

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA CORPORATION L.M.S. 4496, HERITAGE MEADOWS,
1108 RIVERSIDE CLOSE, PORT COQUITLAM, B.C.
HELD ON OCTOBER 19, 2006 AT 7:30 P.M.**

CALL TO ORDER: 7:30 P.M.

ATTENDANCE:

Laura Seekings, President (9)
Tim Quat, Treasurer (50)
Tony Passalacqua (41)
Kevin Gowie (18) (at 8:25)
Rhonda Vance, Strata Agent

ABSENT: Odile Morrison

ADOPTING MINUTES:

MOVED AND SECONDED

"That the minutes of the September 7/06 meeting be adopted." CARRIED

FINANCIAL REPORT:

The treasurer reported that all accounts for the periods August and September 2006 are in good order. The deficiency account is now depleted and all developer deficiencies prioritized previously have been addressed.

The treasurer recommended that the Council approve the financial reports.

MOVED AND SECONDED

"That the financial reports for August and September be approved." CARRIED

UNFINISHED BUSINESS

Sewer System: The Strata Agent advised that Anderson Plumbing/2 Old Guys Plumbing and Heating will inspect sewer piping on Monday, Oct 23. The charges will be \$300/day for the camera and \$75.00/hour/man.

#63 Mould In Attic: Hoot N Owl Be There Building Maintenance completed the remedial work in the attic as recommended by CSA Building Maintenance. The cost was \$190.80.

Painting of Electrical Rooms Doors/Frame: Table to next year. The Strata Agent will contact Pro Works Painting to provide a quote.

Common Green Space Renovation: The renovation project in the common green space/playground is 80% complete. The area looks beautiful and will be even more so as the trees mature!

The Strata Council wishes to extend a HUGE thanks to all the residents who generously gave of their time and energy to make this project happen. There were at least 28 people over the weekend, including children.

A special thank you is in order for Michel Valois who planned and co-coordinated the project.

CORRESPONDENCE:

None.

NEW BUSINESS

Sprinkler Leak #15:

A sprinkler head blew off causing substantial damage to the interior of the unit. An insurance claim was filed and restoration is underway. The insurance adjuster indicated that they feel there is responsibility on the part of the supplier and/or installer of the system and they intend to subrogate against D&R Sprinklers and/or Active Fire to recover all costs.

The loss was substantial and the owners may not be able to move back in for up to 8 weeks. A reserve of approximately \$25,000 has been established to cover all the repairs. The Strata Agent will keep the council up to date on the progress.

The strata agent suggested that due to the number of water claims that the Strata Corporation has initiated over the past few years, it is likely that the insurance premium will be increased.

Council discussed whether the sprinkler systems should or could be inspected randomly and the Strata Agent will query the sprinkler maintenance contractor in this regard.

The Strata Agent will obtain the incident report from the adjuster.

Be sure that you know where your main water shut-off valve is located!! If you don't have one, you must contact a plumber and have one installed. Be sure your emergency contact information filed with Profile Properties is current and council recommends you establish a buddy system with a neighbour so that in case of emergency and you are not at home, a key might be available elsewhere.

Awning/Shade Installation Guidelines:

Kevin obtained product information and pricing on the installation of retractable cloth awnings that could be installed on the decks to alleviate excessive heat from the sun.

A 20' W x 10' projection for the large decks along the Lane: \$3090.00 installed

A 12' Wide X 8'4" projection for the standard decks: \$2120.00

Add \$750.00 for an electric crank.

Quantity discounts are available. The council will establish a standard colour/pattern.

Owners are referred to the attached brochure and can check the website for further information. Council asks that owners complete the attached "tear off slip" which will indicate whether or not there is interest in pursuing this. Please return the slip to the

Strata Agent prior to the AGM and this item will be added to the Agenda for Annual General Meeting.

#36 – Flooring: The council confirmed that the flooring in the kitchen area is noisy. However, as the Strata Property Act regulates that interior repairs and maintenance is the owner's responsibility Council will recommend a contractor to the owner.

#55 – Bathroom Ceiling: The Strata Agent confirmed that the bathroom ceiling panels have become detached, however, as the Strata Property Act regulates that interior repairs and maintenance is the owner's responsibility Council will recommend a contractor to the owner.

#34 – Wasps: Wasp nests were removed.

Website: Ken Pepin has offered to create and host a strata website for \$15.00 per month. Council agreed that this could be a valuable resource for residents. \$180.00 will be budgeted for next year.

MOVED AND SECONDED

"That a website should be created for the benefit of the residents."

CARRIED.

Resignation of Council Member:

Having served two terms with the council, Michel Valois tendered his resignation from the council effective immediately. The Strata Council extends their sincere thanks to Michel for his valuable contribution to the group.

