

Realtors Minutes File for Strata Plan NW-2840

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MINUTES OF COUNCIL MEETING

STRATA PLAN NW-2840

ORCHARD COURT

HELD: On Thursday, September 6, 2007 at Unit #12 – 5575 Patterson Avenue,
Burnaby, B.C.

PRESENT: Lynne Rene Unit #12
Gary Long Unit #10
Eva Solt Unit # 3

REGRETS: Paul McGown Unit # 18

STRATA AGENT: George Alexandru, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the August 2, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to adopt the July, 2007 financial statement, as presented.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the 6th month as at July 31, 2007 in the appropriate funds are as follows:
 - Total Cash Balance \$193,657 (including CRF Balance)
 - CRF Balance \$ 55,814 (Contingency Reserve Fund)

3. Invoices for Approval: The agent submitted for council's review an invoice from Dulai roofing in the amount of \$30,689.59. Following discussion, it was moved, seconded and carried to approve the invoice as presented.
4. Arrears: Council members engaged in a discussion in respect to the status of the list arrears. No further action was requested.

BUSINESS ARISING

1. Roof Replacement Project: Council reported that the Roof Replacement Project is proceeding as scheduled.
2. Parking Stall #50 – Leak Repairs by Restoratech: The agent advised council that Restoratech is in process of finalizing the repairs at parking stall #50.
3. Window Replacement: The agent advised council that there have been no further requests for window replacement.
4. University Sprinklers: The agent advised that the repairs for the lawn sprinkler system have been performed by University Sprinklers.
5. Iron Grate Repairs: Tabled.
6. Pest Control: The agent submitted for council's review a general ledger breakdown of the last three years of pest control costs. Council retained the information for future consideration.

CORRESPONDENCE

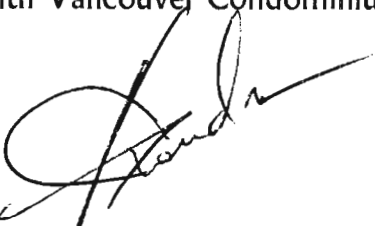
Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. Council reviewed the letters received from the owner of unit #31 requesting council to review the details of the parking audit provided with the previous council meeting minutes. Following review, council requested that a copy of the strata plan and the remote control list be provided to council.

NEW BUSINESS

None.

There being no further business, the meeting was adjourned at 6:00 p.m. Due to the management contract termination as of September 30, 2007, this will be the last council meeting with Vancouver Condominium Services, Ltd.



George Alexandru
Vancouver Condominium Services Ltd.
#400 – 1281 West Georgia Street
Vancouver, B.C. V6E 3J7

Telephone: 604-684-6291 (24 Hour Emergency Services)
Toll Free: 1-877-684-6291/ Fax: 604-684-1539

GA/af

24-Hour Emergency Services

Clients using Telus Anonymous Call Blocking feature must deactivate this service (*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES. Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.

NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, October 3, 2007 at 5:00 p.m. in unit #18 – 5575 Patterson Avenue, Burnaby, BC

PRESENT: Paul McGown Unit # 18 President
Gary Long Unit # 10
Eva Solt Unit # 3

REGRETS: Lynne Rene Unit # 12

PROPERTY MANAGER: Jim Allison, Assertive Property Management.

The meeting was called to order at 5:05 p.m.

PURPOSE OF MEETING:

With the change of management companies, this meeting was held to meet the property manager and to familiarize and prioritize matters that the property manager will have to address in the next short while.

MINUTES:

Approval of the minutes of the September 6, 2007 was deferred until the next Council meeting.

MANAGEMENT TRANSITION:

Monthly Statements: The financial statement for September has not been received from Vancouver Condominium. Once the financial records are received from Vancouver Condominium, Assertive Property Management will produce the statements for October onward.

The property manager noted that in his experience, Vancouver Condominium have always been most helpful with the transfer of information.

DISCUSSION POINTS:

1. **Roofing:** The property manager was given an overview of the roofing project. Concerns with some of the work done by Dulai have been reported to Paul of CSA for his follow up.

There are concerns with the gutters being damaged and full of debris. The gutters will be replaced as part of the roofing project and Dulai have cleaned some debris out of the gutters so they will not overflow.

