



**THE OWNERS, STRATA PLAN LMS 4383
COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 29, 2011**

The following are the Minutes of the Council Meeting, Strata Plan LMS 4383, held on Tuesday, November 29th, 2011 at the Mondrian in the Tower 1 Amenity Room

A. CALL TO ORDER

The Meeting was called to order at 6:38 pm, by Dennis Kelli, the President of the Strata Corporation.

B. CALLING OF THE ROLL

The Council Members present were Mike Michl, Dennis Kelli, Jacy Lee, Barrie Brown, Blair Russell and Blaine Culling with regrets from Craig Sinclair. The Caretaker, Ilona Bristow was also present. The Management Company was represented by Geoffrey Rosen and Tiit Pikksalu.

Guest Presentation: An Owner in Mondrian 2 brought forward a concern about smoking and complained that the Residents below them are smoking and the smoke is drifting into the complainant's unit, affecting the health of their child and causing a nuisance. They asked the Strata Corporation to contact these Owners and ask them to please stop smoking as they are interfering with the complainant's enjoyment of their unit. This is a health issue as they claim that their child is developing asthma from this second hand smoke. After discussion, the Strata agreed to send a letter to the units below asking them to please be aware that they are in violation of the Strata and City Bylaws if they smoke on their balcony or if their windows are open, their smoke is getting into the units above and causing a nuisance.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Mike Michl and seconded by Jacy Lee, it was RESOLVED that the Agenda be APPROVED for use at the meeting.

D. APPROVAL OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON WEDNESDAY, OCTOBER 5, 2011.

Upon a MOTION duly made by Mike Michl and seconded by Barrie Brown, it was RESOLVED that the minutes of the previous Council Meeting held on Wednesday, October 5, 2011 be APPROVED.

PLEASE NOTE: If you need copies of the August and October 2011 Strata Council Meeting minutes, please contact the Resident Caretaker.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

At the time of the November 29, 2011 Meeting, the Financial Statements for the month of October 2011 had not been provided to the Management Company by the previous Property Management Company, Crosby Property Management, and were expected to be received on November 30, 2011. The approval of the October Financial Statements has been tabled to the December Strata Council Meeting.

Arrears

The Management Company presented the Arrears report to the Council. There are still a significant number of Owners who have not submitted their arrears. The Management Company is working to get all Owners, who have not yet paid their November Strata Fees to pay these fees and get them on either the pre authorized payment system or post dated cheques. There are still approximately fifty (50) Owners, who have not submitted their pre authorized payment forms or post dated cheques for the November and December Strata Fees.

PLEASE NOTE: If you have not yet submitted your pre authorized payment form or cheques to National Pacific Real Estate Services Inc., the new Property Management company, please do so immediately. For those Owners who have not yet submitted their December payment, you will be subject to fines as per the Bylaws of the Strata Corporation.

Contact 604-685-8830 or email admin@nationalpacific.ca

F. REPORTS

1. Resident Manager's Report

The Resident Manager, Ilona Bristow, reported as follows:

- The new relay has been installed in Mondrian 1 to allow visitors to use the elevators through the enterphone without having their access disrupted by Owners with FOBs. The upgrade was to be completed on November 30, 2011 in Mondrian 2. This was done as part of the original security contract with Action Locks and will be at no cost of the Strata Corporation.

- The Mondrian 1 exterior door in the garbage room needs to be better secured or replaced, as vagrants are breaking into the room to gain access to the garbage and/or recycling. The Strata Corporation will investigate what can be done to further secure the door.
- The hose bibs for all but one on the outside of the building have been winterized. There is still one outside deck that needs to be checked. Ilona will work with Council Member Mike Michl to have this resolved.

2. Management Report

The Management Company reported as follows:

