

Woodbridge – Strata Plan NW 67

Minutes of the Council Meeting Held Wednesday Jan 19, 2011

The meeting was called to order at 7:11 p.m.

PRESENT:

Chair:	Linda Turner	#30	Buildings:	Greg Stadig	#11
Grounds:	Merla Strawson	#15	Common Room:	Linda Hoodikoff	#72
Treasurer:	Sean Saunders	#18			
Strata Manager:	Chris Cant	#60			

REGRETS

Vice Chair: Ashley Mackenzie #31 **Social & Rec.:** David Terepocki Grant #14

1) ADOPTION OF PREVIOUS MINUTES

Motioned/Seconded/Carried to adopt the minutes of the Council meeting held December 08, 2010 as distributed.

2) BUSINESS ARISING FROM PREVIOUS MINUTES

a. Social/Rec – Common Room – There is one new resident to be visited and it was decided that the Manager will accompany the Social & Rec member on these visits in order to provide papers and answers to questions on strata fee payments.

There are only 3 Common Room rentals scheduled over the next few months. The Common Room member discussed With Council the possibility of purchasing some items for the room that will make it easier for residents to use the room without having to bring so many items from home. A list and costing will be brought to the next Council meeting for consideration and arrangements will be made to put a lock on one or more of the cupboard doors to safeguard these items. It was confirmed that activities in the common room when it is rented could go on past 10:00 pm without any extra charge. Residents renting the common room and planning activities that will go past 10:00 pm will be reminded of the applicable noise and nuisance bylaws and their responsibility for their guest's actions.

b. Strata Website: Development work is continuing..

c. Banking Arrangements: All signing officers have now signed the necessary documents at Vancity Savings Credit Union. This needed to be completed before the Council President could go in to arrange for the automated banking machine card. The card will be used by the Manager for making deposits outside normal banking hours. The card will not be able to be used for making withdrawals or transfers.

d. Billing of Legal Costs: The Manager will be arranging a meeting with the owner of the unit in questions to go over the papers in regard to the amount owing.

e Special General Meeting (SGM): Council reviewed a draft agenda for the SGM requested by owners at the November 22nd, 2010 Annual General Meeting. As well as a majority vote to handle the operating deficit for the 2010 fiscal year the agenda will have ten 3/4 Votes that will allow owners to make decisions on possible projects for vinyl cladding versus painting, new strata fences, energy savings and financing options. The date for the SGM will be

WOODBIDGE – STRATA PLAN NW67

A SELF-MANAGED STRATA

Phone: 604 581-8131 Fax: 604 584-7004 Email: nw67surrey@yahoo.ca

IN THE EVENT OF A FLOOD OR FIRE EMERGENCY CALL 604 762-1713

By Post: 10886 152nd St. Surrey, BC V3R 4H4

Drop a note in the Strata mailbox at the back of the pool building.

Strata Manager: Chris Cant

Monday evening, February 28th, 2011. Council decided to hold an informal meeting on Wednesday, February 2nd, 2011 to finalize the notice package for the meeting which will be sent out no later than February 7th, 2011.

3. FINANCIAL REPORT

a. Financial Statements – Financial statements for November and December were reviewed and approved. The 2010 fiscal year ended with a deficit of \$5,954.64 and copies of the financial results will be distributed to all owners with the notice package of the February 28th, 2011 SGM.

b. Accounts Receivable – Council reviewed a list of accounts receivable as of January 19, 2011, as follows:

1 unit has one payment left on the roof replacement project payment plan:	\$ 58.24
11 units in arrears on strata fees and other charges:	8,299.72
7 units in arrears on penalties or other items on which a lien cannot be placed	<u>4,778.24</u>
Total Receivables:	<u>\$13,136.20</u>

Council discussed a unit that has been paying off arrears on a payment plan basis but had not met the terms of the payment plan in November. It was **MOVED, SECEONDED** and **CARRIED** that the unit be charged late payment fines and interest until such time as the terms of payment plan are being met.

A unit owing over \$2,880.00 has had a lien placed and is now in the hands of a lawyer for collection action. A unit owing over \$1,800.00 has been foreclosed by a mortgage holder and is now for sale and unpaid strata fees and interest will be paid when the unit is sold. Those units in arrears on penalties or other items on which a lien cannot be placed will eventually be collected when the unit is sold as ownership cannot be transferred until these charges are settled. Collection action on past due accounts is continuing to be taken as appropriate and as set out in the bylaws including the levying of fines and interest.

OWNERS ARE NOTIFIED THAT, AS PER BYLAW 1, STRATA LOTS WITH UNPAID STRATA FEES WILL RECEIVE LETTERS OR STATEMENTS IN THIS REGARD. UNITS THAT DO NOT PAY THEIR STRATA FEES BY THE 1st DAY OF THE MONTH AS REQUIRED MAY BE FINED \$25.00 PER MONTH UNTIL THEIR STRATA FEES ARE CURRENT, AS WELL AS MONTHLY INTEREST AT 10% INTEREST PER YEAR. BE AWARE THAT THE ONUS IS ON THE OWNER TO ENSURE STRATA FEES ARE PAID ON THE 1st DAY OF EACH MONTH AS REQUIRED. NSF PAYMENTS ARE SUBJECT TO A FINE OF \$25.00 AS WELL AS LATE PAYMENT PENALTIES IF THE NSF PAYMENT IS NOT IMMEDIATELY COVERED BY ACCEPTABLE PAYMENT.

4. NEW BUSINESS

a. Cigarette Butts in Front of Units: Council discussed the fact that there appear to be a number of units where the residents are going outside to smoke and flicking their butts out on to the adjoining common property. As many as 10 or more butts are being found in front of one unit almost every day. Council directed the Manager to put an item in the Newsletter

b. Item Stored in Patio: There is a strata lot that has had an item in the patio for some months that is not allowed under the current or prior bylaw in this regard. Council directed the Manager to send a warning letter to the owner that the item be removed by January 31, 2011 or a fine may be applied and the item removed by the strata at the owner's risk and cost.

c. Visitor Parking: Council discussed the visitor parking bylaw which restricts visitors to no more than 14 overnight stays in one calendar year. In 2010 there were a number of vehicles that used visitor parking many more times than the 14 allowed. The Manager told Council that track is now being kept of vehicles that use visitor parking on an overnight basis and reminder

notices will be sent to the residents of units whose guests are approaching 14 overnight stays. The reminder will include an invitation to submit a written request in the event an owner feels there was a reason to allow more than 14 overnight stays for a specific guest.

d. New Landscape Contractor: J.L. Lawn and Tree Service is the new firm that began working on the landscaping maintenance at Woodbridge in 2011. They were on site for the first time on Friday, January 7th and have been here each Friday since. General cleanup and hedge trimming are the initial items they are working on. Council reviewed the standard operating procedures in place for landscaping maintenance including the following:

- landscaping maintenance does not cover the areas under the kitchen windows or to the side of the front steps,
- landscaping maintenance only covers the cutting of grass in the patio areas, it does not cover maintenance of gardens or any items planted in the patios,
- grass in a patio will only be cut if it is free of pet feces and does not have patio furniture of any type on it.

Council approved sending letters to residents advising them of the landscaping maintenance procedures and applying the least expensive tags available to the ends of the patio fences in order to allow the landscapers to identify the unit numbers from that side of the buildings.

e BC Hydro Refrigerator Pickups: Council discussed the BC Hydro fridge purchase pickup program and allowing residents to store used fridges outside their units for short periods of time. The program calls for BC Hydro to pay home owners purchasing new energy saving fridge \$30 for their old fridge along with free pick up and removal. BC Hydro cannot guarantee a pick up date and time for the old fridge and it must be left in front of the unit and accessible until it is picked up. As a result there is a short period of time between when the new fridge is purchased and the old fridge is picked up. Council approved giving resident's permission to store their old fridge in front of their unit until pickup as long as the strata is notified in writing in advance giving the date the new appliance is being delivered and that the old appliance is left in a manner that ensures it cannot be of any danger to children.

5. CORRESPONDENCE

Correspondence has been sent and received by Council and the Strata Manager. These items have been dealt with either in the minutes, or handled directly with those concerned by the Strata Manager or by a Council Member. Any owner who has communicated in writing directly to Council or the Strata Manager, and feels that their issue has not been resolved either in the minutes or by direct contact; should contact the Strata Manager to have the item clarified.

Adjournment: There being no further business the meeting was adjourned at 9:07 p.m.

The date of the next official meeting of Council will be Wednesday, Feb. 16th, 2011 @ 7:00p.m.

Owners are reminded that copies of all minutes of Council and General Meetings should be retained for at least 2 years

WOODBIDGE ESTATES - STRATA PLAN NW67

10886 152nd St., Surrey BC V3R 4H4

Ph: 604 581-8131 Fax: 604 584-7004 Email: nw67surrey@yahoo.ca

On Site Office and Mail Slot – Rear of the Swimming Pool Building

IN CASE OF AN EMERGENCY SUCH AS FIRE OR FLOOD, CALL 911 IF THE SITUATION WARRANTS, THEN ADVISE THE STRATA BY CALLING: 604 762-1713

This number goes to Incredible Restorations Ltd. and this firm will take the necessary steps to handle the response that is required and to notify the strata corporation.

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COUNCIL

Chairperson

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Vice-Chair-Buildings

Ashley Mackenzie #31

Treasurer

Sean Saunders #18

Grounds

Merla Strawson #15

Social & Recreation

David Terepocki Grant #14

Common Room

Linda Hoodikoff #72

Buildings

Greg Stadig #11

EMERGENCIES

Call: 604-762-1713

Identify yourself as
calling from strata
NW67-Woodbridge and
tell them the nature of
the emergency.

Contacting the Strata

Owners can contact the
strata by phone, fax, mail
or email as shown above
or may drop their item in
the mail slot in the office
door at the rear of the
pool building.

Strata Manager

Chris Cant #60

Site Administrator

Paula White

Except in an emergency,
owners are asked to not
interrupt maintenance
work while it is being
done nor to contact the
Manager or the
Administrator at their
homes.

Woodbridge News

Strata Plan NW67

January, 2011

SPECIAL GENERAL MEETING – FEBRUARY 28, 2011

The Special General Meeting (SGM) requested by owners at the 2010 Annual General Meeting will be held on Monday, February 28, 2011. The SGM agenda will include a review of the 2010 financial results and a majority vote on the handling of the small deficit for the 2010 fiscal year. The main purpose of the meeting is to vote on a series of 3/4 Votes that will allow owners to make decisions on a number of capital expenditure items including:

- painting versus new cladding for the buildings,
- new patio side fences,
- new wall around the pool/common room patio,
- new fencing at the 152nd St. entrances,
- energy saving boilers and windows for the pool building and
- a financing option to be made available to owners.

The notice package will be completed and delivered to owners no later than Monday, February 7th, 2011.

STAYING SLIP-PROOF IN COLD WEATHER

With the cold weather we are experiencing from time to time we are also getting icy conditions. The strata has a melting agent on hand and this is applied when the conditions warrant to help ensure pedestrians don't slip and fall and vehicles can have reasonable traction.



It has been noted that some folks have been washing their cars in cold conditions leading to some significant ice patches in some areas. Please do not wash your cars if there is a chance of freezing temperatures and do not use hot water to de-ice your windows. Think safety first.

BC HYDRO REFRIGERATOR PICK UP

BC Hydro has a program in place where they will pay \$30 for an old fridge along with free pickup and disposal if you buy an energy saving new fridge. Council has approved short term storage of old fridges in front of a unit as long as it is rendered child-proof for the time between the purchase of the new fridge and the pickup of the old fridge.

TOO MANY CIGARETTE BUTTS

Council would appreciate the cooperation of all residents who go outside to smoke in taking the time to properly dispose of their butts instead of flicking them out onto common property. Just take along something with some water in it to drop your butt into and then flush the water and butt down the toilet when you go back in. Thanks for your cooperation.

CHRISTMAS LIGHTS DOWN BY 1/31



For those that put up Christmas decorations a big thank you for helping to make Woodbridge a bright and cheery place over the holidays. Don't forget that per bylaw 35(3) all Christmas lights have to be taken down by January 31st.

STRATA PLAN NW 67 – WOODBRIDGE

TO: All Strata Lots

January 25, 2011

SUBJECT: LANDSCAPING MAINTENANCE

- Areas Not Maintained and Grass Cutting

A new firm, JL Lawn and Tree Service has taken over the maintenance of the landscaping in Woodbridge for 2011. The change was made in order to improve both the level of service being provided and the overall appearance of the landscaping. The maintenance crew from JL have already been on site 3 times in 2011 as they work on cleaning up some of the material still left from the fall as well as trimming hedges and edging sidewalks and planted areas. This work will carry on for some weeks.

AREAS NOT MAINTAINED

In doing the maintenance on the landscaping it is important that all residents recognize that there are two areas of the common property by each strata lot that are not maintained by the firm. These are:

1. the planted areas immediately against the front wall of the building, located under the kitchen windows and where applicable, on the other side of the entry stairs from the kitchen window and
2. any garden areas in the patios of all strata lots as the only maintenance done in strata lot patios is the cutting of grass.

The areas referred to above have always been and remain the responsibility of the residents to maintain.

GRASS AREAS TO BE CLEAR ON MAINTENANCE DAY

At this point JL is on site on Fridays each week and will usually have 3 people working on the crew. Notices will be posted if the work day changes at any time. Everyone needs to be aware of the day that JL will be on site as grass areas in the patios and in front of the strata lots need to be clear of obstructions on that day. The firm will move small toys but will not move bicycles, furniture, barbeques or other large items. If those types of items are on the grass areas, the grass will not be cut. Grass will also not be cut if there are any dog feces on the grass. Listed below are strata lots with grass and which will be cut by the maintenance firm and those without grass.

If you believe your strata lot is incorrectly identified or if you have questions or comments on the items in this memo please contact the strata by any of the means set out below.

Yours truly,

Strata Plan NW67 Strata Council

UNITS WITH GRASS IN PATIO FOR CUTTING

1, 7, 8, 9, 20, 28, 29, 30, 33, 34, 35, 37, 38, 39, 41, 46, 48, 49, 52, 53, 54, 58, 61, 62, 63, 64, 65, 66, 67, 68, 69, 72, 73, 74, 75, 78, 79, 80, 81, 84, 86, 87, 88, 91, 92

UNITS WITH NO GRASS IN PATIO

2, 3, 4, 5, 6, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 27, 31, 32, 36, 40, 42, 43, 44, 45, 47, 50, 51, 55, 56, 57, 59, 60, 70, 71, 76, 77, 80, 82, 83, 85, 89, 90, 93

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Contacting the Strata

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Strata Manager

Chris Cant #60

Site Administrator

Paula White

Except in an emergency, owners are asked to not interrupt maintenance work while it is being done nor to contact the Manager or the Administrator at their homes.

Woodbridge News

Strata Plan NW67

February, 2011

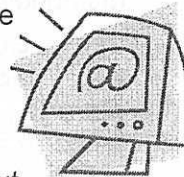


SPECIAL GENERAL MEETING FEBRUARY 28, 2011

THE SGM IS THIS COMING MONDAY. PLEASE ATTEND OR IF YOU CANNOT DO SO, PROVIDE A PROXY TO A NEIGHBOUR TO VOTE ON YOUR BEHALF. YOU CAN PRE-VOTE VIA THE PROXY FORM.

