

MINUTES OF THE COUNCIL MEETING FOR STRATA PLAN LMS 1872 – PARIS PLACE, HELD ON MONDAY, MAY 12, 2014 AT 6:30 PM IN THE 3RD FLOOR MEETING ROOM, 183 KEEFER PLACE, VANCOUVER, BC

Council in Attendance:	Dennis Diamond	- President
	Mike Reid	- Vice President
	Rita Lum	- Treasurer
	Ernie Ng	
	Michael Rawlinson	
Regrets:	Daniel Fiss	- Secretary
	Rod Hayley	
Paris Place:	Del Wordofa	- General Manager
Managing Agent:	Cindy Anderson, Strata Manager	
	ColyVan Pacific Real Estate Management	

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m. With quorum requirements being met the meeting was declared competent to proceed with the business at hand.

2. GUEST BUSINESS

None

3. APPROVAL OF MEETING MINUTES

A discussion took place on whether to include financial numbers in the minutes. It was **MOVED/SECONDED** that the financial numbers be included in the minutes and that a redacted version be posted on the Paris Place website.

MOTION CARRIED

The Treasurer requested that it be noted in the minutes that she wished the format of the financial statements be changed and that the following amendments be made to the April 14, 2014 council meeting minutes: change "Cleaning Contract Renewal" to "Cleaning Contract Rate Change"; under "General Manager" (New Business), add "as approved in the 2014 budget"; and change the next meeting date to "TBD, as the regular meeting date falls on a statutory holiday."

Thereafter, it was **MOVED/SECONDED** to adopt the April 14, 2014 council meeting minutes as amended.

MOTION CARRIED

4. GENERAL MANAGER'S REPORT

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



5. **SAFETY**

It was noted that stopping/parking in the laneway is a safety hazard for drivers and pedestrians. It was **MOVED/SECONDED** that "no stopping" signs be installed along the lane wall.

MOTION CARRIED

The General Manager was asked to arrange for the installation of "no stopping" signs along the exterior wall in the laneway.

Eureka Security left the Abbott Street door insecure Saturday night. Eureka was advised to remain on site to ensure building security in such circumstances.

Henderson has not responded to a Work Order issued by the City to repair flooring located in an emergency exit corridor. A follow up inquiry will be made with the City.

6. **REVIEW FINANCIAL REPORT**
FINANCIAL STATEMENTS

The Treasurer recommended adoption of the Financial Statements up to the end of March, 2014. As at March 31, 2014 the CRF bank account balance was \$█████ and the Operating fund bank balance was \$█████. Accounts receivable was \$█████ (owners in arrears) and \$█████ (Henderson Developments). Loan from CRF to Operating was \$█████ to pay bills. It was **MOVED/SECONDED** to adopt the Financial Statements up to and including March 31, 2014.

MOTION CARRIED

ARREARS (in camera)

The Strata Manager gave a brief report on accounts in arrears. Collection efforts are on-going.

Important!

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 will be sent to collections at the owner's expense.

7. **COMMITTEE REPORTS**

SECURITY COMMITTEE (Members: Dennis Diamond)

A report on security options is pending. Access system separation from Henderson is now complete.

Some Paris Place equipment still remains on Henderson's property. Reimbursement from Henderson for security equipment is pending.



HENDERSON COST SHARING COMMITTEE (Members: Rod Hayley, Ernie Ng)
No discussion took place.

8. OLD BUSINESS

Strata Procedures Review

Council is currently reviewing owner and tenant welcome packages and methods of communication for keeping owners and residents informed of building maintenance and emergency issues.

Fob Audit

The General Manager is working on the fob/card audit and suggested that it be completed by September.

Elevator Advertisement Screens

A report on advertising screen options is pending.

Depreciation Report

RDH summarized the process for preparing the Depreciation Reports for Council. They are currently in the process of reviewing Paris Place assets and preparing cost and financial analysis of the assets. A draft report is expected to follow in the weeks to come. A date for review of the draft report will be set once the draft is complete.

