

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN LMS 3256 - "THE HUDSON"
1196 PIPELINE ROAD, COQUITLAM, BC**

Held on Tuesday, April 19, 2011
In the Westwood Recreation Centre

PRESENT:

Robert Knight	Unit 905	President/Treasurer/Building Committee/WRC
Grace Nachtigall	Unit 509	Vice President/Landscaping/WRC
Dave Christensen	Unit 1405	Special Projects/Driveway Committee
Kui Hing (David) Lo	Unit 1505	Member at Large
John Stembridge	Unit 508	Member at Large
Ron Wickens	Unit 1503	Building Committee
Walter Edgar	Unit 705	Building Committee/Driveway Committee

GUEST:

Bob McMurray	Building Committee
Dragan Bebic	Site Manager

MANAGING AGENT: Ann Benoit, *Senior Strata Agent, Ascent Real Estate Management Corp.*
John Trotter, *Strata Agent, Ascent Real Estate Management Corp.*

CALL TO ORDER

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

SITE MANAGER REPORT

The following was reported:

- Dryer vent cleaning is nearly complete, with eight units remaining to be done. National Air is doing a superior job as compared to Michael A Smith, as witnessed by the large amounts of lint being found;
- Pacific Horizon has completed re-caulking of windows from the 20th floor down on one run, after loose caulking was found on an 8th floor unit;
- A south entry (aluminum) door was damaged. Blue Mountain was called in to change the lock with the door was successfully secured;
- The Site Manager purchased and exchanged a re-circulating pump that supplies hot water for three upper floors;
- ServiceMaster was on site to clean the carpets. The Site Manger was not pleased with the work completed and another provider will be chosen for subsequent cleaning. The strata agent will ask ServiceMaster to reduce their invoice;
- Collins and Sons were on site to inject urethane in the south hallway where cracks were present;
- Cascadia Pump was on site to re-install a booster pump in the pump room; this was completed under warranty.
- Omni Pest was on site for their regular monthly visit; with nothing unusual to report;
- Interior repairs after a pipe leak are being completed in one unit;
- Pressure washing has commenced. To date, front entrance, front driveway, ramp, visitor parking and secure parking up to stall #72 have been completed. The parkade should be done in the next few days.

REPORTS

1. **Building Committee:**

- Final repairs to a balcony railing will be completed once the weather improves.

- Council reviewed quotes for installing gutters and PVC downpipes in both the front and back of the buildings. The total cost to complete both areas (based on the lowest contract quote) would be \$12,750.00 plus HST. Council and the Building Committee are currently in the research stage concerning this project with the following being suggested: conducting a small trial section before committing to completing the two sections to determine effectiveness, and obtaining drawings of the proposed work. A decision was made by council to continue researching the item and possibly budgeting for this project in the next fiscal year.
- Exterior painting required on the balcony of one unit will be done when the weather improves.
- Boiler cleaning will be completed next month during Milani's preventative maintenance site visit.

2. **Westwood Recreation Centre (WRC):**

During the close down the following was accomplished;

- The rubber gym flooring was installed.
- The marks on the walls were cleaned.
- The shower stall in both the men's and ladies change room were re-grouted and sealed.
- Light sensors were installed in the change rooms and the gym.
- The hand dryers, which were being used as hair dryers, were removed and paper towel dispensers were installed.
- The pool area was detailed. This included washing of the windows, the blinds, pool floor area, spa cover and benches.
- All the ceiling and door vents were cleaned.
- The men and women change room lockers were cleaned.

This was a major undertaking and work still needs to be done in the gym. The benches have to be sent out for re-upholstering and the universal gym has to be reset.

It was reported that an owner used the ladies change room to dye her hair. This resulted in staining of the newly replaced shower curtains. Fortunately the sealant on the newly re-grouted tiles prevented this from happening to the tiles.

Residents are **ONCE AGAIN REMINDED** that the rules of the WRC clearly state the change rooms are for pool/spa use and not for use as a personal bathroom. Your access to the facility could be denied if you are not respecting the WRC rules.

There was extensive cleaning undertaken in the Community Room and the carpets were cleaned in all carpeted areas.

At the March 30th WRC committee meeting and noted in the minutes - "A \$30.00 rate will be charged per hour if the Community room is left below WRC standards. This will be explained to people renting that facility by WRC Staff.

The trial period of using a liquid additive called hear saver which contains biodegradable ingredients has proven to be a good barrier to prevent evaporation from the pool. This has greatly reduced the amount of condensation in the pool area which has been a major issue.

