

Realtors Minutes File for Strata Plan NW-2840

(January 1, 2009 to December 31, 2009)

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NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, January 13th, 2009 at 5:00 p.m. in unit #14 – 5575 Patterson Avenue, Burnaby, BC.

PRESENT:	Brian Ronaldson	Unit # 14	President
	Paul McGown	Unit # 18	
	Lynne Rene	Unit # 12	
	Eva Solt	Unit # 3	

REGRETS: Ali Ramji Unit # 24

PROPERTY MANAGER: Joan Bird, Assertive Property Management.

The meeting was called to order at 5:00 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of October 28th, 2008.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided a copy of the financial statement for October and November 2008 for their review.

Any owner wishing a copy of the financial statements may request a copy by contacting the management company.

BUSINESS ARISING

1. **Roofing Update:** Council discussed the release of the holdback amount owing to Dulai Roofing. A letter was received from Paul Surgeson, the Engineer for the re-roofing project who stated that the holdback amount must be released in accordance with the requirements of the Builders Lien Act. Following a brief discussion, council instructed the Property Manager arrange to have the holdback amount released. Any warranty items that arise will be addressed by Dulai Roofing and the Engineer. The Engineer recommended holding back the amount quoted by Care Pest Control to address a repair in the roof attic area of Unit 20 which may or may not be related to the re-roofing. The Engineer has agreed to inspect this area to determine if it is a deficiency or not.

2. **Membrane Repairs:** Council reported the repairs to the membrane affecting unit 6 have now been completed by Canada Waterproofing. Council will monitor the area and once they are satisfied the repair has corrected the water ingress arrangements will be made to undertake the owners interior repairs.

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3. Painting: Council have reviewed 3 quotes for the painting of the exterior. Council will hold a separate meeting to decide who will be awarded the contract for the painting. The company who is awarded the contract will have all references checked out by Council. It was decided to hire an independent colour consultant at a cost of \$200 to prepare a colour board for owners to review at the AGM. There will be two choices provided for viewing and to be voted on at the AGM.

4. Fireplace Inspection: Council reported that the inspection of the fireplaces has been completed. Eva reported that the fireplace technician informed her that the fireplace vent required cleaning.

5. Annual Fire Inspection: The annual fire inspection has now been completed. The Property Manager will provide council with their report as soon as it comes into the office. There was only one owner who would not provide access to their unit to have their equipment tested. Council requested the Property Manager write to the owner regarding this matter. It is a requirement of the Fire Code Regulations that all in-suite equipment be tested to ensure they are functioning in the event there is a fire.

6. Enterphone Problems: Due to some complaints received by owners, Van Delta Communications was dispatched to investigate the owners concerns regarding low volume on the enterphone panel. Some residents were not able to hear the person at the front door when called on the enterphone. Van Delta increased the volume level addressing these owners concerns. A second call out was required as there were further complaints received from other residents who were having the same problem. Van Delta came out to inspect the enterphone once again. No further complaints have been received. If you are having a problem hearing your visitor at the front door when they buzz you, please report this problem to the Property Manager.

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.

NEW BUSINESS:

1. Snow Removal: Council would like to express their thanks to all those residents who volunteered their time to shovel the snow during the recent snow storms. Also, Council expressed their thanks to Brian for decorating the Courtyard. The decorations were lovely and much appreciated.

2. Budget Discussion: Council will be preparing a new budget for the next fiscal year. The Property Manager will send a draft budget to council for their review. Once a proposed budget has been approved by Council it will be presented to all the owners to be voted on at the AGM. Owners will receive the AGM notice as soon as a date has been confirmed for the AGM.

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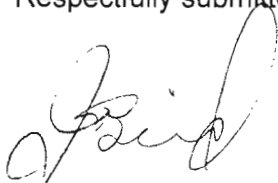
3. Dryer Vent Cleaning: The Property Manager will obtain quotes in the Spring for the dryer vent cleaning.

4. Care Pest Control: Council requested the Property Manager follow-up with Care Pest Control to ensure they are treating the service rooms during their monthly visit to the property.

TERMINATION:

There being no further business this meeting terminated at 6:35 p.m. The next meeting will be the AGM.

Respectfully submitted,



Joan Bird

Property Manager

Direct Line: (604) 253-5222, Email: jbird@assertivepm.com

NW-2840 Orchard Court

Minutes of an Annual General Meeting

HELD: On Monday, March 2nd, 2009 at 7:00 p.m. in the Meeting Room at Kingsway Foursquare Church Activity Center, 4061 Kingsway, Burnaby, BC

PRESENT: 22 owners in person or by proxy, as per the registration sheet.

Joan Bird, Property Manager, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER:

The meeting was called to order at 7:05 p.m. by Brian Ronaldson, Council President. Introductions were made and the meeting commenced. Joan Bird, the property manager from Assertive Property Management and was asked to facilitate the meeting. Ms. Bird noted that she did not have a vote and would only facilitate; the Chair of the meeting is the Council President.

