

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

Held on Wednesday, November 12th, 2014
At 7:00 p.m. in the Amenity Room

PRESENT: Morgan Nicholsfigueiredo
Jonathan Musser
Carmela Canino
Terry Richards

REGRETS: Ivo Georgiev
Bill Britton

GUESTS: SL143 Owner (*excused at 7:15 p.m.*)
SL164 Owner (*excused at 7:35 p.m.*)

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

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

GUEST BUSINESS

1. **SL143 Pet Bylaw & Children Playing in Courtyard Bylaw Amendments (7:00 p.m.):**
The owner acknowledged each council member's involvement in the strata corporation and extended his appreciation for all their hard work. The owner then addressed council regarding an amendment to the pet bylaw to include dogs and cats no larger than 15 lbs. based on a veterinary check-up and submission to council. He spoke in favour of such a bylaw amendment in light of the growing family demographics of the complex. The owner was encouraged to speak with fellow owners in the building to determine the interest of such a bylaw amendment and submit such information for council's consideration.

The owner noted the demographic has shifted and warrants consideration being given to amending the bylaw prohibiting children from playing in the courtyard to allow people to enjoy the courtyard area. A short discussion followed and concerns were voiced regarding liability and it was suggested that consideration be given to designating other areas of the complex grounds as play areas for children. Jonathan will bring a proposed resolution to the next meeting.

The owner excused himself at 7:15 p.m.

2. **SL164 Window Issues (7:15 p.m.):** The owner addressed council regarding her window issues which have been an issue since 2010. In response to a question from council, the owner acknowledged that condensation has formed between the panes of glass and water condenses on the windows and seeps down into the window frame track. The owner was advised that the problem is systemic and not unique to her unit.

Councils have, over the years, prioritized the large projects to be addressed and are now dealing with the tower windows. There is a plan in place to research the matter and survey owners to put together the information necessary to bring to the ownership. It is highly likely a remediation project of this nature will entail a special assessment which will require a vote of the ownership. This year's council has formed a committee which has hired a consultant to assist in moving forward in this project. There is much more information necessary to provide to owners before the ownership will be prepared to vote on the matter.

The owner also reported that water ponds on her balcony. It was responded that there are scuppers which will draw water off the deck in the event of an excessive amount of water. Consideration is being given to including balcony membranes in the window glazing project; however, council does not have plans to address small standing water on balconies.

The owner excused herself at 7:35 p.m.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

It was **MOVED, SECONDED**, and **CARRIED** to approve the minutes of the October 8th, 2014 strata council meeting as previously distributed.

MANAGER'S REPORT

The building manager attended a short portion of the meeting and provided her written report. Discussion ensued regarding the recurring fire system's audio system. Maria was requested to work with Mountain Fire to obtain a price to resolve the audio issue causing the trouble signal.

The building manager suggested installing "Small Cars Only" signage in the visitor parking area due to damages caused to the chain link fencing by trucks and large cars. Council directed the building manager to have the damage repaired and monitor the situation.

The building manager was excused from the meeting at 7:48 p.m.

COMMITTEE REPORTS

1. Building Committee:

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

1.2 **Depreciation Report:** The committee is working with Levelton on the final version of the report.

2. Landscaping Committee

2.1 **Irrigation Upgrades:** Quotes are pending.

3. **Security Committee:** It was reported that the contractor is on site installing conduit and various hardware. Key cards and fobs will be distributed within the next month. The system is expected to be active in December.

Existing garage fobs will be exchanged for new. Rental spots will include a transmitter. If lost, replacements can be purchased at cost, plus \$5.00.

4. **Social Committee**

4.1 **Volunteers:** Deferred.

BUSINESS ARISING

1. **Legal Review of Low Rise Balcony Restoration Warranty Documents:** Legal counsel is still in need of a full copy of the warranty documents to further assess the situation. In addition, he advises that council must quantify the value of the deficiencies to determine the feasibility of moving forward legally. Jonathan will look in one of the storage rooms for the full version of the warranty.
2. **Front Signage:** Jonathan agreed to put together the Requests for Proposal to be distributed to select contractors.
3. **Website Modifications/Council Email Addresses:** Council is in the testing phase of this project. The strata agent has received no response to her electronic messages to the person who is authorized to put the website into NW2036's name. She will write a letter to the owner regarding the matter.
4. **Lounge Window Coverings:** The coverings are installed. Deficiencies have been noted and will be addressed.
5. **Building Manager Relief/Sick Days**
 - 5.1 **Part-Time Site Office Admin Staff Member:** It was **MOVED, SECONDED, and CARRIED** to approve the hiring of a part-time office administrative assistant on a three-month trial basis at \$17.50 for 8-12 hours per week.

The office is in need of revamping and Carmela agreed to bring a proposal to the next council meeting.
 - 5.2 **Full-Time Building Manager Relief:** References are being checked and Carmela will submit a recommendation to council based on a resume review and the reference checks.
6. **Building Manager's Annual Contract Review:** The strata agent will provide Carmela, Jonathan, and Diane with employee review checklists.
7. **Parking Lot Line Painting:** The strata agent will follow-up with the building manager on this matter.
8. **4373 Stand-Alone Covert Camera:** The strata agent advised that Radius is not able to rent a stand-alone camera and it would be necessary to hard-wire such a camera in place. The cost of the camera would be \$1,000 plus installation. Terry volunteered to further research such stand-alone cameras.

