



FIRE ALARM TEST

Please be advised fire alarm testing at
Marquis Manor
1950 W. 8th Ave. Vancouver

Will be on Tuesday April 22, 2014

VANCOUVER FIRE & SECURITY will be conducting a test of the fire protection equipment in the building. It will be necessary to ring the fire bells periodically throughout the day.

Suite access is required: April 22 from
4:00 pm – 6:30 pm

The testing will also include accessing your suite to test the fire alarm devices located there (e.g. Smoke alarm and heat detector). **We will begin our testing at the top of the building and work our way down. ***If you are unable to be home in order for us to test these devices, please leave a key with a neighbour or Eileen Sullivan, Suite 214, Block Watch Captain.*****

This test is to ensure all occupants are protected and can safely exit the building should an emergency situation arise.

We thank you in advance for your cooperation, and apologize for any inconvenience.

Owners who do not provide access to inspect their unit's fire equipment during the **April 22nd** inspection visit will be fiscally responsible for re-inspection costs for subsequent re-visits.



MARQUIS MANOR STRATA PLAN VR 60

STRATA COUNCIL MEETING MINUTES
MONDAY, MARCH 31, 2014, 7:00 PM

COUNCIL PRESENT:

Julie Dyck
Mike Gaetz
Will Gunton
Peter Orlandi
Jacob Thekkakara
Emily Unger

COUNCIL REGRETS:

Adriano Cavina

MANAGEMENT PRESENT:

Brian Slater, Property Manager
Pacific Quorum Properties Inc.
bslater@pacificquorum.com / direct line: 604-638-1967

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. COUNCIL POSITIONS & APPOINTMENTS

The new Council members were elected to the following positions:

Emily Unger	Strata Council President
Mike Gaetz	Strata Council Vice-President
Will Gunton	Strata Council Treasurer
Julie Dyck	Strata Council Secretary
Adriano Cavina	Member At Large
Peter Orlandi	Member At Large
Jacob Thekkakara	Member At Large

3. ADOPTION OF PREVIOUS MINUTES

It was:

MOVED/SECONDED

To adopt the minutes of the January 27, 2014 Council meeting, as previously presented.

CARRIED

4. BUSINESS ARISING

a) Project Status – Elevator Jack Cylinder Replacement

Council reviewed the West Coast Elevator service quote for the hydraulic cylinder replacement. The mandate for the cylinder replacement is to meet the Provincial regulation which requires modification of existing single bottom cylinder elevators. Based on the review, it was motioned to accept West Coast Elevator Services Ltd. \$49,400.00 + GST quote to complete the hydraulic cylinder replacement.

It was:

MOVED/SECONDED

To approve West Coast Elevator Services Ltd. to complete the hydraulic cylinder replacement as per the October 9, 2013 quotation as presented.

CARRIED

Based on the review, it was motioned to accept West Coast Elevator Services Ltd. \$940.00 + GST quote to complete the Griffin control alteration.

It was:

MOVED/SECONDED

To approve West Coast Elevator Services Ltd. to complete the Griffin control alteration as per the October 31, 2013 quotation as presented.

CARRIED

The Property Manager was directed to issue a purchase order to West Coast Elevator Services Ltd. to complete the elevator repairs as approved. Council directed the property manager to add any necessary replacement of floor indicator light bulbs during the elevator repair.

The anticipated cylinder replacement project will be approximately three weeks in duration. The elevator will be completely out of service for the full duration of the project.

Council has tentatively set July 2014 for the elevator modifications. All Marquis Manor residents will be notified in advance of the intended work schedule.

b) **Balcony Repair Continuation**

Council continued review of the Abeam Contracting's report outlining pricing for balcony membrane replacement and replacement of decayed fascia board repairs. Council has instructed letters be written to the owners with identified repairs and set August 31, 2014 as an approximate completion date for either the repairs as quoted by Abeam or acknowledgement from the owner of the identified deck repairs that they have done the identified repairs by their own contractor or acknowledge acceptance of Abeams' quotation. The strata is recommending to move ahead with Abeams' quotation for the 2014 deck repairs.

c) **Window Caulking Continuation**

Council brought forward the discussion on Abeam's pricing for window caulking. Council has requested confirmation of the number of windows intended to be re-caulked. Abeam's initial pricing only gives a price per window but does not cover the number of windows. It is the intention of the strata to try and coincide the window caulking repairs with any balcony repairs.

