

PRESENT: Tom Attwood President
Kevin Johnston Treasurer
James Clay Commercial Representative
Deborah Berger

REGRETS: Jeff Somerville Vice President

GUEST: Dr. Spencer Oh Unit #911

PROPERTY

MANAGEMENT: Leeza Vasiliev Property Manager, Residential Division

1. **CALL TO ORDER**

The meeting was called to order at 5:05 p.m.

2. **ADMINISTRATIVE AND FINANCIAL ITEMS**

Building Manager's Report: The Strata Council reviewed the activity report provided by the London Place Resident Caretaker, Calvin Greger.

Approval of Minutes: It was **MOVED** and **SECONDED** to accept the January 10, 2012 council meeting minutes as circulated to the owners.

MOTION CARRIED

Review of Receivables: The Strata Council reviewed the accounts of owners currently in arrears, noting twelve units were in arrears for strata fees, retroactive fees and fines. Following review, it was **MOVED** and **SECONDED** to apply fines to the owners who had not brought their account up to date, in accordance with the Strata Corporation's Bylaws.

MOTION CARRIED

Owners are encouraged to bring their accounts up to date. Any account inquiries can be directed to the property accountant Salome Tang at (604) 661-0859 or salome.tang@colliers.com.

Financial Statements: It was **MOVED** and **SECONDED** to accept the September, October, November and December 2011 financial statements as presented.

MOTION CARRIED

Forced Sale- Legal Update: Colliers reported that a response had been received from the unit owner following the demand letter sent by Access Law. Following review, the Strata Council instructed Colliers to follow-up with Access Law, requesting a letter be sent to the owner allowing a further 30 day extension to forward payment in full, noting if payment was not received by the due date, Access Law would commence with filing forced sale documents with the Courts.

Rule: In accordance with section 125 (1) of the *Strata Property Act*, which states "the strata corporation may make rules governing the use, safety and condition of the common property and common assets."

It was **MOVED** and **SECONDED** to implement the following rule:

Fob Activation Rule:

Every suite that changes residents, either through sale or new tenants, is to have all fobs/garage remotes/access cards attached to the suite deactivated when the suite is vacated. The new residents will be issued new fobs/garage remotes/access cards and a \$100 fee will be charged. Therefore, move-ins will pay \$100 for elevator and \$100 for the fob/garage remote/access card activation. There are to be no moves without this taking place for both sales and new rental tenants. The rule applies to residential suites only.

MOTION CARRIED

Draft Operating Budget: Colliers presented the draft 2012/2013 operating budget for council's review.

GUEST: Dr. Spencer Oh, owner of unit #911 requested a hearing of the Strata Council to discuss a parking concern. Following discussion and a question and answer period, the Strata Council thanked Dr. Oh for attending the meeting.

Dr. Oh left the meeting at 6:45 p.m.

3. CORRESPONDENCE

- The Strata Council reviewed a letter sent by an Owner responding to a nuisance complaint.
- The Strata Council reviewed a letter received from an Owner regarding the status of an alleged renter currently residing in their strata lot.
- The Strata Council reviewed a letter sent to an Owner granting an extension of the use of visitors parking.
- The Strata Council reviewed a letter sent by an Owner requesting repairs within in their strata lot.
- Strata Council requested a letter be sent to an Owner for contravention of the Bylaws regarding rooftop use/ access.
- The Strata Council reviewed several letters sent to Owners for current arrears and monies outstanding.
- The Strata Council reviewed two letters sent to Owners regarding Parking Bylaw violations.
- The Strata Council reviewed a letter sent by an Owner responding to a parking complaint.
- The Strata Council reviewed a letter sent by an Owner responding to a chargeback request from the Strata Council.

4. BUSINESS ARISING

Bike Room Audit: Colliers reported that a final notice was posted in the common areas advising all Owners to tag their bicycles stored in the bike room by February 11, 2012. Failure to identify the bicycles after the deadline date will result in the lock being cut and the bike being disposed of.