3. **Landscaping Report:**

Kerry LeMaitre and his crew reset the difficult area in the back with hostas taken from the raised beds. The area adjacent to the WRC does not receive much light and the plants in the area do not flourish, limiting what can be planted in this area.

The landscaping committee will also be seeking out quotes from landscape architects in order to provide a complete overview of the landscaping. A long term plan is required to improve the irrigation, drainage and sustainability of plant material.

PREVIOUS MINUTES

It was **MOVED**, **SECONDED** and **CARRIED** to approve the March 15, 2011 council meeting minutes with the following amendment:

*It was **MOVED**, **SECONDED** and **CARRIED** to approve the February financial statement.*

FINANCIAL

1. **Financial Statements:** It was **MOVED**, **SECONDED** and **CARRIED** to approve the March, 2011 financial statement.
2. **Balance of Contingency Reserve Fund:** As at March 31st, 2011 the Contingency Reserve Fund balance was: \$417,855.20.
3. **Owners Arrears:** It was **MOVED**, **SECONDED** and **CARRIED** to forward correspondence to three owners who are in arrears in relation to strata fees.

<p>Council would like to remind all owners that copies of all of the strata corporation's financial statements are available in the caretaker's office for owner review.</p>

CORRESPONDENCE

1. An owner provided council with an article pertaining to noise transmission in relation to the installation of hard surface flooring and offered to have his unit used as a test suite. After discussion, council directed the strata agent to thank the owner for the article, but that at this time they are not performing any further research. Earlier this year, council did research noise transmission. Cork underlay with an FIIC rating of 65 is the preferred underlay, newer products with a higher impact rating will be accepted. The FIIC rating will change as technology improves.
2. Council received correspondence from an owner regarding dirty water that washes down on windows when owners above are washing their balconies. Council would like to once again remind all owners that water is not permitted to escape your balcony when washing is performed. It was **MOVED**, **SECONDED** and **CARRIED** to forward written communication to the alleged offending owner.
3. Correspondence was received from an owner experiencing water temperature fluctuations and who believes the boiler is responsible for the fluctuations. Council is satisfied that the boiler system has been inspected and is working properly. Council requested the strata agent write to the owner suggesting that other owners have fixed their temperature fluctuation issues by replacing their shower cartridges.
4. An owner wrote to inform council of ongoing water noise issues. Council discussed the issue and requested the strata agent inform the owner that research has been conducted regarding potential solutions regarding the installation of gutters and downpipes and that budgeting for this project was being considered for the next fiscal year.
5. An owner wrote to request approval for the installation of laminate flooring. Council approved the request and asked the strata agent to send a letter to the owner outlining the bylaws regarding flooring renovations.
6. An owner wrote to request approval for the installation of tiles on their balcony. Council approved the request and asked the strata agent to send a letter to the owner outlining the balcony tiling specifications.
7. An owner's contractor wrote to council requesting approval for renovations. Council was informed by the Site Manager that the work was initiated prior to approval from council. Council approved the

renovation request, and asked the strata agent to forward the flooring and tiling specifications along with an indemnification to be completed. The owner will also be requested to familiarize themselves with the strata corporation bylaws.

8.4 An owner must obtain the written approval of the strata corporation before the installation of any interior hard surface flooring, including, but not limited to hardwood or laminate flooring. Approval is subject to the current specifications regarding sound deadening substrates to be prepared by the strata council on an ongoing basis based on technological changes.

8. An owner wrote to council complaining of a noise issue related to early morning exercise. As the owner has been previously warned concerning this noise, it was **MOVED, SECONDED** and **CARRIED** to fine the owner.

BUSINESS ARISING

1. Driveway/Front Handicap Painting:

On or about May 1, 2011 Palmieri Brothers will commence the upgrading of the front driveway that has been detailed in the council meeting minutes.

The upgrade will be done in two stages; commencing with the North section and then proceeding to the South section.

This upgrade should take approximately one month. All owners are reminded that the work is weather dependent and to expect that delays may occur.

Owner and Residents are reminded of the following:

- **Access to the parking lot will be essentially one way traffic with some passing possible in the garden area.**
- **No parking will be permitted in front of the building for delivery or service vehicles.**
- **Handicap pickup and drop-off will be limited to a few minutes and vehicles will have to use visitors parking to turn around.**
- **Any or all deliveries will be restricted to the curb along Pipeline Road.**
- **Move in and move out will also be restricted to the curb along Pipeline Road.**
- **Any truck entering the driveway will not be able to turn around or use the traffic circle nor will they be allowed to block access.**
- **Since sight lines will be restricted we request all residents use caution during the construction period to avoid things such as fender benders and other types of accidents.**
- **Construction Noise is expected during this project.**

2. **Minute Distribution:** Council has received the names of fifty-four owners who wish to continue receiving hard copies of the meeting minutes. Council asked the strata agent to instruct UPS to print sixty copies of both the council meeting and WRC minutes, with the balance to be held by the Site Manager. Minutes will no longer be distributed to those owners who did not request a printed copy.