d) **Exterior Balcony Light Fixtures Quote Review**

Council reviewed a proposal for replacing the balcony exterior lights. C&C Electrical presented a quotation of \$5,389.79 + GST including fixtures and labour. Council agreed that this size project must be deferred until owners can review at a future owners meeting. Council directed the property manager to ask C&C Electrical for full details on the LED lamp option which is quoted over and above the project price.

e) **Window Retrofit Quote Review**

Council reviewed a proposal for replacing the windows (window retrofit). JLK Projects presented a quotation of \$174,000.00 + GST. Council agreed that this size project must be deferred until owners can review at a future owners meeting.

f) **Boiler Replacement Quote**

Council reviewed a proposal for replacing the boiler system. Xpert Mechanical presented a quotation of \$52,814.00 + GST. Council agreed that this size project must be deferred until owners can review at a future owners meeting.

5. FINANCE**a) Financial Statements**

The Financial Statements from January and February 2014 were reviewed by the Strata Council Treasurer, Will Gunton.

It was:

MOVED/SECONDED

To adopt the Financial Statements January 31, and February 28, 2014 as presented.

CARRIED

The Council treasurer asked for clarification from Pacific Quorum of January 2014 bank statement deposits. Specifically the bank statement is showing a double deposit for an owner's strata fees.

b) Arrears

The Property Manager reviewed the arrears schedule with the Strata Council members, and confirmed that account statements had been sent to any owners in arrears.

6. CORRESPONDENCE

- a) Council received a letter from an Owner identifying signs of window caulking failure on the patio door and bedroom window. Council agreed to add these identified repairs to the still to be approved caulking repairs.

7. NEW BUSINESS**a) Roof Maintenance**

Council brought forward the Crucial Roofing proposal for roof maintenance involving roof cleaning and rust painting of some roof top vents. Council to decide on whether or not to hire Crucial Roofing and/or seek alternative options.

b) Vent Cleaning

Council opened discussion on the common area vent cleaning. National Air submitted a quote to clean the kitchen and bathroom exhaust vents from the inside and outside or an option to clean them from the outside only. Council directed the property manager to obtain clarification from National air on these two methods and provide the discussion back to the strata council for consideration before approval.

c) Suite 109 – Rental and Patio Door Screen Repair

Council discussed a few maintenance repairs for Suite 109. Permission was given to replace the patio door screen by Accurate Glass. Council member Peter Orlandi reviewed the intended May 1 rental contract. Approval was given to enter into a one year tenancy agreement as presented.

d) Gardening

The Strata Council discussed general common area gardening. Ranjit Soniassy will continue to liaison with the landscaper on the strata's behalf. Tess Denosta continues to oversee general landscape items.

e) Annual Fire Inspection

The Strata Council approved the quote submitted by Vancouver Fire for the annual fire inspection.

**Marquis Manor
2014 Annual Fire Inspection
Tuesday, April 22, 2014
(Suite Inspections will commence at 4:00 pm)
(DETAILED INFORMATION NOTICE ATTACHED TO MINUTES)**

Vancouver Fire will begin their suite testing at the top of the building and work their way down.

*****If you are unable to be home in order for us to test these devices, please leave a key with a neighbour or Eileen Sullivan, Suite 214, Block Watch Captain.*****

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e) **Gutter Estimate**

Council reviewed a proposal for gutter modifications. Precision Gutters presented a quotation of \$6,085.00 + GST. Council agreed that this size project must be deferred until owners can review at a future owners meeting.

f) **Strata Vacuum Cleaner**

The old vacuum cleaner has broken down recently and based on the age and the frequency of repairs Council approved replacing the vacuum cleaner with a new one. Council member Peter Orlandi completed the replacement directive and submitted invoicing for reimbursement. Council thanked Peter for taking this duty on.

e) **Strata Laundry Equipment**

Council identified a failed washing machine in the laundry room. Council members Mike Gatez, Peter Orlandi and Will Gunton completed replacing the broken down #2 washer with the spare washer. The non-working washer has been tagged the spare with a #5 label. If another washer goes down and we need to call in a repairman, we can have the non-working washer looked at that time. Council thanked Mike, Peter and Will for their assistance in taking this duty on.

8. **ADJOURNMENT**

There was no other business discussed, and the meeting was adjourned at 9:00 p.m.

The next Meeting will be held on **Monday May 5, 2014.**

SUBMITTED BY:

PACIFIC QUORUM PROPERTIES INC.

Brian Slater, Property Manager

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Please Note: The Real Estate Regulations may require a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from Pacific Quorum Properties Inc.