

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

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Held on Tuesday, July 21, 2009  
in the Westwood Recreation Centre

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<b>PRESENT:</b>	Robert Knight Vera Rezansoff Bob McMurray Dave Christensen Lenka Simon Kui Hing (David) Lo	President WRC Liaison Building Committee Member at Large Treasurer Member at Large
<b>REGRETS:</b>	Grace Nachtigall	Vice President/Landscaping
<b>GUESTS:</b>	Edna Duke Shelly Renaud	
<b>MANAGING AGENT:</b>	Ann Benoit, <i>Strata Agent, Ascent Real Estate Management Corp.</i> Melissa McMillan, <i>Strata Assistant, Ascent Real Estate Management Corp.</i>	

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**CALL TO ORDER**

The meeting was called to order at 7:04 p.m.

**GUESTS**

**Lobby:** Louise Henry, from Pair Home Design, came up with a couple of design options and two members from the Lobby Committee attended the meeting to present the colour combinations to Council. Council asked questions and thoroughly reviewed each concept before agreeing to grant the designer permission to present the options to the owners at the upcoming Special General Meeting.

**PREVIOUS MINUTES**

It was **MOVED, SECONDED** and **CARRIED** to approve the June 16, 2009 council meeting minutes, as previously circulated.

**FINANCIALS**

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to defer approval of the June 2009 financial statements.

**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.**

2. **Contingency Reserve Fund (CRF):** The total balance in the Contingency Reserve Fund as

of June 30, 2009 is \$453,795.04. As previously reported, part of the CRF is invested in cashable term deposits.

3. **Accounts Receivables:** The updated accounts receivables listing was provided at the meeting. Statements will be sent to the few owners still in arrears for short-paying strata fees and/or for acquiring fines. One owner will soon find themselves in an arrears position because the repair costs associated with a water leak will be charged back to their strata lot account, once the invoice is received.
4. **Mortgage on Strata Owned Suite:** The mortgage on the strata owned suite was renewed at an open rate of 3.75% for three years. There is approximately \$25,000.00 still owing on the mortgage; a resolution to pay off the remainder of the mortgage with funds from the Contingency Reserve Fund will be presented to the ownership at the Special General Meeting.

## **REPORTS**

### 1. **WESTWOOD RECREATION CENTRE (WRC)**

- a) **WRC Budget:** The WRC Committee has prepared next year's budget which will be presented to each of the four councils for their individual approval. The Hudson will be responsible for \$52,026.00, up \$9,567.45 from last year's \$42,458.55.
- b) **Security Cameras:** Due to the recent vandalism at the WRC, it has been proposed to install video surveillance cameras in the entrances, the meeting room, the gym, and the pool area. Quotes are being solicited.
- c) **Access:** If someone who's FOB has been deactivated tries to enlist your help to gain access, please do not let them come inside. There is a legitimate reason that that particular owner has restricted access. Please help protect the premises from abuse.
- d) **Underage Users:** A number of underage users were seen using the gym facilities. Their FOBs were swiped to identify the unit they belong to and the owner can expect to receive a letter regarding the infraction.
- e) **Rules:** The WRC Committee would like to ask all owners to be mindful of the rules.
- f) **Spa Boiler:** The boiler for the hot tub needs to be replaced. Lazar Plumbing & Heating has forwarded a quote for \$3,840.00 plus GST.
- g) **Lockers:** The shipment of the lockers has been delayed. No arrival date has been confirmed, since they are coming from Western Canada.

### 2. **Building Report:**

#### **Business Arising**

- a) **Dryer Vent Cleaning:** Michael A. Smith cleaned the dryer vents and booster fans and they submitted a report. It was recommended that bids be called the next time the dryer vents need cleaning.
- b) **Exterior Painting:** The centre traffic circle, seats and short walls at the front and rear entrances as well as the walls of the ramp to the underground parking area have

been painted to match the rest of the building, using the darker tone. A special thank you to Ron Wickins, Jack Parkin and Joe Krajnyak for their time and hard work.

- c) **Automatic Door:** The Building Committee has taken the time to review two quotes to install automatic doors but at this time they feel that this item may need to wait and be incorporated into next year's budget.
- d) **Mechanical Maintenance Quotes:** Quotes for the HVAC and plumbing systems preventative maintenance were received from Latham's and Milani Plumbing Drainage & Heating. After much discussion, it was **MOVED, SECONDED** and **CARRIED** to continue to use Milani's services. A two year contract will need to be signed by both parties.

### 3. **Gardening Report:**

- Some of the cedars at the back of the complex are dying off because they do not receive enough direct sunlight. When it comes time to prepare next year's budget, the Landscaping Committee would like Council to consider the costs associated with replacing these trees and installing another form of privacy fencing.

- 4. **Four Council's Report:** The next meeting will be scheduled for the end of September or early October.

## **CORRESPONDENCE**

Council reviewed the correspondence received/issued by the Strata Corporation since the last meeting:

Correspondence was received from an owner requesting permission to install a closet in their second bedroom. Unfortunately, Council must deny the request because the closet they are proposing does not have a sprinkler head located within (a mandatory requirement for such a storage space).

