



MODE
STRATA PLAN BCS 2557

STRATA COUNCIL MEETING MINUTES
TUESDAY, MARCH 10, 2015, 5:30 PM

COUNCIL PRESENT:

Mr. Michael Williams
Ms. Renee Sarich
Mr. Wayne Wilton
Mr. Matthew Kavanagh
Ms. Joanna Anderson

MANAGEMENT PRESENT:

Andrea Kunova, Property Manager
Pacific Quorum Properties Inc.
akunova@pacificquorum.com/Direct Line: 604-638-1966

1. CALL TO ORDER

The meeting was called to order at 5:28 p.m.

2. ADOPTION OF PREVIOUS MINUTES

It was:

MOVED/SECONDED

To adopt the Minutes of the January 20, 2015 Council Meeting as circulated.

CARRIED

3. BUSINESS ARISING

a) Sprinkler/Irrigation System

MDT Backflow to attend in March.

b) Sidewalk Pavers

The City of Vancouver to confirm if there is a budget to tile the Smithe Street Sidewalk, case #5499758. Pacific Quorum to follow up with the City by the end of the first quarter of 2015.

c) Back Alley Ledge Painting

Circle Restoration will test paint one ledge on the alley side of the building. The VP of Council met with Circle last week.

d) Dual Radial Vault

BC Hydro has a substation in the parkade. Council reviewed two quotes, and

It was: **MOVED/SECONDED**

To approve a quote from Accurate Power Group Ltd. in the amount of \$3,249.75 including tax. Pacific Quorum to schedule the service.

e) Meeting Room Pictures

Council requested to hang pictures in the common area meeting room. Pacific Quorum to arrange.

4. **FINANCE**

a) **Financial Statements**

The Financial Statements for December 2014 and January 2015 were tabled for approval. The Treasurer advised that he is awaiting revisions to the monthly statements circulated, and confirmation from Pacific Quorum that all expenses for the two months have been recorded.

b) **Arrears**

The arrears were reviewed in detail. Following a discussion, the Strata Council instructed the Property Manager to send lien warning letters to all of the Owners in arrears for more than 90 days, and place a lien on the Strata Lots if the balances are not cleared.

c) **Operating Budget**

Council reviewed the Operating Budget and finalized the draft. Owners will be presented with the Operating Budget for voting at the upcoming Annual General Meeting (AGM).

Owners are reminded that it is extremely important for their accounts to be kept up-to-date, as fines and interest will be levied against all Strata Lots with outstanding balances and late payments.

5. **COMMITTEE REPORTS**

a) **Landscaping**

The Property Manager will obtain a quote from the landscaper to address re-leveling the grass area on Richards Street, the general clean-up of the front entrance planters, as well as the raised ledger located above the courtyard at the south side of the building edge.

b) **Security**

Council would like to remind residents to make sure the garage gate is closed before driving away.

c) **Building Maintenance**

The sprinkler heads are to be inspected by MDT around the perimeter of building on the main level, as well as any on the upper garden level area. As there are several areas requiring maintenance, the VP of Council met with Circle. Quotes for suggested repairs are being prepared and will be shared with Council upon receipt.

6. **NEW BUSINESS**

a) **Organic Food Program**

Effective January 1, 2015, the GVRD and Vancouver landfills will no longer be accepting food waste, as it will be a banned item. All businesses, restaurants, and households will have to divert their food waste from their garbage and dispose of it into a separate bin for composting.

Mode will participate with the Organic Food Program effective **April 1, 2015**. Waste Management will provide a green bin, and Pacific Quorum will circulate advanced notice.

