

**MINUTES OF THE COUNCIL MEETING
STRATA PLAN L.M.S. 4496
January 19, 2006**

Meeting called to order:

In attendance: Michel Valois, Laura Seekings, Tim Quat, Tony Passalacqua and Rhonda Vance for Profile Properties Ltd.

Adopting Minutes: Moved and Seconded: "That the minutes of the November 16 should be adopted as circulated." **CARRIED**

Financial Report:

CORRESPONDENCE

To: City of Poco regarding occupancy deficiencies.
From: Grass Kim – Maintenance Proposal for 2006: \$23,422.30
To: #48: asking for payment of \$2500 insurance deductible.
From: #36 to Onni regarding warranty roof repair.

UNFINISHED BUSINESS

Occupancy Permit: Copies of all engineers and professional schedules were received from Patrick Johnstone of Onni and sent to the City of Port Coquitlam. Garage 5/6 owners must call for Stephen Che of the City Building Inspection Department to schedule an inspection so that he can verify that the suites have been converted to their intended purpose.

A contractor reviewed a couple of other items on the City's deficiency list but could not determine what the problem was. I.e. unused rain water leaders @ unit 12, inaccessible laundry cleanout @ #12 .

The exhaust fan opening at #35 has been modified to comply with building code.

Drainage: The drainage project is scheduled to start next month with the assessment and project plan to be done first.

Entry Signage Garden Bed: The council renegotiated the project cost and specifications with Grass Kim Landscaping. \$2,500.00 was approved and the project undertaken in December. An application of bark mulch will complete the project.

Pressure Washer Repair: The pressure washer has been repaired.

#36 – Leak in Garage Ceiling: A persistent leak in the garage of #36 has now been resolved. Onni paid for the repair under their warranty program.

Gutters 11 - 25 Cleaning: Completed.

#48 Sink Overflow: The reparative work is not completed yet due to holiday delays. Once it is finished, the invoices will be submitted to the owner's insurance company for reimbursement of the deductible.

Drainpipe #50: Repaired.

Visitor Parking Sign: Repair completed. Another sign has been knocked out of place and will be repaired once there are a number of small repairs to be done at the site.

Christmas Lights: All seasonal lights and decorations on the exterior must be removed by now.

Budget: The council will discuss further, some of the projects they would like to undertake next fiscal year and estimate the associated costs of those projects. A few ideas are:

- Lighting up the address sign
- Install a bulletin board inside the mail kiosk
- Add non-slip treads to the wooden steps
- Phase out the playground equipment and make the area a general recreation area for all residents, including picnic tables, a gazebo, shade trees, etc.
- Install a cedar fence along the school property. Strata Agent to obtain a quote to install a fence.

The operating surplus will be carried forward in the Operating Account

NEW BUSINESS

Sewer Backups: 11, 12 & 13 – Cost \$2900 to sanitize garages and replace drywall, etc. in basement.

Sewer Backup – Roadway: On Jan 19 the roadway sewer lines backed up. Creative Plumbing attended immediately, identified the problem and spent two days jet-flushing and augering the lines. The cost of this service, which will be considerable, will be paid via the Contingency Reserve. The blockage was attributed solely to excessive quantities of cooking oil and grease being disposed of by pouring down the sinks and toilets. The grease solidifies in the cold water and forms a plug, thus preventing all other sewage and water from passing through the pipes and out to the main city sewer.

By separate memo, the council will strongly insist that residents stop pouring cooking oil or grease down the drains or in the toilets.

Bylaw Enforcement:

Speeding: Continues to be a serious problem. Moved and Seconded:

“That speed bumps be proposed for installation throughout the roadways to control speeding.”

CARRIED UNANIMOUSLY

Parking: Owners are continuing to park in the Visitor Parking in violation of Bylaw 31.4. A letter will be sent to several owners.

Trash: Trash cans must kept covered with proper lids.