Balcony Inspections & Repair

Discussion was tabled, pending review of the Depreciation Report.

Dryer Vent Cleaning

Dryer vent cleaning is scheduled for May. Deficiencies should be immediately reported to the General Manager.

32nd Floor Water Pressure

A measurement of the pressure was taken and recorded to be about 39psi. The General Manager was asked to follow up with Hallmark to seek recommendations for correction and obtain quotes.

General Manager

Discussion about the General Manager's job description was not discussed.

Keefer Steps

The Council President volunteered to follow up with the representative from Espana who inquired about forming a committee to address cost sharing issues in relation to Keefer Steps.

House Keeping

1. Fire Panel Alarm & Monitoring – installation of the shared equipment is pending. Monitoring will be done separately for residential using a phone line set up and owned by Henderson.



2. Annual Fire & Safety Inspection – rescheduled for May 28th & 29th.
3. Odour from Commercial – the issue is ongoing. A City Order was issued to require that T & T grease traps be cleaned more often. T & T advises that their digester has now been repaired. The owner who continues to report on the problem has been asked to monitor the problem and provide a monthly summary spreadsheet report.
4. Pigeons – wire and spikes have been installed to deter pigeons following a request received by an owner. The General Manager was asked to investigate options for a phased approach to resolving the problem building-wide and provide Council with a summary of options.
5. Parkade Cleaning – complete.
6. Motorcycle Parking – the General Manager recommended that new stalls be created from small/unused parking areas for motorcycles and rented for \$20/month. It was **MOVED/SECONDED** that stalls be created at a rental rate of \$20/month as recommended.

MOTION CARRIED

(Council President Abstained)

7. Window Cleaning – scheduled for some time in June.

9. NEW BUSINESS

Building Envelope Report

It was discovered that McArthur Vantell Limited was hired by Spectra Building Systems on behalf of Interville Development Limited Partnership to conduct a building envelope condition survey of the complex in October of 2000 and a report was completed in 2001. The treatment of this report will be discussed further until the Depreciation Report is completed and reviewed.

Reserve Fund Study

A request was made to obtain a copy of the Reserve Fund Study that was noted in the 2007 Council Meeting minutes. The Strata Manager requested that a copy of the report be made available to ColyVan so that the request may be fulfilled. The Strata Manager was directed to advise the inquiring party that it was not a Study but a worksheet to assist in the preparation of the annual budget and was carried out by volunteers - an Owner, the Site Manager and the Council President of the time – and that it is not an official document. It is not in a hard copy format but was in an Excel Spreadsheet in the office computer. Vice-President, Michael Reid, requested a copy for review.

Loss Claims

Three losses occurred – a laundry supply line valve leak, condensation leak from screw holes in a dryer vent and a roof/balcony leak. Owners are reminded of strata insurance coverage limitations and encouraged to obtain personal insurance to avoid uninsured losses.

Plumbing fixtures and connective hoses should be regularly inspected for signs of wear and tear. Any deficient fixtures or connections should be immediately repaired by a licenced professional plumber to prevent damage due to water escape.



Owners should also be mindful when driving nails or screws into the walls and ceilings to avoid punctures in plumbing, electrical and venting located within the walls and ceilings.

Electric Car Power Receptacles

An owner inquired about installing electrical receptacles in parking stalls for electric vehicles. Council will investigate options.

10. CORRESPONDENCE (in camera)

Received:

- 2 Renovation Requests
- CMW Insurance, limitations amendment
- Complaint, dryer duct cleaning
- Chargeback Dispute
- Report, motorcycle area requires cleaning

Sent:

- 17 Demand Letter
- Response to Request for Power Receptacles
- Loss Claim Notification
- 5 Chargebacks

11. ADJOURNMENT

The meeting was adjourned at 8:57 p.m.

12. NEXT COUNCIL MEETING

The next strata council meeting is tentatively scheduled for Monday, June 16, 2014. Future council meetings are scheduled for the third Monday of every month.

Attention

A redacted version of these minutes is available by visiting the Strata's website at: www.parisplace.ca.