HELP NEEDED TO SET UP NW67 WEBSITE

It seems setting up a website is not as simple as we thought. The domain name has been established but that was the easy part and we need some help getting from that point to actually having a website. We would rather not have to pay a professional to do it for us so we are hoping there is someone out there who can help us with getting it set up. The aim is to have general information about Woodbridge available to anyone visiting the site as well as minutes, bylaws and financial data available to owners via a password protected portion of the site. If you would like to help please leave a message at 604 581-8131. Thanks.



BYLAW CHANGES: FRONT AREAS AND PATIOS

At the Annual General Meeting last November, owners passed bylaw amendments regarding maintaining patios and front areas. The intent of the changes was to maintain the appearance of Woodbridge at a level that is both acceptable to the majority of owners and residents and which does not negatively impact the value that prospective owners would otherwise place on strata lots in the complex.

The applicable parts of the revised bylaw 3(3)(e) read as follows: An Owner, tenant, occupant or visitor may not allow a strata lot's patio area or the non-parking areas immediately in front of the front exterior wall of the strata lot to:

1. become untidy,
2. have any items placed in patios other than items normally associated with patios such as patio and garden furniture and decorative items, barbecue's, potted plants and children's activity items specifically designed for outdoor use,
3. have any items placed in front areas other than potted plants of a reasonable size, decorative items, a garden hose or such other items that have been approved in writing by Council nor have items planted in front that are allowed to grow higher than 6 feet, wider than 3 feet or that come in contact with the wall of the building, and
4. be used for storage of any items not set out in paragraph ii and iii above with the exception that patio areas may be used for storage of items otherwise acceptable under the bylaws as long as they are enclosed in a storage shed that has been approved in writing by Council or in weatherproof storage containers, the acceptability of which shall be at the discretion of Council and such acceptability shall not be unreasonably withheld.

ALL OWNERS AND RESIDENTS ARE ASKED TO ENSURE THAT THEIR PATIOS AND FRONT AREAS MEET THE REQUIREMENTS OF THE BYLAW. AN INSPECTION WILL BE MADE IN EARLY MARCH AND LETTERS SENT TO THOSE NOT IN COMPLIANCE DESCRIBING SHORTCOMINGS AND INVITING OWNERS TO MAKE THE NECESSARY CHANGES OR TO MEET WITH COUNCIL TO DISCUSS THE ITEMS.

Woodbridge – Strata Plan NW 67

Minutes of the Council Meeting Held Wednesday Feb. 16, 2011

The meeting was called to order at 7:06 p.m.

PRESENT:

Chair:	Linda Turner	#30	Vice Chair:	Ashley Mackenzie	#31
Grounds:	Merla Strawson	#15	Common Room:	Linda Hoodikoff	#72
Treasurer:	Sean Saunders	#18	Social & Rec.:	David Terepocki Grant	#14
Strata Manager:	Chris Cant	#60			

REGRETS

Buildings: Greg Stadig #11

1) ADOPTION OF PREVIOUS MINUTES

Motioned/Seconded/Carried to adopt the minutes of the Council meeting held January 19, 2011 as distributed.

2) BUSINESS ARISING FROM PREVIOUS MINUTES

a. Social/Rec – Common Room – There was one Common Room rental since the last meeting and one more tentatively scheduled over the next few months. The Common Room member proposed purchasing a kettle, some utensils, cleaning cloths and dishtowels for use by those using the common room, some trays for holding these items and the purchase and installation of a lock on one of the cabinet doors to secure these items. It was also discussed that the Social and Rec. funds be used to purchase these items. These funds are made up of the fees charged to residents renting the Common Room for private functions.

Following the discussion it was **MOVED, SECONDED** and **CARRIED** that an amount not to exceed \$100.00 be made available from the Social and Rec funds for the purchase of a kettle and other items for the Common Room and the purchase and installation of a lock on one cupboard with the funds coming from the Social and Rec. bank account.

b. Strata Website: As the work required to establish the strata website has been more difficult than expected, it was agreed that a notice would be put in the newsletter asking if there was a resident with knowledge in this area that would be willing to help with the project.

c. Billing of Legal Costs: The Manager has not yet been able to arrange a meeting with the owner of the unit in questions to go over the papers in regard to the amount owing.

d. Special General Meeting (SGM): Council reviewed and finalized the arrangements for handling the SGM on Monday evening, February 28th, 2011. Council had held an earlier informal meeting to finalize the notice package for the meeting and this had been delivered or mailed on February 7th, 2011.

3. FINANCIAL REPORT

a. Financial Statements – Financial statements for January, 2011 had been delivered to Council members with the meeting agenda however there had not been time for the Manager and the Treasurer to sit down to review the material prior to the meeting. Formal approval of the financial statements was deferred to the March Council meeting.

It was noted that an error had been made in the budget numbers for the 2011 budget approved at the November 22, 2010 Annual General Meeting. The amount in the budget for Landscaping Maintenance Contract was \$27,552 which was based on the amount proposed for 2011 by the former landscape maintenance firm. The budget should have been set at \$32,928, reflecting the increased level of landscape maintenance that was intended for 2011 as set out in the notes to the budget that were included in the AGM notice package. The strata will work during the 2011 fiscal year to absorb this \$5,376 shortfall in other expense areas.

b. Bank Accounts – All monies received or paid out by the strata are done via the operating account and at the present time all strata funds are in the operating account. The Manager informed Council that the funds for the balances in the Contingency Reserve Fund (CRF) and Social and Rec. Funds at January 31, 2011 will be moved from the operating account into two new and separate bank accounts, as required by the Strata Property Act. Each month transfers will be made between these two new accounts and the operating account to cover payments being made from either of the new accounts as well as payments to these accounts such as

repayment of the insurance premium or other amounts which were borrowed from the CRF and the monthly amount for the CRF that was approved as part of the operating budget.

c. Investments – Council discussed investing available funds from the Contingency Reserve Fund in short term investments. There are a wide variety of investments available and the focus of the discussion was on finding the best short term investment available that would offer reasonable interest and the ability to be cashed in early if necessary, with minimum interest penalty. Following discussion it was **MOVED, SECONDED** and **CARRIED** that the Manager work with the strata's account representative to invest \$50,000 of CRF funds in five term deposits of \$10,000 each with an interest rate of at least 1% per annum and which could be cashed in within a reasonable time without penalty.

d. Accounts Receivable – Council reviewed a list of accounts receivable as of February 16, 2011, as follows:

1 unit has one payment left on the roof replacement project payment plan:	\$ 58.24
12 units in arrears on strata fees and other charges:	8,950.24
7 units in arrears on penalties or other items on which a lien cannot be placed	<u>4,921.65</u>
Total Receivables:	<u>\$13,930.13</u>

Council discussed a strata lot that has been building up a considerable debt in unpaid strata fees, interest, fines and NSF charges, now totaling over \$3,000.00. The owner had been warned of a lien being placed and when payment of arrears was not received the lien was placed. The owner was then warned of legal action being commenced under the lien and when payment of arrears was still not received, the collection was put in the hands of a lawyer. The lawyer sent a demand letter to the owner and this was also ignored. Following discussion it was **MOVED, SECONDED** and **CARRIED** that the lawyer be advised to start legal proceedings and that all costs in relation to this action be charged to the owner of the strata lot involved.

Those units in arrears on penalties or other items on which a lien cannot be placed will eventually be collected when the unit is sold as ownership cannot be transferred until these charges are settled. Collection action on all past due accounts is continuing to be taken as appropriate and as set out in the bylaws including the levying of fines and interest.

OWNERS ARE NOTIFIED THAT, AS PER BYLAW 1, STRATA LOTS WITH UNPAID STRATA FEES WILL RECEIVE LETTERS OR STATEMENTS IN THIS REGARD. UNITS THAT DO NOT PAY THEIR STRATA FEES BY THE 1st DAY OF THE MONTH AS REQUIRED MAY BE FINED \$25.00 PER MONTH UNTIL THEIR STRATA FEES ARE CURRENT, AS WELL AS MONTHLY INTEREST AT 10% INTEREST PER YEAR. BE AWARE THAT THE ONUS IS ON THE OWNER TO ENSURE STRATA FEES ARE PAID ON THE 1st DAY OF EACH MONTH AS REQUIRED. NSF PAYMENTS ARE SUBJECT TO A FINE OF \$25.00 AS WELL AS LATE PAYMENT PENALTIES IF THE NSF PAYMENT IS NOT IMMEDIATELY COVERED BY ACCEPTABLE PAYMENT.

4. NEW BUSINESS

a. Basement Leak: The Manager brought Council up to date on a basement leak in a strata lot. The leak was along the joint of the concrete floor and the concrete wall. Initial injection of a sealant in the assumed area of the leak was not sufficient and the owner had to expose more of the concrete floor and wall in order to allow sealant to be put in this area. The area sealed initially has proven to hold however there is a need to inject more sealant in the second area as there was still some water coming in during heavy rains.

b. Inspection of Front Areas and Patios: In the next few weeks there will be an inspection made of front areas and patios to ensure that all residents are complying with the new bylaws covering maintenance of these areas. The Manager was directed to put an item in the newsletter in this regard.

c. Office Setup: The Manager informed Council that over the next few weeks the office in the pool building will become the office in which all the strata management and accounting work is done. To this point it has been done in the home office of the Manager and moving it to the strata office will ensure all strata material is available to members of Council when the Manager is absent. The Manager will set up a computer in the office to handle all strata business and the computer in the Manager's home office will serve only as a backup. A member of Council volunteered to work on setting up an internet connection for the computer in the office.

d. **New Swimming Pool Regulations:** The provincial government has established new swimming pool regulations that will impact the Woodbridge pool. Other than the requirement to establish a Pool Operations Manual in a prescribed manner, the impact is not significant. New signage covering the required pool rules will be set up before the pool opens in May.

5. CORRESPONDENCE

Correspondence has been sent and received by Council and the Strata Manager. These items have been dealt with either in the minutes, or handled directly with those concerned by the Strata Manager or by a Council Member. Any owner who has communicated in writing directly to Council or the Strata Manager, and feels that their issue has not been resolved either in the minutes or by direct contact; should contact the Strata Manager to have the item clarified.

Adjournment: There being no further business the meeting was adjourned at 8:51 p.m.

The date of the next Council meeting will be Wednesday, March 16th, 2011 @ 7:00p.m.

Owners are reminded that copies of all minutes of Council and General Meetings should be retained for at least 2 years

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EMERGENCIES

FOR **EMERGENCIES** REQUIRING POLICE, FIRE OR AMBULANCE CALL **911**

IF THE SITUATION REQUIRES STRATA INVOLVEMENT ON AN EMERGENCY BASIS AS WELL,
CONTACT THE STRATA BY CALLING **604 762-1713** AFTER CALLING 911.

IN THE CASE OF AN INTERNAL EMERGENCY SUCH AS A BROKEN PIPE CAUSING A FLOOD
OR AN ELECTRICAL PROBLEM, CONTACT THE STRATA BY CALLING **604 762-1713**.

This number goes to Incredible Restorations Ltd. and this firm will take the necessary steps to handle the response that is required and to notify the strata corporation.

NOTICE OF A
SPECIAL GENERAL MEETING
OF THE OWNERS,
STRATA PLAN NW 67
WOODBIDGE ESTATES
MONDAY, FEBRUARY 28, 2011

Important items on the SGM Agenda include 3/4 Votes on:

1. *Painting or cladding the lower exterior walls and fascia boards of the residential buildings*
2. *Replacing the patio fences*
3. *Pool and common room patio fence replacement*
4. *Energy savings projects for the pool and common room*
5. *New fencing in areas along 152nd Street*

At this meeting, all Owners will have the opportunity to participate in making important decisions on key maintenance issues that will have a lasting impact on the complex and the values of individual strata lots.

Come Out and Participate! If you are unable to attend the SGM, please give your proxy to a neighbour.

STRATA PLAN NW 67 - WOODBRIDGE

NOTICE OF A SPECIAL GENERAL MEETING

February 7th, 2011

TO: All Owners, Strata Plan NW 67, Woodbridge
FROM: Council
Re: A Special General Meeting of Strata Plan NW 67, Woodbridge
DATE: Monday, February 28, 2011
TIME: Registration: 6:30 PM to 7:00 PM Call to Order: 7:00 PM
LOCATION: Common Room in the Pool Building

This Special General Meeting (SGM) is being held at the direction of the owners present at the November 22nd, 2010 Annual General Meeting (AGM). The purpose of the SGM is to provide owners with sufficient data to make informed decisions on 3/4 Votes regarding various infrastructure maintenance and replacement projects. The backgrounds for each of these projects are set out in the attached pages.

While all the 3/4 votes relate to capital maintenance work that will need to be done at some point, only the painting or cladding of the exterior walls can be said to be absolutely needed in 2011. The other projects can wait for a year or more if that is the wish of the owners. .

All the projects are put forward on the basis of being funded by special assessments as the cash in the Contingency Reserve Fund needs to be left for possible emergency expenditures. It will not be possible to provide owners with a strata-sponsored borrowing program to help fund any special assessments that are passed as our particular situation does not meet the administrative requirements of our bank.

A quorum, consisting of one-third of all Owners eligible to vote must be in attendance either in person or by proxy for the meeting to take place. Please be aware of the following from the Woodbridge bylaws:

1. To be entitled to vote, an Owner must be paid up to date on strata fees.
2. Any eligible voter can call for the vote on any motion to be done by secret ballot.

Please review the full package prior to coming to the meeting and bring the package to the meeting with you. **If you have questions on any of the items set out in the package please do not hesitate to contact Council prior to the meeting by any of the means set out below. This will allow Council to recognize what may be missing or unanswered in the package and take steps to make everyone aware prior to or at the meeting.**

NW 67 Strata Council

Mail to 10886 152nd St., Surrey BC V3R 4H4

Drop a note in the letter slot in the office door at the rear of the pool building.

Leave a message at 604 581-8131 Send a Fax to 604 584-7004 Send an email: nw67surrey@yahoo.ca

STRATA PLAN NW 67, WOODBRIDGE ESTATES
SPECIAL GENERAL MEETING – FEBRUARY 28, 2011

AGENDA

1. REGISTRATION – 6:30 PM TO 7:00 PM - CALL TO ORDER – 7:00 PM
2. CERTIFICATION OF PROXIES - ESTABLISH QUORUM
3. PROOF OF NOTICE OF SGM
4. ADOPTION OF MINUTES OF NOVEMBER 22nd, 2010 ANNUAL GENERAL MEETING
5. 2010 FINANCIAL RESULTS – Vote to absorb 2010 deficit into prior years' retained earnings.
6. VOTES
 - a. VOTE "A" 3/4 Vote to install vinyl cladding on the lower portions and metal flashing on the fascia boards of all residential buildings and paint the wood and doors on the exteriors of the pool building, tool shed and roughhouse.
 - b. VOTE "B" 3/4 Vote to paint the wood and concrete exterior walls, fascia and unpainted upper soffits of all residential buildings, the pool building, the tool shed and the roughhouse.
 - c. VOTE "C" 3/4 Vote to replace all patio side fences with white vinyl privacy fencing.
 - d. VOTE "D" 3/4 Vote to replace all patio side fences with painted cedar privacy fencing.
 - e. VOTE "E" 3/4 Vote to save energy costs by installing a new, high efficiency boiler system for the pool building and completing the installation of new dual pane windows in the pool and common room.
 - f. VOTE "F" 3/4 Vote to remove the cedar wall around the pool and common room patio and the patio divider fence and replace only the wall with a new eight foot high patterned concrete wall.
 - g. VOTE "G" 3/4 Vote to remove the cedar wall around the pool and common room patio and the patio divider fence and replace only the wall with an eight foot high green vinyl coated chain link fence.
 - h. VOTE "H" 3/4 Vote to remove existing front door railings and cedar post privacy screens and install forest green, top mounted aluminum piquet railings and forest green aluminum framed, metal lattice privacy screens.
 - i. VOTE "I" 3/4 Vote to install 6' green vinyl coated chain link fencing from the corners of units 42 and 60 to the inside edge of the adjacent entrance bridge railings and along edge of the pavement between units 48 and 54, including a lockable gate on the existing walkway.
7. ADJOURNMENT

2010 FINANCIAL RESULTS

As set out in the notice package for the November 22nd, 2010 Annual General Meeting, the 2010 fiscal year ended with a small operating expense deficit. In the AGM material the deficit was forecast to be \$4,362 while the final amount of the deficit was \$5,954.64. The \$1,600 increase was primarily the result of unforeseen repairs that were needed to fix a broken water line in the basement wall of a unit. The strata property act requires that strata owners pass a motion that will set out how a surplus or deficit in the operating budget is to be handled. It is the recommendation of council that a motion to absorb the deficit in the prior year's retained earnings which currently have an accumulated surplus of \$12,457.

