

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

Held on Tuesday, September 15, 2009
in the Westwood Recreation Centre

PRESENT:	Robert Knight	President (late)
	Grace Nachtigall	Vice President/Landscaping
	Vera Rezansoff	WRC
	Bob McMurray	Liaison Building Committee
	Dave Christensen	Member at Large
	Lenka Simon	Treasurer
	Kui Hing (David) Lo	Member at Large

MANAGING AGENT: Ann Benoit, *Strata Agent, Ascent Real Estate Management Corp.*
Melissa McMillan, *Strata Assistant, Ascent Real Estate Management Corp.*

CALL TO ORDER

The meeting was called to order at 8:08 p.m.

PREVIOUS MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the August 18, 2009 council meeting minutes as distributed.

FINANCIALS

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the August 2009 financial statements, subject to a few minor re-allocations.

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 August 31, 2009 is \$454,077.57. It was **MOVED, SECONDED** and **CARRIED** to re-invest \$50,000 of the CRF in a locked twelve month term deposit and \$50,000 in a 90 days cashable term deposit. Both term deposits are with Prospera Credit Union and will be transferred to VanCity credit union on September 29, 2009. All owners are reminded that the CRF will be reduced with the approval of the lobby and mortgage expenditures at the Special General Meeting.
3. **Accounts Receivables:** Council was verbally advised that there was no change in the status of the strata fee arrears. Statements will be sent to the few owners still in arrears for short-paying strata fees and/or for accruing fines.

4. **Proposed Budget:** The treasurer provided council with the amended proposed budget for the coming fiscal year. This budget represents no increase in strata fees. It was **MOVED, SECONDED** and **CARRIED** to present this budget to the ownership for approval at the upcoming Annual General Meeting (AGM).
5. **WRC Budget:** Council reviewed the WRC Budget and it was **MOVED, SECONDED** and **CARRIED** to defeat the budget for the following reasons:
 - \$15,000 is allocated for events income. The Hudson feels that the WRC is a recreational facility, funded by the owners and that the WRC agreement dictates that it cannot be operated in a business type fashion. Concerns are present over whether the WRC will maintain its non-profit status. The Hudson feels that this line item is unrealistic as the WRC generates approximately \$1,000 a year in event income from the rental of the room.
 - \$1,000 is allocated for landscaping. Council would like verification of this gardening expense as the ground surrounding the WRC belongs to the Selkirk.
 - Fitness equipment line item -Council recommends lowering this budget to \$3,000 based on past and current year actual spending.
 - Repairs and maintenance line item -Council feels that \$40,000 should be allocated, which is a \$5,000 increase over the previous year. The Hudson allocates \$52,000 for their entire building and questions why the WRC budget amount is similar.
 - Fire safety inspection line item -Council would like some clarification on this matter as there is no expense for the current year.
 - Security upgrades line item -Council feels that purchasing security cameras is not an operating expense, but a capital expense and should be funded from the capital expense fund or from the previous year surplus.
 - Council feels that the garbage line item should be removed as email correspondence from the WRC Agent, Jason Scott, states that the service is now performed and included in the Providence Property WRC contract.
 - The gas line item needs to be reduced to \$30,000. The current year costs were \$26,000 which still allows room in the event that gas prices increase.
 - The Hudson would like to recommend that the WRC enter into a full service management agreement with Quay Pacific as the current agreement permits extra billing and is difficult to budget.
 - The Hudson would like to know why there is such a significant change in the legal line item.
 - The Hudson would also like to clarification on the extra liaison line item.
 - The council would also like the WRC to perform an audit every year.

It was **MOVED, SECONDED** and **CARRIED** to forward communication to Quay Pacific noting the above and referencing section 18 of the WRC agreement which states:

The operating budget of the committee shall be provided to each of the parties' strata councils for approval and shall require a three quarter majority of each strata council in favour in order to be accepted and approved.

REPORTS

1. **Westwood Recreation Centre (WRC)**
 - a) **WRC Use:** It was **MOVED, SECONDED** and **CARRIED** to request a legal opinion from Paul Mendes concerning the following:

- The WRC committee's ability to restrict the use of the Hudson social committee, council and other owner groups to only 30 hours per year. The WRC wants to charge a fee for any use over 30 hours. These 30 hours includes any use of the room –council meetings, general meetings, coffee hour, card nights etc...
 - The WRC's ability to charge owners in all four strata corporations a fee to offer items such as exercise classes, pub nights, daycare etc... The Hudson council is of the opinion that the WRC is non-profit and cannot be running business type activities.
- b) All owners are reminded to not use the facility if they have cold or flu symptoms given that flu season is approaching and the potential threat of the H1N1.
- c) **WRC Questionnaire:** The WRC Committee has created a questionnaire for distribution concerning WRC services. This item was deferred.
- d) **Fob Audit:** Council discussed the WRC fob audit and deferred item.