PROOF OF NOTICE OF MEETING:

The Property Manager noted that the Notice of Meeting was issued in compliance with the Strata Property Act.

APPROVAL OF THE AGENDA:

The owners present agreed the agenda contained in the notice would serve as the agenda for this meeting.

MINUTES APPROVAL

There being no objections the owners agreed that the minutes of the February 18th, 2008 Annual General Meeting be approved, as distributed.

REPORT ON INSURANCE

The property manager provided an overview of the strata insurance coverage noting that there was documentation attached to the Notice of Meeting detailing the coverage provided. If any owners have questions on the coverage offered, they should contact the property manager.

PRESIDENT'S REPORT

Council President, Brian Ronaldson, read the following report to all the owners:

This past year was a year of transition. Assertive Property Management had just recently been hired and it took a little time to find a comfortable rhythm. In mid-year,

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Assertive resolved their staffing problems and now that Joan Bird has become our manager, we can expect a smoother future.

Everything that was brought to council was handled to the best of our abilities.

Roof

The roof was an agenda item at everyone of our council meetings. The response time to our deficiency lists and other concerns were not attended to as promptly as we would have liked and it was a source of much aggravation. All deficiency items on the lists have been addressed and completed.

Maintenance & Repairs

- a) We exceeded the budget of \$21,500 by \$3,928 due to unavoidable necessary expenses of \$4,369 to repair the chimney chases prior to painting.
- b) The repair to the drain at the front garage gate was \$6,222 because of complications encountered once the job got started.
- c) Repairs to both the garage gates totalled \$2,424 which included a new motor for the outer gate.

Painting Project

Painting quotes, a rather simple process, turned out not to be so. We had difficulty in getting contractors to quote. Everything was delayed by the poor spring weather and it seemed nobody wanted to take on new business for 2008. Five companies agreed to submit quotations in late fall. During the walk-around with the first 3 contractors and questions were asked regarding what was to be included, I realized that we did not have a proper job description (scope of work) so that each contractor would be quoting on the identical scope of work for the painting, which now included balconies and all the doors in the underground parking.

We then asked everyone to submit quotes based on the new scope of work. The following 4 companies quoted; Wolfgang Commercial Painters, Hyland Painting, Pacifica Painting and General Building Painting all submitted new quotes. A paint colour and design consultant from Benjamin Moore, was hired to come on-site. He recommended 2 paint pallets. All owners have received these paint colour suggestions and all have been invited to participate in choosing the new paint colours.

Other Business

During the year, lighting at the front steps was upgraded, a Landscape Designer from Gardenworks assessed our property bushes and offered suggestions for future upgrades (which are on file), the Enterphone was serviced and seems to be working much better, a gardening committee was formed and all our plantings received a much needed fertilizer treatment.

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The problem with the rodent in the attics of #19 and/or #20 is still unresolved. We do not know if the problem is roof related so Paul Surgeson, the roof consultant, agreed to allow us to hold back the cost quoted by Care Pest Control to solve the problem. Paul Surgeson will examine both attics to determine if the access was caused by a roof deficiency.

The incoming Council should look forward to a productive year working with Joan. She likes to communicate by e-mail and her response time is very quick.

My thanks to all owners who did whatever was necessary to keep our complex neat and tidy. Special thanks to all who shovelled our stairs and pathways during the unusual number of snowfalls we experienced.

In closing, I wish to thank my fellow council members, Paul, Lynne, Eva and Ali for their participation at council meetings as well as for their input on all matters on the monthly agenda. In between meetings, we kept in touch by e-mail and many agenda items were handled quickly.

Respectfully submitted,

Brian Ronaldson, Council President

The owners expressed appreciation to Council for their efforts this past year.

RATIFICATION OF RULES

No rules were brought forward for ratification.

CONSIDERATION OF THE ANNUAL BUDGET

The proposed budget for 2009 – 2010 was reviewed by all owners. There is a small increase in the strata fees.

Following discussion, it was moved, seconded and **carried** to approve the proposed budget as presented in the amount of \$81,900.

NOTE: For those owners who pay their strata fees by “automatic debit” the difference in the strata fees owing for February and March 2009 will be adjusted on March 15th, 2009.

