

# Strata Council MEETING MINUTES Thursday, August 28, 2014

## 14 ROYAL AVENUE EAST – BCS 1676

### LOCATION:

7:00 p.m. – Amenity Room

14 Royal Avenue East

New Westminster, B.C.

### STRATA COUNCIL

2014/2015

#### PRESIDENT

Bob Logan - #305

#### TREASURER

Sherry Baker - #106

#### SECRETARY

Christine Rowlands - #411

#### BYLAWS

#### SECURITY

Ted Yeadon - #417

#### AT LARGE

Dave Brown - #104

John Verchomin #414

Brad Johnson #405

**FOR CONTACT INFORMATION  
AND MINUTES PLEASE VISIT:**

**[www.14victoriahill.com](http://www.14victoriahill.com)**

**IMPORTANT INFORMATION** Please have this translated

**重要資料** 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਕਾ ਕਰਵਾਓ

**Attendance:** Bob Logan, Sherry Baker, John Verchomin, Dave Brown, Ted Yeadon, Christine Rowlands

**Regrets:** Brad Johnson

#### 1) Call to order

The meeting was called to order at 7:02 pm, with a quorum established.

#### 2) Adoption of agenda

Following review of the agenda, it was moved and seconded to adopt the agenda as prepared by the president, Bob Logan.

#### 3) Adoption of previous minutes

Following review of the minutes of the council meeting held June 11, 2014, it was moved and seconded to adopt the minutes.

#### 4) Business arising from previous minutes

Versatile Door has yet to install an automatic closure on Gate 3.

A round mirror for the top of driveway has been obtained and will be installed.

Leak in two roof drains still to be resolved with roofing contractor. They are to replace roofing around drains. Bob will be away during September, so John will liaise with the contractor.

The main door in lobby has been removed, repaired and replaced.

The door handle on the door from P1 hallway into garbage/recycle room and P1 parkade has been replaced.

Viking Fire has been selected as our qualified service provider for the fire suppression system and our annual inspection, which will be targeted to take place mid-October. Bob has also been in touch with Vancouver Fire, our former provider, to get back our FOB and keys so we can give them to the new provider.

The patio of suite 413 has been cleaned and resurfaced. Patio of 509 could not be completed due to being unable to clear patio of BBQ, planters, etc.

Painting of the building by College Pro Painters has been mostly completed. Some exterior painting is still to be done as of this meeting, because of problems with using their lift on non-level ground to reach soffits on the back side. Painters will also return to collect materials that were left behind. There were some minor adjustments to the quote.

We have received additional quotes for completing our depreciation report and are still awaiting one from Levelton Eng. Ltd. John will liaise in Bob's absence. John suggested seeking a quote from Aqua-Coast based on his previous experience with this firm. We are still collecting quotes and will analyze them and put it to a vote at next AGM.

We are still waiting to obtain a fire-rated grill for door into the elevator room.

As a result of our notice posted in July asking residents to claim their bicycles in our bicycle storage lockers by August 1, we removed 12 bicycles on August 2. One was claimed after the fact. The remaining 11 bicycles are currently awaiting transfer to a local charity. Thanks to Spoke Songs, a non-profit organization run by Jonathan Orr (our neighbours Robin and Linda Mae Orr's son) the bikes will go to Pacifica Treatment Centre in Vancouver to be used in a bike ride program for the centre's clients.

## **5) Financial report**

Treasurer Sherry Baker presented the year-to-date comparative income statement and balance sheet.

As of July 31, 2014, the contingency fund is \$172,338.62.

It was noted that we need to have third-party audited financial statements. Sherry will get quotes from accountants. We will need to allocate some extra to Accounting/Legal budget to cover this cost.

It was also noted that Landscaping and Maintenance were a little higher than usual, but this is due to extra planting in summer season and the recent painting.

It was moved and seconded to adopt the financial report.

## **6) Gardening report**

Pruning of some of our trees is recommended, such as the one over the air vent on the east side of the building, as well as some other shrubs. Dave will inspect and flag the plants to be done.

