

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN NW 2036 – "BRENT GARDENS"
4353, 4363, 4373 HALIFAX STREET, BURNABY BC**

Held Wednesday, October 8th, 2014
At 7:00 p.m. in the Amenity Room

PRESENT: Morgan Nicholsfigueiredo
Jonathan Musser
Terry Richards
Ivo Georgiev
Carmela Canino

REGRETS: Bill Britton

GUESTS: Diane Peters
Maria Garcia (Building Manager)
SL61 Owner

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

CALL TO ORDER

The meeting was called to order at 7:05 p.m.

APPROVAL OF AGENDA

It was **MOVED, SECONDED**, and **CARRIED** to approve the agenda.

APPROVAL OF PREVIOUS MEETING MINUTES

It was **MOVED, SECONDED**, and **CARRIED** to approve the minutes of the September 10th, 2014 strata council meeting as previously distributed.

BUILDING MANAGER'S REPORT

The Building Manager attended a short portion of the meeting and provided her written report to council. The following issues were touched upon:

- Lock boxes will be installed at the lobby entrance doors. When the security upgrades are complete, the lobby doors will still contain a lock cylinder for keys. A key to the doors will be provided to the Fire Department.
 - A short discussion ensued regarding the quote received for the installation of a sheet metal panel to deflect water flowing onto an electrical panel in the Tower's main electrical room. For the time being, Maria was asked to have the cover panel reinstalled on the electrical panel as it was removed at some point in the past and not reinstalled.
 - The janitorial staff has registered complaints regarding the soiled state of the recycling bins as a resident is using the bins to transport their recycling, and that of the Social Committee, to the recycling depot and keeping the proceeds. The bins must be modified to prevent access.
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- The security consultant attended; however, could not provide a date for the attendance of the sub-contractor.
- The City has removed several slabs of sidewalk by the west gate and the tree roots beneath. They have installed a gravel base and it is expected a new sidewalk will be poured.
- The courtyard interlocking bricks are settling in areas. Consideration will be necessary with respect to leveling and replacing the wood retainers.

Maria was thanked for attending and was excused from the meeting at this point.

COMMITTEE REPORTS

1. Building Committee:

1.1 **Tower Glazing:** As Bill Britton was not in attendance, no report was available.

1.2 **Depreciation Report:** It was reported that a meeting was held and attended by two committee members. The report was reviewed and the committee will work with Levelton on preparing the final version.

2. **Landscaping Committee:** Bartlett Tree will be trimming the tulip and cherry trees on the south side of Tower. The trees at the rear of 4363 will require trimming as they are touching the building. The committee was requested to discuss removing the leaf bearing trees on the west side of the complex and on the east side of the Tower to reduce leaf debris in gutters and prevent the squirrels from jumping onto the tower balconies.

2.1 **Irrigation Upgrades:** The committee continues to work on obtaining quotes for the installation of irrigation.

3. **Security Committee:** This item was discussed during the Building Manager's Report.

4. **Social Committee:** An Meet and Greet Coffee will be held October 15th and a potluck will be held in November. Notices will be posted.

The Social Committee is in need of volunteers. If you are able to volunteer your time to the committee, please leave your name with Maria at the site office.

BUSINESS ARISING

1. **Legal Review of Low Rise Balcony Restoration Warranty Documents:** Jonathan will provide the strata agent with the contractor's full warranty documentation for submission to legal counsel.

2. **Laundry Equipment:** Notices regarding the increase in laundry load costs from 10:00 p.m. to 7:00 p.m. were installed at all three buildings; however, should not have been installed in the Tower as the increase in load cost does not apply to the Tower. The notices have since been removed and the low-rise machines are being reprogrammed to reflect the time sensitive load cost increase.

3. **Front Signage:** No report.

4. **Tower Plumbing Repair and Subsequent Drain Damage:** Latham's replaced the damaged drain pan, addressed the previously installed drain assembly, and is arranging for the repair of the drywall in the suite below.
5. **Website Modifications/Council Email Addresses:** Council requested the strata agent contact the current owner of the domain name and have it transferred to the strata.
6. **Lounge Drapery:** The new window coverings will be installed on Friday.
7. **Theft of Returnable Recyclables/Signage:** The theft of the recyclables was discussed under the Building Manager's Report. The social committee will have the replacement signage installed.
8. **Building Manager Relief/Sick Days:** Council agreed to provide pay coverage for the first 7 days of consecutive illness, subject to the submission of a doctor's note after 3 days of illness. The Building Manager's short term disability benefits will become active on the 8th day of illness.
9. **Parking Lot Line Painting:** The Building Manager is compiling a time line of the issues with the contractor's lack of proper attendance to deficiencies. Once received, the strata agent will address the matter further with the contractor.
10. **Tower Odour from Kitchen Cabinet:** The roof installer has repaired the interior of the unit in question and the owner has provided the roofing contractor with an invoice for the cutting of the holes in the suite in order to source the odour.
11. **Stand Alone Camera:** Council received a quote for a camera and approved the strata agent to have the installation completed at maximum cost of \$500.
12. **Cleaning Connection Contract:** It was **MOVED**, **SECONDED**, and **CARRIED** to approve the Finance Committee's recommendation to approve the Cleaning Connection carpet cleaning contract renewal proposal.
13. **Slab Jacking 4353 Walkway:** A quote has been received for the replacement of a section of the walkway to 4353 due to a tripping hazard. The strata agent has requested a quote from Avante to slab-jack the walkway in question.
14. **Purchase Order Software:** This matter is in process.
15. **Generator Fuel Tank Replacement:** Two quotations were received and were very similar in cost, and the Finance Committee followed up with discussion to the vendors. Based on this, council approved replacement of the generator fuel tank in the tower with a modern, double-walled tank complete with seismic restraints and a full tank of new diesel fuel by Power West
16. **Design Roofing Roof Maintenance:** Design Roofing provided a 10% reduction in the roof maintenance work to offset the gutter cleaning as another contractor was dispatched to clean the gutters.
17. **ICBC Claim Update:** The strata agent will update council on the outstanding insurance claims.