9. **Repair of Tripping Hazard at 4353 Walkway:** Avante has advised that this is not a slab jacking matter as there isn't any sinking of the walkway. The problem relates to the transition between walkway and tile. They provided a quote of \$3,775 to cut out two sections of the walkway and re-pour. Terry volunteered to paint the transition between the tile and the walkway to highlight the tripping hazard.
10. **Purchase Order Software:** Pending.
11. **Insurance Claims Update:** Council was advised that an insurance claim was filed for the damage to a patio door caused when emergency personnel had to force entry to address a health matter. The owner of the suite has paid the \$100 deductible. The strata agent also advised the garage door hit and run by a stolen vehicle ICBC claim is in process. ICBC has offered to pay the depreciated value of door replacement due to the age of the door that was replaced. Council approved the acceptance of the ICBC's offer and directed the strata agent to charge-back the balance to the owner of the suite in which the resident lived.
12. **Amenity Room LED Fixtures:** Council viewed the sample fixture installed in the amenity room and was provided the specification sheet for the materials. Council approved the \$2,272 plus tax quotation submitted by NiklOne.
13. **Elevators and Fire Safety Systems Three-Year Quote:** Radius has provided a three-year quote and two more quotes are pending.
14. **Organic Waste Recycling:** Council instructed the agent to proceed with the application for the implementation of the food waste recycling program. Bins are expected.
15. **Annual General Meeting:** The venue has been booked for the February 26, 2015 AGM.
16. **2015 Budget and Resolutions:** The finance committee has been working on the budget and will meet with the strata agent in early January to finalize the proposed budget.

NEW BUSINESS

1. **Daytime Timer for West Gate:** The quote to install a day tier on the gate was rejected.
2. **SL41 Foreclosure:** The suite has been foreclosed upon and the mortgagee's legal counsel advised that, in such instances, fines and NSF charges do not take precedence over the mortgage and, as such, will not be paid. Council directed the agent to write-off the amount.
3. **4373 Hot Water Boiler Repair:** Council approved the repair quoted by Latham's.
4. **Novus Solicitation Event:** The event was held prior to the meeting at hand.
5. **Damaged Fencing:** The building manager will be instructed to have the damaged parkade fencing repaired to a maximum of \$500. Should the expense be greater, it will require further approval of council.
6. **Sale of Tractor:** Terry will look into the sale of the tractor.
7. **Sale of the Pool Table:** There was little support to sell the pool table; however, consideration will be given to repairing/replacing the light fixture that is suspended over the table.

8. **Abandoned Furniture in Lounge:** Council agreed to dispose of the abandoned soft furniture in the lounge and, if necessary, purchase more folding chairs.
9. **Latham's 3 Year QPM Proposal:** Council approved Latham's 3-year quarterly preventive maintenance proposal for budget purposes.
10. **Building Manager's Cell Number:**

Residents are advised that the building manager's cell phone number is not a business line rented by the strata corporation and is not to be used by residents. It is reserved for her personal use and that of trades and contractors. If you need to contact Maria, please call the site office and leave a message at 604-291-8616.

If you have an afterhours emergency please call Ascent Real Estate Management's afterhours number at 604-293-2459.

11. **Holiday Gifts:** Council discussed the matter of giving a Christmas gift to the site staff. Arrangements will be made.

FINANCIAL REPORT

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

CORRESPONDENCE

1. **4373 Noise Complaint:** The strata agent was directed to issue a bylaw infraction letter and penalty to the offending owner for the repeated noise disturbances caused by loud video games.
2. **4373 Trees Overhanging Visitor Parking:** An owner's concerns will be forwarded to the landscaping committee.
3. **4353 Noise Complaints:** Repeated noise complaints have been submitted over the course of an extended period of time relating to a particular suite. The tenant submitting the complaints has been encouraged to advise their owner of the ongoing matter. Council will readdress the complaints following an inspection of the accused owner's suite by the building manager. The inspection will determine the tenant's report that the neighbor installed hard surface flooring and is undertaking construction inside the suite. The accused owner has responded to the complaints denying being the source of the disturbances.
4. **4353 Exposed Rebar on Balcony and Window issues:** An owner reported exposed rebar on their balcony and reiterated their window concerns. The strata agent will respond to the letter and will reiterate council's position that the window issue is not unique to the unit and is part of the systemic problem that the Glazing Committee is actively working on.
5. **4353 Noise Complaint Regarding Loud Music from Vehicles and Unsecured Common Area Door:** An owner registered a complaint regarding loud music in vehicles entering and exiting the visitor parking area. The owner will be instructed to call the police to report such complaints. The owner also reported having found an unlatched building entrance door.

The owner will be thanked for the information and will be asked to be sure to close the door so that it does not remain open all night.

6. **4353 Balcony Glass Seals:** The strata agent was requested to obtain a quote to address the loose seals on the balcony railing glass.
7. **4373 Request to Replace Suite Door:** The building manager will be asked to look into the owner's concerns regarding the suite door prompting their request to replace the door.

NEXT MEETING DATE

The next meeting will be held on December 10th, 2014.

ADJOURNMENT

The meeting adjourned 9:01 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.

Approved
Nov. 12/14.