Dogs/Defecation: All dogs must be on a leash while outside of the strata lot. All dog defecation must be removed immediately by the owner of the dog.

Mail Kiosk: A council member reported that the door closing mechanism is not working properly. Associated Locksmith has been called.

Mailbox: A Council Member proposed that the spare mailbox slot could be used for resident's outgoing mail by simply cutting a slot in the box. The letter carrier already indicated that she would take away any outgoing, stamped mail.

AGM: Scheduled for Thursday, February 23 at Blakeburn Elementary School. Some agenda items will be: Budget, Speed Bumps, change to Parking Bylaw to reduce the number of days a visitor can park without special permission from 3 days to 2.

Next Meeting: AGM Feb 23, March 30, May 25, June 22, Sept 7, Oct 5 and Dec 7.

Meeting adjourned at: 10:00 p.m.

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**MINUTES OF THE COUNCIL MEETING
STRATA CORPORATION L.M.S. 4496
MAY 25, 2006**

CALL TO ORDER: 7:40 p.m.

ATTENDANCE:

Tony Passalacqua (41), Chris Atkinson (62), Tim Quat (50), Laura Seekings (9), Bernie Proietti (43), Odile Morrison and Rhonda Vance, Strata Agent.

Resignation of Council Member: Chris Atkinson tendered his resignation due to a job transfer.

Additional Council member: The Strata Council appointed Kevin Gowie to replace Chris.

ADOPTING MINUTES:

Moved and Seconded that the minutes of the ^{January}~~March~~/06 council meeting be adopted as circulated. **CARRIED**

FINANCIAL REPORT:

The treasurer reported that all accounts were in good order and he moved to approve the April financial report. The motion was seconded and carried.

The Treasurer reported that the petty cash fund was stolen from his briefcase recently. The Council discussed options to address this problem. The council felt that because there is not too much use for the petty cash on a typical basis, the fund should be reduced to \$100 and the \$250 be written off against building maintenance. Further, Michel Valois should take over the petty cash as he is at home most of the time. The treasurer will not be asked to repay the money.

Moved and Seconded

"That the fund be reduced to \$100, assigned to Michel Valois, and written off not to be repaid by the treasurer" **CARRIED UNANIMOUSLY.**

Guest: Mr. Chun of #12 had asked for a hearing with council to discuss the council's decision not to allow him to rent his strata lot while he is overseas working. He did not attend. The council's decision to deny permission as no hardship has been demonstrated stands.

UNFINISHED BUSINESS

Drainage:

Grass Kim Property Maintenance has completed the second phase of the drainage work and has quoted an additional \$5703.00 to continue with phase three. This will include the yards of 50-57, 59 and 61.

Moved and Seconded

"That the third phase drainage amendments be approved and undertaken immediately."

CARRIED.

The final phase will be the common area in and around the playground. The Council recommended that the yards along the golf course also be assessed, although most members felt that a program of applying sand, soil and grass seed would address their issues over time.

More soaker hoses will be needed and Michel Valois will ask Mr. Kim to assist him in laying them correctly.

The Strata Agent will advise Grass Kim that they may proceed with the work.

#48 Payment of Deductible:

The \$2500 deductible was forwarded to the Strata Corporation on May 8.

The insurance deductible on water escape claims and sewer backup has now been increased to \$5,000.00 due to the number of water-related claims made by the Strata Corporation over the past 3 years.

Owners are strongly reminded that in accordance with Bylaw 2.2(b) and 2.2(h), the \$5,000.00 deductible will be charged back to them should an insurance claim be filed (or cost to repair should an insurance claim not be filed) and the cause of the damage is deemed to be due to the failure to maintain plumbing, fixtures or other water carrying equipment or the negligence of an owner (i.e. tub or sink overflow).

Speed Bumps:

The council reported that the speed bumps are successful and have improved the speeding problem. There are still a few people who continue to speed. All owners are requested to inform visitors, delivery people, of the speed limit and ask them to slow down.