NW67 - Woodbridge 2010 Fiscal Year Income Statement

	Actual Jan 2010 to Dec 2010	Budget Jan 2010 to Dec 2010	Difference
OPERATING REVENUE			
Operating Revenue			
Strata Fees	212,040.00	212,040.00	0.00
Late Payment Fines	1,275.00	0.00	1,275.00
Late Payment Interest	296.82	0.00	296.82
Bylaw Fines	175.00	0.00	175.00
Bank Interest on Opg Acct	0.00	0.00	0.00
Interest on Investments	0.00	0.00	0.00
NSF Fees	275.00	0.00	275.00
Common Room Rental	0.00	0.00	0.00
Other Revenue	168.24	0.00	168.24
NW67 Administrative Revenue	502.75	0.00	502.75
Total Operating Revenue	214,732.81	212,040.00	2,692.81
OPERATING EXPENSE			
Administration	2,729.40	1,000.00	1,729.40
Management Fees	18,000.00	18,000.00	0.00
Insurance	33,928.50	31,500.00	2,428.50
Pool/Playground Security Contracts	4,898.99	5,000.00	-101.01
Repairs & Mtce - Bldgs Ex'l'g Roofs	44,509.01	39,590.00	4,919.01
Repairs & Mtce - Pool Equipment	1,844.49	4,000.00	-2,155.51
Telephone	1,684.93	1,700.00	-15.07
Hydro	2,205.59	2,250.00	-44.41
Natural Gas	10,079.96	10,000.00	79.96
Landscaping - Maintenance Contract	20,720.00	23,500.00	-2,780.00
Landscaping - Other Costs	8,222.93	3,000.00	5,222.93
Landscaping - Large Trees	12,016.65	15,000.00	-2,983.35
Garbage	16,873.70	14,000.00	2,873.70
Supplies - Pool	2,213.05	1,000.00	1,213.05
Snow Removal	760.29	2,500.00	-1,739.71
Contingency Reserve Fund	39,999.96	40,000.00	-0.04
Total Operating Expenses	220,687.45	212,040.00	8,647.45
NET INCOME	-5,954.64	0.00	-5,954.64
Non-Operating Items			
	Revenue	Expenses	
CRF Transfer - Pool Refinishing	12,915.00	12,915.00	
CRF Tfr - Fans Windows Skylights	13,422.54	13,422.54	
CRF Tfr - Pool Security System	2,230.46	2,230.46	
CRF Tfr - Emergency Work	5,712.32	5,712.32	
CRF Tfr - Tractor Replacement	1,005.94	1,005.94	
CRF Tfr - Roof Drains Project	19,957.00	19,957.00	
Totals	55,243.26	55,243.26	

BACKGROUND TO 3/4 VOTES

ONE "MUST DO" PROJECT FOR 2011

The information below gives the background and rationale for each of the proposed projects and it is expected that different owners will place different priorities on different projects. With that said, it is important to point out to all owners that of all the projects listed, there is really only one thing that absolutely must be done in 2011; we must either paint or clad the exterior walls of all the residential buildings. All the others projects have value to them and most of them will have to be done sooner or later but if none of them are done in 2011 there will be no major impact on the complex.

EXTERIOR WALLS

The exterior walls and fascia boards of all buildings were last painted 9 years ago; well over the 5 to 6 year life that went with that project. A new painting project was put off while the 5 year roof replacement project and associated payment plan was underway. Now that this is complete it is time to paint the buildings as in many areas there is bare wood showing under peeling paint. There is some evidence that water damage has taken place already to some of the wood that has been exposed due to peeling paint. To not either paint or clad the walls will definitely lead to wood damage and possibly significant repair costs.

A full painting project is expected to cost \$128,000 and under normal circumstances it is expected that this cost will repeat every 5 to 6 years. An option to this expense is to clad the lower exterior walls of the residential buildings with vinyl board and batten style cladding and to clad the upper fascia boards with metal. The total cost for the cladding would be \$288,300 and would preclude any major painting projects for at least 25 years for a cost saving of \$500,000 over the life of the vinyl cladding as set out in the table below.

COST COMPARISON OF PAINTING VERSUS CLADDING FOR RESIDENTIAL BUILDINGS						
	2011	2017	2023	2030	2036	TOTAL
PAINT	127,875	143,987	162,130	182,558	205,560	822,110
CLAD & METAL FASCIA	288,300	6,800	7,700	8,700	9,800	321,300
SAVINGS						<u>500,810</u>

This assumes 6 years between repaintings and does not allow for any cost of wood rot repairs that may be required over that time frame. There is an allowance for \$1,000 per year for repairs to the vinyl cladding. Inflation of 2% per year is allowed for all costs.

PATIO SIDE FENCES

The patio side fences are the fences that extend out from the buildings along each side of the patios. With the exception of units 13 to 24, the cross fences that join the ends of the side fences to close off patios have been installed by individual strata lot owners and are the responsibility of the current strata lot owners. The cross fences of units 13 to 24 were installed as part of the original development in order to give some privacy to these patios as there was not room to put in a berm as was done between other buildings where the patios faced one another. As a result these cross fences are the responsibility of the strata corporation.

The existing strata fences are 39 years old and in spite of considerable expensed to maintain them over the years are in very poor condition. In 2008 a contractor provided an estimate of \$28,000 to do all repairs required at that time and it is reasonable to assume that such a project would be considerably more in 2011. The repair option is not being put forward as even after the expense, it would still leave high maintenance cedar fences some portions of which would

still be 39 years old. Replacement of the side fences with very low maintenance vinyl privacy fencing is proposed as the more logical option. New cedar fences would cost \$79,050 and while vinyl fencing would cost \$102,300, it is felt that with no painting or other maintenance being required, the vinyl fencing makes the extra cost worthwhile.

If neither type of new strata fences are approved at this time, it is assumed that the strata will continue to do the minimum maintenance required to keep strata fences standing in a safe manner.

In the event that either new fencing vote passes, owners will be responsible for ensuring the contractor has full access to the strata fences by moving storage sheds and any other patio items including planted material at least 3 feet away and removing any items or plants that are attached to the fences. Any owner who has a tree in the patio which cannot be moved will have the opportunity of working with Council and the contractor to see if it can be worked around. It is also expected that if new fences are installed, a rule/bylaw will be passed that prohibits any attachments of any type to the new strata fences or planting any type of plant or shrub that will attach itself to the fence.

If owners vote for the installation of new strata fences, individual owners will be responsible for the removal of existing cross fences prior to the installation of the new side fences. An amendment to bylaw 29(2) regarding cross fences was passed at the last AGM and addresses the proposed guidelines that would apply to the construction of any new cross fences. The following estimates apply if an individual strata lot owner wishes to work directly with the firm installing the new strata fences to have the firm remove their existing cross fence (\$150) or install a matching six foot cross fence and gate (\$1,617 for vinyl and \$968 for cedar). Billing and payment for this work would be between the strata lot owner and the firm.

ENERGY SAVING

The Super Hot boiler that heats the pool, sinks, showers and radiator water is 39 years old and operates at only about 65% efficiency compared to the 85% to 93% efficiency of modern boilers thus wasting a lot of natural gas. It is this single boiler situation that has prevented the complex from maximizing the savings possible when the pool is closed from October to May. The complex spends over \$10,000 a year on natural gas and it is estimated that \$4,000 or more of that cost would be saved with a modern boiler installation.

The new installation would have two boilers, one just for the pool water and one for space heating and hot water to the sinks and showers. The boiler for the pool could be shut down when the pool is closed and the boiler for the other hot water requirements would have digital controls that would allow for extremely efficient use.

The existing aluminum frame, single pane windows in the pool and common are 39 years old, provide virtually no energy savings and in the case of the sliding doors, several are no longer operable. The proposed windows will offer significant energy saving as well as better control of condensation on the inside of the pool windows which is damaging the wood framing around the windows.

While it is difficult to do a hard calculation of precise natural gas cost savings that will result from new boilers and windows, it is expected that the \$55,800 would be paid back within 10 years and provide operating cost savings over those years that could be put to other use or used to help build the Contingency Reserve Fund.

POOL AND COMMON ROOM PATIO FENCE

The bottom six foot portion of the existing cedar fence has been in place for 39 years and is almost completely rotted out. Power washing prior to painting this year dislodged several boards and loosened others and the overall condition of the fence makes it very difficult to try and repair it in bits and pieces. Replacement of the fence is the logical thing to do and in order

to minimize future painting and maintenance costs, especially given that it is beside the playground, the options being put forward are concrete or chain link. The concrete fence would have an attractive pattern, require very little maintenance, be very difficult to climb and ensure that the pea gravel from the playground did not get on the patio. The chain link, while less expensive would offer none of the advantages of the concrete fence. Replacement cedar fencing was not considered as it would be almost as expensive as the concrete and would require ongoing maintenance.

RAILINGS AND DIVIDERS

This project would be purely aesthetic with the purpose being to improve the appearance of the complex. It would call for the removal of existing front door railings and installation of forest green, top mounted aluminum piquet railings on the stairs and landing of the front doors of all residences. It would also see the removal of cedar post privacy screens between front doors and installation of aluminum framed, metal lattice privacy screens in their place, also coloured forest green.

152nd STREET FENCING

The units that face the two vehicle entrances (42 & 60) and the pedestrian entrance from the 152nd Street sidewalk (48 and 54) get considerable traffic immediately under their kitchen windows due to pedestrians cutting the corners when entering and leaving the complex and children using those areas for playing. Putting in green coloured chain link fencing from the corners of the building to the two bridges and joining the corners of the two buildings facing the pedestrian gate would preclude this activity. Incorporating a lockable pedestrian gate in the one fence would also provide a basis for improved security if needed in the future.

3/4 VOTES

VOTE "A" – CLADDING

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year a project be undertaken to complete the following upgrades to the residential buildings:

1. installation of vertical design board and batten style vinyl siding over existing wood siding on all residential buildings,
2. installation of forest green metal fascia over existing wood fascia boards on all residential buildings
3. the painting of the exterior wood surfaces of the pool and common room building and the tool shed with all painting to be done in the current colour scheme and for the retention of a painting consultant to supervise the painting portion of the project and that the existing colour scheme be maintained

with the total cost of the project to be not more than \$288,300 including a \$15,000 allowance for contingency expenses such as wood repair and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

Special assessment per unit for Vote "A" is \$3,100.00

VOTE "B" – PAINTING

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year, an amount not more than \$127,875 be spent for the painting the exterior surfaces of the lower floors and fascias of the residential buildings including door frames, railings, privacy dividers and concrete walls; for painting the painted exterior surfaces of the pool and common room building and the tool shed and for the retention of a painting consultant to supervise the project and including an allowance of \$15,000 for any required repairs to rotted wood and that the existing colour scheme be maintained and the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

Special assessment per unit for Vote "B" is \$1,375.00

VOTE "C" – VINYL SIDE FENCES

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year, an amount not more than \$102,300 be spent for the removal of all existing side fences from all patios of all residential units and the existing cross fences from units 13 through 24 and that new six foot high, white vinyl privacy fences be installed in their place including 36" gates in the cross fences of units 13 through 24 and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

Special assessment per unit for Vote "C" is \$1,100.00

VOTE "D" – CEDAR SIDE FENCES

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year, an amount not more than \$79,050 be spent for the removal of all existing side fences from all patios of all residential units and the existing cross fences from units 13 through 24 and that new six foot high, cedar privacy fences, painted gray be installed in their place including 36" gates in the cross fences of units 13 through 24 and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

Special assessment per unit for Vote "D" is \$850.00

VOTE "E" ENERGY COST SAVINGS

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year and in order to save energy costs in the years ahead, an amount not more than \$55,800 be spent for the removal of the Super Hot boiler and associated equipment in the pool building and that it be replaced with a condensing gas boiler for domestic hot water and building heating purposes, a high efficiency boiler for heating the pool water plus the associated

equipment for both boilers required for the optimum efficient operation of the two systems and for the use of an engineer to develop the optimal design and inspect the work in progress for the new boiler system and for the replacement of all the remaining single pane, aluminum framed windows in the pool and common room building with dual pane windows in vinyl frames, the single pane aluminum framed patio doors on the north side of the pool with dual pane windows in vinyl frames and the single paned aluminum framed patio doors on the south side of the pool with vinyl framed dual paned patio doors and that all the vinyl frames match those on the existing dual pane windows and any repairs required to rotted wood encountered during installation and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

Special assessment per unit for Vote "E" is \$600.00

VOTE "F" CONCRETE POOL PATIO FENCE

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year, an amount not more than \$9,300 be spent for the removal of the existing wood fence around the outside of the pool and common room patio area, the removal of the existing fence and gate between the pool and common room patios and the installation of an eight foot high concrete fence around the outside of the pool and common room patio only and the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

Special assessment per unit for Vote "F" is \$100.00

VOTE "G" CHAIN LINK POOL PATIO FENCE

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year, an amount not more than \$4,464 be spent for the removal of the existing wood wall around the pool and common room patio area, the removal of the existing fence and gate between the pool and common room patios and the installation of an eight foot high green vinyl covered chain link fence with privacy slats around the outside of the pool and common room patio only and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

Special assessment per unit for Vote "G" is \$48.00

VOTE "H" RAILINGS AND DIVIDERS

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year, an amount not more than \$65,100 be spent for removal of the existing cedar railings at all front doors and existing cedar post dividers between front doors and the installation of forest green, top mounted aluminum piquet railings on the stairs and landing of the front doors of all residences and installation of aluminum framed, metal lattice privacy screens coloured forest green.

Special assessment per unit for Vote "H" is \$700.00

VOTE "I" 152nd STREET CHAIN LINK FENCING

Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year, an amount not more than \$2,604 be spent for the installation of three new sections of six foot high, green vinyl covered chain link fencing as follows:

- 24 feet of fence from the north west corner of unit 42 to the nearest end of the wooden bridgework by the north entrance,
 - 22 feet of fence from the south west corner of unit 60 to the nearest end of the wooden bridgework by the south entrance and
 - 66 feet of fence between the south west corner of unit 48 and the north west corner of unit 54 including a 36 inch gate at the existing walkway out to the 1'52nd Street sidewalk,
- with the funding for this project to be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

Special assessment per unit for Vote "I" is \$28.00

TOTAL AND PER STRATA LOT COSTS FOR 3/4 VOTES

Below is a table that sets out the per strata lot special assessments for each of the 3/4 Votes.

