



MODE
STRATA PLAN BCS 2557

STRATA COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 24, 2013, 5:30 PM

COUNCIL PRESENT:

Mr. Payam Fouladianpour	President
Mr. Wayne Wilton	Building Security
Ms. Joanna Anderson	At large
Mr. Michael Williams	Vice-President
Ms. Renee Sarich	Treasurer

COUNCIL REGRETS:

Ms. Natalia Chrusny	Building Security
Ms. Rana Mofidi	Secretary

MANAGEMENT PRESENT:

Calin Ambrus, Property Manager
Pacific Quorum Properties Inc.
cambrus@pacificquorum.com / direct line: 604-629-0426

1. CALL TO ORDER

The meeting was called to order at 5:30 PM.

2. ADOPTION OF PREVIOUS MINUTES

It was:

MOVED/SECONDED

To adopt the minutes of the July 16, 2013 Council meeting as presented.

CARRIED

3. BUSINESS ARISING

a. Building Pressure Washing

The Property Manager reported that Imagine Maintenance completed the building power washing, window washing, and parking area.

b. Building Common Area Keys

The Property Manager reported that a Building Key Audit was completed in conjunction with the Council.

c. Lock Repairs

The Property Manager reported that Action Lock completed repairs to the Lounge Room's patio door lock.

d. Interphone / Connection Issue

Mr. Wayne Wilton reported that the issue has been resolved; however, it was noted by TELUS that the interphone was incompatible with two of the unit's phone devices.

4. **FINANCE**

a. **Financial Statements**

Financial Statements for July and August 2013 were reviewed in detail. Following discussion, the Property Manager was instructed to obtain clarification on the Balance Sheet accounting entries.

It was:

MOVED/SECONDED

To approve the Financial Statements for July and August 2013 subject to the clarification on the above matter be obtained.

CARRIED

b. **Arrears**

The arrears were reviewed, and the Strata Council asked the Property Manager to send out letters to Owners with delinquent accounts.

It was:

MOVED/SECONDED

That the Property Manager send demand letters to all the units owing \$900.00 or more, informing the Owners that a lien will be placed on their title should payment of arrears not be arranged within twenty-one (21) days.

CARRIED

It was:

MOVED/SECONDED

That Strata Lot 7's file be sent to the Strata Corporation's lawyer for collections, pursuant to section 117 of the Strata Property Act.

CARRIED

5. **COMMITTEE REPORTS**

a. **Landscaping**

It was noted that a planter located on the Northwest side of the building is being abused on a regular basis by by-passers. The Property Manager was instructed to contact the landscaper regarding this matter.

b. **Security**

Nothing to report at this time.

LOCKER STORAGE

Owners are requested to immediately remove all items stored on top of their locker as this is in violation of the fire code.

b. **Building Maintenance**

Nothing to report at this time.

6. CORRESPONDENCE

The Property Manager reported that the following correspondence was received:

- one (1) request for extra fobs;
- two (2) complaints regarding windows cleaning;
- one (1) report of unauthorized renovations;
- one (1) concern with pests;
- one (1) report of Bylaw violation regarding balcony cleanliness;
- one (1) acknowledgement regarding fine applied for parking Bylaw violation; and
- one (1) inquiry regarding storage lockers.

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

7. NEW BUSINESS

a. Waste Removal, Recycling – New Service Provider

The Property Manager reported that Waste Management was contracted to provide waste removal and cardboard recycling services for the Strata Corporation.

b. Fire Department Inspection

Following an inspection conducted by the Fire Department, it was noted that one smoke detector located in Stairwell #1 is not working properly. Also, the Council noted that no smoke detector was originally installed in the Lounge Room. The Property Manager was instructed to follow up with Mountain Fire regarding the above mentioned items.

c. Make – Up Air Unit

It was noted that the make-up air in the building does not work properly. The Property Manager reported Elafon Mechanical attended onsite, and completed repairs to one of the make-up air units.

d. Parkade Light

It was noted that several parkade lights are burnt out, and therefore in need of replacement. The Property Manager was instructed to contact the electrician to have the lights replaced.

e. Parkade Light

It was noted that a pipe located in the P1 bicycle room is currently unsecured. The Property Manager was instructed to contact Elefon Mechanical to have the pipe reattached to the wall.

f. Parkade CO2 Sensor Calibration

It was noted that the parkade CO2 sensors are three years out-of-date. The Property Manager presented a quotation in the amount of \$468.00 plus taxes received from Elafon Mechanical to recalibrate the sensors.

It was:

MOVED/SECONDED

To approve the above quotation as per scope of work presented.

CARRIED

g. Parkade Fan Repairs

It was noted that one parkade fan is currently not working. The Property Manager presented a quotation in the amount of \$1,433.75 plus taxes received from Elafon Mechanical to repair the parkade fan.

It was:

MOVED/SECONDED

To approve above quotation as per scope of work presented.

CARRIED

h. Parkade Make-Up Air Condensation Issue

It was noted that the water dripping is due to condensation of a make-up air unit located in P2. The Property Manager presented a quotation in the amount of \$781.25 plus taxes received from Elafon Mechanical to install a condensate drain, and complete servicing of evaporate and/or condenser coil.

It was:

MOVED/SECONDED

To approve above quotation as per scope of work presented.

CARRIED

i. Lounge Room Heater

It was noted that the Lounge Room heater has become loose from the wall. The Property Manager was instructed to have the handyman address this issue.

j. Lounge Room Pool Table

A discussion ensued whether a donated pool table should be put it into the Lounge Room. Council is to obtain further clarification regarding this matter.

k. PQ ONLINE – Access To Your Strata Corporation

All Owners are encouraged to sign up for the service. The website will be the method for distribution of minutes and notices for the building.

PQ ONLINE is dedicated to providing pertinent online services to MODE Owners, including: latest strata meeting minutes, latest financial statements, important notices about upcoming building maintenance, complete bylaws for your reference, strata fees and payment method options, update your contact details and emergency contact information, submit non-emergency service requests, and important contact information for your Property Manager.

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.

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.

8. ADJOURNMENT

There being no further business to discuss at this time, the meeting was adjourned at 7:15 PM.

NEXT COUNCIL MEETING TO BE HELD Tuesday, November 19, 2013 at 5:00 pm

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 Xin nhờ người dịch hộ

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。 どうかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सबुती माहलकी विचार अवते विने विले विग या कुल्लेवा अवबार्थ

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*