For more information please visit Metro Vancouver's website:

<http://www.metrovancouver.org/sevices/solidwaste/businesses/OrgnicsBan/Pages/index.aspx>

b) **Paving Stones Re-Leveling**

Circle Restoration will be on-site to complete the re-leveling of the main building entrance paving stones. There are 20 pieces of the stone tile; advanced notice will be posted in the lobby.

c) **Richards Street**

There are several areas to address regarding the paving stones. Circle to include these in their quote.

d) **Common Area Lights**

C & C Electrical attended and repaired all of the common area exterior lights. There are some lights that Owners reported to replace. The on-site Caretakers will be informed.

e) **Lobby Mats**

Two light gray mats will be replaced with a dark charcoal colour to match the existing mat.

f) **Depreciation Report**

Quotes by RDH, Normac, and CCI Engineering were reviewed by Council. Council's suggestion is to proceed with CCI Engineering.

g) **Insurance Appraisal**

Normac requires an on-site visit and view of one Strata Lot. Council volunteered to meet the representative next week.

h) **Bed Bugs**

A Strata Lot reported findings of bed bugs. A pest control company was hired by the Strata Corporation to cease the spreading of bed bugs to neighboring units. The pest control report confirmed the neighboring Strata Lot had findings of bed bugs. The Strata Corporation arranged for the treatment of the Strata Lot. The cost of the investigation of neighboring units will be funded by the Strata Corporation. The cost of two Strata Lot treatments will be charged back to each Strata Lot.

i) **Water Ingress**

A Strata Lot reported a water stain in their unit. Circle conducted an investigation of the unit and the Strata Lot above. There was no finding of an active leak or moisture. It is recommended to monitor the area for the next two weeks before repairing the ceiling.

j) **Annual System Maintenance**

It was:

MOVED/SECONDED

To approve the annual maintenance contract with C & C Electrical/Mechanical.

CARRIED

The contract has been signed by the Council and will be forwarded to the vendor.

k) **Dryer Vent Cleaning**

To be scheduled. In-suite access will be required for each Strata Lot.

l) **Window Cleaning**

To be scheduled. Quotes to be provided to the Council for approval.

m) **Glass Railing**

Council suggested glass partition install between townhome. Quote will be obtained.

7. **CORRESPONDENCE**

The Property Manager reported that the following correspondence was received:

- Vehicle leaking oil – an Owner confirmed their tenant has moved out. The parking stall oil residue has been cleaned by the Owner.
- Illegal short-term rental – An Owner and tenant have been issued correspondence regarding a short-term rental. The tenant responded to the letter. Pacific Quorum will contact the Owner as a follow up.
- Vehicle Repair in parkade – Council requested a letter be issued to a unit in violation of the Strata Corporation bylaws.
- Railing Repair – A strata lot Owner asked about the time frame to replace a damaged railing. Funds from the claim with ICBC were received. The landscaper will remove shrubs before the fence will be measured, custom made, and replaced. The expected time frame is 2-3 weeks.

The Strata Council reviewed all correspondence received, and instructed the Property Manager to respond to the above correspondence accordingly.

8. **ADJOURNMENT**

There being no further business to discuss at this time, the meeting was adjourned at 7:00 p.m.

THE NEXT MEETING SCHEDULED IS THE ANNUAL GENERAL MEETING:

WEDNESDAY, APRIL 15, 2015

The Notice of Annual General Meeting will be distributed in accordance with the *Strata Property Act*.

ONLINE ACCESS TO YOUR STRATA CORPORATION

To access *PQ ONLINE* for MODE:

- Go to: www.pacificquorum.com
- Under *PQ ONLINE LOGIN* enter:
 - Username: **mode**
 - Password: **2557**

Once you have logged into *PQ ONLINE* for the first time, **please go to “MY INFO” and sign-up for email notification** of important notices, meeting minutes, etc., and update your contact details.

Submitted By:

PACIFIC QUORUM PROPERTIES INC.

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24-Hour Maintenance Emergency #: 604-685-3828

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca

CHỈ DẪN QUAN TRỌNG Xỉa nhờ người dịch họ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सबुती माउकारी बिउपा करले बिसे वसे दिग दा हुसेबा करबाई

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