#63 – Insurance update:

There has been no update on damage to carpeting due to a party.

Garbage:

A reminder that there is no garbage pickup on the regular day following a statutory holiday. The collection is the next day and then the regular day resumes the next week.

NEW BUSINESS**Sewer System**

Creative Plumbing flushed and augered the piping system earlier this year to address a solid buildup of cooking grease, noodles, rice, etc. The City of Port Coquitlam recently flushed a section of the sewer from the Riverside Close catch basin to just inside the complex. It was quite dirty. They recommended that due

to the design of the sewer system, the sewer system should be flushed every 2 – 3 years to clear all collected waste.

The Strata Agent will obtain a quote to flush the sewer system for the next meeting.

Carnoustie Noise

Via the Strata Agent, Kevin Gowie forwarded several written complaints to the City of Port Coquitlam concerning the very early morning mowing activities of the Carnoustie Golf Club staff. The City Bylaws officer advised that a letter would be sent to the Owner of the Golf Club asking that they comply with the noise bylaw. The City Bylaws officer asks that all residents that are affected by the make note as to whether the noise has abated in the early morning and report to the Strata Agent.

Bird's Nests

Several owners have reported birds building nests and crows laying sticks on drainpipes and in gutters.

Active nests will not be dealt with until the chicks have fledged. The council will knock down the sticks left by crows.

Damage To Asphalt

The waste disposal bin was laid across two curbs and the curbs were damaged. The Strata Agent will get quotes to repair the curbing and follow up with a letter to I.P.I. asking them if they would compensate the strata for the damage.

Request To Alter Yard

#52 submitted a written request to extend the patio stones and remove river rock under the deck.

Moved and Seconded

"That the request be approved."

CARRIED UNANIMOUSLY.

Request To Add Deck & Alter Yard

#54 submitted a written request and sketch to add a deck, plant more plants.

Moved and Seconded

"That the request be approved."

CARRIED UNANIMOUSLY.

Cooking Oil Dumped On Common Property

Council received a letter of complaint concerning a resident dumping cooking oil on the river rock between units. The council investigated the complaint and found it to be true. The council members spoke directly to the residents responsible and they assured the council that it would not happen again.

OIL IS NOT TO BE DUMPED DOWN SINKS, TOILETS, OR OTHER DRAINS.
NOT PUT ON COMMON PROPERTY EITHER. USED COOKING OIL SHOULD
BE COLLECTED IN A LARGE TIN OR PLASTIC CONTAINER AND LEFT TO
COOL. THEN IT CAN BE DISPOSED OF WITH OTHER HOUSEHOLD TRASH.

Barbecue Attached To Railing:

Council received a complaint about an owner who has bolted his regular-sized barbecue to the outside of the patio railing, presumably to make more space on the deck.

The Strata Council forwarded a letter to that owner demanding that the barbecue be removed immediately. They will check in 7 days to make sure the barbecue has been removed. A fine will be levied if they have not complied.

Gutters:

Several units require gutter cleaning – specifically 34, 35 and 63. The Strata Agent will arrange the cleaning.

Parking Violation #39: Tabled.Deck Vinyl:

A contractor suggested that the vinyl membrane on the decks along the lane are thin and may require replacement before too long. Michel Valois will check them and council will monitor its condition.

#63 Mould In Attic

Canstar Construction's Haz Mat division inspected the attic of #63 and reported that there is approximately 600 square feet of sheathing and beams that have mould growth. They quoted \$2,840 to sand and remove the mould.

As Canstar would not supply an inspection report or photographic documentation to support this quotation, they suggested the Strata Corp. hire a professional environmental assessment company to inspect the attic and make recommendations.

The council agreed that the attic should be assessed by a professional and report to Council.

The Strata Agent will contact an Environmental Technologist immediately.