- One of the windows in the gym needs to have some additional caulking done.
- A discussion ensued with respect to the repainting of the exterior of the buildings. This can only be done in the Spring, when the weather is warmer. This item has been tabled to a future meeting.
- Mike Michl discussed the need to purchase a new front door handle for Mondrian 2. Blair Russell will contact various trades people that he works with, to see if he can fabricate one at a reduced price to the Strata Corporation.
- A number of Owners are not submitting Form K (Notice of Tenant's Responsibilities) for their rentals. The Strata Corporation has agreed that unless Form K's are received as required under the Strata Property Act, within two (2) weeks of tenants moving into the building, the FOBs associated with these units will be deactivated until the required Form K's are submitted.
- One of the Owners who is in the process of selling their unit had renovations done and the Council was wondering whether or not an Engineering Report was submitted as part of the Waiver of Liability. The Management Company will investigate and report back to the Strata Corporation.
- One of the Owners sent an email regarding the cleaning of their patio during the Fall window cleaning. There is a stain on one of the paving stones, which was not removed. They requested a refund. Upon discussion, the Strata Council has the information that the patio was cleaned and that the stain the Owner is complaining about is ingrained into the paving stones and cannot be removed without replacing the paving stones. The Management Company will contact the Owner regarding this issue.
- There was an incident where an Owner did not wait for the garage gate to close on November 25th. The Strata Corporation has directed the Management Company to send a letter with a fine as provided for under the Bylaws of the Strata Corporation.

- Ensure technicians have access to your unit (if required) during regularly scheduled dryer duct vent cleaning services.

DRYER VENT MAINTENANCE PROCEDURES

- Clean dryer lint trap of all lint before each drying cycle
 - Do not overload your dryer during a drying cycle
- Ensure that your vent booster fan is operational (it turns on automatically during the latter part of a dry cycle and remains on for about 5 minutes after the cycle has finished).
- Once per month, run a dry cycle for 30 minutes with the dryer empty to remove any condensation

- If you have any questions or if staining appears on your ceiling, contact the resident manager immediately for assistance.
- A number of booster fans for dryers are beginning to fail in the building. If any Owners need to replace their booster fan, please contact Ilona, the Resident Manager, at 604-689-1879, as she can give you the information as to where a replacement can be purchased.
- A number of Owners have had issues with dishwasher piping connections, which have started to fail. This has resulted in water damage in the units directly below the faulty dishwasher pipes. The Strata Corporation asks all Owners to check to ensure that the piping for your dishwasher is not leaking and if it is leaking, it is your responsibility to have this replaced.
- An Owner reported water coming into their suite above their shower. The Strata Corporation asked a company that does infra-red scanning to come and check this issue. It was determined that the water is actually condensation in the suite, condensing on the walls. The Owner has been asked to properly run the fans in their suite.

PLEASE BE AWARE THAT IF YOU ARE COOKING AND/OR RUNNING YOUR SHOWER THAT YOU NEED TO RUN THE FANS IN YOUR SUITE TO ENSURE THAT CONDENSATION DOES NOT BECOME AN ISSUE.

- The Strata Corporation discussed the current mechanical contract with Allied and asked the Management Company to get additional quotes before they sign the renewal of the maintenance contract. The additional quotes will be presented at the next Strata Council Meeting.

- The Management Company reported that they are working with IHN Media to get the cameras in the elevators connected to the primary camera system in the building for security purposes. This item is currently before the B.C. Safety Authority for approval.
- The Strata Corporation discussed buying new Christmas Trees. This item was voted on and it was decided that they will not be purchasing new Christmas Trees this year.
- The Strata Corporation decided not to do any winter plantings at the front of the building this year as there has already been significant landscaping upgrades around the building.
- The Management Company reported that there have been Residents moving into the building without informing the Resident Manager. This is in violation of the Move in/move out Bylaw.

OWNERS ARE REQUIRED TO INFORM THE RESIDENT CARETAKER THAT THEY ARE EITHER MOVING IN OR HAVING TENANTS MOVING IN, TO ENSURE THAT THE ELEVATOR PADS ARE UP IN THE ELEVATOR AND THAT THE ELEVATOR IS LOCKED OFF.

DO NOT HOLD THE ELEVATOR DOORS OPEN AS THIS WILL CAUSE ELEVATOR SHUTDOWNS. THERE ARE FINES FOR NOT COMPLYING WITH THESE BYLAWS. FORM K'S (NOTICE OF TENANTS RESPONSIBILITIES) MUST BE RECEIVED BY THE MANAGEMENT COMPANY WITHIN TWO (2) WEEKS OF NEW TENANTS MOVING INTO THE BUILDING.

