

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 1934  
'WESTVIEW PLACE'**

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Held: Monday, October 19, 2009 at 7:00 p.m. in Suite #1002 - "Westview Place"  
1166 West 11<sup>th</sup> Ave., Vancouver, BC

Present:	Dr. Anthony Boulton	President	Suite #1002
	Roy Thomas	Vice President	Suite #203
	Louise Neal	Secretary	Suite #102
	Keenan Charles	Treasurer	Suite #1001
	Ali Tehrani		Suite #102
	Marian Dellow		Suite #801
	Adrian Lipsey	Bayside Property Services Ltd.	
Regrets:	David Saab		Suite #202

**CALL TO ORDER**

The Meeting was called to order at 7:05 p. m. by the President.

**PREVIOUS MINUTES**

It was moved/seconded and carried by majority vote to approve the Minutes of the Council Meeting held July 20, 2009, as previously circulated by Bayside Property Services Ltd.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1. SECURITY CAMERAS**

Camera installation is now complete. Council will arrange for a computer mouse for more effective navigation of the software. Arrangements are being made for Shaw to install a modulator for Owners to view the cameras on cable television. The Strata will be able to monitor problems in the building as they relate to security, safety and Bylaw infractions. After the cameras were installed there was an incident involving the new lobby bench being removed. The persons involved were identified and contacted about the matter. The bench was returned.

**2. COMMON AREA CARPET REPLACEMENT AND HALLWAY PAINTING**

Arrangements have been made for Hyland Painting to do a test removal of the wallpaper to determine how much wall preparation is required. The intent is to have the work commence as soon as possible. Also, Council requested that Hyland Painting provide a quote for upgrading the elevator walls by either painting them or installing new laminate over the old.

**3. NOISE COMPLAINTS**

The President spoke to the Owner's lawyer regarding the long history of problems with the occupants of the suite since the Owner moved out. The lawyer was not aware of the problems with the individual living in the suite who is related to the Owner. The President reviewed the history of problems for the benefit of the new Council members. The President reminded the lawyer that there was no request from the Property Manager, responsible for rental of the suite, to install hard surface flooring. Overall it appears that the new tenants have made some effort to minimize noise levels but ongoing monitoring is required in order to resolve this long-outstanding matter. Council instructed the Property Manager to send a reply to the lawyer; and

to request that the complainant document problems and provide written complaints in order that the incidents can be properly tracked for future follow up with the Owner.

#### **4. LANDSCAPING**

Upgrades were completed. More ground cover has been recommended. Council will monitor the condition of the landscaping over the next few months. Council instructed the Property Manager to arrange for K-Gardening to trim the rhododendrons at the front of the building.

#### **5. ANNUAL FIRE SAFETY INSPECTION**

The inspection was completed and quotes for repairs provided. Council discussed the inspection report and quotes at length. There was detailed discussion regarding the problems arising from the compressor which maintains air pressure in the sprinkler system. Council instructed the Property Manager to follow up with Elite Fire Protection regarding several issues relating to the operation and condition of the compressor. Council noted that Elite Fire Protection technicians indicated on 2 separate occasions that they would return the following Monday to undertake repairs to the compressor but they did not show up. It was moved/seconded and carried by majority vote to approve all the items on the list with the exception of the testing of the fire hoses.

#### **6. NOTICE BOARD IN ELEVATOR**

The Property Manager installed a notice board in the elevator which met Council's requirements but Council had to remove it because it was damaged by unknown person(s). Council requested that the Property Manager arrange for a more sturdy notice board to be installed.

#### **7. BIKE RACKS**

There has been no response from Dobra Design regarding installation of the bike racks. Council felt that the price quoted might have been too low and that they do not now want to honor their quote. The matter has been tabled for now.

#### **8. GARAGE RAMP MIRRORS**

The quote from Richard Dmytriw was approved and the installation is pending.