NEW BUSINESS

1. **Front Driveway Circle Planter:** Council viewed a sketch of a proposed light standard intended to replace the four trees in the planter located in the front driveway. The design depicted five lights on light standard, which would be directed downwards, so as not to shine into lower level owners units. Hanging flower baskets were included in the design, with potential for more plantings around the base. The removal of the trees and replacement with a light standard is only in the preliminary planning stages and any changes will first be presented to the owners.
2. **Removal of Oil Stains:** According to bylaws 43.13 and 43.14, residents must keep their parking stalls clean and free of oil, gasoline or other automotive residue. A Council member reported that Spray Nine's Grez Off is an excellent product to use to remove oil, grease and grime from the asphalt surfaces of an underground parkade. It is a biodegradable, non-flammable, professional strength, heavy-duty degreaser, available at local home improvement stores for approximately \$9.00.
3. **Annual Parkade Cleaning:** Please be advised that each owner is expected to clean their parking stall by May 31, 2011. Please refer to the following bylaws which govern the use of parking stalls:

43.13 A resident must not park or store any vehicle that drips oil, gasoline or other fluids. A resident must remove any dripped oil, gasoline or other automotive residue.

43.14 A resident is responsible to keep his/her assigned parking stall clean.

The strata corporation has supplied five cleaning stations. Please use only what you need and ensure the areas around the pillars are clean along with the wall edge. Please **DO NOT** dispose of any chemicals or oil down the drains.

To further assist residents in parkade stall cleaning, refer to the following:

- Extension Hose: Right side of down ramp to P2 which can be used with the portable hose reel located at the front of parking stalls 84 or 181.
- Extension Hose: Parking stall 236 which can be used with the outlet at the car wash station or portable hose reel located at the front of parking stall 181.
- Parking stall 92 has a water tap for portable hose reel located at the front of parking stall 84.

Arrangements can be made with the caretaker to have someone clean your stall for you. He can be reached at (604) 464-2450. The costs of this service will be determined by the caretaker.

No nozzles are supplied – please return all of the above to their respective locations.

4. **Capital Planning Committee:** It was **MOVED, SECONDED** and **CARRIED** to create a Capital Planning Committee. The members are as follows:

Bob McMurray
Robert Knight
Dave Christensen
Ron Wickens

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:26 p.m.

NEXT MEETING

The next Council meeting is scheduled for Tuesday, May 17, 2011 at 7:00 p.m. in the WRC.

Minutes prepared by Ann Benoit and edited by Robert Knight.

Ascent Real Estate Management Corporation
Managing Agents On Behalf of Owners' Strata Plan LMS 3256

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Owners Reminders:

- All Owners must clean up after their pets. Not doing so is unsanitary to your neighbours and the landscape provider.
- All Owners must clean up any spills and/or garbage accidentally dropped in the elevators, hallways or garbage areas.
- Recycling bins are for recyclables – dumpsters are for garbage.
- Be careful to always use the correct type of detergent for your washing machines and be careful not to use too much of it when you are doing loads.
- Bicycling, skateboarding, rollerblading, hockey, soccer and similar activities are not permitted on common property which includes the lobby, corridors, driveways, ramps, sidewalks, garden areas, pathways and the vehicle parking areas.
- No one is allowed to bring their bicycles or tricycles in or out through the lobby.

If you list your property for sale, you will be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

Owners are invited to write Council via the management company regarding any Strata matters. Owners are advised that, pursuant to the *Strata Property Act*, correspondence which is addressed to the Strata Corporation must be made available to any other Owners or person interested in such correspondence. What this means is that any correspondence which is sent to the Strata Council in confidence is no longer protected and privileged. The provisions of the Privacy Act will be maintained and any confidential information such as names will be blacked out.

Insurance Reminder: The Strata Corporation's insurance policy does not cover personal belongings/contents, improvements/betterments to a unit, or re-location costs if an Owner is required to move out of their unit for good reason. To recover these types of losses, an Owner must have personal home Owner's insurance. Please be advised that the Strata Corporation's policy only covers common property and the original fixtures and carpets within each Strata lot. Owners are encouraged to make sure that the deductible amounts found in their personal policy match the deductible amounts found in the Strata Corporation's policy because if they are responsible for a fire, leak or sewage back-up they will have to pay for the deductible, if nothing else.

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