- A Resident reported that the pocket door in their unit was not working properly and asked the Strata Corporation to repair it. Any doors in an Owner's suite are the responsibility of the individual suite Owner to maintain and repair.
- Owners must submit requests to do renovations in their units and also sign the Waiver of Liabilities. If an Owner intends to do ANY renovations to the unit, please inform the Management Company so that a Waiver of Liability can be submitted for signature to ensure that they are aware and become responsible and the construction Bylaws are complied with.
- The Management Company reported that the City of Vancouver had come to do an asphalt repair on the entrance to the roundabout behind Mondrian 2.
- An Owner's shower was leaking into the suites below. **OWNERS ARE RESPONSIBLE TO MAINTAIN AND REPAIR THE SHOWERS IN INDIVIDUAL UNITS.** As a result the Owner is responsible for any damages that occur in neighbouring suites. It is not the responsibility of the Strata Corporation.

- The HVAC unit in Mondrian 1 underneath the Contemporary Art Gallery has been repaired and proper vibration isolation springs have been installed to reduce the vibration of the unit.

Ilona reported that there had been a noticeable change in the vibration in Mondrian 1 as a result.

- Suncorp, the building's Insurance Appraisal Company, submitted their quote for the appraisal for the next three (3) years at a price of \$1,500.00. The appraisal is required to ensure that the Strata Corporation is insured properly with the correct replacement value. The Strata Corporation approved the quote for this next three (3) year cycle for the appraisal, for renewing the insurance.
- The Management Company presented the landscaping maintenance contract for 2011/2012. The Strata Corporation tentatively approved the Landscaping contract on the price being held and that potentially the landscaping company may provide the Strata Corporation with Christmas trees.
- A resident was reported tossing garbage out of their window to feed birds. Unfortunately, by putting food out in common areas it will attract rats.

PLEASE DO NOT THROW OR LEAVE GARBAGE IN THE COMMON AREAS TO ENSURE THAT RODENTS ARE NOT ATTRACTED TO THE PREMISES.

- The Management Company presented a quote from Care Pest & Wildlife Control regarding the installation of spikes on the top of the building. This item is being deferred until a future time as it is not felt that was a priority for the Strata Corporation.
- The Management Company presented a quote for installing signs at the front of the building to ask all pet Owners to not let their animals urinate on the new trees and gardens. Approval was given for the purchase of ten (10) signs to be installed along Richards.
- A Resident requested that the Strata Corporation offer Electronic Fund Transfer for Strata Fees. The Strata Corporation discussed this item and determined that the cost for this service far outweighs the benefits to the Strata Corporation, as the Strata would have to set up accounts with all banks and credit unions, which would be an exceptional cost. Owners would have to pay the additional service fee to pay by ETF. Under the Strata Property Act, all Owners must pay their entire strata fee to the Strata Corporation, with no deductions for service fees for the payment. At this time Electronic Funds Transfer will not be offered.
- An Owner appealed a Bylaw violation for smoking on common property. The Strata Corporation discussed this issue and found that the wrong suite had been fined and the fine will be waived.

3. Security Report

IF OWNERS LOSE EITHER A KEYTAG OR A FOB, YOU MUST IMMEDIATELY INFORM THE RESIDENT MANAGER SO THAT THESE TAGS OR FOBS CAN BE DEACTIVATED. THIS IS FOR THE BUILDINGS SECURITY. IF OWNERS NEED NEW FOBS, THEY MUST INFORM THE STRATA CORPORATION THAT THEY HAVE LOST THEIR FOBS.

- The Strata Council reviewed a quote from Rudy Fehr for upgrading the Security in the northwest alley of the building. The Strata Corporation decided that they needed to get alternative quotes before they settle on the solution to this problem.

4. Correspondence

- A Resident complained that they are getting a significant amount of noise from the suite above them such as loud noise from dropping items, slamming drawers, scratching noises. The Strata Corporation will send a letter to the Resident below and suggest that if this continues and the noise gets out of hand, the Owner should call the police.
- An Owner had received a letter that their tenant had been moving out without due notice and they could be fined in accordance with the move in/out Bylaw. Upon discussion with the Resident Manager and the Strata Corporation, it was determined that the Resident Manager was only doing due diligence from what she had viewed on the security cameras. Council apologized to the Owner whose tenant was not moving out, but there is a responsibility for the Resident Manager to follow up on unreported moves if she believes that they are occurring.
- On October 31st, a Resident called the police, who attended the building, regarding a noise complaint and the Resident informed the Resident Manager.
- An Owner sent in a letter appealing a noise fine that they received for their tenant who allegedly had been vacuuming very late at night. The tenant had sent back a response, that they do not own a vacuum, the fine was waived.
- An Owner appealed a fine for not having submitted their Form K, not registering a pet and failing to give notice for a move in. The Strata Corporation felt that Owners should be aware of the Bylaws when they take possession of their suite and therefore, there is no waiver of the fine.