NEW BUSINESS

1. **Nikl 4353 Main Floor Electrical Room Water Leak Protection Quote:** It was **MOVED, SECONDED,** and **CARRIED** to reject the quote submitted. Terry agreed to review the area in question.
2. **Nikl Amenity Room LED Fixtures Quote:** Council reviewed quotes received from Nikl and Blueline Electrical to remove the existing light fixtures and install LED fixtures. The strata agent will obtain the fixtures and bulb specification sheets for the installations being quoted on by Blueline.
3. **Latham's 4353 P2 Leaking Booster Pump Quote:** Council approved Latham's quote to repair the 4353 cold water booster pump. The strata agent was requested to obtain a second quote for the replacement of the pump cold water booster pump that works in tandem with the first pump.
4. **Power West Generator Annual Service Quote:** The Finance Committee met and reviewed the quotes received and recommends approving the Power West quote to replace the tank and replace the fuel with new diesel. It was **MOVED, SECONDED,** and **CARRIED** to approve the Power West quote for the annual maintenance of the emergency generator.
5. **Building Manager's Annual Contract Review & Sick Coverage:** The strata agent will provide council with information regarding other buildings' building manager wages and scopes of work. Two more quotes will be obtained for vacation coverage and on-call sick day coverage.
6. **4353 Unscheduled Move:** The strata agent was directed to issue a bylaw infraction letter followed by a penalty against the owner of the suite from which an unscheduled move took place.
7. **Annual Fire Safety Devices Inspection:** The annual fire inspection has been scheduled for November. Notices will be posted. The strata agent confirmed Mountain Fire provided a quote for the service.
8. **Vancouver Fire & Radius:** A three year quote will be obtained for fire system and elevator emergency phone monitoring.
9. **Procedure for Rush Cheques:** The procedure was reviewed for obtaining a rush cheque from Ascent.
10. **Invoice Approval Procedures:** It was **MOVED, SECONDED,** and **CARRIED** to revert to the former procedure of invoices being forwarded to the Finance Committee for approval and coding.

FINANCIAL REPORT

1. **Financial Statements:** The Finance Committee's report is attached to the back of these minutes. It was **MOVED, SECONDED,** and **CARRIED** to approve the August 2014 financial statement as presented.

2. **Accounts Receivable:** Council was provided with the accounts receivable listing. The strata agent was instructed to write two owners in arrears for charge-backs and advise that the debts will be sold to a collection agency or legal action will be commenced.

CORRESPONDENCE

1. **4353 Window Assessment:** An owner wrote to object to the current window assessment in process stating an assessment was previously conducted. The strata agent was directed to write the owner and advise that only a partial assessment was conducted previously and it was the direction of the ownership that a full assessment of the Tower windows be conducted.
2. **4353 After-Hours Laundry Charges:** An owner objected to the increase in laundry load charges between 10:00 p.m. and 7:00 a.m. The strata agent will respond to the owner and explain that the notices were posted in the Tower in error. The increase in load charges applies only to the wood frame low-rises.
3. **4353 Windows/Mold:** An owner wrote to reiterate their concerns that their suite contains windows with failed seals and a draft is present when the windows are closed. The strata agent will write the owner and advise that the Window Glazing Committee is working on the Tower windows issue; however, work on the windows will not be underway this winter.
4. **4353 Organic Waste Recycling:** An owner provided information on the Lower Mainland's organics disposal ban/recycling program. The strata agent will inquire with the City regarding the matter.
5. **4353 Suite Renovations:** Council signed an owners' building permit application for their approved suite renovations.

NEXT MEETING DATE

The next meeting will be held on November 12th, 2014.

ADJOURNMENT

It was **MOVED** to adjourn the meeting at 9:00 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

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STRATA PLAN NW 2036 BRENT GARDENS

Financial Committee Report to Strata for meeting on October 8, 2014 Financial Statements for period ending September 30, 2014.

Accounts Receivable – Outstanding \$10,789. Largest amounts due are chargebacks \$3,248, strata fees \$3,490 and fines \$1,600. One suite has chargeback outstanding of \$1,609 and another for \$580, both owing since 2012. **Action must be taken to collect these amounts.** There are eight units owing more than \$500, including the above.

Income to date – **Over budget by \$8,313.** Fine income down by \$1,150, laundry income down by \$6,359.

Expenses to date – **Under budget by \$81,073.** Expenses are over in following: Administration \$3,181; Garage Gate \$1,617; Landscaping \$1,140.

Monthly Operating Surplus - **\$89,387** – There is still \$41,763 due to CRF and accounts payable of \$5,953. Operating repaid CRF \$95,000.

Other Matters

Accounts Receivable – See notes from report on August 2014 financials. **Strata Agent to comment Insurance receivables at meeting.**

Contingency Reserve Fund - **\$361,815** including A/R of \$41,763.

Other Reserves:

Elevator Upgrade - \$22,574 and **Low Rise Elevator** - \$23,296

Security System - \$195,119

Front Sign - \$5,278

Landscape Irrigation - \$22,574

Tower Windows - \$142,876

Parkade Repairs- \$7,424

The renting/assigning of parking stalls, including additional stalls, is currently under review as it appears there has been non compliance with Strata's Bylaws. Once review completed non compliant parties will be notified.

Recommend September 2014 Financial Statements be approved subject to posting of requested journal entries.