Two units experienced water leaks and suffered damage during the roofing project when some tarping blew off. Repairs will be arranged at the end of the roofing project.

NW-2840, Orchard Court

2. **Electrical:** It was noted that there is an electrical outlet in the gardens not working, a lamp over a gate is malfunctioning and the lights in the strata storage area are on all the time. The property manager will inspect these and arrange for repairs.
3. **Grate at Entrance to Garage:** The metal grate in front of the garage is broken. The property manager will inspect the grate and discuss a permanent solution with a contractor.
4. **Catch Basin:** The property manager was asked to examine a catch basin that has sunk.
5. **Expansion Joint:** The wood between the stairs and the landing at the top of the west side stairway has rotted out. The property manager will inspect and arrange for the repairs needed.
6. **Sprinklers:** The property manager was asked to have the irrigation sprinklers turned off and winterized.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

1. **Pets:** An owner wrote requesting permission to have a second small dog as set out in the bylaws. Council approved the request.

TERMINATION

There being no further business, the meeting terminated at 6:15 pm. The next meeting will be held on Tuesday, November 14th at 5:00 p.m.

Respectfully submitted,

Jim Allison,
Property Manager
Direct Line: (604) 253-5224
Email: jim@assertivepm.com

MINUTES OF A COUNCIL MEETING

NW-2840, Orchard Court

The property manager noted that the strata is in a surplus position on the operating statement of approximately \$15,000. Council noted there may be some outstanding invoices to be paid plus some projects that must be done in the next while, including the driveway grates, the front sidewalk and other such repairs.

BUSINESS ARISING

1. **Roofing:** Council asked the property manager to follow up with the roofing contactor (Dulai) and the consultant (CSA) and seek a schedule for the completion of the work. Council continues to be very concerned about the slow pace of work in completing the project.

The property manager will confirm with CSA that they have been advised of a leak that affected two units when the tarps were not properly secured by the roofers and leaks resulted. The property manager will also seek confirmation on how the strata should proceed to have the interior damage repaired.

If any owners have suffered any damage to their units from the roofing project, please let Paul McGown in unit 18 know, in writing. Please describe the damage and when it happened.

2. **Garden Electrical Outlet:** It was agreed that Gary Long will check the outlet in the garden bed to determine if it is working off the garden lighting. If not, there is a problem with the outlet that will need to be repaired. It was agreed however that this is not a high priority at this time.

3. **Grate at Entrance to Garage:** The property manager has met with two contractors and inspected the grate at the garage entrance. The contractors are quoting on the repair/replacement of the grates. The grates may be altered so they fit better into the trough so that they will not "pop" out.

4. **Catch Basin/Front Sidewalk:** Two contractors have been on site and looked at the bricks in the front sidewalk that have heaved and the catch basin in front of the garage. They both recommended removing the bricks and properly levelling the substrate. Then the bricks would be replaced. Their quotes are awaited.

5. **Expansion Joint:** Whoever is engaged to do the catch basin, sidewalk work will be addressing the expansion joint at the top of the stairs on the west side that lead from the courtyard to the upper level.

6. **Sprinklers:** University Sprinklers has been contracted to winterize the sprinkler system. The property manager will confirm when it is to be done.

NW-2840, Orchard Court

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

None was received.

NEW BUSINESS

1. **Weep Holes:** The property manager advised he had visited a unit where the owner was concerned that there was water pooling in their window tracks. The property manager noted that there was little air circulation and suggested that the water was from condensation. The owner agreed to put a fan in the area and to advise the property manager if this did not improve the situation. The property manager also pointed out that the weep holes at the bottom of the window should be cleaned.

2. **Back Flow Prevention:** The City of Burnaby wrote to advise that the annual servicing/inspection of the back flow prevention devices is overdue. The property manager had FirePro respond. They have done the work and provided their report to the City of Burnaby.

Eva Solt joined the meeting at this time (6:10 p.m.)

3. **Shaw:** Shaw has requested keys for the strata entry and to get to the electrical room. Council agreed these should be provided. This will make it easier for residents to have Shaw service their equipment and to hook up internet service and the like.