Drainage Work And Request For Reimbursement:

Further to the Annual General Meeting, a unit owner has submitted a proposal to remedy drainage issues in his yard and is asking for the \$400 rebate agreed to at the AGM.

The Request was approved unanimously.

Window Cleaning: The Council discussed two quotes for window cleaning. Right Choice quoted \$40.00 per house to clean all windows and Artistix Maintenance quotes \$45.00 per house.

Moved and Seconded

"That Right Choice is hired to clean the windows." CARRIED
UNANIMOUSLY.

Notice Board:

Michel will install the notice board at the mailboxes.

Lighting for Directional Signage:

A council member suggested that a solar light might be used to illuminate the directory sign.

Pressure Washer:

The pressure washer required more repairs at a cost of \$57.00. The council is concerned that residents using the machine are not treating it with enough care and ask that anyone who uses the machine ask questions in order to become familiar with correct useage. Bleach should not be added to the detergent reservoir as it corrodes the parts.

NEXT MEETING: June 22 at 7:00
Meeting Adjourned at 9:30 p.m.

Tim will deliver minutes.



To ensure that the Council addresses your questions, requests and concerns, please submit all communications in written form via Profile Properties Ltd.

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**MINUTES OF THE STRATA COUNCIL MEETING
STRATA CORPORATION L.M.S. 4496, HERITAGE MEADOWS,
1108 RIVERSIDE CLOSE, PORT COQUITLAM, B.C.
HELD ON JUNE 22, 2006 IN UNIT 9**

CALL TO ORDER: 7:30

ATTENDANCE: Odile Morrison (53), Tim Quat (50), Kevin Gowie (18), Michel Valois (10), Laura Seekings (9) and Tony Passalacqua (41). Rhonda Vance, Strata Agent

ADOPTING MINUTES:
MOVED AND SECONDED

"That the minutes of the May 25/06 meeting be approved." CARRIED.

FINANCIAL REPORT:

The Treasurer had reviewed the accounts and finding all entries in order, he recommended that the Strata Council approve the May 2006 financial report.

MOVED AND SECONDED

"That the May, 2006 financial report be approved." CARRIED.

UNFINISHED BUSINESS

Drainage: Drainage work continues, although Mr. Kim is experiencing staffing problems right now. A standing water problem under the deck of 42 was remedied by digging out a French drain and adding drain rock.

#63 – Insurance update: The owner of #63 has asked that an insurance claim be filed for damage to basement carpeting. Coastal Insurance was notified and the owner suggested that his insurance would cover the deductible charge.

Sewer System: Creative Plumbing quoted \$2800.00 to flush the sewer lines on the north and east sides of the complex. The west side was done last year.

Carnoustie Noise: The mowing noise has started up again at first light. Although council thinks that they are starting on the far side of the course, by 6:30 a.m. they have reached the Heritage Meadows side. The strata manager to advise City of Port Coquitlam Bylaws department that they are in breach of the noise bylaws.

Damage To Asphalt/Removal of Asphalt Waste: The placing of the large disposal bin damaged the asphalt curbing around the visitor parking. Council noticed that the curbing was only placed on top of the asphalt parking surface and that asphalt was applied over a concrete sidewalk leading to the common play areas. The council removed the curbing and scraped off the asphalt hiding the sidewalk with excellent results. Low Cost Contracting hauled away the debris for \$300.00.

Barbecue Attached To Railing: An owner was notified to remove a barbecue from the deck railing and complied immediately.

#63 Mould In Attic: CSA Building Sciences is to check and report on that status of the reported mould this week.

Drainage Work And Request For Reimbursement: An owner who requested the standard \$400.00 reimbursement for self-done drainage work has not submitted a completion notice or invoice yet.

Window Cleaning: Right Choice Building Maintenance will start the cleaning of the windows on July 8. Right Choice will distribute notices to all residents. Homeowners will have to remove window screens. A Notice will be posted on the bulletin board in the mailroom.

Notice Board: Thanks to Michel Valois for mounting the notice board and the solar-powered light over the site map.