G. UNFINISHED BUSINESS

- The Strata Corporation is investigating the replacement of the hallway carpets. This has been tabled to a future Council Meeting however it has been agreed that the carpets on the third (3rd) floor of Mondrian 1 will be cleaned. It was suggested that if a different carpet cleaning process was used, perhaps the carpets could be cleaner which would hold off on the replacement costs of new carpets.
- The Roof Anchor inspection is scheduled for February 2012. The Strata Corporation asked the Management Company to investigate getting the B1, B2 and CB forms for the anchors, when they were originally installed.
- The Strata Corporation discussed the significant cost for emptying the planters at the back of Mondrian 2 as part of dealing with the issue of the planting bed membrane. The Management Company and a member of the Strata Corporation will meet with the landscaping company to determine if the bill received is in proper order.
- The Management Company received the Fire Pro's protection report for their inspection in August 2011. There are a number of items that are in need of repair and over the upcoming month repairs will be undertaken by the Strata Corporation.
- The Strata Corporation discussed the issue of a visible crack in the parkade. The crack is the cold joint between Mondrian 1 and Mondrian 2. This is in fact to be expected as this is where the two buildings connect and it is not harmful to the building.
- Barrie Brown is investigating alternative options to the Stainless steel handles in Mondrian 2.
- The Management Company presented a new service contract from Finning for the emergency generator, at a significantly reduced price, compared to the current maintenance company. Council did ask the Management Company to determine whether they can reduce the number of visits to further reduce the price. The Management Company will investigate and report back.
- The repairs to Unit 2106 in Mondrian 2 are almost complete. Once all the bills have come in, the Management Company will bring them to the next Strata Meeting to have the Council decide whether these costs will be billed back to this unit, as it turned out that the issue was a result of their drain and not as the result of any piping in common areas.
- The gym camera and the pool FOB reader are to be installed in the next week or so, by Action Lock.
- Dennis Kelli, the Strata Council President, is investigating the removal of the pool table in Mondrian 1. It could be sold or donated to a worthy cause. If any Owners are interested in taking possession of the pool table, please contact the Strata Corporation through the Management Company.

- The Strata Corporation discussed the cell phone contracts for the Resident Manager and the cleaners as they have expired and Management is investigating other options in order to reduce the extra cost to the Strata Corporation. The Management Company has found a contract with one of the cell carriers and are confirming the details.
- The installation of a vent in a small storage room door in the parkade has been completed. Mike Michl still needs to install a fan in the room, which will be handled before the next Council meeting.
- Upon a MOTION made by Mike Michl and seconded by Barrie Brown, the Strata Corporation APPROVED a Rule that no electrical outlet in the parkade can be used for anything other than short term use. This Rule was APPROVED unanimously by the Strata Council and will be referred to the Annual General Meeting for approval as a Bylaw.

PLEASE NOTE THAT NO ELECTRIC VEHICLES CAN BE PLUGGED INTO ANY COMMON AREA OUTLETS.

- A suite in Mondrian 2 that has brown horizontal blinds, and not a white or off white colour as required is in conflict with the other blinds in the building. The Management Company will send a letter asking them to correct this.

H. NEW BUSINESS

1. Garage Gate

- The Strata Corporation discussed that the primary garage gate at the back of Mondrian 1, may need to be replaced as it opens and closes over 2,000 times per day and maintenance on the gate, in its current design, is very expensive. The Strata Council asked the Management Company to contact several gate companies to get quotes for alternatives to see whether it is financially viable to upgrade the gates to something more substantial, and less costly to maintain.

2. Blaine Culling's Maintenance Proposal

- Blaine provided the Council Members with a proposal, this item was tabled to the next Strata Council Meeting.

I. Next Meeting

It was unanimously agreed to hold the next Strata Council Meeting on

**Tuesday, December 20, 2011
@ 6:45 p.m.
Location to be determined**

J. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 10:20 p.m.

The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes. Please retain these Minutes provided to you for future reference, as replacement copies are subject to a fee.

Minutes Prepared by:
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