

**Strata Council MEETING MINUTES Wednesday, June 11, 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

**सुधी महत्वकी** विषय वरचे विषे केले हिम एा सुकेण वरकार

**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 7:04 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.

**3) Adoption of previous minutes**

Following review of the minutes of the council meeting held November 6, 2013, it was moved and seconded to adopt the minutes as prepared by the previous secretary, Tatiana Mersiadis.

**4) Business arising from previous minutes**

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

Round mirror at top of driveway still to be installed.

**5) Financial report**

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

As of May 30, 2014, the contingency fund is \$220,103.06.

It was noted that our accounting and legal budget has increased significantly to \$835.89 to date, due to the fact that liens and bylaw changes now must go through a lawyer or notary, instead of filing them with the Land Registry ourselves.

It was moved and seconded to adopt the financial report.

## 6) Gardening report

Paraspace Gardening has carried out the proposed planting of flowers along the driveway; residents will notice the new red flowers along the bushes.

## 7) Correspondence

As a result of our inspection by the New West Fire Dept., a letter was received from Suite 416; however, the name on the letter is not the same as the name given on Form K. Council will investigate whether the correspondent/resident is the same as on the form (i.e., using an Anglicized name or is a different person).

An anonymous letter was received, blaming Strata Council for showing favouritism to some residents regarding the storage of items in their parking stalls. According to our rules and bylaws, as well as the fire code, there should be no items stored in parking stalls, and anyone disregarding the rules and bylaws shall be issued fines. Please let Strata Council know, in writing, if you have a concern. In any case, letters were sent to suites found not complying with our bylaws regarding storage in parking stalls, and the stalls have since been cleaned up.

**Note:** Please remember to always send comments and concerns in writing and signed with your name and unit number. Strata Council cannot take appropriate action and follow-up based on anonymous notes. You may address them to Sherry Baker via the contact page of [14victoriahill.com](http://14victoriahill.com) or use the Strata mailbox in the mailroom.

## 8) Maintenance

We had an inspection by the New Westminster Fire Dept., which resulted in cleaning up all of our mechanical storage rooms, the electrical closets located throughout the building, and any items that residents may have stored in parking stalls. Additional fire extinguishers are also required to be installed as well as a fire-rated louvered section in door for the elevator equipment room. John Verchomin has obtained a quote for the door and is meeting with a vendor. Also we are required to update our fire safety manual within 6 weeks of May 30. This should include annual fire drills – Council will ask for volunteers for a fire safety committee to help plan.

Colwin Electrical Group has carried out the thermographic inspection of all of our electrical panels and signed the confirmation for our Electrical Permit, as required by the Safety Services Authority of BC. This confirmation form has been sent to the Safety Services Authority as requested. Both elevator and electrical permits are now displayed in the respective rooms as required.

The main door in the lobby requires welding on the handle, as it is loose. This was done previously on the hinge side.

The handle on the door from the P1 hallway into the garbage/recycle room and parkade needs to be replaced soon, as it coming apart. The handle was original to the building. A replacement is estimated at \$100.

The light bulbs in the ceiling of the main lobby have now been replaced. Don Baker also washed the interior windows on June 9, since we had use of rented scaffolding to reach them.

The leak from the roof through the 5<sup>th</sup> floor ceiling has been corrected by roofing contractor. No further repairs are needed at this point.

Don Baker has repainted the damaged wall section around the elevator doors on the 3<sup>rd</sup> floor.

A filter rack with replaceable filters has been installed on the cooling fan in the elevator equipment room.

Heating for hallways has been shut off for the summer.

Monthly replacement of filters for hall pressurizing system has been carried out.

Resurfacing of patios of Suites 413 and 510 shall be scheduled for this summer during a period of dry, warm weather.

The annual cleaning of gutters was carried out today, June 11, and the cleaners expect to finish tomorrow, June 12. No problems were reported.

Parkade cleaning and window cleaning will be scheduled. The parkade cleaning is targeted for after August 24, so that Don Baker can be here to assist. Window cleaning is targeted for October, as dust from construction on the parcel next door is expected to continue through the summer.

Strata is looking into obtaining another quote for a qualified service provider to do the annual inspection of our fire suppression system, as the current provider is not providing satisfactory service. We have been contacted by another potential vendor and will follow up with them.

## 9) New business

First quarter of 2014 invoice of \$199.52 for parkade lighting has been sent to Strata BCS 2772.

Invoice for the pump operated by Onni for March and April 2014, which is \$526.76, has been sent. This invoice reflects the increase in the electricity rate from New West Electrical.

A letter has been sent to Martin Kastelein regarding registering the bylaw change that was approved at the AGM on June 11, 2014. We are no longer able to register changes ourselves due to a change in procedure at the Land Registry Office, which requires us to file through a lawyer or notary; bylaw changes now cost \$208 including legal fees. The secretary will update the bylaw document, and post the new version on the **14victoriahill.com** website soon.

Due to a letter received by Bob Logan from a realtor regarding giving independent home inspectors access to the building, we are changing the policy for allowing access to locked areas. Home inspectors will no longer be given access to locked areas, i.e., areas that are locked and not accessible by FOB. We are not required to give this type of access and will no longer offer it.

Bob Logan has obtained several quotes for exterior painting of the building (including wooden trim, corners, soffits, etc.), interior painting for amenity rooms, and power washing and painting of the driveway and wall. The quotes ranged from \$28,000 to \$135,000. Council will go ahead with the quote from College Pro for \$28,247.10 (including taxes) for one coat of paint, pending a recommendation on the brand and quality of the paint.

Depreciation report: a preliminary depreciation report has been compiled and was presented to Strata. The report was discussed and it was decided to look into getting quotes for third-party providers to complete the report and provide expert opinion and verification. John Verchomin and Dave Brown will look into possible providers with technical expertise. However, it is noted that this is a project that does not have a specific deadline in provincial legislation, and it has not been budgeted for 2014/2015.

We shall hold our annual summer BBQ for all residents, tentatively scheduled for July 27, 2014.

Bike lockers: The two bike storage lockers on P1 are becoming crowded, and many bikes appear to be abandoned or unused (dusty, deflated tires). We will attempt to clear such bikes by asking residents to remove a tag that will be placed on each bike by a certain date (at least two weeks from the date notice is given). Bikes with tags remaining after the deadline will be removed and donated. Christine Rowlands will create signage and tags alerting residents to the initiative.

## 10) Adjournment

The meeting was adjourned at 8:37 pm.

Christine Rowlands

Secretary

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