3/4 Votes	A	B	C	D	E	F	G	H	J
Description	Cladding lower walls and fascia boards of residential buildings & painting other buildings	Painting all buildings	Vinyl side fences	Cedar side fences	Energy Saving Items	Concrete Pool Patio Fence	Chain Link Pool Patio Fence	Railings and dividers	152nd Street Fencing
Estimated Cost of Each Project	288,300	127,875	102,300	79,050	55,800	9,300	4,464	65,100	2,604
Cost per Strata Lot	3,100	1,375	1,100	850	600	100	48	700	28

STRATA PROPERTY ACT OF BRITISH COLUMBIA
FORM A PROXY APPOINTMENT

Re: Unit _____ of Strata Plan NW 67, Woodbridge Estates.

I/We, (please print) _____,

the owner(s) of the unit described above, appoint

(please print) _____ to act

as my/our proxy at the **Special General Meeting to be held on February 28, 2011.**

The limitations on this proxy, if any are as follows _____

2010 Deficit Absorption	In Favour	☐	Opposed	☐
3/4 Vote "A"	In Favour	☐	Opposed	☐
3/4 Vote "B"	In Favour	☐	Opposed	☐
3/4 Vote "C"	In Favour	☐	Opposed	☐
3/4 Vote "D"	In Favour	☐	Opposed	☐
3/4 Vote "E"	In Favour	☐	Opposed	☐
3/4 Vote "F"	In Favour	☐	Opposed	☐
3/4 Vote "G"	In Favour	☐	Opposed	☐
3/4 Vote "H"	In Favour	☐	Opposed	☐
3/4 Vote "I"	In Favour	☐	Opposed	☐

Date: _____

Signature(s) _____

NW67 WOODBRIDGE

A Self Managed Strata
10886 152nd Street
Surrey, BC V3R 4H4

Ph. 604 581-8131
Fax: 604 584-7004
Nw67surrey@yahoo.ca

COUNCIL **Chairperson**

Linda Turner #30

Vice-Chair-Buildings
Ashley Mackenzie #31

Treasurer
Sean Saunders #18

Grounds
Merla Strawson #15

Social & Recreation
David Terepocki Grant #14

Common Room
Linda Hoodikoff #72

Buildings
Greg Stadig #11

EMERGENCIES

Call: 604-762-1713
Identify yourself as
calling from strata
NW67-Woodbridge and
tell them the nature of
the emergency.

Contacting the Strata

Owners can contact the
strata by phone, fax, mail
or email as shown above
or may drop their item in
the mail slot in the office
door at the rear of the
pool building.

Strata Manager
Chris Cant #60

Site Administrator
Paula White

Except in an emergency,
owners are asked to not
interrupt maintenance
work while it is being
done nor to contact the
Manager or the
Administrator at their
homes.

Woodbridge News

Strata Plan NW67

March, 2011

SOME EXTERIOR PAINTING IN 2011?

While the recent Special General Meeting turned down a full painting project for Woodbridge, there are some wall areas and fascias that should not go another winter without getting a fresh coat of paint. This is because the old paint and primer is blistering and peeling off leaving exposed wood and Council does not believe anyone wants to take a chance on having wet wood and possible rotting down the road. A survey is being done of all buildings to determine which areas of wall are at this stage so that quotes can be obtained to have these walls properly prepared and painted. It is hoped that the cost of this painting can be covered from the Contingency Reserve Fund (CRF) rather than a special assessment.

ADVANCE NOTICE OF FUNDS REQUIRED

One of the strong messages from owners at the recent SGM was that owners would prefer not have to pay special assessments for capital projects. There was a strong preference indicated for the required funds to be saved up in advance via a larger allocation to the CRF. As well, where there was a need for a special assessment, owners wanted as much advance notice as possible so they could take the steps they needed to have the funds available.

OWNERS SHOULD BE AWARE IT IS VERY LIKELY THAT AT THE NOVEMBER, 2011 ANNUAL GENERAL MEETING THERE WILL BE A PROPOSAL FOR AN INCREASE IN STRATA FEES IN THE ORDER OF \$50 TO \$100 PER MONTH IN ORDER TO BUILD A RESERVE OF THE FUNDS THAT WILL BE NEEDED IN THE NEAR FUTURE TO PAY FOR CAPITAL PROJECTS THAT WILL BE REQUIRED IN ORDER TO PROPERLY MAINTAIN STRATA BUILDINGS AND INFRASTRUCTURE. PROPER MAINTENANCE IS REQUIRED UNDER THE STRATA PROPERTY ACT.

BIG BIN COMING APRIL 29 & 30 AND MAY 1

Woodbridge is bringing in a BIG BIN so residents can get rid of those large items that cannot (or at least *should not*) go in the regular garbage. The BIG BIN will be here the weekend after Easter so residents have several weeks to get their large items ready for the bin.

SIDEWALK SALE – LATE MAY OR EARLY JUNE

Last year many Woodbridge held a strata sidewalk sale along 152nd Street and in spite of not the best weather it was successful enough to plan another for 2011. Tentatively it will be in late May or early June so take a good look at what you have that you would like to get rid of but is too good for the BIG BIN and put it aside for a sidewalk sale.

YES, WOODBRIDGE DOES HAVE A SPEED LIMIT!

Woodbridge does have a posted speed limit and it would be really nice if everyone drove within it. It is **10 kilometres per hour** which is *really slow* on purpose; we don't want any kids hit by cars while they are playing. Please have look at your speedometer as you drive through to make sure you are only doing **10 kph**.

MINUTES AND NEWSLETTER VIA EMAIL

To save printing costs, you can begin receiving the minutes and newsletter via email effective in April of 2011. Just send us an email from the email address you want used and tell us you wish to receive the email versions. Thanks.

Woodbridge – Strata Plan NW 67

Minutes of the Council Meeting Held Wednesday March 16, 2011

The meeting was called to order at 7:09 p.m.

PRESENT:

Chair:	Linda Turner	#30	Vice Chair:	Ashley Mackenzie	#31
Grounds:	Merla Strawson	#15	Common Room:	Linda Hoodikoff	#72
Treasurer:	Sean Saunders	#18	Buildings:	Greg Stadig	#11
Strata Manager:	Chris Cant	#60			

REGRETS

Social & Rec.: David Terepocki Grant #14

1) ADOPTION OF PREVIOUS MINUTES

Motioned/Seconded/Carried to adopt the minutes of the Council meeting held February 16, 2011 as distributed.

2) BUSINESS ARISING FROM PREVIOUS MINUTES

a. Social/Rec – Common Room – There are two confirmed and one tentative common room rental booked for April. The Common Room member has purchased a kettle, some utensils, cleaning cloths and dishtowels for use by those using the common room, some trays for holding these items and a lock has been purchased to secure these items in one of the kitchen cabinets. The total cost of these items was just over \$70.00 and the funds will be taken from the Social and Rec. bank account

b. Strata Website: One owner has volunteered to have a look at setting up a strata website and the Manager will be passing over the data for this person to work with.

c. Billing of Legal Costs: The Manager has not yet had the time to arrange a meeting with the owner of the unit in questions to go over the papers in regard to the amount owing.

d. Basement Leak: The repairs to date to stop a basement leak have only been partially successful. As the firm hired for this work guarantees no leaks the return visits have been at no additional cost and the firm was back on site on March 16th to do further work in this regard.

e. Inspection of Front Areas and Patios: This inspection has been deferred pending the completion of an inspection of all the painted walls in the complex. The paint inspection is being done to determine those walls most in need of painting. At the same time any units with fronts or patios that do not appear to be in compliance with the applicable bylaws relating to condition and storage are being noted so that Council members can have a look to determine which units need to be contacted in this regard.

f. Office Setup: All the administrative and accounting work for Woodbridge is now being done in the office in the pool building. The one remaining item is to facilitate the use of the wireless networks of two council members to allow the computer in the office to access the internet for banking and other purposes.

3. FINANCIAL REPORT

a. Financial Statements – Financial statements for February, 2011 had been provided to Council members and the Treasurer received full copies of all accounting documents for January and February.

The Treasurer indicated that he had fully reviewed both months and other than an outstanding \$0.20 difference in the bank account reconciliation for January, found all items to be in order. Following some discussion and clarification of some items by the Manager, Council accepted the financial statements for January and February of 2011 subject to finding the \$0.20 bank reconciliation difference.

b. Bank Accounts – It was **MOVED, SECONDED** and **CARRIED** that funds be transferred from the Operating bank account to the Contingency Reserve Fund (CRF) bank account to cover the monthly allocation to the CRF from the operating budget and the monthly payment on the insurance premium payment borrowed from the CRF and to the Social and Rec. bank account to cover common room rental funds received.

c. Investments – As passed by Council, the strata has now purchased five \$10,000 term deposits using funds from the CRF. This will provide the strata with interest income from these funds. These term deposits can be cashed in without penalty after the first 30 days and pay an interest rate of 1.2%.

d. Accounts Receivable – Council reviewed the accounts receivable as of February 16, 2011, as follows:

11 units in arrears on strata fees and other charges:	8,724.36
7 units in arrears on penalties or other items on which a lien cannot be placed	4,273.09
Total Receivables:	<u>\$12,997.45</u>

A strata lot that has been building up a considerable debt in unpaid strata fees, interest, fines and NSF charges totaling over \$3,000.00 was put in the hands of a lawyer for collection via legal action under the lien filed on the unit by the strata. The lawyer has reported that they have now been in receipt of payment in full. A unit that has paid no strata fees in 6 months has been foreclosed by a mortgage firm and Woodbridge has first priority for payment of strata fees and interest when the unit is sold.

Those units in arrears on items on which a lien cannot be placed may eventually be collected when sold as ownership cannot be transferred until these charges are settled. Collection action on all past due accounts is continuing to be taken as appropriate and as set out in the bylaws including the levying of fines and interest.

OWNERS ARE NOTIFIED THAT, AS PER BYLAW 1, STRATA LOTS WITH UNPAID STRATA FEES WILL RECEIVE LETTERS OR STATEMENTS IN THIS REGARD. UNITS THAT DO NOT PAY THEIR STRATA FEES BY THE 1st DAY OF THE MONTH AS REQUIRED MAY BE FINED \$25.00 PER MONTH UNTIL THEIR STRATA FEES ARE CURRENT, AS WELL AS MONTHLY INTEREST AT 10% INTEREST PER YEAR. BE AWARE THAT THE ONUS IS ON THE OWNER TO ENSURE STRATA FEES ARE PAID ON THE 1st DAY OF EACH MONTH AS REQUIRED. NSF PAYMENTS ARE SUBJECT TO A \$25.00 FINE AS WELL AS LATE PAYMENT PENALTIES IF THE NSF PAYMENT IS NOT COVERED BY THE END OF THE MONTH.

4. NEW BUSINESS

a. *Special General Meeting Items:* Council spent considerable time discussing the results of the recent Special General Meeting (SGM) and its impact on future actions by Council and the strata. There were a number of clear messages received from owners and these are set out below.

- i. Presenting a large slate of special assessments was not an acceptable means of trying to go ahead with capital projects.
- ii. A clearer and understandable prioritizing of capital projects was needed.
- iii. More needed to be done to see if there are less expensive ways of tackling some of these jobs.
- iv. There was a preference for saving up in advance for these types of projects by increasing the strata fees and putting a larger amount aside in the Contingency Reserve Fund.
- v. To allow time for arrangements to be made to have the funds available, owners should be advised of possible special assessments as far in advance as possible and with as much data as possible.
- vi. Council should ensure that all reasonable methods of financing projects via a financial institution have been investigated and that this data be provided to the owners.

Council discussed all of these messages from the SGM and how they could be incorporated in developing projects for future consideration by the owners. Of particular discussion was the concept of saving funds for projects in advance by increasing strata fees and putting the increase into the Contingency Reserve Fund or if there was not sufficient time to do this prior to a project needing to be done, by arranging a financing plan for the those owners that needed it.

OWNERS SHOULD BE AWARE THAT IT IS VERY LIKELY THAT AT THE NOVEMBER, 2011 ANNUAL GENERAL MEETING THERE WILL BE A PROPOSAL FOR AN INCREASE IN STRATA FEES IN THE ORDER OF \$50 TO \$100 PER MONTH IN ORDER TO BUILD A RESERVE OF THE FUNDS THAT WILL BE NEEDED IN THE NEAR FUTURE TO PAY FOR CAPITAL PROJECTS THAT WILL BE REQUIRED IN ORDER TO PROPERLY MAINTAIN STRATA BUILDINGS AND INFRASTRUCTURE, AS REQUIRED UNDER THE STRATA PROPERTY ACT.

While most of the projects from the SGM have been put on hold, there were two that Council discussed and made decisions on which are set out below.

- vii. **PAINTING:** There are some exterior walls where the paint is in extremely bad shape and which must be painted before next winter to ensure the underlying wood is protected. A survey is being done to determine the number of wall areas in this condition so that quotes can be obtained for having these walls properly prepared and painted in the summer of 2011. It is hoped that this can be done using funds from the CRF.
- viii. **POOL PATIO WALL:** Council decided to defer any action on a new wall around the pool patio in 2011. The support posts are in acceptable condition and a project will be undertaken to replace rotting slats in order to ensure that there is reasonable security of the pool for at least another year.

In regard to ensuring the strata has full knowledge of all possible external financing options the Manager was directed to work directly with most major banks and other financial institutions to determine how each of them handle the financing of capital projects at strata corporations and report back to Council

b. Maintenance Tracking Reports: The Manager reviewed with Council a maintenance form that has been developed to track the ongoing routine maintenance work that is done on a daily, weekly, bi-weekly and monthly or less often basis. The aim of the form is to keep track of when this work is done and to ensure that none of it is missed.

There were two additional new forms that were reviewed with Council designed to ensure that all buildings are inspected on a regular basis to identify any repair or other maintenance work that is required on or around the exterior of each strata lot. There will be an inspection form for each strata lot and building and any identified work will be prioritized and listed on a master repair project list. The project list will be the basis for assigning work to local staff and for determining which projects require skills or tools that must be provided by an external contractor.

c. Dishwasher Leak: There was a significant dishwasher leak in a unit causing damage to the kitchen floor and to basement improvements. Both the unit owner and the strata filed insurance claims in regard to the leak and as it was caused by an appliance in the unit, the unit owner's insurance will be covering the \$5,000 deductible portion of the strata's insurance claim.

d. Dog Feces in Patios: Complaints were received regarding dog feces in four patios and letters were sent to all the unit owners involved. In the case of three units these were first complaints in this regard and the letters warned of possible fines if there were recurrences. In the case of one unit, an initial warning and two subsequent fines had already been imposed. Following discussion it was **MOVED, SECONDED** and **CARRIED** that the strata lot for which this is the 4th contravention of bylaw 4(3) be fined \$100.00 as set out in bylaw 23(1)(a).

e. Big Bin Spring Cleanup: It was decided to bring the big garbage bin in on April 29 and 30 and May 1st for Woodbridge residents use in disposing of large items. An item will be put in the newsletter in this regard.

f. Sidewalk Sale: It is planned to have a sidewalk sale along 152nd Street in late May or early June. A similar event was quite successful in 2010. An item will be put in the newsletter in this regard.

5. CORRESPONDENCE

Correspondence has been sent and received by Council and the Strata Manager. These items have been dealt with either in the minutes, or handled directly with those concerned by the Strata Manager or by a Council Member. Any owner who has communicated in writing directly to Council or the Strata Manager, and feels that their issue has not been resolved either in the minutes or by direct contact; should contact the Strata Manager to have the item clarified.

