

TUDOR COURT APARTMENTS LTD.
Board Meeting Minutes
Wednesday July 23, 2014

Held: Wednesday July 23, 2014 at 7:00 p.m. in Unit #311 - 145 West 18th Street, North Vancouver

Present: Board Members

Jim Rutledge	President/Treasurer	#207
Louis Dudas	Vice President	#311
James Bertrand	Director	#210
Andrew Byers	Director	#101
Paul Anderson	Director	#205

Regrets: Stefan Aldea Director #208

Agent: C&C Property Group Ltd.
Eileen de Haan, Representing

Call to Order: The meeting was called to order at 7:02 p.m. with five (5) of six (6) council members present, quorum was met. The strata manager assumed the Chair, at the request of the President. (There were no objections).

Additions to Agenda: Asbestos management, AGM Minutes, per Jim Rutledge-back up system to front door lock, fire drill, rug on second floor coming up, set up accounts for lights and other supplies, contact list for directors.

Minutes: It was **MOVED/SECONDED/CARRIED** that the minutes of the Monday July 14, 2014 board meeting be approved.

Financial Report:

- a. Approval of the June 2014 financial statements was tabled, as the Treasurer has not received the packages, yet. The President/Treasurer requested one copy of a full financial package for himself, and one copy of a short financial package for other board members, be mailed to him.
- b. Accounts receivables report – None as of July 18, 2014.
- c. The Contingency Reserve Fund balance at June 30, 2014 was \$ 71,463.27.

Business Arising from the Annual General Meeting

1. **Fire Upgrade (Life Safety Upgrade Bylaw or LSUB) Progress Report:** The Board has decided to hire Larry Holland Contracting. The cost is slightly over what was budgeted for in Fire Prevention/Alarm Monitoring. The Board **MOVED/SECONDED/CARRIED** to use the Building Repairs & Maintenance funds for the extra \$1,650.75 needed. The Board discussed the

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need for strobe light alarms for the hard of hearing residents. The Board decided they would go ahead with them, but affected residents would be assessed one-half the cost. The strobe lights would be needed in the bedrooms and main living room of each unit. One Board member cautioned that strobe lights might cause issues with some people with health problems, for instance epilepsy. The property manager suggested that affected residents consult with their doctors. Louis will put together a list of hard of hearing residents, and contact Larry Holland for a quote. The extra funds will come out of Building Repairs & Maintenance.

2. **Full Management:** Commencing July 15, 2014, full management by C&C Property Group Ltd. has been approved by shareholders at the Annual General Meeting. The President reviewed and signed the Addendum to the Management Contract. The President requested the property manager provide him with a digital copy of the Management Contract and Addendum.
3. **Bylaws:** Board members **MOVED/SECONDED/CARRIED** to ratify the updated bylaws, presented and approved by shareholders at the AGM. The property manager was instructed to provide one copy to the President, who will copy and distribute to shareholders. The property manager will send a copy to the housing company's lawyer Hollander Plazzer, for filing.
4. **Annual Report Filing:** The President has sent the names of the new directors to Hollander Plazzer, the housing company's lawyer, to be filed in Victoria, and has received the Annual Report. The property manager will contact the lawyer for a digital copy of the Annual Report for the housing company's records.
5. **Fire Safety Director's Report:** Jim Rutledge, the Fire Safety Director, reported there will be a fire drill Saturday July 26, 2014. Shareholders and residents are urged to drop everything and evacuate immediately if they hear a fire alarm, anytime. A Board member noted that with the planned fire safety upgrade, the monitoring would significantly improve the response time for the Fire Department and improve residents' safety. Fire testing is done once a month by Board members and logged, for the Fire Dept. The property manager noted that Fire Inspector Mark Stevenson is available to meet with Board members to discuss fire drills and fire safety in the complex. Some concerns have been expressed regarding safety and evacuation of frail elderly and handicapped residents. The Board requested the property manager try to book a Saturday morning meeting with the Fire Inspector.
6. **Access Control System for Front Doors:** Louis noted that the laundry key of all residents would open the front door if a piece was pulled out. Louis will demonstrate at the next Board meeting. The necessary piece will be kept in the mechanical room and all Board members provided with a key to the mechanical room. This will be arranged in short order, in case of emergency power outage.
7. **Maintenance:** Vendor lists for the previous fiscal year and for June of this year were reviewed. It was noted that balcony repairs had been completed in June of this year.

