



**MOUNTAIN VIEW VILLAGE
STRATA PLAN LMS 2284**

**COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 8, 2011, 6:30 PM
Amenity Room, 223 Mountain Hwy**

COUNCIL PRESENT:

**Dawn Lagerbom Barb Brennan
Pamela Johns Ralph Miller
Andrew Prenty**

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 6:38 p.m.

2. ADOPTION OF PREVIOUS MEETING MINUTES

It was

MOVED/SECONDED

To adopt the minutes of the Council meeting held on October 25, 2011.

CARRIED

3. BUSINESS ARISING

A. Carpet Re-stretching

This work will be done after the carpet cleaning is complete.

B. Pressure Washing Parkade

A quote was obtained to include power sweeping the underground.

It was:

MOVED/SECONDED(Prenty/Miller) to approve the quote from SBM to pressure wash and sweep the parkade at a cost of \$4,965.72.

CARRIED

C. Blind Cleaning and Carpet Cleaning

Quotes were received from several companies for the carpet and blind cleaning.

It was:

MOVED/SECONDED(Prenty/Brennan) to approve the quote from Smithwerks to clean the carpets and the blinds at a cost not to exceed \$955.00 plus HST

CARRIED

✓ VANCOUVER OFFICE:

Suite 430 - 1200 West 73rd Avenue

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SURREY OFFICE:

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Surrey, BC V3W 1A4

Tel: 604-635-0260 Fax: 604-635-0263

- D. Arbor Remediation**
Rockport to provide quote separated by sections so the Council can determine replacement as needed.
- E. Handyman Services**
The Property Manager provided the name of a contractor for small jobs at a rate of \$50.00/hour. Council will advise when any work is required.
- F. Plumbing – 4th Floor Balcony Drains**
Property Manager directed to request a quote from C&C to clean these drains.
- G. Bylaw Infractions**
Property Manager directed to send letter to owner regarding storage of items in parking stall.
- H. Mirror for Driveway**
A quote was provided to council. This item was deferred to a later date.
- I. Fire Monitoring**
The monitoring is done by Vancouver Fire. The contact number in the case of an emergency is 604-232-2407.
- J. Trasolini – Concrete Repairs**
This item has been deferred to a later date.

4. FINANCE

- A. Financial Statement**
The Financial Statement to October 31, 2011 was circulated prior to the meeting.
- B. Arrears**
The Property Manager collected over \$5,000.00 in arrears in the last reporting period. The bylaws related to late charges were reviewed. The Property Manager will ensure the fee schedule is adhered to per the bylaws, including late charges and interest penalties. Property Manager will charge the fees on the current AR and report to the Treasurer on the amounts of the penalties.

5. GENERAL MAINTENANCE

- A. Fire System Deficiencies**
These repairs have been completed. A report has been provided to the Council. There are several units that have not provided access for the inspection. On the next service date any owner that does not ensure access is provided will be charged the cost of a locksmith to obtain access to the suite.
- B. Sprinkler System Upgrade**
This project has been completed. There are still a few remaining leaks but the Fire Department and Vanco have agreed to address these during regular maintenance over the next few years.
- The compressor was deemed to be failing and a quote was provided for replacement.

It was:

MOVED/SECONDED(Brennan/Lagerbom) to approve the quote from Vanco to supply a new compressor at a cost not to exceed \$1,500.00 plus HST

CARRIED

C) **Roof Quote**

Continental Roofing provided a quote to replace existing supply line flashings with new pitch pans.

It was:

MOVED/SECONDED(Brennan/Lagerbom) to approve the quote from Continental Roofing to install 5 new pitch pans at a cost not to exceed \$1,475.00 plus HST

CARRIED

D) **Executive Air Quote**

Property Manager provided the quote to complete the items on the repair list as provided by Executive Air. This item was deferred to a future meeting.

E) **East Entrance Grate**

The council will be discussing this repair and determining future steps to ensure a proper repair is completed.

6. **CORRESPONDENCE**

A) **Bylaw Registration**

Property Manager to email Council a copy of the registration form for the recently amended bylaws.

B) **Owner Storage Request**

An owner requested permission to keep a storage bin in one of their parking spots. The council advised the Property Manager to give owner consent to use fenced area in NW corner of parking area.

C) The Property Manager sent letters as requested and provided copies to the Council.

D) An owner emailed regarding a leak above his parking stall. This has now been repaired.

E) Copies of the engineering documents were received from PH7 and provided to the Council.

7. **NEW BUSINESS**

A) **Contract Dispute**

A dispute regarding payment of an invoice to the previous janitorial company has been resolved.

B) **Insurance Renewal**

The insurance is up for renewal effective December 31, 2011 at a cost of \$37,263.00. the Operating Fund does not have enough funding to pay the full amount in advance, therefore funding will need to be borrowed from the CRF to pay this invoice.

It was:

MOVED/SECONDED(Lagerbom/Brennan) to approve the transfer of \$37,263.00 from the CRF as a loan to pay the Insurance Premium.
CARRIED

C) **Ceiling Repair**

Council requested a quote to repair the ceiling and paint between P03 and P04.

D) **Emergency Calls**

All owners are reminded to call Pacific Quorum in the event of any emergency. There is 24 hour service at 604-685-3828.

E) **Landscaping**

The Council is unhappy with the service of the existing contractor. The Property Manager was directed to cancel their contract and obtain quotes from 3 other companies.

THE NEXT COUNCIL MEETING IS SCHEDULED FOR FEBRUARY 1, 2012.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Colleen Hynes, Property Manager

As Agents for LMS 2284

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Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*

Action List:

- PM to cancel gardening contract and obtain quotes.
- PM to contact Strata G for carpet stretching and repairs after cleaning is done.
- PM to issue purchase orders as requested for approved repairs.
- PM to contact cleaners to ensure they are salting the sidewalks on a consistent basis.
- PM to remind cleaners to check parking areas and ensure all bulbs are changed.
- PM to charge late fees and send totals to Treasurer.
- PM to send letters as directed regarding parking storage and plants on balcony railings.
- PM to request maintenance agreement quotes from C&C and Keith's Plumbing.
- PM to confirm heavy snow removal contractor is going to service building.
- Parking Gate – Commercial to be included on next agenda.