#### **9. SHOWER LEAK**

An Owner has again complained about a leak from the shower of the suite above. The non-resident Owner of the suite above repaired the drain pipe and claims that the problem is related to the pipe below the floor. However, Council noted that the shower stall is original and has to be replaced due to the failure of the sealant behind the tile. The entire shower enclosure needs to be replaced, as has been done in almost all the other suites in the building. Council instructed the Property Manager to inform the Owner of her responsibility to resolve the problem by replacing the entire shower stall.

#### **10. SUITE INSPECTIONS**

As part of a routine maintenance inspection related to the building envelope repairs, Council is in the process of organizing a committee to inspect the window frames of all suites in order to determine their condition and identify repairs, if needed.

**11. ROOF MAINTENANCE**

Council requested that the Property Manager contact Hays Roofing to deal with vegetation which has accumulated in recent months.

**12. BUILDING ENVELOPE - EXTERIOR INSPECTION**

With the renewal of the building envelope warranty there was no requirement for ongoing maintenance inspections, however, Council feels that it is prudent to undertake an exterior inspection at this time. Council instructed the Property Manager to arrange for Andrew Creighton to provide a proposal for the exterior inspection.

**FINANCIAL REPORTS**

1. It was moved/seconded and carried by majority vote to approve the monthly financial reports prepared by Bayside for June to August 2009.
2. Accounts receivable: Council reviewed the accounts receivable list as at October 19, 2009 and instructed Bayside to collect all outstanding amounts as required.

**NEW BUSINESS****1. LOBBY BENCH**

Council purchased a new bench for the lobby but it was removed by unknown person(s) within a few days. A review of the new camera system revealed who took the bench. The individuals were contacted and the bench has now been returned.

**2. GENERAL REPAIRS**

Prior to the meeting, Council had approved a list of minor repairs to be done by Richard Dmytriw in the coming months.

**3. WINDOW CLEANING**

Cleaning has been postponed until spring due to upcoming winter conditions.

**4. EMERGENCY GENERATOR**

The annual servicing is complete.

**5. ELECTRICAL ROOM**

Council approved upgrading security for the electrical room door in consideration of the installation of the security camera system.

**6. COMMON AREA LIGHTING**

Arrangements have been made for matching the light bulbs in the front bollards. Also, one of the bollards needs to be straightened and Richard Dmytriw will repair it.

**7. RECYCLE BINS**

Council requested that the Property Manager arrange for Dutch Maintenance to ensure that 3 bins are left outside and 3 bins are inside in order to have proper turnover, otherwise residents use all the bins at once. With the disappearance of the mixed paper bin, a new one needs to be supplied.

## 8. GARAGE GATE

Council instructed the Property Manager to arrange for Versatile Door to secure one of the bolts on the gate because it continues to “back-out” due to the movement of the gate. Consequently the gate drops down and drags on the ground, resulting in frequent service calls.

There being no further business to discuss, the meeting was terminated at 9:00 p. m. on a motion by the President.

**The next Council Meeting for Strata Plan VR 1934 “Westview Place” is scheduled for Wednesday, January 13, 2010 at 7:00 p.m. in suite 1002, Westview Place 1166 West 11<sup>th</sup> Ave. Vancouver.**



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### **BAYSIDE PROPERTY SERVICES LTD**

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ALL/

### **EMERGENCY CALLS TO BAYSIDE**

For after hours, holiday, or weekend emergencies, **DO NOT** call the property manager's direct line or send an e-mail. **You need to call 604-432-7774** if you are calling regarding anything that cannot wait until the next business day.

### **Weekend / Holiday / Evening Service Call Instructions**

Should you encounter a situation requiring emergency attention, please contact Bayside's office at 432-7774 and advise the operator of the situation giving as many details as possible. Ensure that you state it is an emergency and leave your name and telephone. Your call will be returned promptly by the on-call property manager so please keep your telephone line free in order that the emergency may be addressed. Your cooperation in this regard is appreciated.

**\*\* Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**