

# Strata Council MEETING MINUTES Monday, January 13, 2015

**14 ROYAL AVENUE EAST – BCS 1676**

## LOCATION:

7 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*

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AND MINUTES PLEASE VISIT:**

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**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

सुधी सटवणी विषय वरचे विषे वेळे रिस एा सुसंवा वरवर्ध

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

**Regrets:** Ted Yeadon, Brad Johnson

### 1) Call to order

The meeting was called to order at 7:05 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 August 28, 2014, it was moved and seconded to adopt the minutes.

### 4) Business arising from previous minutes

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

Round mirror at top of driveway has been installed.

The roofing contractor has redone the roofing around two drains that were suspected of having problems. This has not solved the issue of the damp ceilings. It is suspected that the problem lies with the piping that goes from the bottom of the roof drains down to the stack. In order to verify and repair the problem we will have to remove some of the drywall on the fifth-floor ceiling in the hallway of the west side of the building. Bob will perform the inspection. Work to be scheduled for later this month.

Viking Fire Protection have completed the fire inspection and there are a couple of issues that they have yet to resolve. There are sensors next to vents, which need cleaning. We are waiting for response from VFP.

We are still waiting to obtain a fire rated grill for door into the Elevator Room. Inspection turned up the need. Bob has done some research, and we will need to contact some door manufacturers to source a new grill. John will do some further research on where we can obtain a properly rated grill.

## 5) Financial report

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

As of December 31, 2014, the contingency fund is \$181,065.57.

In general, we are on budget for the year. According to the income statement, we're on target or under on most things. We saved on insurance; general maintenance item is a bit over due to repairs outside. We project we'll be on budget at year-end, depending on the final amount for maintenance.

## 6) Gardening report

We shall consider additional pruning of some of our trees along Royal Ave, as they are looking shaggy.

We shall be applying one more treatment for the removal of the bamboo adjacent to suite 103.

It is felt that the flowers planted along the front hedges really looked good and we should plant them again this spring/summer (they're annuals), as long as the price remains about the same.

## 7) Building Security

We continue to have a full complement of volunteers, seven in total, who conduct daily security patrols around the building.

## 8) New business

**Maintenance:** Bob has replaced 10 ballasts for the fluorescent lights in the parkade. We are now out of replacement ballasts, but we should be good for awhile. Will restock in April, which will be after our AGM.

**Mail room:** We continue to have a problem in the mail room with constant damage to the wall behind the stand for the local newspapers. The reason for the damage cannot be determined. A stainless steel plate shall be installed on the wall in the near future.

**Sidewalk widening:** As a result of having the building painted, it presented a problem in that the painters could not properly access a couple of areas under the soffits on the fifth floor on the Columbia side of the building. The problem was that the sidewalk was too narrow for the hoist being used. We shall be moving forward to obtain costs and feasibility for widening the sidewalk to provide a level and stable platform for a hoist or other equipment. Discussion ensued on potential challenges involved in widening the sidewalk, such as permits, need for technical advice and landscaping, as well as alternatives such as employing scaffolding during similar future projects. If we can get some information and prices, this can be presented at our next AGM.

**FOB audit:** In the past two months, we had a break-in into our storage locker room. The door was pried open and some items were stolen from a locker. There were no signs of damage done to the entry doors, so it is suspected a FOB was used for entry. We have been conducting a program that when a suite is sold we check with the new owners as to how many FOBs they were given when they took possession. Any FOBs that were formerly registered to the subject suites have now been cancelled, but it is a security issue. Longtime owners may have multiple FOBs due to replacing ones with broken buttons, etc. We shall be conducting an audit of FOBs registered to owners. A form to enter the numbers of FOBs currently in possession of each suite will be included in the AGM package. At the meeting, we can also check owners' FOB numbers against the master list of active FOBs and identify FOBs which can be cancelled.

**Security system:** Due to the problems we are experiencing with the computer for the FOB system, we have ordered a new computer and updated program for the system in consultation with Reliable Security. The existing system was installed and operational since September 2005. The new computer with the upgraded system has yet to arrive.

**Storage lockers:** We have replaced damaged hasps on three storage lockers and repaired the hinge side of one locker that had been damaged as a result of someone attempting to break into it.

**Bike storage:** The damage that was done to our bicycle storage area adjacent to gate 1 has yet to be repaired. It shall be scheduled for some time in April 2015.

**Gutter cleaning:** We will begin to schedule gutter cleaning for twice a year rather than just once a year. This will begin with a cleaning scheduled for April and another scheduled for October. This is for the roof gutter; cleaning patio gutters and keeping them free of clogs are the responsibility of the owner.

**Air quality:** Due to some concerns over the air quality in our hallways from residents, we are looking into obtaining better-quality air filters and depending upon the costs we shall include the items in our next annual budget. It is noted that filters are relatively cheap, but need to be changed about once a month. We have six in the rooftop, three in the garbage room and one in the elevator mechanical room. Bob changes them frequently, but they clog up quickly, likely due to air pollutants from the traffic outside – this is a very busy area.

**Garage doors:** As a result of the additional weight of lexon glass that was added to our three gates, we had to replace one of the gear boxes for the garage door opener on gate 3. We have now removed all of the lexon glass from gates 1 and 2 as well. However, for additional security and to prevent birds from flying into the underground garage, a more lightweight solution is to cover the exterior of the metal gates with aluminum metal lathe. We shall get a price to install lathe on gate 3.

**Depreciation report:** The draft depreciation report we have been working on in-house is nearly completed. Bob has completed an extensive inventory of the building and Sherry has worked on pulling together the financials. Council has collected quotes from a range of vendors to finish the report, i.e., validate the technical data and run the required three scenarios. At the AGM, we shall present the option for residents to accept the depreciation report as prepared in-house or engage a vendor to finish the report. The preferred vendor, Aqua-Coast, has presented a quote of \$6,500 for this work. If residents wish to proceed with this option, it will need to be decided whether the costs will come from the budget or a special levy. Information will be available in the AGM package.

Sherry will prepare a couple of budgets for discussion and will have another meeting to discuss before the AGM.

**Annual General Meeting:** The date for our AGM is set for Wednesday, March 25, 2015. Meeting packages will be distributed the first week of March.

## 9) Adjournment

The meeting was adjourned at 8:43 pm.

Submitted by Christine Rowlands, Secretary

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