

# **MINUTES OF COUNCIL MEETING**

## **STRATA PLAN LMS-4050**

### **THE 501**

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**HELD:** On Monday, March 8, 2010 at 7:00 p.m. in Manager's Office, 501 Pacific Avenue, Vancouver, B.C.

**PRESENT:**

Brent Belsher	President
Brenda Lee Brown	Vice-President
George Affleck	Treasurer
Jenny Ashton	Secretary
Rodney Legrow	Landscaping
Andreas Litke	

**REGRETS:** Rob McDowell                      Project Liaison

**GUESTS:** Mark Emanuel / Spratt Emanuel Engineering  
Chris Couch                      Unit 209

**STRATA AGENT:** Bunny Porteous, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

#### **GUEST BUSINESS**

Mr. Mark Emanuel/Spratt Emanuel Engineering:

1. Mark Emanuel was invited to attend the strata council meeting to provide an overview of the Exterior Maintenance Project and discuss the townhouse rooftop and opera balcony membrane replacement which required replacement due to water seepage; however, were not included in the original contractor's scope of work. Mr. Emanuel informed the council that when Spratt Emanuel Engineering completed the building condition assessment in February 2008. The concerns with water seepage were around the rooftop doors which the engineers included to be replaced as they were not sufficient for Eastern weather exposure, along with minor repairs on several rooftop decks.

During severe weather conditions within the last year several owners incurred water seepage through balcony doors of the opera balconies and rooftop decks. Spratt Emanuel Engineering completed further testing and recommended the strata replace the membranes on the rooftop and opera balcony membranes, which seemed to have failed sooner than the life expectancy.

Mark informed the council that Prostar Painting is scheduled to begin the exterior wall deficiencies repairs, installation of the flashing around the pool area and the pond upgrades

on March 15 (weather permitting). Spratt Emanuel Engineering will provide a report with recommendations of any further epoxy injections required in the parkade area since the first assessment of the parkade was completed.

Mark presented an outline of the Exterior Maintenance project costs to date and outstanding work to be completed. The council was informed that there will be no further engineering fees invoiced to the strata as of January 1, 2010.

The engineers will complete a final review of the building to ensure all deficiencies are completed before signing off on the project.

### **IMPORTANT – COMPLETION SURVEY**

**Residents are highly encouraged to complete the attached survey with any additional deficiencies observed around their balcony and windows since completing the survey in the fall of 2009, or if you have yet to submit your completed form.**

*The council thanked Mr. Mark Emanuel for attending the meeting and he departed at 7:45 p.m.*

Mr. Chris Couch/Unit #209 – 7:50 p.m.

1. Mr. Couch/Unit #209 attended the council meeting to discuss the outstanding balance on his statement.

*Following discussion, the owner departed the meeting at 8:10 p.m.*

### **MINUTES**

It was moved, seconded and carried to adopt the minutes of the February 20, 2010 council meeting, as circulated.

### **BUILDING MANAGER'S REPORT – FEBRUARY**

- Richmond Elevators completed the annual major maintenance for the elevator safety devices and electronic systems.
- Simson Maxwell has completed the annual emergency generator testing.
- New TVs have been installed in the guest rooms.
- Major fitness room maintenance completed.

### **Building Maintenance Projected Plan for 2010**

- Finish repairs and painting on the exterior ponds.

- Sauna room upgrades.
- Replacement of two commercial grade toilets, flooring repairs, and painting in the commercial washrooms.
- Painting of concrete flooring in the pool area.
- Stripping and re-finish flooring in the lobby and games room.
- Installation of dryer vent booster fans in 12 identified units. **Residents should contact the building manager with any moisture stains observed around their dryer vents.**
- Common area hallway and stairwell painting.