Owner's Updated Information: Colliers reported that there are still several Owners who have not registered their contact information as of the date of the meeting. The Strata Council requested owners who had not yet submitted their information to do so on or before February 29, 2012.

Annual Fire Inspection: Colliers reported that Elite Fire Protection will commence the annual testing of the fire safety systems on February 27th and 28th. Notices will be distributed to all owners providing details of the inspection times.

Building Sign: Colliers provided an analysis of the "London Place" sign prepared by Tops Lighting. Following review, the Strata Council instructed Colliers to arrange for Tops Lighting to commence repairs on the burnt out letters.

#1207 Deck Repair: Colliers reported that a response had been received from the owner, noting that the deck had not been sealed as requested by the strata corporation in 2010. Following review, the Strata Council requested Colliers to follow-up with the owner and request that their deck be repaired and sealed in accordance with the BC building code. It will be the responsibility of the owner to arrange for the deck to be inspected by an Engineer. The owner must provide a copy of a letter from that Engineer indicating that repairs are complete and to code. Colliers will follow-up with the owner in this regard.

Hydro Vault: Colliers provided a copy of the invoice from the first hydro vault cleaning as per the Strata Council's request. Following review, the Strata Council requested further clarification. Colliers will follow-up with the contractor in this regard and report back to the Strata Council.

Hallway Vent Cleaning: Colliers reported that the Resident Caretaker had completed the cleaning of the hallway vents, grates and surrounding wall areas.

False Fire Alarms: Discussion centred on the two most recent false alarms that took place this past weekend. Colliers advised that a report was pending from Elite Fire Protection outlining the cause of the alarm. Colliers will follow-up with Elite in this regard and report back to the Strata Council.

Elevators: Discussion centred on the elevator rope replacement to be conducted by Otis and following review, the Strata Council requested Colliers to follow-up with Otis to obtain a replacement schedule. Colliers will follow-up with Otis in this regard and report back to the Strata Council.

Weekend Cleaners: Discussion centred on the weekend cleaning contractor, and the Strata Council requested Colliers to forward a copy of the cleaning contract for council's review.

Hinge Repairs: Colliers presented two quotes to replace two sets of window hinges for units #713 and #904. Following review, it was **Moved** and **Seconded** to approve the quote from Action Glass in the amount of \$450.00 + HST. It was noted that this amount would be expensed from the general repairs and maintenance budget.

MOTION CARRIED

5. NEW BUSINESS

Spa Inspection: Colliers presented the annual inspection report from Vancouver Coastal Health for the Strata Council's review.

Spa Safety Plan: Colliers presented details pertaining to the spa safety plan requested by Vancouver Coastal Health. The Strata Council tabled this matter for discussion at the next meeting.

Assault: Colliers provided a letter from an owner regarding an alleged assault which took place on January 14, 2012 at 10:00 p.m. at the buildings exterior front entrance, near the city sidewalk.

The Strata Council is requesting any owners with information of this assault, to please contact Colliers International directly.



Washing Machine Replacement: Colliers reported that one of the washing machines on the 7th floor is broken and requires replacement. The Strata Council reviewed a quote from Coast Wholesale Appliances and it was then **MOVED** and **SECONDED** to approve the quote for a front load washing machine in the amount of \$549.00 plus HST for the delivery and installation of the new washer as well as removal and disposal of the old machine. This item will be expensed from the general repairs and maintenance budget.

MOTION CARRIED

Roof Access: Discussion centred on several bylaw violations which occurred on the rooftop area, during the late in the evening. The Strata Council requests all Owners and their guests to abide by the strata corporation bylaws. When using the gym, steam room and spa area do not leave litter behind, put gym equipment back in place, and note that these areas are for the enjoyment of all residents, and parties are prohibited in these areas. Be advised that should further bylaw violations be reported, the strata council will close access to these areas at 10:00 p.m. without further warning.

6. NEXT MEETING DATE

The next regularly scheduled council meeting will be held on Tuesday, March 27, 2012 at 5:00 p.m.

7. MEETING TERMINATION

There being no further business to discuss the meeting was terminated at 7:36 p.m.