Adjournment: There being no further business the meeting was adjourned at 8:25 p.m.

The date of the next Council meeting will be Wednesday, April 20th, 2011 @ 7:00p.m.

Owners should keep copies of all Council and General Meeting minutes for at least 2 years

WOODBIDGE ESTATES - STRATA PLAN NW67

10886 152nd St., Surrey BC V3R 4H4

Ph: 604 581-8131 Fax: 604 584-7004 Email: nw67surrey@yahoo.ca

On Site Office and Mail Slot – Rear of the Swimming Pool Building

EMERGENCIES

FOR EMERGENCIES REQUIRING POLICE, FIRE OR AMBULANCE CALL 911

IF THE SITUATION REQUIRES STRATA INVOLVEMENT ON AN EMERGENCY BASIS AS WELL, CONTACT THE STRATA BY CALLING 604 762-1713, AFTER CALLING 911.

IN THE CASE OF AN INTERNAL EMERGENCY SUCH AS A BROKEN PIPE CAUSING A FLOOD OR AN ELECTRICAL PROBLEM, CONTACT THE STRATA BY CALLING 604 762-1713.

This number goes to Incredible Restorations Ltd. and this firm will take the necessary steps to handle the response that is required and to notify the strata corporation.

STRATA PLAN NW 67 – WOODBRIDGE

March 7, 2011

TO: OWNERS, STRATA PLAN NW67, WOODBRIDGE

FROM: COUNCIL

RE: MINUTES OF THE FEBRUARY 28, 2011 SPECIAL GENERAL MEETING.

Attached are the Minutes of the Special General Meeting held February 28, 2011.

None of the 3/4 Votes on the agenda for various capital projects at the complex were passed by the owners in attendance at the meeting. Rather a strong message was put forward that the majority of owners were not in a position to pay the special assessments that were required for the projects.

Regarding the need to address areas of the complex that require painting, Council was asked to look into less expensive methods for doing this work. Council will be looking at alternatives for the painting work as soon as possible.

Most owners at the meeting saw the need for a new fence around the pool patio both for the security of the pool and to minimize any risk of a liability issue. There was an amendment to this vote that was passed at the meeting that would have the funds for the new fence come from the Contingency Reserve Fund rather than by a special assessment. However when the vote was taken on the amended motion the proxy votes still had to be cast as originally indicated by the owner and the vote failed to gain the 75% majority needed to pass. Council will look into moving this item forward by holding what is called a proxy meeting where owners only need to complete a proxy form and put it in the strata mail slot rather than actually attending a meeting.

If you have any questions on these matters please contact Woodbridge by leaving a message at 604 581-8131, putting a note in the Woodbridge mailbox or sending an email to nw67surrey@yahoo.ca.

Woodbridge Council

STRATA PLAN NW 67, WOODBRIDGE ESTATES
SPECIAL GENERAL MEETING – FEBRUARY 28, 2011

MINUTES

1. CALL TO ORDER

The Council Chair welcomed those in attendance and called the meeting to order at 7:03 pm.

2. CERTIFICATION OF PROXIES - ESTABLISH QUORUM

Of the 93 strata lots in NW67, 86 are eligible to vote at a general meeting and under the bylaws a quorum would be reached if 29, being 1/3 of the 86 eligible strata lots, were represented at the meeting. At the time of the call to order there were 49 of the 86 eligible strata lots present, 36 in person, and 13 by proxy and therefore a quorum was established. Note: Before voting commenced on any of the 3/4 votes two more eligible owners arrived for a total attendance of 51.

3. PROOF OF NOTICE OF SGM

The notice of meeting package for the Annual General Meeting (AGM) was mailed to absentee Owners and hand delivered to resident Owners on February 7th, 21 days prior to the date of the meeting. This is 7 days more than the 14 day notice required by the Strata Property Act. It was **MOVED** by Unit 15 and **SECONDED** by Unit 74 that proof proper of notice of the meeting be accepted.

CARRIED

4. ADOPTION OF MINUTES OF NOVEMBER 22nd, 2010 ANNUAL GENERAL MEETING

It was **MOVED** by Unit 74 and **SECONDED** by Unit 18 that the Minutes of the AGM of Strata Plan NW67 held November 22nd, 2010, be accepted as distributed.

CARRIED

5. 2010 FINANCIAL RESULTS

As the Annual General Meeting had been held prior to the end of the 2010 fiscal year the year end financial position was not known however there was a forecast of a deficit of \$4,362. The notice package for this SGM included the final operating expense results for 2010 which was a deficit of \$5,954, with the increase due to an unforeseen repair expense due to a broken water line. It was the recommendation of Council that the deficit be absorbed in the \$12,457 balance of the accumulated surplus in Retained Earnings From Prior Years. It was **MOVED** by Unit 18 and **SECONDED** by Unit 49 that the deficit of \$5,954.64 for the 2010 fiscal year be absorbed into retained earnings from prior years. By a vote of 49 to 2, the motion was

CARRIED

6. 3/4 VOTES

The Manager explained to the meeting that full sets of ballots had been issued to all eligible voters to allow for a secret ballot on all 3/4 Votes. Bylaw 27(5) sets out that any vote at a general meeting must be held by secret ballot, if the secret ballot is requested by an eligible voter. In the case of this meeting it was a decision of the Council as eligible voters, that the 3/4 Votes at this SGM be done by secret ballot.

The Council Chair further explained that there would be pre-vote discussion on the background to some of the votes based on pairs of votes on a single issue. Before putting forward votes A & B, cladding versus painting, there would be discussion of the current state of the exterior walls and why they needed to either be painted or clad. Before putting forward votes C & D, replacing the strata fences with vinyl or cedar fences there would be discussion of the state of the current fences. Before putting forward votes F & G, replacing the pool patio fence with a concrete or chain link fence there would be discussion of the state of the current fence.

The Manager told the meeting that at this point there were 51 eligible voters present at the meeting and that each of the following votes required that 3/4 of 51 or 39 votes be in favour in order for the motion to pass.

Prior to A and B there was discussion of the current state of the wood exteriors of the Woodbridge buildings. During the discussion the following points were made by owners:

- Not all the exterior walls needed painting so this should be done only where needed and for a lot less money.
- All the fascia boards did need to be painted.
- It should be possible for owners to paint their own walls or even arrange the cladding of their own walls.
- Owners painting their own exterior walls could result in problems down the road if the walls are not properly prepared and primed prior to painting.
- The fences are in worse shape than the buildings and should be the highest priority item.
- There should be a method to get input from owners before putting these types of proposals forward.
- There was an invitation to all owners to attend an open house to put forward their thoughts on items to be put forward or to submit their ideas in writing however only one non-council member came to the meeting and only one written submission was received.
- These were hard economic times and many owners would not be able to come up with the special assessment needed for either of votes A or B or any of the other special assessments that were on the agenda in the two months available.
- Owners have been aware from early November in 2010 that there were going to be special assessments for these projects which meant that six months had been available to make arrangements for the funds.
- While the strata's financial institution were unwilling to lend the funds for these projects there should be a way to find a financial institution that would lend the strata the funds needed to allow owners to finance these projects.
- There is a need to get outside the box in looking at these types of projects and find new and more economical ways of doing things.
- There should be a significant increase in strata fees with the major portion of the increase being put aside to pay for these types of projects when they arise.

All of these points were raised during a prolonged discussion with the major focus being on the inability of many owners to come up with the funds for these projects, as presented. After the discussion all the $\frac{3}{4}$ votes were taken via secret ballot.

VOTE "A" It was **MOVED** by unit 30 and **SECONDED** by unit 60: Be it resolved as a $\frac{3}{4}$ vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, a project be undertaken to complete the following upgrades to the residential buildings:

1. installation of vertical design board and batten style vinyl siding over existing wood siding on all residential buildings,
2. installation of forest green metal fascia over existing wood fascia boards on all residential buildings
3. the painting of the exterior wood surfaces of the pool and common room building and the tool shed with all painting to be done in the current colour scheme and for the retention of a painting consultant to supervise the painting portion of the project and that the existing colour scheme be maintained

with the total cost of the project to be not more than \$288,300 including a \$15,000 allowance for contingency expenses such as wood repair and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any funds

remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

By a vote of 9 in favour and 42 opposed the motion

FAILED

VOTE "B" It was **MOVED** by unit 30 and **SECONDED** by unit 60: Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, an amount not more than \$127,875 be spent for the painting the exterior surfaces of the lower floors and fascias of the residential buildings including door frames, railings, privacy dividers and concrete walls; for painting the painted exterior surfaces of the pool and common room building and the tool shed and for the retention of a painting consultant to supervise the project and including an allowance of \$15,000 for any required repairs to rotted wood and that the existing colour scheme be maintained and the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

By a vote of 10 in favour and 41 opposed the motion

FAILED

VOTE "C" It was **MOVED** by unit 30 and **SECONDED** by unit 60: Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, an amount not more than \$102,300 be spent for the removal of all existing side fences from all patios of all residential units and the existing cross fences from units 13 through 24 and that new six foot high, white vinyl privacy fences be installed in their place including 36" gates in the cross fences of units 13 through 24 and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

By a vote of 15 in favour and 36 opposed the motion

FAILED

VOTE "D" It was **MOVED** by unit 30 and **SECONDED** by unit 60: Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, an amount not more than \$79,050 be spent for the removal of all existing side fences from all patios of all residential units and the existing cross fences from units 13 through 24 and that new six foot high, cedar privacy fences, painted gray be installed in their place including 36" gates in the cross fences of units 13 through 24 and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.

By a vote of 13 in favour and 38 opposed the motion

FAILED

VOTE "E" It was **MOVED** by unit 30 and **SECONDED** by unit 60: *Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year and in order to save energy costs in the years ahead, an amount not more than \$55,800 be spent for the removal of the Super Hot boiler and associated equipment in the pool building and that it be replaced with a condensing gas boiler for domestic hot water and building heating purposes, a high efficiency boiler for heating the pool water plus the associated equipment for both boilers required for the optimum efficient operation of the two systems and for the use of an engineer to develop the optimal design and inspect the work in progress for the new boiler system and for the replacement of all the remaining single pane, aluminum framed windows in the pool and common room building with dual pane windows in vinyl frames, the single pane aluminum framed patio doors on the north side of the pool with dual pane windows in vinyl frames and the single paned aluminum framed patio doors on the south side of the pool with vinyl framed dual paned patio doors and that all the vinyl frames match those on the existing dual pane windows and any repairs required to rotted wood encountered during installation and that the funding for this project be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting.*

During the short discussion on this motion it was noted that the current boiler is operating in a satisfactory manner but only at about 65% efficiency compared to the over 90% efficiency of new boilers. The payout for this investment would take close to 10 years.

By a vote of 12 in favour and 39 opposed the motion

FAILED

In discussion prior to votes F and G it was pointed out that security of the pool patio area was the main rationale for this proposal. The current fence is in very poor condition with some slats falling out. Should there be unauthorized access to the pool due to inadequate security there could be a liability issue for the strata. In the same regard, a concrete fence offers superior security as it is much less easy to climb than a chain link fence.

Prior to votes F and G being taken it was **MOVED** by unit 74 and **SECONDED** by unit 32 that both votes F and G be amended to have the funds be provided from the Contingency Reserve Fund rather than via special assessment. By a vote of 34 in favour and 4 opposed, the amending motion for votes F and G was

CARRIED

VOTE "F" It was **MOVED** by unit 30 and **SECONDED** by unit 60: *Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, an amount not more than \$9,300 be spent for the removal of the existing wood fence around the outside of the pool and common room patio area, the removal of the existing fence and gate between the pool and common room patios and the installation of an eight foot high concrete fence around the outside of the pool and common room patio only and with the funding for this project to be by a withdrawal from the Contingency Reserve Fund.*

By a vote of 27 in favour and 24 opposed the motion

FAILED

VOTE "G" It was **MOVED** by unit 30 and **SECONDED** by unit 60: Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, an amount not more than \$4,464 be spent for the removal of the existing wood wall around the pool and common room patio area, the removal of the existing fence and gate between the pool and common room patios and the installation of an eight foot high green vinyl covered chain link fence with privacy slats around the outside of the pool and common room patio only with the funding for this project to be by a withdrawal from the Contingency Reserve Fund.

By a vote of 5 in favour and 45 opposed with 1 abstention, the motion

FAILED

VOTE "H" It was **MOVED** by unit 30 and **SECONDED** by unit 60: Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, an amount not more than \$65,100 be spent for removal of the existing cedar railings at all front doors and existing cedar post dividers between front doors and the installation of forest green, top mounted aluminum piquet railings on the stairs and landing of the front doors of all residences and installation of aluminum framed, metal lattice privacy screens coloured forest green.

By a vote of 18 in favour and 33 opposed the motion

FAILED

Prior to vote I it was noted that there while there was poor security in the area between units 48 and 54 due to easy access to 152nd Street, this may be alleviated by better lighting. It was also noted that in addressing the issue of foot traffic under the kitchen windows of units 42 and 60, this same problem did exist for other end units in the complex as well.

VOTE "I" It was **MOVED** by unit 30 and **SECONDED** by unit 60: Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge Estates, that during the 2011 fiscal year, an amount not more than \$2,604 be spent for the installation of three new sections of six foot high, green vinyl covered chain link fencing as follows:

- 24 feet of fence from the north west corner of unit 42 to the nearest end of the wooden bridgework by the north entrance,
- 22 feet of fence from the south west corner of unit 60 to the nearest end of the wooden bridgework by the south entrance and
- 66 feet of fence between the south west corner of unit 48 and the north west corner of unit 54 including a 36 inch gate at the existing walkway out to the 152nd Street sidewalk,

with the funding for this project to be by special assessment charged to all owners of record as of the date of passage, due immediately and payable in full no later than April 30th, 2011 with late payment penalties as outlined in bylaw 23(3) of NW67 being applied to all strata lots not fully paid by that date and that any excess funds remaining following the completion of the project be held pending a decision by owners at the 2011 Annual General Meeting. (\$28/unit)

By a vote of 17 in favour and 34 opposed the motion

FAILED

It was **MOVED** by unit 15 and **SECONDED** by unit 32 that all ballots be destroyed. **CARRIED**

7. ADJOURNMENT

The Council Chair thanked those in attendance for coming out for the meeting and for their input. The meeting adjourned at 8:47 pm.

NW67 WOODBRIDGE

A Self Managed Strata
10886 152nd Street
Surrey, BC V3R 4H4

Ph. 604 581-8131
Fax: 604 584-7004
Nw67surrey@yahoo.ca

COUNCIL

Chairperson

Linda Turner #30

Vice-Chair-Buildings

Ashley Mackenzie #31

Treasurer

Sean Saunders #18

Grounds

Merla Strawson #15

Social & Recreation

David Terepocki Grant #14

Common Room

Linda Hoodikoff #72

Buildings

Greg Stadig #11

ADMINISTRATION

Strata Manager

Chris Cant #60

Site Administrator

Paula White

Contacting the Strata

Owners can contact the strata by phone, fax, mail or email as shown above or may drop their item in the mail slot in the office door at the rear of the pool building.

EMERGENCIES

Call: 604-762-1713

The call will be answered by Incredible Restorations

Emergency Line.

Identify yourself as calling from strata NW67-Woodbridge and tell them the nature of the emergency.

Woodbridge News

Strata Plan NW67

March, 2011

GARBAGE BIG BIN – APRIL 29 TO MAY 1

There will be a BIG BIN on site over this coming weekend. Please use it to get rid of all those large items you have been holding on to. An attachment to the newsletter lists the items that can and **CANNOT** be put in the bin.