## **FINANCIAL REPORT**

1. **Monthly Statement:** Following review, the council approved the January and February 2010 financial statements, 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:** The agent reviewed the draft audit for the fiscal year ending January 31, 2010 which will be attached to the Annual General Meeting Notice.
3. **Annual General Meeting:**
  - (a) **Date:** The Annual General Meeting is scheduled for Wednesday, March 31, 2010 at 6:30 p.m.
  - (b) **Budget:** The agent distributed an updated draft budget for council's review. Following discussion, council approved the recommended budget for the fiscal year 2010 to be inserted in the AGM Notice.
  - (c) **Agenda:** The following  $\frac{3}{4}$  vote resolutions will be presented to the owners:
    - (i) Dry Sprinkler System Valve - \$11,638 to be funded from the Contingency Reserve Fund.
    - (ii) Bylaw Amendment - Privacy Policy
    - (iii) Dryer Vent Booster Fans Replacement – To install booster fans and complete ceiling repairs in 12 units with a maximum expenditure of \$18,000 to be funded from the CRF.

## **BUSINESS ARISING**

1. **Building Maintenance:**

- (a) Townhouse Repairs: Proactive Building is 98% complete with the replacement of the TH rooftop membranes at a total cost of \$202,000. Owners should contact VCS by March 30<sup>th</sup> with any deficiencies.
  - (b) Tower Maintenance: Pro Star Painting is scheduled to proceed with the exterior maintenance wall and balcony deficiencies on March 15, 2010. The tentative schedule to complete the work is as follows (weather permitting):
    - (i)            March 15<sup>th</sup>            01, 02 and 03 risers
    - March 16<sup>th</sup>            04, 06 and 07 risers
    - (ii)
    - March 17<sup>th</sup>            08 and 09 risers
    - (iii)
- The contractors will be required to access some balconies to complete the deficiency repairs. To ensure privacy, please keep your blinds closed during the noted days. Prostar will be putting notices under the residents' doors 48 hours in advance of the work to be completed.
- (c) Parkade Epoxy Injections: Prostar Painting is proceeding with epoxy injections in the identified concrete cracks in the parkade.
  - (d) Exterior Maintenance Project Costs:

### **IMPORTANT – PROJECT COSTS**

The council has reviewed the costs to date and outstanding work to be completed for the Exterior Maintenance project and have determined that one of the last two special levy payment (July/August 2009) which were temporarily suspended, may be required to fund the final costs of the project, the payments were temporarily suspended as the costs for the project were anticipated to be less than the amount (\$1,400,000) approved at the SGM in September 2008.

The post-dated cheques for the months of July 2009 and August 2009 which VCS has on file are now stale dated and will be returned to owners. Owners are required to replace the July, 2009 payment as soon as possible. Once the Project is completed (projected June 2010) and all invoices have been received, the final cost of the Project will be determined and any remaining funds will be refunded to the owners.

- 2. Landscaping: Para Space Landscaping is contracted to complete the exterior maintenance on March 1, 2010. The council would like to thank Peter Newitt (owner) for his recommendation to replace the interior lobby plants.
- 3. Rules: Council member, Andrea Litke, distributed a copy of proposed rule amendment. A final review will be completed, and a copy of the rules will be posted on the strata

corporation's website. **Owners with rented units are required to provide their tenants with a copy of the rules and bylaws.**

4. Small Claims Court: An expedited trial date has been set for April 12, 2010 for the owner of unit #209 and the strata corporation. The owner of unit #209 has filed a legal writ against the strata council for the replacement of his damaged flooring.
5. HRTC (Home Renovation Tax Credit): The Home Renovation Tax Credit schedule has been sent to all owners and is also available on the strata corporation's website "the501.net".