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8. **Contractors/Employees/WCB/General Liability Insurance:** C&C Property Group Ltd. recommends that all contractors working in and around the building be covered by WCB up to date or even in advance of date of service. C&C also recommends that only contractors be hired who carry general liability insurance, in case they cause damage to the building. Should some residents do small jobs for the housing company and do not carry WCB and general liability insurance, the housing company must treat them as employees, making sure their workplace complies with WorkSafe BC safety requirements. In addition the housing company must pay their WCB premiums and be responsible for any damage they may charge. The Board instructed the property manager to contact the housing company's contractors and request WCB coverage and general liability insurance. In the case of small jobs done by Louis Dudas or James Bertrand, the housing company will pay their WCB premiums. If these two men are needed for larger projects, over a period of time, the housing company will hire them as employees, with payroll deductions. The property manager noted there are payroll companies which provide this service. A Board member stated that although this is a different procedure than what the housing company has done in past, likely the agent C&C Property Group Ltd. has seen cases where not to comply has created problematic situations, and that it was better to follow C&C's advice.

Correspondence - None

New Business

1. **Asbestos Management:** The property manager emphasized that C&C does not manage hazardous materials, including asbestos, as part of their management contract. The property manager related some concerns involving liability and insurance with regards to asbestos management. The property manager presented facts on the means by which a plan could be obtained and implemented. Significant cost is involved, which cannot be afforded this year. The Board decided to get a quote in the fall or early next year, for an environmental hazardous materials study, including asbestos, for the building, and for an asbestos plan, and include it in next year's budget. The property manager offered to assist the Board in obtaining these quotes.
2. **Power Washing:** Louis offered to do as a volunteer. (The strata manager stated that if a volunteer did the work, as opposed to a paid worker, the building insurance would cover in case of accident or injury). It was **MOVED/SECONDED/CARRIED** to purchase a gas powered power washer for between \$300-\$400. Louis will buy it and provide receipts to C&C for payment.
3. **Janitorial:** Louis noted his vacuum no longer works, and suggested the housing company purchase one, for use around the complex. The cost is no more than \$200. It was **MOVED/SECONDED/CARRIED** to purchase a wet/dry vacuum. Louis will purchase it and submit the receipt to C&C for payment.

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4. **Recycling:** Old paints and chemicals such as pesticides in and around the building need to be recycled. Jim will put up a notice for residents, to put their recyclables in the garage by a certain date. The notice will go up tomorrow (Thursday July 24, 2014). Louis will take the recyclable materials in to the North Shore Recycling drop off location.
5. **Any Other New Business:** The rug on the second floor is coming up a bit. The carpet cleaner and Louis will stretch it, which should eliminate the problem.
6. **Any Other New Business:** Jim will contact suppliers for forms to set up purchasing accounts, and the property manager will fill them in. Jim Rutledge and Louis Dudas will be the designated purchasers. The property manager noted that there was only \$1,000 in the budget for supplies, for the full year.
7. **Any Other New Business:** The property manager provided all directors with a director's contact sheet, with emails and phone numbers.

Next Strata Council Meeting Date: The next strata council meeting will be Wednesday November 5, 2014 at 7:00 p.m. Louis, #311 offered to host the meeting.

Adjournment of Meeting: There being no further business to discuss, the meeting was adjourned at 8:17 p.m.

All shareholders and residents are advised that C&C Property Group Ltd., the property managers for Tudor Court Apartments Ltd., operate a 24 hour emergency on-call service at the following phone number, which all shareholders and residents can access. Shareholders and residents are advised **not** to contact trades themselves in an emergency, but to phone the emergency on-call service and the property manager on call will take care of matters. Otherwise shareholders could be held responsible for any charges for repairs etc. they have ordered themselves without authorization from Board or the property manager. Owners are encouraged to contact the property manager, Eileen de Haan, if they become aware of any maintenance problems or needs (or for any other property matter) which need to be addressed. She is available Monday to Friday, 8:30 a.m. to 5:00 p.m. at the following contact numbers.

Eileen de Haan, Property Manager
C & C PROPERTY GROUP LTD.
#530-171 West Esplanade Avenue
North Vancouver, BC V7M 3J9
Bus: 604-987-9040 (24 hours)
Fax: 604-987-9045 (fax)
Email: eileen@cccm.bc.ca

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Wednesday November 5, 2014

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Present: Board Members

Jim Rutledge	President/Treasurer	#207
Louis Dudas	Vice President	#311
Stefan Aldea	Director	#208
Andrew Byers	Director	#101
Paul Anderson	Director	#205

Regrets: James Bertrand Director #210

Agent: C&C Property Group Ltd.
Eileen de Haan, Representing

Call to Order: The meeting was called to order at 7:02 p.m. with five (5) of six (6) council members present, quorum was met. The property manager assumed the Chair, at the request of the President. (There were no objections).