2. **Building Report:**

Business Arising

- a) **Exterior Building Review:** Council reviewed a quote from RDH Building Science for an exterior building review for a cost of \$11,000. A third quote from Apex Building Sciences has also been requested. A $\frac{3}{4}$ vote resolution will be presented to the ownership at an upcoming annual general meeting to raise approximately \$45,000.00 to cover both the study itself and any repair work.
- b) **Fridge:** Council reviewed a response letter provided from an owner concerning a complaint that while they were away on vacation their power was shut off, which damaged their fridge and caused the food contents to rot. Before the owner left on vacation for the summer, he turned off all the power to his unit except the breaker controlling the power to the fridge. There was no note to this affect in the breaker box or elsewhere in the unit where it could have been seen. The key to the unit was obtained from a neighbour in order to let technicians inside to clean the dryer vents. In order to test the cleaning, the technicians needed to briefly turn on the power. On their way out, they turned off the power not realizing that the one breaker controlling the power to the fridge should have been left on. Upon review, it was **MOVED, SECONDED** and **CARRIED** to not reimburse this owner for his expenses as council maintains their position that the owner should have advised the individual that he left his key with or left a note in the electrical panel providing instructions so that this incident did not occur.

New Business

- a) **Insurance Provider Infrared Scan of Electrical Components Request:** The strata corporation's insurance provider has requested that the Hudson complete an infrared scan of the electrical components. Council has responded as follows and is awaiting a reply:

This inspection of the Hudson by the insurance provider occurred at the time of the elevator room fire. At that time, the Boiler & Inspection Ins. Comp sent their Consultant in to check out the loss. As it turned out there was no claim as the elevator company absorbed all costs under the maintenance agreement. At the time of the Consultants visit he advised that while he was here he would do a check of power/

boiler systems for the insurance comp. The report provided to council is the result of this inspection.

The report, while suggesting an infrared scan, also noted that there was no problem detected in the building's systems.

It should be noted that in electrical systems, it is not unknown for electrical wiring connections, over a period of time, work loose creating hot spots in the system. The cost for having an infrared scan is about \$1,000.00 a day plus say \$500.00 a day for an electrician to open up the building's main breaker boxes and tighten any loose connections.

At present we do have the main electrical vault serviced every 5 years. This involves the cleaning of all electrical components in the vault including the tightening of all connections. What is not presently included is the buildings 5 breaker panels. After discussing this with Dragan and the firm servicing the vault, it is proposed that when the vault is next serviced to also include the automatic tightening of all electrical connections in the 5 breaker panels.

- b) **Unit Front Door/Water Stain:** Correspondence was received from an owner advising that his front suite door is sticking and requires adjustment. Council will request that the caretaker rectify this concern. The owner also reported a water stain in their front hallway which the building committee will be investigating.

3. **Gardening Report:**

- a) The Landscaping Committee have provided council with some accruals for the fiscal year as future planting will be performed.

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

BUSINESS ARISING

1. **Special General Meeting (SGM):** Both resolutions –lobby expenditure and mortgage payment, were approved by the owners at the recent SGM. Council directed the strata agent to pay off the approximate \$23,000 remaining on the strata suite mortgage and ensure that the Bank of Montreal provides the proper discharge paperwork. Once this is complete, a Land Titles search will be performed to ensure that the registered mortgage has been removed.
2. **Dryer Vent:** As previously reported, an owner advised that there is condensation coming from their dryer vent. During the recent cleaning of the dryer vents within the building, a camera was sent down the dryer vent in question and no blockage was found to explain the presence of water. The Building Committee is continuing to investigate the matter.
3. **Lobby Upgrades:** With the approval of \$35,000 from the CRF for the lobby proposal, the committee will be finalizing all quotes and proceeding with the work.

CORRESPONDENCE

1. Correspondence was received from an owner concerning an interior pane crack on their window. The Building Committee has reviewed the crack and advised the owner that the

window will be placed on a repair list and be completed when other windows in the building require attention.

2. Correspondence was received from an owner requesting permission to install bamboo flooring in their unit and place tiles on the breezeway. It was **MOVED, SECONDED** and **CARRIED** to permit the installation once the owner has completed the indemnification/assumption of liability forms. The owner must also adhere to the Hudson bylaws concerning hard surface floor and balcony tile installation.
3. Correspondence was received from a past owner requesting minutes. As the strata corporation is not obliged to provide these under the *Strata Property Act*, it was **MOVED, SECONDED** and **CARRIED** to not provide the documentation.
4. A suggestion box form was received from an owner concerning a noise that they have been hearing in the area of their kitchen sink. The building committee will be investigating the matter.

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

NEW BUSINESS

5. **Insurance Renewal:** The strata corporation's insurance has been renewed with the current provider for a cost of \$35,666. Please be advised that it was necessary to borrow money from the Contingency Reserve Fund to cover the expense of the insurance premiums, as there were insufficient funds available in the Operating account. Once funds are available in the Operating account, the CRF will be repaid.
6. **Annual General Meeting:** Council is currently finalizing the Notice of Call for the Annual General Meeting which is scheduled for November 17, 2009. The Notice of Call will be forwarded in advance to all owners to comply with the provisions of the *Strata Property Act*.
7. **Social Group Food Drive Request:** It was **MOVED, SECONDED** and **CARRIED** to approve the social group food drive request.

The Food Drive will be held on October 28, 2009 from 8AM until 6PM with all proceeds going to SHARE. The Food Drive will be set up in main lobby and the lower elevator lobby.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:41 p.m.

The next council meeting is the Special General Meeting scheduled for Tuesday, October 20, 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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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.