For those owners who pay their strata fees by post-dated cheques, please provide the management company with new post-dated cheques along with the difference in fees for February and March 2009 payment. (please refer to the attached Strata Fee schedule for your specific unit)

¾ VOTE RESOLUTION – SPECIAL LEVY – PAINTING

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BE IT RESOLVED that Strata Corporation NW 2840, Orchard Court be authorized to expend a sum of money not exceeding \$64,000 for the purpose of the exterior painting. This project will be funded as follows; **\$21,350.00** to be expended from the Contingency Reserve Fund and the balance of **\$42,650.00** to be collected by way of a special assessment against the owners of record in proportion to the unit entitlement of their respective strata lots. (schedule attached) Should there be any unforeseen repairs or expenses pertaining to the painting project up to a maximum of \$10,000.00 any excess funds for such expenses will be expensed against the Contingency Reserve Fund. To the extent that any portion of the funds raised, are not required, they shall be added to the Contingency Reserve Fund.

This special levy is due and payable in full immediately upon passage of this Resolution by the owners of record on the date of passage. With reference to Section 109 of the Strata Property Act; in the event of a sale of a strata lot, the entire special levy is to be paid in full by the seller.

As a matter of financial convenience only, and subject to the above, the owners may pay their special levy over a period of **3 months**. Such payments are to be equally divided and commence on **April 1, 2009, second payment due on May 1st, third payment due on June 1st, 2009**. Any payment not received on the first of the month in which it is due or is unpaid on the first of any subsequent month, shall be assessed a fine of \$50.00 per month until paid in full.

The Strata Corporation may, under Section 116 (1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

Discussion

An owner enquired about the colour samples that were distributed and what the outcome of the survey of the owners was with respect to the choice of colour. Brian informed the owners present that the survey result was a tie between the two colours provided. Brian informed the owners that council will be revisiting the colour choices and based on the owners feedback will call an information meeting in the very near future to provide them with one more colour sample for consideration.

The Council informed the owners present that in order to have the complex painting in the spring or early summer a decision must be made on the colour choice by April so that the painting contractor can establish a crew for the painting and get ready to start the project. Owners will be notified very soon as to when the information meeting will be held to discuss and select the colour for the painting.

Following the discussion, the vote was taken resulting in a **Unanimous vote.**
Motion Carried

NEW BUSINESS

1. **Gutter Repairs:** An owner mentioned that they are still experiencing "drips" from the gutters above their patio. Council informed the owners that they will be inspecting these areas and hiring someone to investigate the areas of concern. Council is not confident that Dulai Roofing will return to address any further problems with the gutter system. It

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was also mentioned that the roofing materials at the front of the building should be removed.

2. **AGM Date:** Some owners requested that the Annual General Meeting be held in January next year as they felt that March was too late for the meeting. The council informed the owners present that the delay in calling the AGM was because there was not enough information gathered for the painting quotes to present to the owners at this AGM resulting in the delay. The year before was due to the roofing project information not being available. Council will make every effort to make sure the next AGM is held in January.

ELECTION OF STRATA COUNCIL

Pursuant to the by-laws, the term of office of the current members of council ends at the conclusion of this meeting. Those who have served in the past year are eligible for re-election.

The following owners were nominated and allowed their names to stand for election to the strata council.

Brian Ronaldson	14	Lynne Rene	12
Eva Solt	3		

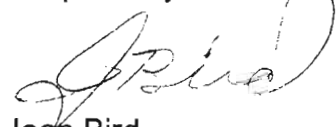
There being no further nominations, it was moved, seconded and **carried** to cease nominations.

It was moved, seconded and **carried** to declare those nominated elected by acclamation.

TERMINATION OF MEETING

There being no further business, this meeting was terminated at 7:45 p.m.

Respectfully submitted,



Joan Bird,
Property Manager
Direct Line: (604) 253-5222
Email: jbird@assertivepm.com

Reminder re insurance:

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The suite owner is responsible for any costs incurred by the strata up to the strata insurance deductible of \$2,500 for damage caused by anything in their suite leaking (hot water tanks for example) or for which they are responsible and for the insurance deductible which is currently \$2,500 for water damage if the damage done to the property insured by the strata exceeds that amount. The owner may also be charged by the unit owners affected the cost of damage done to their possessions, betterments (hardwood floors for example) or insurance deductibles. Owners are encouraged to check their insurance policies and ensure they have sufficient coverage for resultant damage and insurance deductibles.

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MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, May 12th, 2009 at 5:00 p.m. in unit #12 – 5575 Patterson Avenue,

PRESENT: Brian Ronaldson Unit # 14 President
Lynne Rene Unit # 12
Eva Solt Unit # 3

PROPERTY MANAGER: Joan Bird, Assertive Property Management.

The meeting was called to order at 5:00 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of January 13th, 2009.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided a copy of the financial statement for Dec 2008, January, February, March 2009 for their review.

Any owner wishing a copy of the financial statements may request a copy by contacting the management company.

BUSINESS ARISING

1. **Painting:** Council President, Brian Ronaldson met on-site with Hyland Painting to discuss the process for the painting project. The preparation work will commence the first week of June. The painting will start from the exterior southeast corner of the complex and work their way around. Once they have completed the exterior areas they will commence with the interior.