Budget: A preliminary budget will be discussed at the December meeting. The treasurer recommended that surplus funds be used to offset a possible increase in Strata Fees. He recommended that \$4,000 - \$5,000 be included in the budget for grounds improvements and \$2500.00 for painting.

Retaining Wall: An owner has noticed that the retaining wall along the golf course has shifted several inches over the summer.

Excerpts from previous minutes with respect to the retaining wall:

- June 17, 2003: Retaining Wall- Two quotes were obtained to review the retaining wall. Legal counsel recommended that if a review is required it should be commissioned by legal counsel to protect the Strata Council from being drawn into the potential lawsuit between Carnoustie Golf Course and Onni Developments. The engineers may be asked to re-quote after the site meeting with the City and Onni.
- July 15, 2003: Wall Inspection: A report from the City is forthcoming concerning the construction and functionality of the wall. The wall is covered under warranty for 8 more years and a decision on having professional testing performed on the wall or seeking legal advice will be made upon review of the report

Geotek Designs reviewed stability margins and later conducted field reviews at Onni's request. A letter dated November 21, 2001 from Geotek deemed the wall to have been

"built to good design standards...and should remain stable and safe in the long term." A letter dated September 10/02 implied that upon conducting field reviews they had some concerns about the stability of the wall and they recommended that periodic monitoring of the wall would be prudent.

The Strata Agent will contact Geotek and ask them to re-inspect based on the owner's observations.

New Strata Agent:

Rhonda Vance advised council that effective Dec. 1 she will assume a different role within Profile Properties and Christine Depner will take over the account as Strata Agent.

There was no further business. A motion was made to terminate the meeting at 9:15 p.m.

NEXT MEETING: Dec 7 at 7:30 p.m. in #18.

PROFILE PROPERTIES LTD.
#108, 2331 Marpole Avenue
Port Coquitlam, B.C. V3C 2A1
604 464-7548

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS. THERE WILL BE A FEE CHARGED FOR REPLACEMENT COPIES.

Please complete this form and return to Profile Properties no later than January 1/07.

Having reviewed the material from Heritage Shade and Shutter, I am interested in hearing more information about installing a sunshade on my deck.

Name: _____

Unit Number: _____

Phone Number: _____

**STRATA COUNCIL MEETING
STRATA PLAN L.M.S. 4496
December 13, 2006**

Attendance: Laura Seekings	Unit 9	Odile Morrison	Unit 53
Tony Passalacqua	Unit 41	Tim Quat	Unit 50
Kevin Gowie	Unit 18		
Christine Depner	Profile Properties Ltd.		

Minutes: It was moved/ seconded by Laura, Tim to approve the minutes of October 19, 2006.

MOTION CARRIED

Financial report: It was moved/ seconded by Tim, Laura to approve the financial statements.

MOTION CARRIED

Invoice approval: The council authorized payment of the 2 insurance claims of \$5,000.00 each to be paid from the operating account. This will eliminate the proposed surplus for the 2006 fiscal period.

Budget: The council reviewed and approved the budget that will be presented to the owners at the AGM.

UNFINISHED BUSINESS

East retaining wall: The council was presented a report of the recent follow-up review. The report stated that the wall had not materially changed over the past 4 years but could not guarantee future movement. Given the information contained in the report the council has requested that the issue be presented to the home warranty provider. A claim may be possible under the coverage contained within the policy.

Awning/Shade installation guidelines:

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Owners are referred to the attached brochure and can check the website for further information. Council asks that owners complete the attached form which will indicate whether or not there is interest in pursuing this. Please return the completed form to the Strata Agent prior to the AGM and this item will be added to the Agenda for Annual General Meeting.

NEW BUSINESS

Sewer back up: Emergency Sewer repairs were performed at unit 50 to clear a blockage in the line. A large plug was removed and the pipes were investigated via a camera which noted that the line may not be level. The suggested repair to correct the grade would cost between \$4,000.00 and \$7,000.00. The council has requested a second opinion before authorizing any further action.

The council has requested that the garages of the units that were affected by this back of sewage be treated with an anti-microbial agent.

Fence damage @ unit 63: The manager has advised that the ground is too wet to repair but will arrange for it in the spring.

Missed garbage pick up due to snow: The contractor did not pick up waste or recycling on the last week of November. The contractor has advised that it is not possible to advise every client in the event of poor weather but has provided us the following policy:

Note to Owners – FYI

In the case of severe weather road conditions may vary and regularly scheduled services such as Garbage pick up and Recycling may not be able to proceed. Owners are advised that if materials are not picked up on time the contractor will be making arrangements to pick up on the day following. If that also does not occur then owners may put out double the amount on the week following.