SWIMMING POOL OPENS SUNDAY, MAY 1st

Our swimming pool opens for 2011 on Sunday May 1st. *Please take the time to read the rules regarding use of the pool set out on the back of the newsletter.*

PARTICIPATING IN THE MAY 28 SIDEWALK SALE?

This year's sidewalk sale along 152nd Street will be held on Saturday, May 28th. Tables will be provided and the strata will arrange for notices in the local papers. In order to get properly organized for the event we need to know how many owners would like to participate. **Please call or email the strata by no later than Friday, May 13th if you would like to participate.**

ORIGINAL LINOLEUM CAN CONTAINS ASBESTOS

It has recently been determined that the original linoleum put down in the kitchen, main floor hallway and bathrooms when the complex was built in 1972 may contain asbestos. In some cases these lino's have since been covered over with new lino, laminate or tiles. Anyone considering taking out what may be original lino are advised that it may contain asbestos and therefore a sample should be tested before removal and proper removal procedures used if in fact there is asbestos.

SIGNIFICANT APPEARANCE IMPROVEMENT

Council would like to thank the many owners who have taken steps to clean up their patios and front areas and keep them neat and tidy. This goes a long way to improving the overall appearance of the strata and is appreciated by everyone.

BYLAW REVIEW COMMITTEE TO START WORK

At the November 22, 2010 Annual General Meeting there was a discussion of the need to review Woodbridge bylaws to make them clearer so that they could be mistakenly contravened. Several owners and two Council members volunteered to be part of the committee and they will be starting the review in the next couple of weeks. Any owners with thoughts on any specific bylaws are invited to put those thoughts in writing either via email, fax or a note through the Council mailbox.

Classifieds

BOTTLE DRIVE FOR CHARITIES: Three young girls residing in Woodbridge plan to collect bottles each Monday afternoon and use 90% of the proceeds for various charities. To participate please leave your cans and bottles on your front steps each Monday afternoon.

FOR SALE: Bowflex TreadClimber TC3000 \$500 Firm; Bunk Bed – White Metal Frame – Futon on bottom which folds down to Double bed, twin on top. Mattresses included \$300 Firm. See Linda @ unit 30 – 604-589-3379

To put an ad in the Newsletter it must be submitted in writing no later than 2 days prior to the 3rd Wednesday of the month by note, fax or email.

POOL OPENS AT 9:00 AM SATURDAY, MAY 1ST, 2011

The swimming pool opens on May 1st and will remain open until and including Thanksgiving Day, October 10th, 2011. The pool will be set to 82 degrees, the same temperature as last year. Please use the pool responsibly and follow the posted rules.

If you need an access card for the pool, please leave a message on the strata phone at 604 581-8131 and arrangements will be made. If you have lost a previous card there is a \$10.00 charge for a replacement card, payable in cash only.

AGE RESTRICTION

No one under the age of 18 years may use the pool unless they are accompanied by a resident who is 18 years or older.

OPERATING HOURS

May 1 to June 30 and September 6 to October 10

All Age Swim: 9:00 am to 8:00 pm 18 Years and Over Swim: 8:00 pm to 10:00 pm

July 1 to September 5

All Age Swim: 9:00 am to 8:30 pm 18 Years and Over Swim: 8:30 pm to 10:00 pm

Note: The pool does not open until 12:00 noon on Mondays or on Tuesday when a Monday is a statutory holiday. This is to facilitate a thorough cleaning of the floors and pool deck.

GUESTS

Residents may have no more than 4 guests in the pool and guests must be accompanied at all times by a resident who is at least 18 years of age.

POOL RULES

1. All persons using the pool do so at their own risk as no lifeguard is on duty at any time.
2. Persons with colds, open sores or wearing bandages may not use the pool.
3. No running, roughhousing or similar activities are allowed in the pool building or patio.
4. Bathing suits must be worn when using the pool or saunas.
5. A shower must be taken before using the pool.
6. No play items of any type are allowed EXCEPT personal flotation devices worn by children.
7. No food or drinks are allowed in the pool or patio areas.
8. Diving is only allowed off the diving board or the edge at the diving board end of the pool.
9. No plug-in electrical appliances are allowed in the pool building or patio.
10. No pets are allowed in the pool building or patio.
11. Smoking is prohibited in the pool building and patio.

Woodbridge – Strata Plan NW 67

Minutes of the Council Meeting Held Wednesday April 20, 2011

The meeting was called to order at 7:05 p.m.

PRESENT:

Chair:	Linda Turner	#30	Vice Chair:	Ashley Mackenzie	#31
Grounds:	Merla Strawson	#15	Common Room:	Linda Hoodikoff	#72
Treasurer:	Sean Saunders	#18	Social & Rec.:	David Terepocki Grant	#14
Strata Manager:	Chris Cant	#60			

REGRETS

Buildings: Greg Stadig #11

1) ADOPTION OF PREVIOUS MINUTES

Motioned/Seconded/Carried to adopt the minutes of the Council meeting held March 16, 2011 as distributed.

2) BUSINESS ARISING FROM PREVIOUS MINUTES

- a. **Social/Rec – Common Room** – There was one common room rental booked in the last month.
- b. **Strata Website:** The owner who is working on the strata website met with Council to review the work to date and discuss the items to be included in the website. The Manager noted that only two owners had sent an email to Council asking for the minutes and newsletters to be sent to them by email.
- c. **Billing of Legal Costs:** A meeting with the owner of the unit in question has not yet been arranged.
- d. **Basement Leak:** The last work on stopping the leak appears to have been successful as no further water has entered the basement in spite of significant rainfall.
- e. **Inspection of Front Areas and Patios:** It was noted that just about all strata lot owners were in compliance with the amended bylaws regarding what they have either in their patios or in their front areas. Letters will be sent to the few not in compliance either because of not being kept clean or having items that are in contravention of the bylaws.
- f. **Office Setup:** Attempts to use the wireless network of a council member to allow the computer in the office to access the internet for banking and other purposes was not successful due to the signal strength being too weak. Another owner has indicated that they will allow the strata to access their wireless network if that signal is strong enough.
- g. **Special General Meeting Items:** There were two carry over items from the SGM that Council is dealing with and these are set out below.
 - i. **PAINTING:** Council reviewed a list of 46 of the 186 front and rear exterior walls that were viewed as requiring painting. The Manager was directed to obtain an updated set of specifications for the painting of these walls, all fascia boards and black roof drain downpipes so that quotes for this work could be received as quickly as possible.
 - ii. **BANK LOANS TO STRATA'S:** The Manager has followed up with 3 banks of which 2 have put in writing that they do not make loans to strata's. The 3rd has just started developing this line of business and the Manager is working with a representative from that bank on whether or not Woodbridge would qualify. Two more banks are being contacted in this regard.
- h. **Dishwasher Leak:** Repairs are just about complete following a dishwasher leak in a unit. Repairs were complicated by the fact that this unit still had the originally installed linoleum in the kitchen and it was determined that this linoleum contained asbestos which is a carcinogenic material. As a result the family had to be moved out of the unit for a few days while the linoleum was removed under sealed conditions.
- i. **Big Bin:** Arrangements have been made with Becker Bins to have a big bin delivered on Friday morning, April 29th, exchanged with a new bin on Saturday morning April, 30th and the 2nd bin removed on Monday, April 2nd. As usual, the bin is available on a first come, first served basis for the exclusive use of residents of Woodbridge. Due to operating expense constraints, there may not be a fall Big Bin and this will be mentioned in the flyer for this big bin.

j. **Sidewalk Sale:** The sidewalk sale will be Saturday, May 28th and it will be moved to Saturday June 4th if the 28th is a rainy day. It should be noted that in 2012 the sidewalk sale will be held prior to the big bin date so that owners can dispose of unsold items if they wish. Those wishing to participate will be asked to inform the strata by May 13th to facilitate planning for this event.

3. FINANCIAL REPORT

a. **Financial Statements** – Financial statements for March, 2011 had been delivered to Council members with the meeting agenda and the Treasurer had been provided with full copies of all accounting documents.

The Treasurer indicated that he had fully reviewed the material provided for March, 2011 and found all items to be in order. Following some discussion and clarification of some items by the Manager, Council accepted the financial statements for March of 2011.

b. **Bank Accounts** – It was **MOVED, SECONDED** and **CARRIED** that funds be transferred from the Operating bank account to the Contingency Reserve Fund (CRF) bank account to cover the monthly allocation to the CRF from the operating budget and the monthly payment on the insurance premium payment borrowed from the CRF and to the Social and Rec. bank account to cover common room rental funds received.

c. **Accounts Receivable** – Council reviewed a list of accounts receivable as of March 20, 2011, as follows:

10 units in arrears on strata fees and other charges:	6,358.64
7 units in arrears on penalties or other items on which a lien cannot be placed	<u>4,921.65</u>
Total Receivables:	<u>\$11,280.29</u>

A unit that has paid no strata fees in 7 months has been foreclosed by a mortgage firm and Woodbridge has first priority for payment of strata fees and interest when the sale of the unit is completed in mid-May.

Collection action on all past due accounts is continuing to be taken as appropriate and as set out in the bylaws including the levying of fines and interest. In this regard the Manager was given authority to start small claims court actions on those units whose owners have ignored payment of significant fines and other charges as allowed under bylaw 1(4). All costs for undertaking these actions will be billed to the owners as set out in the Strata Property Act.

OWNERS ARE NOTIFIED THAT, AS PER BYLAW 1, STRATA LOTS WITH UNPAID STRATA FEES WILL RECEIVE LETTERS OR STATEMENTS IN THIS REGARD. UNITS THAT DO NOT PAY THEIR STRATA FEES BY THE 1st DAY OF THE MONTH AS REQUIRED MAY BE FINED \$25.00 PER MONTH UNTIL THEIR STRATA FEES ARE CURRENT, AS WELL AS MONTHLY INTEREST AT 10% INTEREST PER YEAR.

BE AWARE THAT THE ONUS IS ON THE OWNER TO ENSURE STRATA FEES ARE PAID ON THE 1st DAY OF EACH MONTH AS REQUIRED. NSF PAYMENTS ARE SUBJECT TO A FINE OF \$25.00 AS WELL AS LATE PAYMENT PENALTIES IF THE NSF PAYMENT IS NOT IMMEDIATELY COVERED BY ACCEPTABLE PAYMENT.

4. NEW BUSINESS

a. **Bylaw Review Committee:** At the November 22, 2010 Annual General Meeting there was discussion of forming a committee to review the bylaws of Woodbridge. The aim would be to make recommendations regarding changes that would make the bylaws clearer and more enforceable. The committee will be made up of Council members Linda Turner and Merla Strawson along with the four owners who put their names forward at the AGM and the Manager.

b. **Requests to Install a Patio Cross Fence and Deck:** Council approved a request from an owner to install a patio cross fence and a patio deck, subject to the normal criteria for those installations.

c. **Large Tree Work:** Council was informed that BC Plant Health Care had submitted a quote for large tree work that covered thinning out the trees between the 10874 and 10880 buildings, the removal of a number of stumps and treatment for a number of the decorative trees. JL Lawn and Tree Care are also submitting a quote and that is expected next week. A decision on which items will be proceeded with will be

made once both quotes are available for comparison and keeping in mind the 2011 budgeted amount for this work.

d. Swimming Pool: The Manager reported that painting, cleaning and signage projects along with bringing the water temperature and chemical balance into line are in place for the opening of the swimming pool for 2011 on May 1st, 2011. The Fraser Health swimming pool inspector is coming on April 29th, 2011 to certify that the pool can be opened.

e. Complaint Regarding Davin Management: The Manager reported that he had followed up with the Real Estate Council of BC regarding a complaint that the strata had filed regarding the work done by the prior management firm, Davin Management. The RECBC representative indicated a final decision on whether or not to pass the complaint on to the Complaint Review Committee would be made by mid-May, 2011. The Manager will follow up again at that time.

f. Plumbing Issue: A unit that had experienced a problem with a toilet backing up had twice called in a plumbing firm to address the problem. On the 2nd visit the plumbing firm had identified two issues regarding the plumbing installed at time of construction that needed to be addressed at a cost of \$2,500.00 plus tax as well as restoration costs afterward and some wall and ceiling would have to be cut out in doing this work. A second firm called in to discuss the problem was adamant that only one of the issues was causing the problem and could be addressed at a cost \$500.00 to \$600.00 plus GST. Council approved having the 2nd firm brought in to address the one issue to determine if that ended the problem.

g. Structural Issue: A unit had called in the Manager to have a look at a structural issue involving cracking ceiling joists in the basement as well as a problem in the manner in which the basement ceiling joists rested on the framework around the basement windows. The same issues were present in an adjoining unit. Council approved having the manager call in an engineer to review the situation and provide guidance regarding any restoration work required.

5. CORRESPONDENCE

Correspondence has been sent and received by Council and the Strata Manager. These items have been dealt with either in the minutes, or handled directly with those concerned by the Strata Manager or by a Council Member. Any owner who has communicated in writing directly to Council or the Strata Manager, and feels that their issue has not been resolved either in the minutes or by direct contact; should contact the Strata Manager to have the item clarified.

Adjournment: There being no further business the meeting was adjourned at 9:55 p.m.

The date of the next Council meeting will be Wednesday, May 18th, 2011 @ 7:00p.m.

Owners should keep copies of all Council and General Meeting minutes for at least 2 years

WOODBRIIDGE ESTATES - STRATA PLAN NW67

10886 152nd St., Surrey BC V3R 4H4

Ph: 604 581-8131 Fax: 604 584-7004 Email: nw67surrey@yahoo.ca

On Site Office and Mail Slot – Rear of the Swimming Pool Building

EMERGENCIES

FOR **EMERGENCIES** REQUIRING POLICE, FIRE OR AMBULANCE CALL **911**

IF THE SITUATION REQUIRES STRATA INVOLVEMENT ON AN EMERGENCY BASIS AS WELL, CONTACT THE STRATA BY CALLING **604 762-1713**, AFTER CALLING 911.

IN THE CASE OF AN INTERNAL EMERGENCY SUCH AS A BROKEN PIPE CAUSING A FLOOD OR AN ELECTRICAL PROBLEM, CONTACT THE STRATA BY CALLING **604 762-1713**.

This number goes to Incredible Restorations Ltd. and this firm will take the necessary steps to handle the response that is required and to notify the strata corporation.

NW67 WOODBRIDGE

A Self Managed Strata
10886 152nd Street
Surrey, BC V3R 4H4

Ph. 604 581-8131
Fax: 604 584-7004
Nw67surrey@yahoo.ca

COUNCIL

Chairperson

Linda Turner #30

Treasurer

Sean Saunders #18

Grounds

Merla Strawson #15

Social & Recreation

David Terepocki Grant #14

Common Room

Linda Hoodikoff #72

Buildings

Greg Stadig #11

ADMINISTRATION

Strata Manager

Chris Cant #60

Site Administrator

Paula White

Contacting the Strata

Owners can contact the strata by phone, fax, mail or email as shown above or may drop their item in the mail slot in the office door at the rear of the pool building.

EMERGENCIES

Call: 604-762-1713

The call will be answered by Incredible Restorations Emergency Line. Identify yourself as calling from strata NW67-Woodbridge and tell them the nature of the emergency.

Woodbridge News

Strata Plan NW67

May, 2011

Sidewalk Sale – Saturday May 28th 9:30 to 3:30

Eight units will be participating in the Sidewalk Sale on Saturday, May 28th. Linda Hoodikoff of Council is coordinating the sale and if it is raining on the 28th, the sale is postponed to Saturday, June 4th.

