
**MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788**

HELD: On Monday, July 13, 2015 at 7:00 p.m. in unit #110 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT:

Jean Sammel	(Vice-President)	#212
Lynn Sharpe	(Treasurer)	#203
Tiffany Edwardsen	(President)	#114
Samira Ismail		#110

ABSENT:

Darryl Jackson	#314
Ewa Wiercinska	#204

AGENT: Steve Dorman, Northwest Strata Management Ltd.

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

MINUTES

It was moved, seconded and carried to adopt the minutes of the May 11, 2015 strata council meeting as circulated. (Edwardsen/Sammel)

BUSINESS ARISING

1. **Landscaping:** A discussion took place concerning landscaping. It was noted that Darryl Jackson volunteered to act as the landscaping liaison for Britannia Place.
2. **Fire Safety System:** It was noted that a representative from Mircom Ltd. recently met with several council members to review the operation of the new Mircom fire safety system control panel for the building.
3. **General Repairs and Maintenance:** Jean Sammel advised council that Steve Nicholson Contracting Ltd. recently attended to repairs as necessary for the patio door for unit #306 and will attend to replacement of the window in unit #301 in the near future. It was further noted that Pro-Active Building Maintenance Ltd. will be submitting a quote in the near future for repairs as necessary for the rooftop door for unit #302.
4. **Roof and Skylights:** A discussion took place concerning the roof. In particular, it was noted that council will meet in the near future to further review a report, concerning the roof condition status, as recently completed by Halsall Engineering Ltd. In particular it was noted that Halsall has estimated the cost of a complete roof replacement project, including replacement of the skylights, for the building to be in the cost range of approximately \$550,000.

5. Organics Recycling: It was briefly noted that the new organics recycling program for Britannia Place is in place. The cooperation of all residents in following proper recycling procedures is appreciated.
6. Housekeeping: A brief discussion took place concerning housekeeping related matters. Council expressed satisfaction with the efforts of the new janitorial service contractor for the building, Angela Guy.
7. Community Days: Council noted that the recently held "community days" for Britannia Place was very successful. Council expressed appreciation for the efforts of all those who participated. Council especially wishes to acknowledge the efforts of Wendy Alden and Colin McLeod in assisting with their efforts regarding the recycling bins.

CORRESPONDENCE

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

1. Council reviewed correspondence received from an owner concerning the status of a noise complaint pertaining to a neighbouring unit. Following a lengthy discussion, Tiffany Edwardsen volunteered to follow up concerning investigating possible sound proofing options as a possible means of helping to alleviate inter-unit noise transference concerns.
2. Council reviewed correspondence received from an owner, concerning a noise believed to be related to visitors to the building.

The cooperation and attention of all residents in reminding guests and visitors to be cognizant of "quiet hours" with the building (10:00 p.m. to 8:00 a.m.) is most appreciated.

3. Council reviewed correspondence received from an owner regarding concerns pertaining to a recent skylight related leak which affected their unit. Jean Sammel advised that she had followed up with the owner in regards to the matter.

FINANCIAL REPORT

Council reviewed the May 31, 2015 financial statements as prepared by the management company. It was noted that current balances for the 2nd month of the strata corporation current fiscal year, as at May 31, 2015, are as follows:

- Total Cash Balance \$235,231.89 (Including CRF Account Balance)
- CRF Balance \$144,441.67 (Contingency Reserve Fund)

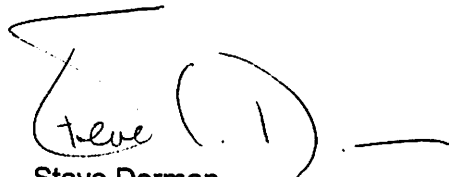
Any owner wishing to receive a copy of the strata corporation financial statements is requested to contact the management agent during regular business hours.

1. Arrears: Council reviewed the status of current strata arrears. It was noted that council is aware of one unit which is significantly in arrears and that payment is expected to be received shortly.

NEW BUSINESS

1. **Human Rights Tribunal Complaint:** Council discussed briefly that an owner of a strata lot in the building has filed a complaint against the strata corporation with the B.C. Human Rights Tribunal. The agent advised that the details of the complaint had not yet been received but that the strata corporation's insurance company has been notified of the pending complaint.
2. **Council Resignation:** Council noted that due to work related time commitments, Sabine Iseli has resigned from her position on the Britannia Place strata council. Council expressed appreciation for the substantial efforts and contributions of Ms. Iseli to the strata council and owners of Britannia Place over the past years. Following a brief discussion Tiffany Edwardsen volunteered to take over the role of strata President for the remainder of the fiscal year.
3. **Window and Skylight Cleaning:** Jean Sammel advised council that exterior window and skylight cleaning was recently carried out by Workpro Contracting Ltd.
4. **Insuite Laundry:** A discussion took place concerning the viability of utilizing/permitting the use of insuite laundry equipment in the building. Following some discussion, it was agreed that council will investigate the matter further.
5. **Office Move:** A brief discussion took place concerning the possibility of Northwest Strata Management Ltd. relocating to new office premises. Concerning the planned office move of Northwest Strata Management during the month of August, notice will be sent to the Strata Corporation once this is finalized. Any transitional issues will be minimized as much as possible.

There being no further business, the meeting was adjourned at 9:05 p.m. The next strata council meeting will be held on Monday, September 21, 2015 at 7:00 p.m. in unit #114.



Steve Dorman

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