Correspondence was received from an owner who does not want to use cork underlay when they install their laminate floors. They provided a couple of alternative products designed for such a purpose. It was **MOVED, SECONDED** and **CARRIED** to allow them to use one of the other materials but they will be warned that if and when abnormal noise complaints are received, they will be required to remove the flooring and replace the underlay with a cork variety.

Correspondence was received from an owner disputing the charge back letter they received after there was a leak in their unit, originating from one of their upgrades. They were extremely dissatisfied with the plumber's services; they argue that he did not follow procedure and as a result he caused more damages. Council was sorry to hear that it was necessary to cut a hole in the back of the cabinet and wall behind the dishwasher. This was required as the initial indication was that this was the area where a pipe was leaking. When no leaking pipe was found, the cabinet was checked and a plastic hose was discovered showing that the leak was coming from behind the stove; there was no sign of water in the stove area until the water was turned back on.

**Important Reminder:** The Strata Corporation's insurance policy does not cover personal belongings or upgrades. In the event of a fire, water escape or sewer back up, only those owners with their own personal insurance will be able to recover their losses, whether it is their personal belongings and/or any betterments or improvements to the interior of their unit.

Correspondence was received from an owner turning down the invitation to participate in a dispute resolution with the other parties involved in the noise complaint. He did not feel that it would solve the problem.

Correspondence was received from an owner reporting that the paint on her balcony's ceiling has begun to bubble. Council instructed the strata agent to obtain a second quote to repair the area. It was **MOVED, SECONDED** and **CARRIED** to give the strata agent permission to proceed with the lowest bid, once the second quote is received. A letter will be sent to the owner advising them of the plan to repair the ceiling of her balcony.

Correspondence was received from an owner requesting permission to install tiles on their patio. The strata agent will send an approval letter and ask the owner to fill out and return an Indemnification Agreement.

**Communication:** All owners please note that the *Strata Property Act* requires that all comments and concerns must be forwarded to the strata council in writing (unless an emergency) to allow the entire strata council to review your concerns. Each letter will be reviewed at the next scheduled council meeting and responded to accordingly. All correspondence must be received seven days prior to a meeting, or it will be tabled until the next meeting. For your convenience a suggestion sheet can be obtained from the Caretaker and submitted to the strata office or Email to [abenoit@ascentpm.com](mailto:abenoit@ascentpm.com)

## **NEW BUSINESS**

1. **Underlay Requirements:** A suggestion was made to reassess the underlay requirements for hardwood or laminate flooring. After giving it some thought, Council concluded that it is best to leave the requirements as they are and review each request on a case by case basis.
2. **Garbage Area Signs:** Owners have been leaving furniture items such as book shelves, mattresses and TVs in the garbage room, which is not permitted. Discussion ensued surrounding the need to install permanent signs reminding owners that it is their responsibility to properly dispose of and/or recycle the following:
  - Construction debris
  - Yard and garden waste
  - Lead and acid (car) batteries
  - Medications/pharmaceuticals
  - Paint, solvents, flammable liquids, gasoline and pesticides
  - Vehicle tires
  - Oil, oil filters and empty oil containers
  - Electronic waste including personal computers, printers and TVs
  - FurnitureAs a sign containing this information is already posted on the garbage room door, it is not considered necessary to install a second sign inside.
3. **Strata Agent Vacation:** Ann Benoit will be away on vacation from Monday, July 27, 2009 until Tuesday, August 4, 2009. If you experience an emergency during her absence, please call Ascent Real Estate Management and ask to speak to Boon Sim or Melissa McMillan. Should the emergency take place after regular business hours, please immediately call the emergency line at (604) 293-2459. All other inquiries and concerns will have to wait until her return.

4. **Insurance Appraisal:** There Strata Corporation's appraisal was received and reviewed by Council. The replacement value of the building for 2009/2010 is \$38,824,000.00 down from \$43,290,000.00 last year. The reduction is due to current market conditions and various changes in construction material.
5. **Parking Stall:** An owner wanted to know whether or not they could claim one of the handicap parking stalls. Under the building code the one handicapped stall is already occupied and owned by a resident owner. The correspondent was advised that they may wish to trade spots with another owner, but the Strata Corporation will not involve themselves in this matter.
6. **PRV Station:** In order to postpone the need to replace expensive parts of the PRV stations, that govern water pressure, Council will be arranging to have one cleaned every quarter.
7. **Shower Leak:** Two units have been affected by a water leak and the source of the leak cannot be found. The Building Committee will monitor the situation for the next two weeks.
8. **Envelope Study:** Council asked the strata agent to obtain quotes to have an envelope study done in the near future. Extra funding will need to be raised to repair any deficiencies. A ¾ vote resolution will be presented to the ownership at an upcoming general meeting to raise approximately \$45,000.00 to cover both the study itself and any repair work.

**With summer just around the corner, council would like to also remind owners that noise from music and voices travel when windows are left open and when owners enjoy their patios and balconies.**

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:02 p.m.

The next council meeting is scheduled for Tuesday, August 18, 2009 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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AB/mm

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**Food for Thought:**

- Let's clean up after our pets
- Let's 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.

**Bookings of WRC Meeting Room:**

**The Quay Pacific Property Management Ltd. Property Management Company controls rentals of the meeting room. To book the room please call 604-521-0876.**

**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 owner 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.**