



MOUNTAIN VIEW VILLAGE STRATA PLAN LMS 2284

**COUNCIL MEETING MINUTES
WEDNESDAY, MARCH 7, 2011, 6:30 PM
Amenity Room, 223 Mountain Hwy**

COUNCIL PRESENT:

**Dawn Lagerbom Nick Fairburn
Andrew Prenty Barb Bernnan
Pamela Johns**

COUNCIL ABSENT:

Ralph Miller Murray Comley

MANAGEMENT PRESENT:

**Colleen Hynes
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964**

1. CALL TO ORDER

Andrew Prenty, Council President declared a quorum and called the meeting to order at 6:35 p.m.

2. ADOPTION OF PREVIOUS MEETING MINUTES

The minutes of the Council meeting held on February 1, 2012 were circulated prior to the meeting.

It was:

**MOVED/SECONDED (Lagerbom/Bernnan) to approve the minutes as circulated.
CARRIED**

3. BUSINESS ARISING

A. Action List - Attached

Majority of items completed. Follow up required on 4 items for next meeting.

B. Pet Registration Form Sample

A copy of a sample registration form was provided to the council for review.

C. RDH Quote

A quote for a Reserve Fund Study was provided to the council for review. This will be addressed at the AGM. Council is also obtaining a second quote.

D. Mechanical & HVAC Maintenance

Council to advise PQ of their decision on the maintenance contract.

4. **FINANCE**

A. **Financial Statement**

The Financial Statement to January 31, 2012 was circulated prior to the meeting. PQ to meet with the Treasurer in late April to review late fees and Financials.

B. **Arrears**

There are several owners who are not paying their fees up to date or on time. The council has determined to send one owner to a lawyer for collection upon review of the late charges.

The late fees and fines will continue to be charged on all late payments. It is very important that owners pay their strata fees on time to ensure the Corporation can meet its financial obligations every month.

5. **GENERAL MAINTENANCE**

A. **Commercial Signage**

PQ to send quote requests to 3 North Shore sign companies to update the sign to include 14 spaces for Commercial occupants.

B. **Membrane Leak – Parking Garage**

PQ to send quote request to Whiteburns to install deflection system to direct any drips away from vehicles parked in stalls 22 & 23.

PQ to request RJC attend to provide recommendations and quote for membrane leak repair.

C. **Vanco Fire**

Council approved the quote from Vanco for the fire and elevator monitoring. PM to send approval to contractor and cancel previous monitoring agreement.

6. **CORRESPONDENCE**

A. **Parking Stall 22 – Vehicle Damage**

PQ to send letter to 206 regarding request for payment of car damage.

B. **Fire Systems - Commercial**

The Council has decided that the cost for the annual fire inspection will be absorbed by the Strata, but the cost for in suite fire extinguishers is the responsibility of each commercial occupant.

C. **Unit 203 – Charges**

The owner wrote to request reversal of charges. The council has agreed to adjust the levy of late charges provided the account is paid in full in the next 30 days.

D. **PH07 Renovations**

PQ to advised owner of approval for renos. Permits and Indemnity must be submitted.

7. **NEW BUSINESS**

A. **Cleaning Contract Proposal – Evercare Carpet Maintenance.**

A proposal was provided to the council for review. The council approved the proposal with a start date of May 1, 2012.

B. Tree Trimming

Two quotes were provided to the council. The Council approved the quote from Davey Tree. PQ to issue the purchase order and advise when work will be done.

C. PQ ONLINE

The council has cancelled the online service.

D. Gardening Contract

Several quotes were obtained for gardening. The council reviewed the proposals.

It was:

MOVED/SECONDED (Brennan/Prenty) to approve the proposal from Swicks starting April 1, 2012.

CARRIED

E. Drain Cleaning

A quote was provided by C&C to clean all balcony drains.

It was:

MOVED/SECONDED (Brennan/Johns) to approve the proposal from C&C in the amount of \$1,869.00 plus HST. Access to all suites will be required.

CARRIED

THE NEXT COUNCIL MEETING IS SCHEDULED FOR APRIL 11, 2012.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Colleen Hynes, Property Manager

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Action List:

- Council to obtain quote for RFS.
- PM to meet with Treasurer to discuss financials and arrears.
- PM to arrange for a contractor to attend to adjust and inspect commercial doors.
- PM to request quote to install deflection system over parking stalls 22 & 23.
- PM to contact RJC to quote on investigation/recommendation for membrane leak
- PM to send SL 40 to the lawyer for collections - ongoing
- PM to send letter to 206 regarding vehicle damage.
- PM to reimburse cleaner for cost of stolen vacuum cleaner – waiting on receipt
- PM to contact elevator company to repair door cable.
- PM to advise 203 of council decision.
- PM to follow up for permits and indemnity from PH07
- PM to request quote from Swicks to install bark mulch at the back of the residential building.
- PM to approve Swicks contract to start April 1, 2012.
- PM to contact 307 to determine repairs needed and issue service request to contractor to rectify – ongoing.
- PM to notify Janitorial to ensure light changing and regular cleaning of garbage areas and parking garage is completed.
- PM to obtain quotes to clean lobby tiles and commercial lobby tiles.
- PM to send approval for carpet maintenance effective May 1, 2012.
- Council to tour building and send PM list of items to be painted or any repairs to be made.
- PM to prepare draft budget for next year.