The bamboo plant next to suite 103 has been removed. Another treatment will be carried out to ensure it will not continue to grow.

## **7) Building Security**

Ted Yeadon reported we now have a full complement of volunteers, seven in total, who will be conducting daily security patrols around the building every evening.

Incident: On the evening of August 12, Security Patrol member Ron Sadler was confronted by an individual who claimed to own the vehicle in P2 parking stall No. 91, which belongs to suite 404. The man claimed to be ex-husband of the registered owner of the suite, and did have a FOB. He took the vehicle and Ron took his photograph for our records.

## 8) Correspondence

A letter was received from suite 316 regarding issues with the guest suite. They recently rented the guest suite and when they sat in one of the chairs, the bottom fell through. The letter also requested that a grab bar be installed in the bathroom. Council will look into replacing the chair, but modifying the suite for accessibility may leave the strata open to liability issues. It was suggested that a disclaimer be added to the rental agreement that the suite is not mobility accessible. Owners are also reminded to inspect the suite before and after their guests use it; only basic cleaning and maintenance (i.e. vacuuming) is done regularly.

## 9) New business

Ceiling of suite 314 has been painted and an invoice sent to suite 414 for reimbursement.

Ceiling in suite 407 was supposed to be painted the week of September 1, 2014 by College Pro Painters and paid directly for by suite 506, due to water damage caused by an appliance in 506. However, suite 506 wants their insurance company to approve the work before anything is done. Council will follow up and try to resolve the problem so the work can go ahead.

Suite 309 plans to repair the water damage it caused to the drywall joint in the ceiling of suite 208 directly. The work was to be done the week of August 25. Strata will inspect the work to make sure it is done properly.

As a result of the notice posted regarding problems with continuously running toilets, we received two calls from suites. Bob showed the son of residents in suite 403 what the problem was and helped replace the flapper valves in both toilets, thus solving the problem. Bob also investigated the problem in suite 416 and found that the water inlet assembly was faulty. He referred the owner to Mike Moshonsky in suite 412, who is a plumber, to repair the problem. Mike replaced the valve assembly for him.

The wall behind the newspaper stand in the mail room seems to be constantly being damaged. It is suggested that we install a stainless steel plate on that wall to protect it.

The down pipe for the patio of suite 505 appears to be plugged. We shall be looking into freeing up the blockage.

A new leak was identified near parking stall 54. Due to a smell, it is possibly sewage related. Bob will call Besco on August 29 to inspect.

Having the building painted identified a problem that the painters could not properly access a couple of areas under the soffits on the 5th floor on the Columbia Street side of the building. They could not use their hoist properly, as the sidewalk is too narrow and the lawn not stable or level enough to support the equipment. For future work of this type, we may need to consider widening the sidewalk to be able to accommodate this kind of machinery.

We need to put a rule in place regarding the use of lockboxes by real estate agents and residents. This is a security issue for the building, as lockboxes have been stolen with FOB and keys inside. Ted Yeadon will take a look to see where it can fit into our current rules.

In addition, we would like to revisit the proposed bylaw regarding use of protective blankets in elevators as a rule instead. Ted Yeadon will look into how this rule would fit into our current strata rules.

Our fire manual may be presented and will require some action to be determined at the strata meeting. Sherry Bell has volunteered to be "fire safety director" and marshal volunteers for each floor/wing of the building.

We are close to exceeding the memory of our security database, i.e., record of FOB use. We will ask Brad to look into the problem and see if old data can be archived to free up space.

John Verchomin asked if it is possible to get architectural drawings from Onni. These would be useful to have in our information / archive for the building, as we have mechanical, landscaping, and electrical plans, etc. but not architectural.

Dryer duct cleaning should be done at same time as our annual fire inspection in October, as usual.

#### **10) Adjournment**

The meeting was adjourned at 8:18 pm.

Christine Rowlands

Secretary

<p><b>Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.</b></p>
---