



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 Nick Fairburn
Andrew Prenty Ralph Miller
Murray Comley**

COUNCIL ABSENT:

Pamela Johns

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 December 8, 2011 will be postponed to the next meeting.

3. BUSINESS ARISING

A. Carpet Re-stretching & Replacement in Stairwell

This work has been ordered and will be completed in the next couple of weeks.

B. Arbor Remediation

A quote was obtained to replace the arbors in a phased approach. Murray to investigate other options and report back to the Council.

C. Plumbing – 4th Floor Balcony Drains

It was determined that this work was not required on a whole-scale approach. One drain will be addressed the next time C&C Mechanical is on site.

D. Bylaw Infractions

Copies of letters sent were provided to the Council.

E. Mirror for Driveway

This item was deferred to the next meeting. Andrew to meet contractor to provide alternative location for the mirror.

F. Fire Monitoring

Vanco Fire Protection Ltd. Provided a quote to do the fire monitoring. Property Manager to follow up and ensure the GSM will work and that the elevator monitoring is included in the quote.

G. Mechanical & HVAC Maintenance

C&C Electric to submit proposal for ongoing annual maintenance.

H. East Entrance Gate

Trasolini provided a quote for this repair. The council will review the reports and discuss at the next council meeting.

I. General Maintenance Work

A list of items will be compiled by the Property Manager and a contractor will be dispatched when necessary.

J. Gardening Contract

Quotes are being obtained and forwarded to the council for consideration.

4. FINANCE

A. Financial Statement

The Financial Statement to December 31, 2011 was circulated prior to the meeting. Please see attached report from the Treasurer. Council thanked Ralph for his thorough review of the Financial Statements.

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.

The council discussed procedures for non-payment of accounts.

It was:

MOVED/SECONDED(Prenty/Lagerbom) to lien a strata lot for outstanding fees exceeding \$1,500.00; send an account to collection with a lawyer if it exceeds \$3,000.00 and proceed to forced sale if an account exceeds \$10,000.00.

CARRIED

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. Boiler Repairs

These repairs have been completed by C&C Electric/Mechanical.

B. Annual Fire Inspection

The inspection of all suites is now complete. The locksmith was engaged to open the locks of two suites that did not provide access. Those suite owners will be billed the cost of the locksmith.

- C) **HVAC Repairs**
Executive Air was provided a purchase order to complete repairs approved at the last council meeting.
- D) **Parkade Pressure Washing**
This project has been completed.
- E) **Blind and Carpet Cleaning**
This project has been completed. Property Manager suggested an Evercare Program for the common area carpets and will obtain a quote.
- F) **Carpet Repair/Replacement**
The council approved the quote from Strata G to replace some stairwell carpeting.
- G) **P03/P04 Drywall Crack**
The Property Manager will follow up with Al Dyck to obtain date for the repairs to be completed.

6. **CORRESPONDENCE**

- A) **Parking Stall 23 & 22 Leak**
C&C to attend to determine leak source and effect repairs as necessary.
- B) **Vinyl Tile Cleaning Request**
An owner offered to arrange to clean the elevator lobby tiles for \$225.00 plus taxes. The council accepted this generous offer and notices will be posted to advise of the cleaning dates.
- C) An owner wrote to question the gas fireplace charge back amount. The Property Manager advised it is the amount of the invoice divided by the number of strata lots that have gas fireplaces. The invoice is a set charge amount.
- D) Two owners wrote requesting reversals of late charges. All late charge penalties will be charged in accordance with the bylaws and not reversed.

7. **NEW BUSINESS**

- A) **Cleaning Contract Proposal**
A proposal was provided to the council for review.
- B) **Tree Trimming**
A quote was provided to the council. A second quote to be obtained.
- C) **PQ Online**
Council requested a quote to repair the ceiling and paint between P03 and P04.

Pacific Quorum now offers a website for Strata Corporations. The website will be for the use of all residents and owners to facilitate distribution of minutes, financial statements, building information, banking set up methods and service requests.

The council approved the use of the Website at a cost of \$1/strata lot per month. All material will be distributed to the owners via this website and thus will result in cost savings and improved environmental policies for the strata corporation.

All owners must register for the online service. Please see the attached instructional material to facilitate registration.

D) Lighting Assessment

The Property Manager suggested obtaining an assessment of the common area light fixtures to determine BC Hydro rebates and potential long term cost savings via bulb changes and light fixture upgrades. Council approved this suggestion.

THE NEXT COUNCIL MEETING IS SCHEDULED FOR MARCH 7, 2012.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Colleen Hynes, Property Manager

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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 obtain gardening quotes.

PM to approve Strata G quote for carpet replacement

PM to arrange for a contractor to attend to adjust and inspect commercial doors.

PM to obtain quote for EverClean program for carpets.

PM to obtain lighting assessment for the common areas.

PM to send SL 40 to the lawyer for collections.

PM to arrange repair of leak over parking stalls 22 & 23.

PM to reimburse cleaner for cost of stolen vacuum cleaner.

PM to correct late charges for SL51.

PM to send council a sample pet registration form.

PM to email council an owners list.

PM to obtain quote from RDH for a Reserve Fund Study.

PM to contact 307 to determine repairs needed and issue service request to contractor to rectify.