

Strata Council MEETING MINUTES Tuesday, February 9, 2016

14 ROYAL AVENUE EAST – BCS 1676

LOCATION:

7 p.m. – Amenity Room
14 Royal Avenue East
New Westminster, B.C.

STRATA COUNCIL

2015/2016

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

Dustin Brisebois - #101

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

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

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਵਰਕੇ ਵਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੇਖਾ ਵਰਥਾਰ

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

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 October 7, 2015, it was moved and seconded to adopt the minutes.

4) Financial report

Treasurer Sherry Baker presented the year-to-date comparative income statement up to January 31, 2016. The report was accepted as submitted.

We are also seeking an accountant to audit our year-end financials. Will ask a resident who is a CA for recommendation.

5) Gardening report

The three flowering poplar trees on the Royal Ave. side of the building have been removed and replaced with three Serbian spruce trees (as discussed in previous minutes, they were knocking against the building in a windstorm).

Pruning of hedges and some other trees to be considered after meeting with a representative from Para-Space. Replacing some of the dead plants is also desirable. The new quote for the coming year has been received from Para-Space and will require review.

Canadian Pest Control have also addressed the problem of branches that are too close to patios, giving rodents easy access to patios. CPC is suggesting removing some shrubs close to building, because of increasing rodent activity in them. Or, pruning the bottoms to remove some underbrush. The motion was carried.

6) Building Security

We have eight volunteers who conduct daily security patrols around the building. Many thanks to all who help out with this.

It has been noticed there are some “regulars” using visitor parking spaces – we need more monitoring to ensure residents aren’t abusing these spaces (for example, using as a 2nd space).

7) Business arising from previous minutes

Our new garbage contractor is now in place.

Repairs to the bicycle locker at the P1 gate has been completed. Welded new section of expanded metal in and installed new chain link.

Water leak on P1 has not been fixed yet.

Christine presented wording for an all-electric vehicle information sign. While we have not had problems or inquiries yet, it will let residents who are interested in all-electric vehicles, which are gaining popularity, that we do not have charging facilities for them at the present time. Council members suggested some edits, and the revised version will be posted on our website and in mailroom.

Signage for the northeast side of building (outdoor stairs) were discussed again, just to mark the stairs as “private property – use at own risk.” It is possible that we can buy something like this ready-made rather than customized. The signs should be metal for durability.

8) New business

Car wash station: water supply hose connection has been repaired, as the water pressure had dropped off. A new hose and reel has been installed.

Correspondence: letter received from #415 about residents smoking in the garage. We currently do not have a specific rule about smoking in the garage or common areas, although littering butts is prohibited.

Driveway lighting: We currently have one damaged bollard light on the driveway at the front entrance to the building. It has been unsuccessful in finding the original lights so a slightly different model has been selected. Four driveway lights will be replaced and the parts from the remaining undamaged light will be used to repair the bollard light on the back side of the building. 5 ordered (1 spare) at a cost of about \$1,600 from Norburn.

Christine also asked about replacing lights in outside stairwell, as they’re quite dim. Sherry will ask Don to replace the bulbs.

Other maintenance items: We have ordered some stainless steel kick plates for some of our doors as they are taking a beating (mailroom and parkade doors). Other SS plates have been ordered to go on the doors that get damaged by keys.

Alcove area by the Janitors Supply Room shall be fenced off to allow storage for our gas powered equipment: two gas powered power washers, one snow blower and a welding machine.

Transformer room: A problem arose due to a relay that operates the magnetic starter for the cooling fan had failed. We received a call from the answering service that monitors the fire suppression panel that we had a reading of high temperature in the transformer room. Ted and Bob opened the doors to the parkade and placed a portable fan in the doorway to cool the room. It was successful and the next day I called Viking Fire to tend to the problem. Viking were hesitant to send someone out and suggested that we call the manufacturer of the panel. Bob called Mircom Engineered Systems and they responded and sent a technician out who took care of the problem. They also suggested that we install another sensor closer to the transformer. They shall return to install the sensor. System is working normally.

