

**MINUTES OF THE COUNCIL MEETING FOR STRATA PLAN LMS 1872 – PARIS PLACE, HELD ON THURSDAY, JANUARY 23, 2014 AT 6:30 PM IN THE 3<sup>RD</sup> FLOOR MEETING ROOM, 183 KEEFER PLACE, VANCOUVER, BC**

**Council in Attendance:** Dennis Diamond - President  
Mike Reid - Vice President  
David Howard - Treasurer  
Michael Rawlinson  
Daniel Fiss - New Member  
Rita Lum - New Member

**Regrets:** Rod Hayley

**Paris Place:** Del Wordofa - General Manager

**Guest:** None

**Managing Agent:** Cindy Anderson, Strata Manager  
ColyVan Pacific Real Estate Management

**1. CALL TO ORDER**

The meeting was called to order at 6:38 p.m. With quorum requirements being met the meeting was declared competent to proceed with the business at hand.

**2. GENERAL MANAGER'S REPORT**

The General Manager presented his report. It was reviewed and accepted as presented. Business contained in the report is addressed below.

**3. GUEST - None**

**4. APPROVAL OF MEETING MINUTES**

It was **MOVED/SECONDED** to adopt the November 28, 2013 council meeting minutes previously circulated.

**MOTION CARRIED**

**5. REVIEW FINANCIAL REPORT  
FINANCIAL STATEMENTS**

The Treasurer recommended adoption of the Financial Statements up to the end of November, 2013. As at November 30, 2013 the CRF bank account balance was \$254,141.69 and the Operating fund bank balance was \$133,594.50. Accounts receivable were \$24,968.70 (owners in arrears) and \$30,679.32 (Henderson Developments). Loan from CRF to Operating was \$30,000.00. Thereafter, it was **MOVED/SECONDED** to adopt the Financial Statements up to and including November 30, 2013.

**MOTION CARRIED**



## **ARREARS**

The Strata Manager summarized accounts receivable and advised that collection of delinquent accounts is on-going. A number of accounts have been forwarded to legal for collections and lien.

### **Important!**

#### **SPECIAL LEVIES NOT YET PAID ARE NOW OVERDUE.**

**Failure to pay strata fees and special levies compromises the strata corporation's ability to meet its financial obligations.**

**Strata fees and special levies must be paid on or before the due dates. All accounts in arrears are subject to interest and late payment charges and may be sent to collections at the owner's expense.**

## **6. COMMITTEE REPORTS**

**SECURITY COMMITTEE:** Allied's scope of work was approved by email. A deposit was issued. Security access system upgrade work is pending scheduling.

**HENDERSON COST SHARING COMMITTEE:** there was nothing to report at this time.

## **7. OLD BUSINESS**

### **Strata Procedures Review**

A draft Policies and Procedures document was presented to Strata Council by the Strata Procedures Committee. The document was designed to be a living document that is an operational guideline for Strata Council, the Strata Manager and the General Manager. Once Council has had an opportunity to review the document and provide feedback the document will be adopted as the Strata Corporation's Procedures Manual.

### **Fob Audit**

A fob audit will be carried out following the security access system upgrade.

### **Management Contract Review**

It was **MOVED/SECONDED** to endorse the strata management contract.

**MOTION CARRIED**

### **Depreciation Report**

RDH advised that a site review will be carried out in February.



### **Business Arising from the Annual General Meeting:**

- Security, Concierge or None – a draft site management model was presented to Council. Discussion was tabled until Council has had an opportunity to review the model.
- Elevator Advertisement Screens – nothing to report at this time.
- Strata Email Communication List – nothing to report at this time.

### **Access Control System**

See security committee report above.

### **Balcony Inspections & Repair**

A Building Targeted Building Enclosure Assessment proposal was received from RDH. Council directed the Strata Manager to inquire about potential cost adjustments for carrying out the assessment in conjunction with the Depreciation Report site review.

