



MOUNTAIN VIEW VILLAGE STRATA PLAN LMS 2284

**COUNCIL MEETING MINUTES
WEDNESDAY, MAY 30, 2012, 6:30 PM
Amenity Room, 223 Mountain Hwy**

COUNCIL PRESENT:

**Dawn Lagerbom Nick Fairburn
Andrew Prenty Barb Bernnan
Pamela Johns Ralph Miller**

COUNCIL ABSENT:

Murray Comley

MANAGEMENT PRESENT:

**Colleen Hynes
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964**

1. CALL TO ORDER

Andrew Prenty, Council President declared a quorum and called the meeting to order at 6:35 p.m.

2. ADOPTION OF PREVIOUS MEETING MINUTES

The minutes of the Council meeting held on March 7, 2012 were circulated prior to the meeting.

It was:

MOVED/SECONDED (Lagerbom/Bernnan) to approve the minutes as circulated.
CARRIED

3. BUSINESS ARISING

A. Action List - Attached

Majority of items completed. Follow up required on 1 item for next meeting.

B. Strata Council Tour

Circle to be sent service request to attend to maintenance items as discussed.

Cleaner to be asked to attend to painting by mailboxes and to clean vent covers.

PQ to request estimate to adjust all commercial doors.

C. Trellis Update

Nothing received from Murray.

D. Mechanical & HVAC Maintenance

It was:

MOVED/SECONDED (Prenty/Johns) to cancel contract with Executive Air and to engage C&C Electrical and Mechanical to maintain both the HVAC and Mechanical equipment.

CARRIED with one opposed.

PQ to send letter cancelling Executive Air effective July 31, 2012 to provide 30 full days of notice.

E. Floor Sealing – Residential

The sealing was scheduled for June 4th at 10PM.

4. FINANCE

A. Financial Statement

The Financial Statement to April 30, 2012 was circulated prior to the meeting. Please see attached Treasurer's Report.

B. Arrears

There are several owners who are not paying their fees up to date or on time.

Late fees and fines will continue to be charged on all late payments. It is very important that owners pay their strata fees on time to ensure the Corporation can meet its financial obligations every month.

5. GENERAL MAINTENANCE

A. Commercial Signage

PQ provided a quote from Jensen Signs to upgrade the commercial signage. This item will be deferred to the AGM.

B. Membrane Leak – Parking Garage

PQ met with RJC at the building and determined the active leak was a plumbing leak. It was attended to by Vanco Fire.

C. Landscaping Contract

The contract was awarded to Swicks Organic Landscaping.

D. Quote Requests/Service Requests/Purchase Orders

Copies of all issued documents provided to council with the Agenda.

It was:

MOVED/SECONDED (Fairburn/Brennan) to approve the quote from Sea to Sky for window cleaning.

CARRIED

PQ to seek clarification on Action Lock door security quote or request new quote as needed.

Council approved the next phase of the roof maintenance contract via email prior to the meeting.

6. **CORRESPONDENCE**

- A. **Bike Storage**
PQ to send notice to council regarding tagging bikes and the removal of unclaimed bikes.
- B. **Notices**
Copies of notices provided for the prior month were included with the Agenda.
- C. **Letters**
Copies of letters sent during the prior two months were included with the Agenda.
- D. **Owner Concerns**
PQ to respond to owner regarding dissatisfaction with building maintenance.

7. **NEW BUSINESS**

- A. **Spring Clean**
PQ to obtain quotes for bins and pick up for junk removal for residents.
- B. **Pest Control**
PQ to send letters to Chevron and District of North Van regarding the untidy state of the Chevron lot.
- C. **Absentee Council Members**
Murray Comley is no longer serving on the council due to other commitment restraints.

Council will investigate a replacement member.
- D. **Gardening Contract**
Several quotes were obtained for gardening. The council reviewed the proposals.
- E. **Tenant Improvement Requests**
PQ to advise owner of approval of alteration request.

**OWNERS ARE REMINDED THAT THERE IS NO STORAGE IN
THE PARKING STALLS.**

THE NEXT COUNCIL MEETING IS SCHEDULED FOR JULY 11, 2012.

PACIFIC QUORUM PROPERTIES INC.

Colleen Hynes, Property Manager
As Agents for LMS 2284
430-1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 638-1964 / Fax: (604) 685-3845
www.pacificquorum.com

Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation 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.*

Action List:

Council to choose notice boards and PQ to order and have installed.
PM to provide draft budget with contract amounts to the Treasurer.
PM to send TI approval letter with Indemnity Form.
PM to obtain quotes for cleaning.
PM to obtain quotes for full time on site maintenance/cleaner.
PM to obtain quote to mulch half of back of Mtn. Hwy building.
PM to cancel Executive Air contract and sign with C&C
PM to reimburse cleaner for cost of stolen vacuum cleaner – waiting on receipt.
PM to contact elevator company to repair door and investigate noise.
PM to request cleaners are more attentive to parking garage.
PM to obtain clarification on Action Lock quote.
PM to issue PO to Sea to Sky Window Cleaning.
PM to approve Swicks contract to start April 1, 2012.
PM to follow up on carpet repairs.
Council to investigate if any resident is interested in becoming the onsite caretaker.
PM to get keys cut for common areas.
PM to issue service request for items on Council Tour List.