

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-4050

THE 501

HELD: On Monday, March 3, 2008 at 7:00 p.m. in the Manager's Office, 501 Pacific Street, Vancouver, B.C.

PRESENT:

| | | |
|------------------|-------------------------|-------|
| Brent Belsher | (President) | # 202 |
| Brenda Lea Brown | (Vice President) | # 604 |
| George Affleck | (Treasurer/Landscaping) | # 208 |
| Hans Schild | (Security) | #3002 |
| Steve Moon | (Landscaping) | #1704 |
| Jenny Ashton | (Bylaws) | #1505 |
| Renee Welch | | # 203 |

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:05 p.m.

BUILDING MANAGER'S REPORT

Mr. Kevin Costea reviewed the year end maintenance report with the following maintenance items to be addressed within the next month:

1. West Coast Door Services have been contacted to submit a quote to install new doors on the P1 and P2 levels, weld doors on the P3 and P4 levels, install kick plates and hand plates on all four levels and repaint.
2. Nikls Property Services has been requested to submit a quote on exterior/interior pool and pool deck maintenance upgrades.
3. New light fixtures will be installed to replace the failed fixtures in the games and amenity room.
4. A quote will be obtained to align the light posts at the exterior of the building.

Mr Costea advised the council that the commercial tenants are leaving their garbage in the hallways behind the units and tossing unbroken cardboard boxes in the garbage bin.

The agent will contact the commercial owners to advise the tenants not to leave garbage in the hallways as this is not only an unsightly mess but also could pose a health issue. Residents are reminded that cardboard boxes must be broken down before depositing in the cardboard recycling bin and should not be deposited in the garbage bin. As the City of Vancouver new regulations will not allow cardboard in the landfills, garbage contractors may deny picking up the bins, which will become costly to the strata with extra pickups.

MINUTES

It was moved, seconded and carried to adopt the minutes of the February 21, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** Following review, council approved the February, 2008 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
2. **Audit:** Reid Hurst Nagy is proceeding to complete the audit for the fiscal year January 31, 2008 to be distributed with the AGM notice.
3. **Arrears:** The agent informed council there are three owners who have liens filed against their titles for payments not received from February through to November 1, 2007. All units with outstanding strata fees will have fines applied to their accounts on a monthly basis until the fees are paid in full. The agent was directed to contact legal counsel to proceed with foreclosure on the units with outstanding balances.
4. **AGM**
 - a) **Date:** The Annual General Meeting has been scheduled for Monday, March 31, 2008 at 6:30 p.m. in the Games Room at 501 Pacific.
 - b) **Budget:** The agent submitted an updated draft budget for the fiscal year commencing February 1, 2008. Following discussion, the council finalized the budget and the draft budget will be circulated as part of the AGM notice.
 - c) **Agenda:** The agenda for the Annual General Meeting will include the following:
 - i) **IHN Media:** Discussion and the installation of LCD screens and security cameras to provide building information and security in the elevators.

- ii) Pet Bylaw Amendments:
- iii) Washing Machine Hoses: A $\frac{3}{4}$ vote resolution will be presented to replace the washing machine hoses in all units at a total cost of \$30,000 to be funded from the Contingency Reserve Fund. The life span of a washing machine is 7 – 9 years and, although this is an owner's responsibility, council recommends the strata corporation replace all the hoses, to deter from costly damages to the owners and strata corporation and the inconvenience to owners who incur damages from burst hoses.
- iv) Exterior Maintenance Project: A $\frac{3}{4}$ vote resolution will be presented to the owners to proceed with the recommended exterior maintenance project by Spratt Emanuel Engineering, with the expenditure in the amount of \$1,400,000 to be charged as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.

BUSINESS ARISING

1. Building Condition Review/Long Term Maintenance Program: On June 26, 2007, the owners of The 501 voted that a long term maintenance program be established via a building review conducted by a qualified engineer as proactive management. Mr. Mark Emanuel from Spratt Emanuel Engineering attended the council meeting on February 21, 2008 to review the Long Term Maintenance Plan that Spratt Emanuel has developed for The 501, upon completion of the Building Condition Review. Mr. Emanuel advised the council the condition of The 501 and underlying parkade structure is generally good and has developed a long term maintenance manual to assist the strata corporation with the design and implementation of a preventive building exterior maintenance program within the next 25 years. Mr. Emanuel has recommended the strata corporation proceed with the following maintenance projects as the first phase with the long term maintenance plan.
 - Clean and then install liquid urethane membrane to all balconies, eyebrows, window sills and Juliette balconies to maximum the longevity of the elements. Additionally, apply a membrane top coat to the decks to augment the urethane, waterproof membrane.
 - Replace townhouse rooftop doors. The engineers noted that the rooftop access doors are not sufficient for eastern weather exposure and weather ingress has been noted in several units.
 - Replace all sealants between dissimilar materials as the caulking is 10 years old. The lifespan and some deterioration has been noted. Aggressive caulking is required to the commercial units.

- Install new flashing to pool deck parapet.
- Parkade slab repairs by epoxy injection. The underlying parkade structure is generally very good but noted some cracks in the ceiling and walls due to the settlement of the building which should be attended to with epoxy injections to deter from leakage and efflorescent deposits.
- Clean all exterior concrete walls.
- Coat all exterior concrete walls with Dow Corning all guard silicone elastomeric membrane. As of 2002 (after The 501 was developed) a new Building Code was approved to include that all new developments include a silicone membrane to the concrete to deter from water ingress through the concrete. The coating should be applied with the silicone elastomeric membrane and paint during the application.