Snow removal: The council has requested the manager amend the snow removal contract from the current "On Call" to a "priority #2". The conditions of the latter include the following:

- Approximately 2 1/2" to 3" of snowfall will result in automatic service.
- Icemelt will be applied to roadways.

The council will continue to shovel and apply icemelt to walkways as this will not be included in the above.

Note to Owners – FYI

There is a supply of icemelt in the storage room and owners are welcome to make use of it for walkways etc. The council will place a container in the mail area also.

Unit 62: A light fixture is in need of repair and the council will be arranging for this.

CORRESPONDENCE

- 1) An owner has noted that some newspapers are blowing about the complex after delivery. The council is aware that this may be a problem in some areas and would like to advise owners to pick up their paper as soon as possible after it is delivered.
- 2) An owner has advised the council that their furnace is not capable of heating the master bedroom. The council advised that this may be a problem in some units. The design of the system poses some difficulty for the hot air to reach the upper floor. Owners may install, at their cost, duct insulation.
- 3) The council is in receipt of a letter regarding a dog that is being allowed to defecate on the common property. The council has directed the manager to the appropriate response.

Next Meeting: As there was no further business the meeting was terminated at 9:15pm. The next council meeting is scheduled for Wednesday, January 31, 2007.

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Please complete this form and return to Profile Properties no later than January 1/07.

Having reviewed the material from Heritage Shade and Shutter, I am interested in hearing more information about installing a sunshade on my deck.

Name:

Unit Number :

Phone Number:

**THE COUNCIL MEETING
STRATA PLAN L.M.S. 4496
January 31, 2007**

In attendance:

Laura Seekings	Unit 9	Odile Morrison	Unit 53
Tony Passalacqua	Unit 41	Tim Quat	Unit 50
Christine Depner	Profile Properties Ltd.		
Regrets: Kevin Gowie	Unit 18		

Adopting Minutes: It was moved/ seconded by Tony, Tim to approve the minutes of December 13, 2007. **MOTION CARRIED**

Financial Report: It was moved/ seconded by Tim, Odile to approve the November and December financials **MOTION CARRIED**

Budget: The council reviewed the budget for the 2007 fiscal period and it was moved/ seconded by Tim, Laura to put the final figures forward at the AGM. **MOTION CARRIED**

CORRESPONDENCE

- 1) Units 35 and 59 have reported siding damage on their units. The council is aware that the recent stormy weather may have been a factor in this damage. The manager was asked to arrange for the repair along with units 11, 12, 13, 15, 17 and 18 as they contain siding damage also.
- 2) There are two owners that are parking their vehicles in the visitor area. The manager was asked to advise the offending individuals.

UNFINISHED BUSINESS

East Retaining wall: An inspection was performed on the retaining wall located on the east of the property. The results of that report states that the wall has moved but could not confirm how much. Without knowing how much movement has occurred it would be difficult to take action. The council agreed that more study was needed and asked the manager to get a price to install ground sensors to enable the monitoring of this area for further movement.

Awning Installation: Five units have expressed interest in purchasing an awning. Further discussion would be allowed at the AGM.

Painting of electrical room doors: The manager will be arranging for a price to re-paint these areas.

Fire sprinkler failure: The insurance adjuster has advised that the likely cause of the failure was due to the over-tightening of the pipes at the time of installation. The insurance company is continuing their investigation and will be acquiring a formal report from the engineer that inspected the failed components. Once the council is able to review the details they will decide on a course of action.

NEW BUSINESS

Insurance Deductible: Owners are reminded that the 2007 insurance coverage received a deductible increase to \$10,000.00. It is advised to update your homeowner coverage to include the increased coverage.

Fence damage: There are three units that have reported fence damage. Units 48, 49 and 63 will be inspected by the council and repairs will be performed in better weather.

Strata Website: Odile will be setting up a website for the strata corporation. Owners will be able to post information related to various issues regarding the operation of the complex.

Unit 34 ventilation repair: The council was presented a quote for remedying a ventilation problem in this unit. The council has asked the manager to clarify what is included prior to making a decision.

Sewer back up: Emergency Sewer repairs were performed at unit 50 to clear a blockage in the line. A large plug was removed and the pipes were investigated via a camera which noted that the line may not be level. The suggested repair to correct the grade would cost between \$4,000.00 and \$7,000.00. The council has requested a second opinion before authorizing any further action.

Mail-room door lock: The door on the mail room is not closing completely. The council has asked the manager to arrange for it's repair. The council have also requested that the lock on the inside of the door be removed. This would enable free exit of the room.

Towing contract: The council asked the manager to enquire into a towing contract for the purpose of removing illegally parked vehicles.

Next Meeting: As there was no further business the meeting was terminated at 9:30pm. The next council meeting is the AGM and is scheduled for Thursday March 1, 2007. Notice will follow shortly.

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