### **Roof Review**

Discussion was tabled pending the results of the Depreciation Report.

### **Rogers Lease Renewal**

Discussion was tabled until Council has had an opportunity to review the existing contract.

### **Employee Christmas Bonuses**

Christmas bonuses were approved via email.

**RATIFIED**

### **AGM & Budget**

The Treasurer presented a draft budget. Following discussion and amendments, it was **MOVED/SECONDED** to approve the budget as amended, pending receipt of year end totals.

**MOTION CARRIED**

The Annual General Meeting is scheduled for February 28, 2014

### **Council Members**

Daniel Fiss and Rita Lum volunteered for strata council for the remaining 2013 term.

## **8. NEW BUSINESS**

### **House Keeping**

1. Canada Post Parcel Locker – it was **MOVED/SECONDED** to install Canada Post parcel boxes in the locations recommended by Canada Post.

**MOTION CARRIED**

2. Spa Jet Pumps – two new pumps were installed.



3. Water Pressure – a complaint about water pressure on the 32<sup>nd</sup> floor was received. An investigation will be carried out to determine the best solution for the problem.
4. Form Ks – concern was raised over the frequency of tenancy changes in a particular suite. Owners are reminded that only long term tenancies are permitted according to the City zoning bylaw.
5. Unclaimed Bikes – it was agreed that unclaimed bikes will be held for a period of six months. After six months unclaimed bikes will be disposed of.
6. Ventilation Ducts – it was reported that two ventilation ducts appear to be missing or covered up on the 30<sup>th</sup> floor. An investigation will be carried out during dryer duct cleaning.
7. Treadmill – it was suggested that all gym equipment be serviced by Val's Fitness. It was **MOVED/SECONDED** to engage Val's Fitness to service the gym equipment.

### **MOTION CARRIED**

#### **Loss Claims**

Four losses occurred due to water escape; one resulting from a continuously running toilet; another due to back-up through disconnected drain pipes during renovations; another due to a baseboard nail puncture in a pipe; and another relating to a balcony drain clog/ failed deck membrane. A further loss was due to a motor vehicle accident in the parkade.

Owners are encouraged to contact their personal insurers to ensure adequate loss coverage. Strata insurance is limited in coverage; strata lot improvements, rental losses, interim accommodation among other things are not covered by strata insurance. In the event a loss is determined to be the responsibility of the strata lot owner, the owner may be charged back costs not covered by strata insurance – including the strata insurance deductible.

### **IMPORTANT**

**Owners are advised to regularly inspect plumbing (including valves, faucets and drainage), tile work and appliance connections for any signs of deterioration or leaks. Any deficient items should be immediately repaired by a licenced trade or replaced to prevent loss. Losses originating inside strata lots are the owner's responsibility.**

#### **Dryer Duct Cleaning**

It was recommended that building-wide dryer duct cleaning be done as a preventative measure. A quote was presented to Council. Council agreed to include dryer duct cleaning in the proposed 2014 budget.



### **Appraisal**

The 2014 appraisal report was presented to Council. The property was valued at \$50,800,000.

### **Security Contract**

The Strata Manager advised that the security services contract expires at the end of January. Council directed the Strata Manager to advise Eureka of the Strata Corporation's wish to continue services on a month to month basis.

## **9. CORRESPONDENCE (in camera)**

### **Received:**

- Filming Request
- Reimbursement Request
- 3 Renovation Requests
- Complaint, noise
- Request for Information
- Complaint, parking oil stains
- Complaint, odour

### **Sent:**

- Arrears
- Bylaw Breach Notices
- Loss Claim/ Insurance Deductible Notices
- Responses as directed by Strata Council

## **10. ADJOURNMENT**

The meeting was adjourned at 10:33 p.m.

## **11. NEXT COUNCIL MEETING**

The Annual General Meeting is scheduled for February 28, 2014

### **Attention**

These minutes are available by visiting the Strata's website at: [www.parisplace.ca](http://www.parisplace.ca).