Mr. Emanuel was able to obtain several estimated quotes for the recommended maintenance project and has submitted a revised quote in the amount of \$1,400,000.

With the labour conditions in Vancouver, it has proven difficult to obtain estimated quotes until the project is put out to tender with qualified professional contractors.

The council reviewed the recommended preventative maintenance project to be completed and agreed that the recommendations are preventative maintenance and should be completed to maximize the longevity of the integrity of the structure of The 501.

A $\frac{3}{4}$ vote resolution will be presented to the owners at the AGM on March 31st to proceed with the recommended preventative maintenance project with the expense (\$1,400,000) to be charged as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.

IMPORTANT

Owners may obtain a copy of the Building Condition Review and Long Term Maintenance Plan on the 501 website. (www.The501.net)

Mr. Mark Emanuel from Spratt Engineering will be attending the AGM on March 31, 2008 to review the long term maintenance project and answer any questions.

2. Bylaws/Rules: The council will proceed to update the bylaws and rules for The 501 within the next fiscal year.

3. **Electric Vault Maintenance/ProCon:** The City of Vancouver will turn off the main power to the entire building for ProCon to perform the electric volt maintenance Thursday, March 6th (9:00 am to 3:00 pm) and Thursday, March 13th (9:00 am to 1:00 pm). There will be no power in owners' units during this time. The emergency generator will only open some common hallway lights, access system for doors, parkade gate and one elevator. Owners are requested to ensure that the following has been checked prior to the tower being turned off:
 - Computers are shut down and ensure you have a back up system.
 - Batteries in security system are operational.
 - Notify your security monitoring company in the event you do not have the back up battery system.
4. **Window Washing:** National Building Maintenance will be on-site starting Monday, March 10th until Friday, March 28th to complete the window washing of all inaccessible windows by hand in the tower and townhouses. Juliette balconies on "03" and "08", lobby and common area glass in and out, top of all glass canopies and exterior of all commercial unit glass. Please ensure that the windows to be washed are closed during this time.
5. **Elevators:** The council reviewed and approved the quotation in the amount of \$28,000 (to be funded from the CRF) to install separate controllers per elevator to deter from future elevator failures. Citiloc advised the council that one controller for all elevators is insufficient and has been causing elevator shutdowns.

Notices will be posted notifying residents of any interruptions during the repairs.

CORRESPONDENCE

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 interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. **Noise Complaint:** A letter was received outlining an owner's concern about ongoing excessive noises from a neighbouring unit completing renovations early in the morning and late at night. The agent submitted a letter advising the owner that renovations are to be completed between the hours of 9:00 a.m. and 6:00 p.m. Monday to Friday, and 10:00 a.m. to 6:00 p.m. on Saturday, Sunday and holidays to allow neighbouring units to enjoy a peaceful lifestyle at The 501.

The 501 is home to people of various ages, family sizes, cultures and lifestyles. Please keep in mind the challenges and limits of high density living and keep noise levels to a reasonable limit. Disturbing other occupants is not acceptable and the bylaws will be enforced.

2. Unit #706 – Laminate Flooring: The owner of unit #706 has requested council's approval to replace the existing carpet in the unit with laminate flooring. The agent will submit a letter of approval to the owner with the following conditions:
 - To absorb noise, maximum available soundproofing must be installed between the hardwood and underlying structure.
 - Area carpets are to be installed in high traffic areas.
 - Shoes should not be worn inside the unit when walking on the hardwood floor.
 - Notices are submitted to neighbouring units' doors with the time frame of the renovations.
 - All bylaws pertaining to renovations and alterations must be strictly adhered to.

3. Unit #1908 – Renovations: The owner of unit #1908 has requested council's approval to remove half the wall between the living room and bedroom area and part of the drywall above the fireplace. The owner indicated that the contractor has reviewed the area and the half walls to be removed are not load bearing. The council approved the renovations under the following conditions:
 - An indemnity agreement be signed before the renovations begin.
 - Notices are submitted to neighbouring units' doors with the time frame of the renovations.
 - Renovations and alteration bylaws must be strictly adhered to.
 - Renovations are to be completed between the hours of 9:00 a.m. and 6:00 p.m. Monday to Friday, and 10:00 a.m. to 6:00 p.m. on Saturday, Sunday and holidays.

4. Bylaw/Rule Fines: An owner has recommended that fines for breaking bylaws or rules be completed on an escalating scale. The agent was directed to submit a letter to the owner that the strata council is assessing the maximum fine (\$50) and bylaw violations fines (\$200) as per the *Strata Property Act* to the owners.

The council will be reviewing the strata corporation bylaws and rules within the next fiscal year and owners with any bylaw or rule amendments should be submitted to VCS for councils review.

There being no further business, the meeting was adjourned at 8:45 p.m. The next meeting will be the Annual General Meeting held on Monday, March 31, 2008 at 7:00 p.m. in the Games Room, 501 Pacific Street, Vancouver, B.C.

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LIEN CHARGES

As per the bylaws, strata fees are due on the 1st day of every month. Please be sure to have your payment in our office by the 1st of each month or risk having a fine levied on, and/or interest charges added to your account. Accounts which remain unpaid are potentially also subject to a lien at a further cost of \$150. It is expensive not to pay.