

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION LMS 428  
"THE PARKHILL"**

---

**HELD:** Thursday, February 10<sup>th</sup>, 2011 at 7:00 PM in the Viceroy Room

<b><u>PRESENT:</u></b>	George Sand	President
	Phyllis Gerlach	Vice President
	Nathan Trenholm	Treasurer
	Annette Mew	Secretary
	Dorothy Canham	
	Gerry Paxon	
	Robin Cnudde	

**AGENT:** Sorina Timonea Bayside Property Services Ltd.

**CALL TO ORDER**

Council President, George Sand, called the meeting to order at 7:06 PM.

**PREVIOUS MINUTES**

It was moved, seconded (Canham / Paxon) and carried to approve the Minutes of the October 20<sup>th</sup>, 2010 Council Meeting, as prepared by Bayside and previously circulated.

**BUSINESS ARISING FROM THE MINUTES**

1. Dryer Vent Cleaning: The cleaning of the dryer vents is now complete. Owners are advised to report any leaks from the dryer vents.
2. Carpet Cleaning: KC Cleaning has completed the cleaning of the carpet in the common hallways, the Viceroy Room and the furniture in the Viceroy Room.
3. Elevator Maintenance: Thyssen Elevator has accepted the termination of the elevator maintenance contract effective September 30<sup>th</sup>, 2010 with no penalty.
4. Generator Maintenance: Land-Sea Power completed the emergency generator inspection and maintenance. Their invoice was approved for payment; however, Council was not pleased with an overcharge for the time spent on the job by the contractor. This concern will be brought to the contractor's attention by Bayside.
5. Make up Air Unit Repairs: Council reviewed quotations to replace the make up air unit from three different contractors. A resolution will be proposed to the Ownership at the upcoming AGM to approve funding to replace this unit. Council decided that the most feasible option is to replace the unit rather than repair it.
6. 5-year Building Envelope Warranty Review: RDH Engineering completed the 5-year warranty review. The testing of the roof anchors was also completed as part of the envelope review. RDH confirmed that there was a water ingress problem to be reported to the insurance company; however, they also pointed out several maintenance items which would have to be addressed.

7. Water Leak: Completed and resolved.
8. Leak on the Tenth Floor: Council reviewed the quotation from Ventresca Plumbing and decided to review a second quote from Ashton Mechanical before they make their decision.
9. Interior Modernization: Council discussed the planned renovations to the lobby which will include carpet replacement, wallpaper, light fixtures, furniture and the tiles in the elevator. A resolution will be presented for approval at the upcoming AGM.

## **FINANCIAL REPORTS**

1. Monthly Reports: It was moved, seconded (Trenholm / Cnudde) and carried unanimously to approve the October to December, 2010 inclusive Financial Reports as prepared by Bayside.
2. Accounts Receivable: Council has reviewed the Accounts Receivable Report as of February 10<sup>th</sup>, 2011. Council wishes to thank Owners for keeping their accounts up to date.

## **NEW BUSINESS**

1. Elevator Phones: Schindler Elevator advised that, as part of the contract, they will have the elevator phone lines redirected for 24-hour elevator emergency phone monitoring at no extra cost to the Strata. Council agreed with this option and directed Bayside to have Schindler start on this project.
2. Surveillance Cameras: Council discussed the most recent court decisions in relation to the monitoring of the surveillance cameras. This matter will be further discussed at subsequent Council meetings.
3. Proposed 2011-2012 Operating Budget: Council reviewed and discussed a preliminary operating budget which proposed an increase in maintenance fees. Bayside is also proposing a significant increase in management fees, both due to the workload and to bring the fees up to market level. Council did not agree with this proposed increase and wished to further discuss it with the Bayside management. Bayside will communicate further with Council on this matter.
4. Expired CFL Light Bulb Disposal: Council is advising Owners that burnt out CFL lights must be properly disposed of and not left in the garbage or the recycle bins. Below is a list of locations in Burnaby where Owners may take their expired CFL lights:
  - Canadian Tire: #603 Burnaby 7200 Market Crossing, Burnaby, BC V5J 0A2
  - London Drugs: #101 - 9855 Austin Avenue, Burnaby, BC V3J 1N4
  - London Drugs: #400 - 4567 Lougheed Hwy, Burnaby, BC V5C 3Z6
  - London Drugs: 4970 Kingsway Avenue, Burnaby, BC V5H 2E2
  - London Drugs: 7280 Market Crossing, Burnaby, BC V5J 0A2
  - Home Depot: 3950 Henning Drive, Burnaby, BC V5C 6M2

5. **Move in / out Procedures:** Owners are strongly advised that you are required to contact Bayside or Edwin, the Janitor, to have the elevator pads installed 48 hours in advance any time there is a move in or out. This also applies to deliveries of furniture or any large items requiring use of the elevators. Owners are also reminded to restrict these moves between 9 am and 6 pm to limit any unwarranted noise.

Owners are reminded to forward all concerns and questions to Bayside Property Services Ltd., preferably in writing. Please do not contact Council members directly.

### **TERMINATION**

There being no further business to discuss, the meeting was terminated at 10:15 PM on a motion by George Sand.

The next meeting is the Annual General Meeting tentatively scheduled for Tuesday, April 19<sup>th</sup>, 2011. Formal notice to follow.



Sorina Timonea  
Property Manager

### **BAYSIDE PROPERTY SERVICES LTD.**

Sperling Plaza, Suite 100, 6400 Roberts Street, Burnaby, BC V5G 4C9

Tel: 604.432.7774 (24 hours – after office hours, emergencies only please)

Fax: 604.430.2698

Direct Line: 604.629.8762

E-mail: [stimonea@baysideproperty.com](mailto:stimonea@baysideproperty.com)

### **EMERGENCIES**

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.

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 a fee.