With regard to Viking, who is our current fire protection contractor, Bob asked Mircom if they do the same thing. They responded and said they were the original contractor and had everything on file. Bob has obtained a quote and suggests that we change providers for this service. Viking was late on sending report for annual fire inspection last year—received on Feb. 3, 2016 for inspection in October—and work was incomplete, and they quoted an increase of \$800 from last year. We shall obtain another quote for next year's inspection.

Gutter problem above Suite 105: Have called Acrotech, our current contractor, three times and still no reply. Called Aqua-Mobile Gutter Maintenance, they came and check out our problem, gave us an estimate and were here to carry out repairs on Feb. 9, 2016.

Roof: While they were here, Aqua-Mobile Gutter Maintenance noted a lot of moss on roof – quoted about \$3,000 for removal (scrape it off, spray off and then zinc applied). The quote also includes gutter cleaning. Part of the cost is need to use safety equipment for working at height. Roof is now 11 years old and needs some preventive maintenance to prolong life. John noted it should be done dry to avoid damage to roof from scraping. [Postscript: this work was carried out on February 15 to 17, 2016.]

During our hot water tank replacement program, 53 hot water tanks were replaced last year. 10 Tanks had been replaced previously or after our program, leaving nine tanks with situation unknown (suites 101, 105, 202, 207, 208, 310, 311, 402 and 511). We recommend those owners monitor and replace soon.

Lights on the driveway adjacent to Gate 3: When a problem with these lights arose, we found a breaker in the electrical panel that was tripped. Upon investigation, we found that one of the light fixtures was completely full of water, which caused a dead short. Fixture has been removed and a cover plate installed.

Depreciation report: We now have the final copy. Suggest charging a deposit of \$50 to real estate agents requesting a copy. It is 52 pages and colour, so quite expensive to print, and the fee would be returned when report has been returned to us. We can also put a PDF on our website and/or email it to them (depending on file size) and they can download/print it themselves.

We discussed the scenarios and the presentation of the report to residents at AGM. We will post a PDF on our website so that residents can review prior to AGM. If anyone doesn't have a computer, they can arrange with strata to view a printed copy (i.e. ask a council member).

Bicycles: During the repairs to the fence around the bicycle locker room it became obvious that the bicycles are not identified with the name and suite number of the owner. It was suggested to implement a program of putting decals or tags on all bikes to identify the owners. Christine raised a privacy concern with putting name and address information that would be publicly identifiable on a bike. It was decided that the suite number on a decal or tag would be sufficient for the purpose of identifying the owner of a given bike.

We will also be conducting another "cull" of abandoned bikes in the bike lockers; residents will be notified at the upcoming AGM.

Air BnB and short-term rentals: We should be aware that some stratas are having a problem with owners using their apartments as B&B's when they are away. We have stated that this practice is not allowed under our current bylaws regarding short-term rentals. However, Dustin raised the point that our current bylaw may not actually cover AirBnB type rentals, as they may not technically be a tenancy—a point also discussed in an article in the January issue of *Westcoast Condominium* (brought to meeting). As our bylaws and rules are in need of a thorough review anyway, we will explore this issue with the residents at the AGM during the discussion period.

Homeowners insurance: We shall invite a rep from our insurance provider at AGM to talk about condo insurance.

Garbage and recycling: Both the Security Office and Strata Office seem to have become a storage place for old electronic equipment. This has to stop. We shall remove all old equipment and send it to recycling.

Bylaws and rules review: Christine attended a seminar (free) on Bylaws in December, and after a preliminary proofread of our current rules and bylaws, has identified the need for a thorough review. There are many places where our rules and bylaws repeat or conflict, or don't describe or adequately cover what we would probably like them to. As we have not conducted such a review before, it is suggested that council begin to review, work through changes, and hold an SGM later in the year to ratify changes. Registering the bylaws, no matter how many revisions, costs \$300. Suggest that this process start with the upcoming AGM to gather input from residents on changes they may like to see.

Strata AGM: After some discussion, we decided to set the date for Wednesday, March 30, 2016. Notices will have to be distributed at least two weeks beforehand.

9) Adjournment

The meeting was adjourned at 9:15 pm.

Submitted by Christine Rowlands, Secretary

Please be advised you should retain copies of Council and General Meeting Minutes for a period of two (2) years. There will be a charge for copies.