## **CORRESPONDENCE**

*Owners are invited to write council via the management company regarding any strata matters.*

1. Correspondence was received from the owner of unit #2208 requesting council's assistance to rectify the issue with his double assigned locker. Both residents have provided a copy of their sales agreement, which identifies the same locker number. The owners are recommended to contract Amacon-Onni who completed the sales agreement upon purchase of the units, to rectify the problem.
2. A complaint was received from an owner on the 16<sup>th</sup> floor outlining excessive noise from a neighbouring unit. Security and the police were dispatched to the unit to request the music be turned down to no avail. A bylaw violation complaint letter outlining the strata corporation bylaw 3.1 (b) and (c) has been submitted to the owners.
3. Use of property
  - (1) *An owner, tenant, occupant or visitor must not use a strata lot, the common property, or common assets in a way that, in the opinion of the strata council:*
    - (a) *Causes a nuisance or hazard to another person*
    - (b) *Causes unreasonable noise*

The owner is required to contact VCS within 14 days to discuss the particulars of the complaint described. Pursuant to bylaw 23.8 the strata corporation may impose a fine of \$200 for each contravention of the bylaw without further notice should the owner choose not to contest the contents of the letter. The owner will also be given an opportunity to present their position in person at a council meeting in accordance with Section 135 of the *Strata Property Act*.

3. The owner of a unit on the 18<sup>th</sup> floor contacted the Building Manager to review a crack on the resident's wall, which appeared while the unit above was completing renovations. The agent submitted a letter to the owner of the unit to request the damages be repaired in the unit below.

4. The owner of unit #504 submitted a letter to the council requesting the air ventilation in the fitness room be upgraded with an AC system. The operating budget for the 2010 fiscal year will not sustain the expense of installing an A/C system this year. The owner is recommended to obtain a quote for council's review for the 2011 fiscal year.

## **NEW BUSINESS**

1. Parkade CO Sensor Testing: The agent will contact Global Gas Detection to schedule the annual parkade CO sensor testing in April.
2. Roof Anchor Testing: Pro-Bel Enterprises will schedule the mandatory annual roof anchor testing during the month of April.
3. Tossing Garbage etc. over Balconies: It has been brought to the council's attention that residents are continuing to toss garbage, dog feces, etc. over their balconies, which is not only dangerous to the people below but extremely unsightly. The council is requesting residents' assistance to identify the residents for their act of negligence and contact VCS or the building manager if they witness any violation. The areas of concern (02, 04 and 08 risers), are being closely monitored. The culprits will be assessed bylaw violation fines along with a photo of the culprit posted in the building.
4. Excess Noise: Security guards received several complaints of excessive noise emanating from the pool area and amenity room. The guards responded to the disturbance complaints and discovered residents of units #1508 and #1110 and their guests drinking alcoholic beverages in breakable containers and playing loud music, which is a violation of the strata corporation bylaws and rules. A violation complaint letter has been submitted to the owners of units #1508 and #1110.

There being no further business, the meeting was adjourned at 9:30 p.m. The next meeting will be the Annual General Meeting to be held on Wednesday, March 31, 2010 at 7:00 p.m.



Bunny Porteous  
Vancouver Condominium Services Ltd.  
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Telephone: 604-684-6291 (24 Hour Emergency Services)  
Toll free: 1-877-684-6291 / Fax: 684-1539

BP/lc

March 22, 2010

MEMO TO: All Residents  
The 501

FROM: Bunny Porteous

RE: **Exterior Maintenance Project  
Completion Survey**

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Prostar Painting and Restoration is nearing substantial completion of the Exterior Maintenance Project.

To conclude the process, we ask that you review your balcony area and let us know if there is any incomplete or defective work that you may be aware of. We ask that you list your comments below and return this memo to VCS via fax at 604-684-1539 or mail to #400 – 1281 West Georgia Street, Vancouver, BC V6E 3J7 or drop in the manager's office on the 3<sup>rd</sup> floor by \_\_\_\_\_.

A notice will be posted on the bulletin board and on the website with the dates to address the deficiencies.

**It is extremely important that all residents with deficiencies complete this form or the contractor will not be responsible for completing outstanding deficiencies in the future. Thank you. Non-resident owners are highly recommended to contact their tenants to make sure they complete the survey with any deficiencies. The contractors will not be responsible to address deficiencies in the future for issues which should have been identified in the survey. Thank you for your cooperation.**

**NAME:** \_\_\_\_\_

**UNIT #:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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