

**MINUTES OF A STRATA COUNCIL MEETING**

**LONDON PLACE, STRATA PLAN LMS1757**

**DATE: WEDNESDAY, APRIL 4, 2012**

**LOCATION: AMENITY ROOM, 1177 HORNBY STREET, VANCOUVER, BC**



**PRESENT:** Tom Attwood President  
Jeff Somerville Vice President  
Kevin Johnston Treasurer  
James Clay Commercial Representative  
Deborah Berger

**PROPERTY MANAGEMENT:** Leeza Vasiliev Property Manager, Residential Division

**1. CALL TO ORDER**

The meeting was called to order at 5:07 pm

**2. ADMINISTRATIVE AND FINANCIAL ITEMS**

**Approval of Minutes:** It was **MOVED** and **SECONDED** to accept the February 7, 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 ten 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](mailto:salome.tang@colliers.com).

**Financial Statements:** The acceptance of the January and February 2012 financial statements were tabled for review at the next meeting.

**Forced Sale – Legal Update:** Colliers reported that a response had been received from the unit owner following the demand letter sent by Access Law. It was noted that the owner forwarded partial payment and a notice of claim filed with the courts seeking damages resulting from the owner's vehicle towed from the parking garage which did not display valid vehicle insurance. The Strata Council instructed Colliers to follow-up with Access Law, requesting a response be filed.

**Draft Operating Budget:** Colliers presented a revised draft 2012/2013 operating budget for council's review, which will be presented to owners for consideration at the upcoming AGM.

**Fine Reverse:** Following review, it was **MOVED** and **SECONDED** to reverse a \$200.00 fine levied to an owner's strata lot for a bylaw infraction.

**MOTION CARRIED**

**3. CORRESPONDENCE**

- The Strata Council reviewed a response letter received from an owner regarding an alleged assault.
- The Strata Council reviewed a draft letter in response to an owner regarding a nuisance complaint and requested the letter sent as presented.

- The Strata Council reviewed and approved a renovation request from an owner, pending the owner complete the assumption of liability form and following the strata corporation guidelines set out in the bylaws.
- The Strata Council reviewed two letters sent by owners regarding parking and thanked the owners for their responses.
- The Strata Council reviewed a response letter from an owner regarding betterments within the unit. Owners are reminded that the corporation's insurance policy does not cover any improvements/betterments and owners should follow-up with their personal insurance providers to ensure these items are covered in the event of a loss.

#### **4. BUSINESS ARISING**

**#1201 Notice of Claim:** The Strata Council reported receiving a filed copy of each of the Claimants' and the Strata Corporation's Notice of Withdrawal. In addition, a copy of the Mutual Release was also executed by the Claimants; therefore this matter is now closed.

**Bike Room Audit:** Colliers reported that all bicycles that were not identified and tagged in the bike room by February 11, 2012 were removed.

**Building Sign:** Colliers reported that Tops Lighting had completed the repairs of the burnt out letters. Following review, the strata council requested Colliers to forward another copy of the sign analysis prepared by the contractor.

**#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 instructed Colliers to follow-up with the owner and request that their deck be repaired and sealed in accordance with the BC building code as soon as possible, weather permitting. It was further noted that 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:** Approval of the vault cleaning was tabled for discussion at the next meeting.

**Elevators:** Discussion centred on the elevator rope replacement to be conducted by Otis. It was noted that the project had been delayed as Otis ordered the incorrect ropes, with new ropes expected to arrive in the coming weeks. The strata council requested Colliers to follow-up with Otis in this regard, including requesting an update on the status of repairs to elevator #3.

**Weekend Cleaners:** Discussion centred on the weekend cleaning contractor, and the Strata Council requested a competitive quote from JLE. Colliers will follow-up in this regard.

**Spa Safety Plan:** Colliers presented details pertaining to the spa safety plan requested by Vancouver Coastal Health. It was noted that new guidelines were implemented on March 1, 2012, and Colliers will follow-up with the caretaker to ensure the guidelines are adhered to.

#### **5. NEW BUSINESS**

**Management Contract:** The Strata Council and Colliers International have agreed to mutually part company, with the last day of management being April 30, 2012. Effective May 1, 2012, Rancho Property Management Services will commence with the management of London Place.



**Contingency Reserve Fund GIC:** Discussion centred on the term deposit currently invested with VanCity totalling \$553,384.00. Due to the change in management companies, it was **MOVED** and **SECONDED** to transfer these funds to Rancho Management for re-investment.

**MOTION CARRIED**

**Dryer Replacement Ratification:** It was **MOVED** and **SECONDED** to ratify approval of Coastal Appliances to deliver and install a new dryer on the 6<sup>th</sup> floor, including removal/disposal of the old machine in the amount of \$563.00 plus HST. This item will be expensed from the general repairs and maintenance budget.

**MOTION CARRIED**

**Treadmill:** Colliers presented two quotes for the replacement of the treadmill in the gym. It was noted council member, Deborah Berger, volunteered to obtain a third quote for council's consideration at the next meeting.

**Vacuum Replacement:** Colliers reported that the vacuum required replacement. Following review, it was **MOVED** and **SECONDED** that the building caretaker purchase order a new vacuum from Planet Clean in the amount of \$500.00 + HST. This item will be expensed from the general repairs and maintenance budget.

**MOTION CARRIED**

**Davey Tree:** Colliers presented the annual contract renewal quote from Davey Tree for the tree and shrub service. This item was tabled for consideration at the next meeting.

**Generator:** Colliers provided a report from Finning Canada noting the generator had shut down on over speed during the last testing. Finning had recommended further troubleshooting be completed in order to ensure the boiler is running safely. Following review, the strata council requested Colliers follow up with Finning to confirm if the troubleshooting was part of the maintenance contract.

## **6. NEXT MEETING DATE**

The Annual General Meeting will be held on Monday, May 7, 2012 at 6:30 pm

## **7. ADJOURNMENT**

There being no further business to discuss the meeting was adjourned at 7:16 pm