SWIMMING POOL HOURS REMINDER

ADULTS ONLY AFTER 8:00 pm

Remember, it is adults only in the pool after 8:00 pm until the end of June and after Labour Day. Kids can stay in the pool until 8:30 from July 1st until Labour Day.

PAINTING PROJECT

As owners turned down a full painting project, quotes are being requested from three painting firms to paint about 1/3 of the 186 fronts and backs in the complex. These are the walls that have the worst situations in terms of paint cracking or peeling off, allowing rain to get at the underlying wood. They will also be quoting on painting all the fascia boards, unpainted soffits and all the black roof drain downpipes. It is planned to get owner approval of this project via a Special General Meeting based on proxies rather than having to attend the meeting. A full explanation of the process will be delivered with the meeting notice package.

DISHWASHER CONNECTIONS AND SEALS

While there were no dishwashers in the complex when it was first built in 1972, many owners have installed them in the years since. Dishwashers are one of the main sources of water leaks in strata's and should be checked regularly to help prevent these leaks. The hoses that take water to and from the dishwasher, the connections at each end and the pump seal should all be checked at least once a year to make sure they are sound and watertight. In the event of a dishwasher leak, the owner is responsible for the cost of strata repairs up to the \$5,000 deductible that is currently in place on the strata's insurance.

AIR CONDITIONER CRITERIA

Owners who install window air conditioners over the summer, assuming we have a summer this year, are reminded of the need to apply in writing for permission to do so unless they have previously received written permission. All installations must follow the criteria that apply to these units and which are set out on the back of this newsletter. Any owner with questions in this regard should contact the strata.

PAINT AVAILABLE FOR FENCES, STEPS, RAILINGS

The strata will provide paint to those owners wishing to paint their railings, fences or steps. Please leave an email, phone message, fax or note through the office door if you want some paint.

Classifieds

DONATIONS FOR THE SPCA: Christine Olteanu in unit 21 will be participating in the upcoming sidewalk sale with proceeds going to the SPCA. As well, anyone wishing to donate funds, returnable bottles and cans or new pet paraphernalia may do so at unit 21.

To put an ad in the Newsletter it must be submitted in writing no later than 2 days prior to the 3rd Wednesday of the month by note, fax or email.

STRATA PLAN NW67 - WOODBRIDGE
CRITERIA FOR WINDOW MOUNTED AIR CONDITIONERS

Window mounted air conditioners require written Council approval as they change the exterior appearance and could have an impact on the structure of the building. Owners who have received written permission in the past do not need to re-apply for permission however the installation must conform with the criteria set out below.

The following criteria apply to the installation of window mounted air conditioners in strata plan NW67:

1. Owners wishing to install window mounted air conditioners must apply in writing to Council for approval and such approval may not be unreasonably withheld.
2. The air conditioner must be fully supported from the interior of the strata lot and there must be no attachments to or framework leaning on the exterior walls of the building.
3. The owner of the strata lot is fully responsible for any repairs that may be required to the structure of the building at any time if the damage is shown to have been caused by the installation, presence or operation of the air conditioner.
4. The opening left in the window due to the installation of the air conditioner must be filled in either with glass or acceptable clear material or with a suitable solid material that is of good appearance and which has been painted the same colour as the exterior wall surrounding the window.
5. The noise made by the operation of the air conditioner shall be such that it is not considered a nuisance by neighbouring strata lots.
6. The owner is liable for any and all claims for harm or damage of any type that may result from the air conditioner falling out of the window at any time or under any circumstance.

Woodbridge – Strata Plan NW 67

Minutes of the Council Meeting Held Thursday, April 20, 2011

The meeting was called to order at 7:06 p.m.

PRESENT:

Chair:	Linda Turner	#30	Buildings:	Greg Stadig	#11
Common Room:	Linda Hoodikoff	#72	Treasurer:	Sean Saunders	#18
Strata Manager:	Chris Cant	#60			

REGRETS

Grounds:	Merla Strawson	#15	Social & Rec.:	David Terepocki Grant	#14
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1) ADOPTION OF PREVIOUS MINUTES

Motioned/Seconded/Carried to adopt the minutes of the Council meeting held April 20, 2011 as distributed.

2) BUSINESS ARISING FROM PREVIOUS MINUTES

- a. **Social/Rec – Common Room** – There are no common room rentals booked at this time.
- b. **Strata Website:** Work is continuing as time is available on finalizing the development of the website.
- c. **Billing of Legal Costs:** Council reviewed and approved a letter and attachments to the owner of the unit that owes the strata legal costs as awarded by the courts.
- d. **Office Setup:** Council approved switching the office phone to Shaw from Telus and taking advantage of the Shaw special pricing for a year for phone and internet service. This will allow all Council business to now be conducted from the strata office in the pool building.
- e. **Special General Meeting Items:** There were two carry over items from the SGM that Council is dealing with and these are set out below.
 - i. **PAINTING:** The first of 3 quotes have been received for the painting of the 46 of the 186 front and rear exterior walls requiring painting as well as the painting of all fascia boards and black roof drain downpipes. As soon as the other 2 quotes are in Council will meet to select a firm for this work and send out the paperwork necessary for a Special General Meeting by Proxy so that owners can vote on getting this work done using funds from the Contingency Reserve Fund.
 - ii. **BANK LOANS TO STRATA'S:** Currently two of the six financial institutions approached have indicated that they do capital funding loans to strata's for major projects while two have indicated they do not do strata loans. We are awaiting final input from the final two.
- f. **Dishwasher Leak:** Repairs have been completed in the strata lot that had a dishwasher leak. We are waiting for the final report from the adjuster on the final cost of the portion of repairs covered by the strata's insurance policy. The deductible portion of this cost will be charged to the strata owners.
- g. **Sidewalk Sale:** There are 8 units signed up for sidewalk sale on Saturday, May 28th. Linda Hoodikoff of Council is coordinating the sale which will run from 9:30 am to 3:30 pm. The sale will be moved to Saturday June 4th if the 28th is a rainy day.
- h. **Bylaw Review Committee:** The Bylaw Review Committee has held two meetings so far and a third is scheduled for early June. It is expected the work of the committee will be completed before the end of June at which point the suggested changes will be passed to Council for review and for establishing the process by which they will be put to the owners for input and approval.
- i. **Large Tree Work:** Quotes have been received from two firms for suggested 2011 work in the ongoing program of work needed on the large trees in Woodbridge. The Manager is currently working with the firms in order to reconcile the differences between the two lists of suggested work in order to provide Council the data needed to make a decision on what is to be done in 2011 in this multi-year program.
- j. **Complaint Regarding Davin Management:** The Manager reported that complaint filed with the Real Estate Council of BC (RECBC) by NW67 regarding the work done by the prior management firm, Davin Management, will now be reviewed by the RECBC Complaint Review Committee in mid-June, 2011 rather than mid-May. The Manager will follow up again at that time.

k. **Structural Issue:** The engineer that is to come in to review a structural issue involving cracking and placement of ceiling joists in the basement of two strata lots has not yet been in due to being away for two weeks. He is expected to be in within the next two weeks to inspect the units.

3. FINANCIAL REPORT

a. **Financial Statements** – Financial statements for April, 2011 had been delivered to Council members with the meeting agenda and the Treasurer had been provided with full copies of all accounting documents with the exception of the bank account reconciliation. The latter was given to the Treasurer at the meeting.

The Treasurer indicated that he had reviewed the material provided for April, 2011 and found all items to be in order. Following a sort discussion and clarification of some items by the Manager, Council accepted the financial statements for April of 2011 subject to review of the bank account reconciliations.

b. **Bank Accounts** – It was **MOVED, SECONDED** and **CARRIED** that the following funds transfers be made:

1. from the Operating bank account to the Contingency Reserve Fund (CRF) bank account to cover the monthly allocation to the CRF from the operating budget,
2. from the Operating bank account to the Contingency Reserve Fund (CRF) bank account to cover the monthly payment on the insurance premium payment borrowed from the CRF and
3. from the Operating bank account to the Social and Rec. bank account to cover common room rental funds received.

c. **Accounts Receivable** – Council reviewed the accounts receivable as of May 19, 2011, as follows:

10 units in arrears on strata fees and other charges:	6,505.98
6 units in arrears on penalties or other items on which a lien cannot be placed	<u>5,614.21</u>
Total Receivables:	<u>\$12,120.19</u>

A unit that has paid no strata fees in 8 months has been foreclosed by a mortgage firm and Woodbridge has first priority for payment of strata fees and interest when the sale of the unit is completed in mid-May.

Collection action on all past due accounts is continuing to be taken as appropriate and as set out in the bylaws including the levying of fines and interest. In this regard the Manager was given authority to start small claims court actions on those units whose owners have ignored payment of significant fines and other charges as allowed under bylaw 1(4). All costs for undertaking these actions will be billed to the owners as set out in the Strata Property Act.

OWNERS ARE NOTIFIED THAT, AS PER BYLAW 1, STRATA LOTS WITH UNPAID STRATA FEES WILL RECEIVE LETTERS OR STATEMENTS IN THIS REGARD. UNITS THAT DO NOT PAY THEIR STRATA FEES BY THE 1st DAY OF THE MONTH AS REQUIRED MAY BE FINED \$25.00 PER MONTH UNTIL THEIR STRATA FEES ARE CURRENT, AS WELL AS MONTHLY INTEREST AT 10% INTEREST PER YEAR.

BE AWARE THAT THE ONUS IS ON THE OWNER TO ENSURE STRATA FEES ARE PAID ON THE 1st DAY OF EACH MONTH AS REQUIRED UNDER BYAW 1. NSF PAYMENTS ARE SUBJECT TO A FINE OF \$25.00 AS WELL AS LATE PAYMENT PENALTIES IF THE NSF PAYMENT IS NOT COVERED BY ACCEPTABLE PAYMENT IN THE MONTH IT WAS NSF.

4. NEW BUSINESS

a. **Swim Pool Closure:** The swimming pool was closed for two days when a plug used to close off the skimmer line for pool cleaning was sucked into the line it would normally seal off. The location where the plug finally came to rest in the line was determined and luckily was in an area that was accessible without having to tear up any of the pool deck. New plugs have been procured and will be modified to ensure they cannot possible get into the lines.

b. **Installation of Window Air Conditioners:** Council directed that an item be place in the newsletter reminding owners of the criteria that apply to the installation of window air conditioners in the complex.

c. **Estimates for Possible Maintenance Projects:** Council approved the Manager obtaining quotes for the work required to address the following issues:

- i. raising the level of the ground in the fronts of two units and the patio of a third unit
- ii. painting the lines and identification on the visitor parking areas and the required metric units setting out the depth of the pool where it is currently set out in feet and
- iii. the cost of having a proactive electrical inspection of all strata lots to ensure outlets, switches, basement wiring and breaker panels are up to code for residences with aluminum wiring.

d. Handyman Work: The Manager reviewed with Council the work done by a contract handyman over the past few weeks. This included considerable power washing, lifting sunken paving stones by front doors, tightening up front railings where this was possible, painting the pool side of the pool patio wall and other smaller projects. The remaining project is painting the outside of the end fences that are visible from the roadways and sidewalks, the recycle enclosures and the entrance bridges. This will be done the week of May 23rd, weather permitting.

e. Bird Noise Complaint: Council discussed a written complaint received regarding late night noise from pet birds in a strata lot. The Manager was directed to send a letter to the unit owner asking that steps be taken to ensure the noise of the birds is controlled at night so that it is not a nuisance to neighbours.

f. Fire in Strata Lot: A strata lot experiences a small kitchen fire apparently due to a pot of fat left on the stove while the element was on. Luckily the fire was put out by neighbours attracted by the yelling from the occupants and there was only superficial and smoke damage. The Owner of the strata lot indicated that he would undertake the necessary repair and cleanup work rather than have the strata file an insurance claim.

g. Sump Pump Inspection: Council discussed a quote for annual maintenance received from the firm that installed a sump pump in a strata lot in 2010. The pump was installed in order to address an ongoing water problem in the unit basement. Council directed the Manager to arrange to have the annual maintenance done in order to ensure the system continued to operate properly.

5. CORRESPONDENCE

Correspondence has been sent and received by Council and the Strata Manager. These items have been dealt with either in the minutes, or handled directly with those concerned by the Strata Manager or by a Council Member. Any owner who has communicated in writing directly to Council or the Strata Manager, and feels that their issue has not been resolved either in the minutes or by direct contact; should contact the Strata Manager to have the item clarified.

Adjournment: There being no further business the meeting was adjourned at 8:22 p.m.

The date of the next Council meeting will be Wednesday, June 15th, 2011 @ 7:00p.m.

Owners should keep copies of all Council and General Meeting minutes for at least 2 years

WOODBIDGE ESTATES - STRATA PLAN NW67

10886 152nd St., Surrey BC V3R 4H4

Ph: 604 581-8131 Fax: 604 584-7004 Email: nw67surrey@yahoo.ca

On Site Office and Mail Slot – Rear of the Swimming Pool Building

EMERGENCIES

FOR **EMERGENCIES** REQUIRING POLICE, FIRE OR AMBULANCE CALL **911**

IF THE SITUATION REQUIRES STRATA INVOLVEMENT ON AN EMERGENCY BASIS AS WELL, CONTACT THE STRATA BY CALLING **604 762-1713**, AFTER CALLING 911.

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Nw67surrey@yahoo.ca

COUNCIL

Chairperson

Linda Turner #30

Treasurer

Sean Saunders #18

Grounds

Merla Strawson #15

Social & Recreation

David Terepocki Grant #14

Common Room

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Greg Stadig #11

ADMINISTRATION

Strata Manager

Chris Cant #60

Site Administrator

Paula White

Contacting the Strata

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Woodbridge News

Strata Plan NW67

June, 2011

PARTIAL PAINTING PROJECT APPROVED



By a vote of 50 to 3, the partial painting project for Woodbridge was approved at the Special General Meeting by Proxy on June 22nd, 2011. Notices will be sent to all units with dates and instructions as soon as the contract is signed with Opal Painting. As the fascia boards on all buildings are being painted, all owners will have days on which cars must be moved and items moved away from the wall in the patios.

NO COMMON ROOM RENTALS IN THE SUMMER

Residents are reminded that there are no common room rentals from July 1st to Labour Day. This is done to maximize swimming time as we have to lock off the pool when the common room is rented for safety and cleanliness reasons.



LOST AND FOUND IS GROWING Goggles, Backpack Full of Clothes, Toys



We are getting quite a collection of items in our lost and found. If you have left something in the pool or around the complex, call the office and leave a message describing the article.

LARGE TREE WORK APPROVED



Council has approved the 2011 large tree work for Woodbridge. The focus will be on letting some light in to the patios of units 13 to 24. There are too many trees in this area and some of them are in risky condition due to being topped many years ago. So a number of trees will be removed, others will be thinned and shaped and all will have their canopies raised (that is the distance from the ground to the lowest branches). Some work will also be done to prune and shape the Prune trees in front of some units. The Crabapple trees on the north side of the complex are the ones that lose their leaves very early every year and do not look very good. We are still waiting for an indication of whether or not these trees can be saved and how much it will cost to try and save them before making any final decisions on them.



DOGS: EXCREMENT AND CONTROL



Residents who own dogs are reminded that they are responsible for immediately picking up any excrement from their pets and for ensuring that they are on a leash at all times on common property. The amount of excrement being found on the grounds, particularly from small dogs has been increasing of late so all dog owners are asked to abide by our bylaws and always have a bag available when you walk your dog.



