to the Bylaw Committee when it is formed.

13. **Request for Towing Reimbursement:** An owner requested reimbursement for a towing charge resulting from parking in the visitor parking with a valid overnight parking pass visible on the dash. Council approved the reimbursement.

14. **Water Damage from Suite Above:** An owner reported damage to his suite resulting from a shower cartridge issue in the suite above. The damages will be covered by an insurance claim. The owner of the suite from which the water escape occurred will be sent a warning letter regarding a leaking toilet supply line that was discovered by the plumber addressing the cartridge issue. The strata agent was requested to write the owner regarding the defective supply line.

15. **Noise Disturbances:** The strata agent was requested to issue a warning letter to the owner responsible for the regular noise disturbances from above.

16. **Water Leak In Parking Stall:** An owner reported a leak in the parkade slab above his parking stall. Further discussion of the matter was held under New Business. In the interim, the owner will be provided an alternate stall.

17. **Security and Noise Disturbances:** The strata agent was requested to write a warning letter to the offending owner and advise the complainant to advise his building’s Block Watch and the RCMP of such disturbances.

18. **Amenity Room Rental:** Council denied the owner’s request to rent the Amenity Room two days per week for six months for the purpose of information meetings for her business.

19. **Noise Disturbances:** The strata agent was requested to issue a noise disturbance warning letter to the offending owner.

Council will discuss the protocol for addressing noise complaints at its next meeting.
20. **Easter Party:** An owner requested permission to hold and children’s Easter party in the common courtyard and also requested authorization to borrow the Amenity Room for the use of the washrooms and for the use of adults during the event. Council declined the owner’s request and suggested it would be an ideal function for the Social Committee to organize next year.

**NEW BUSINESS**

1. **Abandoned Desk in Garbage Room:** An owner was witnessed abandoning furniture on common property. The strata agent was instructed to issue a bylaw infraction letter to the owner. Ann volunteered to post the abandoned furniture on Craigslist.

2. **Vacated Without Paying Deposit:** The strata agent was directed to issue a bylaw infraction letter to the owner responsible for his tenant’s move-out without proper notice.

3. **Ongoing Construction Without Authorization:** Council received a report of ongoing renovations and it was confirmed that the renovations were not approved prior to commencement. The strata agent was directed to issue a bylaw infraction letter to the owner in question. In addition, the strata agent was directed to send the owner a letter regarding the requirement to submit a Form K for his tenant.

4. **Collins & Sons Concrete Crack Injection Quote:** The strata agent was requested to obtain two more quotes for the crack injection over a stall where the parkade slab is leaking onto a vehicle. The strata agent was authorized to approve the lesser of the three quotes.

5. **Latham’s Various Mechanical Repairs:** The building manager’s input will be requested with respect to the various repairs suggested by the plumbing/mechanical contractor.

6. **Mountain Fire Failed Fire Hoses Replacement Quote:** Council received a quote of $1,083 to replace seven 75’ fire hoses. Council requested confirmation that the replacements would be new hoses and not refurbished hoses.

7. **Towing – Mundies Contract:** Council members will be listed as being authorized to dispatch towing. Ann volunteered to review the agreement with Mundies.

**NEXT MEETING DATE**

The next meeting will be held on Tuesday, May 13th, 2014.

**ADJOURNMENT**

It was **MOVED** to adjourn the meeting at 9:36 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners’ Strata Plan NW 2036

Karen Steed-Wiercinski
Strata Agent
KSW/an

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