SITE MAINTENANCE TASKS:

The Strata Council will ask residents to volunteer on a work party day to clear up a few tasks that are too small to hire a contractor to do. They are:

- 1) Disposal of siding from beside #14.
- 2) Drain-pipe work beside #14
- 3) Plant annuals in front of Heritage Meadows sign in front and around three trees (30 mins.)
- 4) Laying of 5 more hoses around units #44 and #1
- 5) Weeding and sweeping rocks from the playground area.
- 6) Tying back one small tree in path leading to courtyard.
- 7) Weed whacking behind units 1-10
- 8) Painting visitors' parking yellow lines and borders
- 9) Securing visitors' parking sign next to #63
- 10) Cleaning up visitor's parking #63 with pressure washer

These tasks will be undertaken on the morning of the barbecue (August 12) and should take no more than 3 hours. Kevin Gowie will produce a flyer to be distributed to owners inviting participation in this site clean up.

NEW BUSINESS

Request To Alter Yard: 53, 17 and 6: All alteration requests involved adding decks to back yards or leveling the ground and all requests were approved. Unit 6 is to provide more detail to the council with respect to recognizing that there may be drainage issues to be addressed. All three unit owners will be sent Indemnity Agreement for signature that, when signed, makes the unit owner (present and future) responsible for repair and maintenance of the installation.

Review of Rat Bait Boxes & Bird Feeders: The Strata Agent was asked to follow up with Green Valley Pest Control as the council suspects that they are not being maintained.

Owners are reminded that bird feeders and compost heaps attract rodents and bears. Please remove all bird feeders and ensure that no meat or other protein items are put into compost piles

Addition of 5 more Speed Bumps: The speed bumps have curtailed much of the speeding activities but there are a still a few residents who persist in speeding and delivery people and visitors as well. After deliberating the benefits of the speed bumps and possible installation of more bumps on the straight-aways, it was

MOVED AND SECONDED

"That five more speed bumps be installed around the site." On a vote of 4 in favour and 1 opposed, the motion was **CARRIED**

The Strata Agent will contact WinVan Paving.

Topsoil: 1 load of topsoil will be purchased for use in yards. Owners can help themselves. Odile will purchase a wheelbarrow. The Strata Manager will order the soil from Meadows Landscape Supply and have them drop 1/3 in each visitor parking area.

Dead Trees: Dead trees from #9 and #11 are to be discarded.

Summer Barbecue: The community barbecue will be held on August 12th in the late afternoon. Council will purchase food and provide entertainment. Council needs help to assist in the planning and execution of the barbecue. Residents wishing to help are asked to Contact Odile Morrison at 944-9923 or by email at omorrison@shaw.ca.

NEXT MEETING: September 7/06 at 7:30 p.m. Meeting Terminated at 9:20 p.m.



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**MINUTES OF THE STRATA COUNCIL MEETING
STRATA CORPORATION L.M.S. 4496, HERITAGE MEADOWS,
1108 RIVERSIDE CLOSE, PORT COQUITLAM, B.C.
HELD ON SEPT. 07, 2006 IN UNIT 9**

CALL TO ORDER: 7:30 P.M.

ATTENDANCE: Laura Seekings (9), Tim Quat (50), Kevin Gowie (18), Tony Passalacqua (41), Michel Valois (10). Rhonda Vance, Strata Agent attended for Profile Properties Ltd.

ABSENT WITH LEAVE: Odile Morrison

ADOPTING MINUTES:

MOVED AND SECONDED

"That the minutes of the June 22/06 council meeting be approved as circulated."
CARRIED.

FINANCIAL REPORT:

The treasurer reported \$12,907.00 remaining in the deficiency rebate fund, \$32,000 in the Contingency Reserve, and no Strata Fees outstanding. The Strata Agent reported that Right Choice Property Maintenance had invoiced twice for the window cleaning in error and unfortunately it was paid twice. Right Choice has been asked to send back a cheque for \$2760.00.