PAINT AVAILABLE FOR FENCES, STEPS, RAILINGS

The strata will provide paint to those owners wishing to paint their railings, fences or steps. Please leave an email, phone message, fax or note through the office door if you want some paint.

Woodbridge – Strata Plan NW 67

Minutes of a Special Council Meeting Held Monday, May 31, 2011

The meeting was called to order at 7:07 p.m.

PRESENT:

Chair:	Linda Turner	#30	Treasurer:	Sean Saunders	#18
Common Room:	Linda Hoodikoff	#72	Social & Rec.:	David Terepocki Grant	#14
Grounds:	Merla Strawson	#15			
Strata Manager:	Chris Cant	#60			

REGRETS

Buildings: Greg Stadig #11

1) REVIEW OF PAINTING QUOTES

Council reviewed painting quotes received from Opal Painting and Restoration, Black Brothers Painting and Restoration and Prostar Painting and Restoration for the partial painting of residential buildings. Following the discussion it was **Motioned/Seconded/Carried** to accept the quote received from Opal Painting and Restoration based on references received and having provided the lowest quote for the work.

2) SPECIAL GENERAL MEETING BY PROXY

Council reviewed a draft notice package for a Special General Meeting by Proxy for the purpose of allowing owners to cast their ballots by proxy on a 3/4 Vote for the partial painting of the residential buildings. A final draft was approved, using the quote received from Opal Painting and Restoration and the date of meeting set for Wednesday, June 22nd, 2011. It was also decided to move the Council meeting set for June 15th, 2011 to June 22nd, 2011.

3) LARGE TREE WORK

Council reviewed quotes received from BC Plant Health Care and JL Lawn and Tree Care for large tree work in the operating budget for 2011. BC Plant Health Care is the firm that has done the large tree work in the complex over the past three years. The work for 2011 includes tree removal, stump removal, crown thinning, cleaning and restoration, canopy raising and fertilization and pruning of decorative plum and crabapple trees. Most of the work is in the north end of the complex between the 10874 and 10880 buildings. A direct comparison of the two quotes was not possible but the costs appeared similar other than the fact that JL Lawn and Tree Care did not have the equipment needed for the removal of the three largest trees. On that basis and a desire to keep the same firm involved in the large tree work, it was the decision of Council to proceed with the work using BC Plant Health Care.

Adjournment: There being no further business the meeting was adjourned at 7:45 p.m.

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EMERGENCIES

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This number goes to Incredible Restorations Ltd. and this firm will take the necessary steps to handle the response that is required and to notify the strata corporation.

Woodbridge – Strata Plan NW 67

Minutes of the Council Meeting Held Wednesday, June 22, 2011

The meeting was called to order at 7:14 p.m.

PRESENT:

Chair:	Linda Turner	#30	Buildings:	Greg Stadig	#11
Common Room:	Linda Hoodikoff	#72	Treasurer:	Sean Saunders	#18
Grounds:	Merla Strawson	#15			
Strata Manager:	Chris Cant	#60			

REGRETS

Social & Rec.: David Terepocki Grant #14

1) ADOPTION OF PREVIOUS MINUTES

It was noted that the minutes distributed for the May 19th, 2011 Council meeting showed a date of April 20th, 2011 in the heading of page 1 and it should have shown May 19th, 2011.

Motioned/Seconded/Carried to adopt the minutes of the Council meeting held May 19, 2011 as amended.

2) BUSINESS ARISING FROM PREVIOUS MINUTES

- a. **Social/Rec – Common Room** – There have been two common room rentals since the last meeting.
- b. **Strata Website:** Copies of the minutes, budget and 2010 year end financial statements have been provided for putting on the strata website. Council directed that the current set of bylaws also be added to the website. Owners and residents will be advised as soon as the website is available.
- c. **Office Setup:** The office phone has been switched to Shaw and Shaw internet service has been set up for the office computer. All Council business is now conducted from the strata office in the pool building.
- d. **Special General Meeting Items:** There were two carry over items from the SGM that Council is dealing with and these are set out below.
 - i. **PAINTING:** The Special General Meeting by Proxy has approved the partial painting project using funds from the Contingency Reserve Fund. This project will be started as soon as possible and residents advised of steps they may need to take regarding moving cars and clearing their front or patio areas.
 - ii. **BANK LOANS TO STRATA'S:** All six of the financial institutions approached have now been contacted and at this point two have indicated that they do capital funding loans to strata's for major projects, two have indicated they do not and we are still waiting for final input from the last two.
- e. **Bylaw Review Committee:** The Bylaw Review Committee has completed its review process and resulting changes will be passed to Council for review. Once Council has provided its input to the changes a process will be established for putting the revised bylaws to the owners for input and approval.
- f. **Large Tree Work:** Council reviewed the specific proposal from BC Plant Health Care regarding work on the trees between the 10874 and 10880 buildings, the crabapple and plum trees at the north end of the complex, grinding out two large stumps and the removal of the remainder of a tree at the south end of the complex that lost its top in a winter storm. The total cost of this work will be just under \$9,000.00 and the approved budget for the work is \$10,000.00. It is also planned that the strata will take down two smaller trees on its own as well as removing a number of low hanging branches over sidewalks in the complex. This would be done just prior to the BC Plant work so that the firm could remove the material cut down by the strata.

It was noted that after providing the quote BC Plant provided some data on the health of the crabapple trees in the north end that lose their leaves as soon as they have grown. These trees are being attacked by a three different infestations and will require a multi-year program of spraying and fertilizing if the strata wants to try to save them. It was decided to not do any work on these trees until a written report is received from BC Plant that sets out the length and cost of such a program and the likelihood of it being successful.

Following discussion it was **MOTIONED, SECONDED** and **CARRIED** that the proposal from BC Plant be accepted, excluding the work on the crabapple trees.

g. Complaint Regarding Davin Management: The Manager reported that complaint filed with the Real Estate Council of BC (RECBC) by NW67 regarding the work done by the prior management firm, Davin Management, was to be reviewed by the RECBC Complaint Review Committee in mid-June, 2011 however we have not heard the results of that review at this time.

h. Structural Issue: The engineer has been on site to go into a unit and view a structural issue involving significant cracks in some basement ceiling joists as well as the impact of the placement of those joists on the frame around a basement window. He has provided a report and made recommendations regarding how to handle those problems and these same recommendations would apply to any similar situations in the complex. He was not able to offer any commentary on the effects of the opening of walls between the kitchen and the living room as there are no blueprints available that set out how these walls are constructed. The Manager was directed to clarify a couple of points in the report and to obtain quotes from construction firms for doing the work recommended by the engineer. Once this data is available Council will make a decision on next steps in this regard.

i. Estimates for Possible Maintenance Projects: The Manager updated Council regarding work required to address the following issues:

- i. Raising the sunken ground in the fronts of two units would best be handled by installing some shoring that would go down from the bottom of the concrete stair structure and thereby allow dirt to be backfilled and the level raised to the proper level. A person familiar with working with concrete is coming in to quote on attaching the shoring as well as the work required to repair some loose railings that will also need concrete work.
- ii. A first quote has been received and a second will be in shortly on painting the lines and identification on the visitor parking areas, the one assigned stall, two cross hashed stalls, the speed bumps and the required metric units setting out the depth of the pool.
- iii. It was determined that the cost of having a proactive electrical inspection of all strata lots to ensure outlets, switches, basement wiring and breaker panels are up to code for residences with aluminum wiring would be extremely high. It was also noted that proper maintenance of electrical outlets for appliances, switches, plugs and any changes made relative to electrical wiring in a unit were primarily an owner responsibility. It was decided to develop a notice to go to all owners in this regard and the Manager was directed to investigate having a qualified electrician develop the technical aspects of the notice.

j. Handyman Work: The Manager reported that there was still roof cleaning and fence painting work for the handyman and that he was back for Wednesday, Thursday and Friday of this week to work on these items.

k. Bird Noise Complaint: Council discussed further complaints received regarding late night noise from pet birds in a unit. The Manager was directed to send a second letter to the unit owner asking again that steps be taken to ensure the noise of the birds is controlled at night and warning of possible fines.

3. FINANCIAL REPORT

a. Financial Statements – Financial statements for May, 2011 had been delivered to Council members with the meeting agenda and the Treasurer had been provided with full copies of all accounting documents and the bank account reconciliation.

The Treasurer indicated that he had reviewed the material provided for April, 2011 and found all items to be in order. Following a short discussion, Council accepted the financial statements for May of 2011.

b. Bank Accounts – It was **MOVED, SECONDED** and **CARRIED** that the following funds transfers be made:

1. from the Operating bank account to the Contingency Reserve Fund (CRF) bank account to cover the monthly allocation to the CRF from the operating budget,
2. from the Operating bank account to the Contingency Reserve Fund (CRF) bank account to cover the monthly payment on the insurance premium payment borrowed from the CRF and
3. from the Operating bank account to the Social and Rec. bank account to cover common room rental funds received.

c. **Accounts Receivable** – Council reviewed the accounts receivable and as of June 22, 2011, as follows:

8 units in arrears on strata fees and other charges:	3,391.42
7 units in arrears on penalties or other items on which a lien cannot be placed	6,664.21
Total Receivables:	<u>\$10,265.63</u>

Council discussed a request to rescind late payment fines and interest for a unit and the request was unanimously refused. Unless a payment plan on past due amounts is in effect the charging of late payment fines and interest is set out in the bylaws and these must be enforced by Council.

Collection action on all past due accounts is continuing to be taken as appropriate and as set out in the bylaws including the levying of fines and interest. In this regard the Manager has authority to start small claims court actions on those units whose owners have ignored payment of significant fines and other charges as allowed under bylaw 1(4). All costs for undertaking these actions will be billed to the owners as set out in the Strata Property Act.

OWNERS ARE NOTIFIED THAT, AS PER BYLAW 1, STRATA LOTS WITH UNPAID STRATA FEES WILL RECEIVE LETTERS OR STATEMENTS IN THIS REGARD. UNITS THAT DO NOT PAY THEIR STRATA FEES BY THE 1st DAY OF THE MONTH AS REQUIRED MAY BE FINED \$25.00 PER MONTH UNTIL THEIR STRATA FEES ARE CURRENT, AS WELL AS MONTHLY INTEREST AT 10% INTEREST PER YEAR.

BE AWARE THAT THE ONUS IS ON THE OWNER TO ENSURE STRATA FEES ARE PAID ON THE 1st DAY OF EACH MONTH AS REQUIRED UNDER BYLAW 1. NSF PAYMENTS ARE SUBJECT TO A FINE OF \$25.00 AS WELL AS LATE PAYMENT PENALTIES IF THE NSF PAYMENT IS NOT COVERED BY ACCEPTABLE PAYMENT IN THE MONTH IT WAS NSF.

4. **NEW BUSINESS**

a. **Playground Area Upgrade:** Council approved using paving stones to fill in the strip of dirt along the wall of the common room in the playground area. Openings will be left to plant four suitable shrubs. This will replace the pea gravel which had been in that area.

b. **Pool Use in Contravention of the Bylaw:** Council discussed a situation in which a resident of a unit and two friends gained access to the pool without using the required pass card. It was determined that a letter would be sent to the owner warning that if there was a further incident of this type there would be fine applied and the unit's pool card cancelled.

c. **Blacktop Work:** The Manager informed Council that two blacktop firms were being called in to provide quotes for various blacktop repair work required around the complex.

d. **Air Conditioner Approval:** Council approved the applications of two units to put in window mounted air conditioners based on the standard installation criteria.

e. **Toilet Leak:** Council discussed the issue of a plugged toilet where the plug was located part way down the drain stack between the first and second floors. The plumber was not able to identify exactly what had caused the plug and there was a possibility it may have been something that came down from the drain line vent stack. Based on the inability to determine what had caused the blockage it was **MOTIONED, SECONDED** and **CARRIED** that the strata absorb the costs related to this incident.

f. **Cross Fences of Units 13 to 24:** The Manager clarified for Council the fact that the patio cross fences that were constructed by the developer for units 13 through 24 did not include gates. Any gates located in these cross fences had been installed by individual owners and are the responsibility of the owners. Patio cross fences had been installed by the developer for these units as there was not room to install an earth berm as was done between other buildings that directly faced one another.

g. **Uneven Sidewalk Sections:** It was noted that there are areas in the sidewalks within the complex that have become uneven and created tripping hazards. The Manager was directed to investigate what would be required to make these areas safe.

5. **CORRESPONDENCE**

Correspondence has been sent and received by Council and the Strata Manager. These items have been dealt with either in the minutes, or handled directly with those concerned by the Strata Manager or by a

Council Member. Any owner who has communicated in writing directly to Council or the Strata Manager, and feels that their issue has not been resolved either in the minutes of by direct contact; should contact the Strata Manager to have the item clarified.

Adjournment: There being no further business the meeting was adjourned at 8:22 p.m.

The date of the next Council meeting will be Wednesday, July 20th, 2011 @ 7:00p.m.

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**STRATA PLAN NW 67, WOODBRIDGE ESTATES
SPECIAL GENERAL MEETING BY PROXY – JUNE 22, 2011**

MINUTES

1. CALL TO ORDER

The Council Chair welcomed those in attendance and called the meeting to order at 7:00 pm.

2. CERTIFICATION OF PROXIES - ESTABLISH QUORUM

Of the 93 strata lots in NW67, 87 are eligible to vote at a general meeting and under the bylaws a quorum would be reached if 29 being 1/3 of the 87 eligible strata lots were represented at the meeting. At the time of the call to order there were 53 of the 87 eligible strata lots present, 6 in person, and 47 by proxy and therefore a quorum was established.

3. PROOF OF NOTICE OF SGM

The notice of meeting package for the Special General Meeting (SGM) was mailed to absentee Owners and hand delivered to resident Owners on June 2nd, 20 days prior to the date of the meeting. This is 6 days more than the 14 day notice required by the Strata Property Act. It was **MOVED** by Unit 15 and **SECONDED** by Unit 72 that proof proper of notice of the meeting be accepted. **CARRIED**

4. ADOPTION OF MINUTES OF FEBRUARY 28TH, 2011 SPECIAL GENERAL MEETING

It was noted that in the minutes of the February 28th, 2011 SGM that were distributed there was an error in paragraph 3 in that meeting was referred to as an Annual General Meeting instead of a Special General Meeting. It was **MOVED** by Unit 15 and **SECONDED** by Unit 72 that the Minutes of the February 28th, 2011 SGM of Strata Plan NW67 be accepted as amended. **CARRIED**

5. 3/4 VOTES

It was **MOVED** by unit 11 and **SECONDED** by unit 60: Be it resolved as a 3/4 vote of the Owners, Strata Plan NW 67, Woodbridge, that during the 2011 fiscal year, an amount of not more than \$20,000.00 be spent for:

1. painting the exterior surfaces of the front or rear lower floors of the strata lots and other selected areas identified in Appendix "A",
2. the painting of all residential building fascias and all previously unpainted roof drain down pipes,
3. the washing of the 2nd floor exterior walls of the units identified in Appendix "A"

and including an allowance of up to \$5,238.40 for any required repairs to rotted wood or other work required to facilitate the painting and that the existing colour scheme be maintained and the funding for this project be by a transfer of funds from the Contingency Reserve Fund.

By a vote of 50 in favour and 3 opposed, the motion was

CARRIED

6. ADJOURNMENT

There being no further items on the agenda the meeting adjourned at 7:10 pm.

Owners should retain all minutes of Council and General Meetings for at least 2 years

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