Additions to Agenda: Report of Fire Dept. inspection, which is coming up.

Minutes: It was **MOVED/SECONDED/CARRIED** that the minutes of the Wednesday July 23, 2014 board meeting be approved.

Financial Report:

- a. It was **MOVED/SECONDED/CARRIED** to approve the financial statements of June to September 2014.
- b. Accounts receivables report – As of November 3, 2014 there were two owners in arrears. The property manager was directed to send reminder letters.
- c. The Contingency Reserve Fund balance at September 30, 2014 was \$ 70, 931.80. There is no contribution to the contingency fund in this year's budget.

Business Arising from the Previous Meeting

1. **Fire Upgrade (Life Safety Upgrade Bylaw or LSUB) Progress Report:** Louis Dudas, who is overseeing this project, reported that Larry Holland will be coming Friday to sign the contract. Work will begin, either in December 2014 or January 2015. The total contract price is \$25,975 plus GST.

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2. **Fire Safety Director/Jim Rutledge Reporting:** There will be the annual inspection by the Fire Dept., to be scheduled in the next few weeks. The Fire Drill was successful, most people were cleared out of the apartment building. Fire Dept. guidelines for evacuations are no heroics. Don't return to the building. Help people in your vicinity out of the building, and if smoke and fire in your area, retreat to your balcony. Jim is doing monthly fire alarm testing. Jim will talk to the Fire Inspector, Dave, when he comes for the annual inspection, regarding evacuation of handicapped, hard of hearing, and frail and elderly residents. Jim is presently updating the Fire Dept. forms for the building. One copy will go to the Fire Dept., one copy will be put in the fire lockbox, and one copy will accompany the fire plan.
3. **Contractors/Company:** Some of the directors had considered forming a company, so they would be covered by WCB and general liability insurance. However for the amount of work that is done around the building, the costs are prohibitive. The Board decided that odd jobs done for pay by directors will be covered by the housing company's WCB.

Correspondence - None

New Business

1. **Vendor List/Maintenance June 1 to November 3, 2014:** The vendor list was presented by the property manager, showing the trades contractors and maintenance done between June 1 and November 3, 2014, the present fiscal year. Directors had several questions, comparing the cheque register to the vendor list and observing discrepancies. The property manager explained that expenses which occurred before June 1, 2014 would not show on the vendor list, although the cheque was issued after June 1, 2014 and showed up on the cheque register. Petty cash disbursements would also not appear on the vendor list, as the recipient was not a trades person, but an individual shareholder. The ledger of the individual was presented to directors, showing this expense. The property manager explained the headings and information presented on the vendor list, to directors.
2. **Roof Caulking:** The recent heavy rains have shown some areas around the roof flashing that need caulking. Louis will purchase the supplies and attempt to repair. If he is unsuccessful a roofer will be called in. The property manager offered to supply some names of roofers, if needed.
3. **Locker Repair:** An owner requested his locker be repaired. It has been in disrepair for four months. Louis will attend to this.
4. **Elevator:** The elevator is not stopping evenly, and is making noises, on the second floor. The property manager will contact the elevator company and ask them to check in with Jim, the next time they come to service the elevator.

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- 5. Property Manager/Walkabout:** The property manager would like to do a walkabout of the building with directors. Louis and Jim volunteered. The property manager will check her schedule for December and contact the directors a few days in advance.

Next Board Meeting Date:

The next board meeting will be Wednesday March 11, 2015 at 7:00 p.m. Louis, #311 offered to host the meeting. The property manager will contact the board by email, two weeks in advance of the meeting, in the case the meeting needs to be rescheduled to accommodate directors' schedules in the New Year.

Adjournment of Meeting:

There being no further business to discuss, the meeting was adjourned at 8:08 p.m.

All shareholders and residents are advised that C&C Property Group Ltd., the property managers for Tudor Court Apartments Ltd., operate a 24 hour emergency on-call service at the following phone number, which all shareholders and residents can access. Shareholders and residents are advised **not** to contact trades themselves in an emergency, but to phone the emergency on-call service and the property manager on call will take care of matters. Otherwise shareholders could be held responsible for any charges for repairs etc. they have ordered themselves without authorization from Board or the property manager. Owners are encouraged to contact the property manager, Eileen de Haan, if they become aware of any maintenance problems or needs (or for any other property matter) which need to be addressed. She is available Monday to Friday, 8:30 a.m. to 5:00 p.m. at the following contact numbers.

Eileen de Haan, Property Manager
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