With all accounts being in good order and providing Right Choice submits the credit, the Treasurer recommended that the Council approve the financial reports for June and July. It was:

MOVED AND SECONDED

"That the financial report be approved."
CARRIED.

UNFINISHED BUSINESS

Sewer System: There was a sewer backup recently at Unit 53. The numerous backups this year prompted the strata council to speculate whether there might an obstruction or settlement in the piping system along the east side. The Strata Agent and council agreed that a camera inspection would be a worthwhile expenditure to check for any defects and prevent further problems. Council advised that Mr. Swirl can provide camera inspections. The Strata Agent will contact them.

#63 Mould In Attic: Hoot N Owl has been trying to contact owners in order to do the remedial work as prescribed by CSA Building Sciences.

SITE MAINTENANCE TASKS:

- The clean up of the landscaped beds in common playground area is still outstanding. This will be a large task and the Strata Council will be enlisting volunteer help from the residents.

The plan is to removal all ground cover from the beds in order to achieve a neat and clean look similar to #58. New trees and shrubs will be planted. The landscape committee requires more time to plan and will require a two-day commitment from at least 10 volunteers.

A planning meeting will be scheduled for next Friday at 8 p.m. to rough out the project and then a meeting of volunteers will be held to discuss the project. The work is tentatively scheduled for mid-October.

Tim Quat asked the Strata Agent to obtain a price for a green waste dumpster.

Council also discussed possible removal of the playground equipment and alternative uses for the central area. This would require the input of all owners.

- The lockset on the electrical room by #58 is broken and requires replacement.
- The electrical room doors and frames require painting.

Barbecue Report:

15 families attended the barbecue and the event was enjoyable for all participants.

Request To Alter Yard: 53, 17 and 6:

Approval was given for the requested improvements and Indemnity Agreements sent to the owners. However, none have been returned yet.

Review of Rat Bait Boxes:

Green Valley Pest Control advised that there has been decreasing activity in the rodent bait boxes over the past few months.

Addition of 5 more Speed Bumps:

WinVan Paving installed 5 more speed bumps. They appear to be working effectively however, some vehicles are still being driven too fast. Damage to a lamp post was reported and the contractor repaired it in a timely fashion.

Topsoil:

2 loads of topsoil were purchased recently for use in yards.

CORRESPONDENCE:

From An Owner:

- Requesting Permission to Alter Garden: Approved.
- Requesting information on Fireplace: Please note that the fireplaces are electric and do NOT require sealing.
- Requesting information on the dehumidifying fan: Please note that the fans are not required to run 24 hours per day and it is permissible to install an on/off switch.

From An Owner:

- Concerned about people smoking in the playground area and suggesting that it be banned.

NEW BUSINESS

Smoking in the Playground: Council received a letter of concern regarding smoking in the playground and the negative effect it might have on children. As there is no prohibition against smoking in public areas of the property, the Council cannot control this. However, there is a problem with people discarding butts on the ground and the council will address this per the bylaws.

Awning/Shade Installation: Some residents have expressed interest in the installation of retractable awnings and shades to reduce the sun exposure on the back porches. Kevin Gowie has an acquaintance in the awning business and offered to inquire about the cost of installation. Some guidelines for approved products will be discussed at a future council meeting.

Bylaw 2.8 (m) States: An owner, tenant or occupant must not use or install in or about a strata lot any shades, awnings, window or balcony guards or screens, ventilator, supplementary heating or air conditioning devices, except those installations approved in writing by the council;

Repair of Exterior Hose Bibs: Two strata lots have had problems with leaking hose bibs and those devices required replacement as the plumber advised they were not installed correctly. He recommends replacing the hose bibs as necessary and installing them correctly.

NEXT MEETING: October 19/06 at 7:30 p.m.

Meeting Terminated at 9:15 p.m.



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