4. **Insurance Update:** The property manager updated Council with the results of some recent lawsuits which helped clarify the responsibility of the owners for damage done either to common property or other owner's property.

This will be explained more fully at the AGM. Owners should check their home owners insurance and make sure they have coverage for the water damage deductible of \$2,500.

If an owner's toilet, sink, dishwasher, washing machine or bathtub for example, results in a flood and there is damage exceeding \$2,500 to the property insured by the strata and an insurance claim is opened, then the insurance deductible will be charged back to the owner. The same holds true if the damage is under \$2,500 as the owner will be charged back all costs as they are responsible.

NW-2840, Orchard Court

The owner may also be responsible for the damage done to the contents and betterments of the other owners affected. The main point is that owners are responsible for water escaping from their units.

The insurance deductible insurance is not normally part of the condominium home owner's policy and must be requested.

6. Annual General Meeting: Council confirmed that if possible, they would like to hold the AGM prior to the fiscal year end, in January.

The property manager was asked to obtain a budget price for painting the complex so this can be discussed with the owner's at the AGM.

TERMINATION

There being no further business, the meeting terminated at 6:15 pm. The next meeting will be held on Wednesday, December 12, 2007 at 5:00 p.m.

Respectfully submitted,

Jim Allison,
Property Manager
Direct Line: (604) 253-5224
Email: jim@assertivepm.com

MINUTES OF A COUNCIL MEETING

NW-2840, Orchard Court

3. **Grate at Entrance to Garage:** The property manager provided quotes for addressing the driveway grate, the catch basin and the front sidewalk. Following discussion Council agreed that Moleski Joint Ventures should provide a sample of the grate they recommended be considered. When they have the sample a meeting will be held on site to review the scope of work so that they can proceed on a timely basis, with all parties having a clear understanding of the work to be done.

4. **Expansion Joint:** Moleski Joint Ventures will be addressing a problem with an expansion joint at the top of the stairs on the West side on a time and material basis when they do the grate and other work.

5. **Sprinklers:** University Sprinklers has completed the winterization of the sprinkler system.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

1. **Gutters:** Correspondence was received noting the problems with overflowing gutters. The property manager had arranged to have them cleaned and then was told the gutters would be replaced shortly. The property manager will try to confirm the installation date of the gutters.

2. **Roofing:** Several owners wrote regarding damage resulting during the roof project. The resultant damage will be assessed and attended to and noted in Business Arising earlier in these minutes.

3. **Crack:** An owner wrote regarding a crack in her ceiling. The property manager will arrange to meet with the owner and view the crack.

NEW BUSINESS

1. **Landscape Contract:** Carlos Pereira Landscaping has submitted his contract proposal for 2008 in the amount of \$900.00 per month plus GST for service from March 1, 2008 to November 30, 2008. It was moved, seconded and **carried** to approve the contract.

2. **Snow Removal:** The property manager noted that if the strata requires snow removal, the management company must be called to arrange for this. The snow clearing contractors will not attend unless called.

NW-2840, Orchard Court

3. **Remotes:** The property manager now has the garage remotes and will administrate their issuance.
4. **Loitering:** There is an area near the gas meter where someone was loitering recently. The property manager will inspect the area to see what can be done to prevent this.
5. **Storage Insurance:** Owners are reminded that they must have, as a minimum, storage insurance of their vehicles.
6. **Annual General Meeting:** The property manager is obtaining a budget price for painting the complex so this can be discussed with the owner's at the AGM.

TERMINATION

There being no further business, the meeting terminated at 6:15 pm.

Respectfully submitted,

Jim Allison,
Property Manager
Direct Line: (604) 253-5224
Email: jim@assertivepm.com

Owners and tenants should check their home owners insurance and make sure they have coverage for the strata water damage deductible of \$2,500. If an owner's washing machine results in a flood and there is damage exceeding \$2,500 to the property insured by the strata and an insurance claim is opened, then the insurance deductible will be charged back to the owner. The same holds true if the damage is under \$2,500 as the owner will be charged back all costs as they are responsible. The owner may also be responsible for the damage done to the contents and betterments of the other owners affected. The main point is that owners are responsible for water escaping from their appliances (dishwasher, washing machine), from overflows of bathtubs, showers that leak, etc.