NOTE: Owners are instructed to remove anything you have attached to your exterior window frames prior to the start of the painting. Should you not remove these items they will be removed for you and disposed of; i.e. decorative lights, etc.

2. **Gardening Committee Report:** The gardening committee representative, Eva Solt presented council with recommendations for upgrading the planter area located in the front entrance of the building. The committee will purchase plants and soil and the volunteers will plant the new plants. **Owners are reminded, you are not allowed to undertake any planting of materials in any part of the common areas of the property. This includes the Courtyard.**

3. **Automatic Rain Sensor:** Council received a quote from University Sprinklers to install an automatic rain sensor that will shut the system controller off when additional irrigation is not required. The sensor is adjustable, so only a desired amount of rainfall will activate the sensor.

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Rain sensors protect the landscape areas from over watering, conserving the water supply and save money to the strata corporation. Following a discussion, council approved the quote in the amount of \$688.49 plus g.s.t. to install the rain sensor.

4. Repair to Balcony Deck #28: Council has engaged in the services of a qualified contractor to undertake minor repairs to the deck of unit #28 as well as some other minor repairs around the complex such as reattach some gutters, replace ballasts and change some outside light fixtures with more energy efficient ones.

5. Window Cleaning: Cleaning of the inaccessible windows and ground floor patio windows has been deferred until the completion of the painting project.

6. Bylaw Reminder re: Renovations: Owners are reminded to please submit a letter to council requesting permission if you are intending on undertaking renovations to your unit such as; replacing your floor covering i.e. installing hardwood floors or tiles. You must use a proper soundproofing material prior to laying the floor covering.

7. Parking Stall Reminder: Residents are reminded to not store any items in their parking stalls other than your vehicle and to keep your parking stall clean at all times i.e. prevent oil/fluids from dripping on the surface. Please use a proper oil mat to catch any fluids and have your vehicle repaired. Do not put cardboard underneath your vehicle to catch drips as this is against the Fire Department Regulations.

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.

NEW BUSINESS:

1. Spring Clean-up: Council will arrange a spring clean-up after the painting project has been completed. This means any owners who wish to dispose of unwanted items, there will be an area designated for you to place these items. Council will then arrange for a "junk removal" company to take them away. Owners will be provided with a list of items that are not acceptable or not allowed to be taken to the dump.

TERMINATION:

There being no further business this meeting terminated at 6:20 p.m.

Respectfully submitted,
Joan Bird
Property Manager
Direct Line: (604) 253-5222, Email: jbird@assertivepm.com

NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, July 14th, 2009 at 5:00 p.m. in unit #14 – 5575 Patterson Avenue,

PRESENT:	Brian Ronaldson	Unit # 14	President
	Lynne Rene	Unit # 12	
	Eva Solt	Unit # 3	

PROPERTY MANAGER: Joan Bird, Assertive Property Management.

The meeting was called to order at 5:00 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of May 12th, 2009.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided a copy of the financial statements for April and May 2009 for their review. Council requested clarification on the payment of an invoice.

Any owner wishing a copy of the financial statements may request a copy by contacting the management company.

BUSINESS ARISING

1. **Painting:** Council President, Brian Ronaldson reported that he has been dealing directly with the on-site foreman for the painting project who has been correcting any painting deficiencies as reported to them. Bryan McIntyre from Hyland Painting will pay for the replacement of the 3 window panes which were damaged on the overhead walkway and will look into the damage to an owner's window who reported the seal was broken during the pressure washing. Any other deficiencies will be addressed by Hyland Painting. Overall, Council is very pleased with the painting project and the outcome.

Council has received positive feedback from several owners and visitors to the complex on the painting of the complex.

2. **Gardens:** Council would like to express their thanks and appreciation to owner Kathy Webb for all of her hard work and time she spent in digging up the old dirt and planting the new plants in both planters at the front entrance. The planters look great. Thanks to the gardening committee for the watering schedule for all the new plantings. Carlos has been trimming and attending to the gardening as needed especially for all the extra trimming required by the painters.

3. **Parking Stalls:** As stated in our by laws, all parking stalls are for the use of owners and residents of Orchard Court and are not to be used for Commercial or Business purposes.

NW-2840, Orchard Court

4. Care Pest Control: The Property Manager reported that in accordance with the monthly site visit by Care Pest Control, the reports indicate that there have been no squirrels, mice, rats or other critters caught in the traps set in the common areas. Please note that if you are experiencing a pest problem within your suite, the monthly contract allows for a maximum of 3 units being treated during the monthly visit by the technician. If you are having a problem with pests inside your unit (other than fleas), please make arrangements directly with Care Pest Control to have your suite treated during their monthly visit to the property. You would have to contact them directly to find out what day they are on-site each month.

5. Window Cleaning: Council will arrange for the window cleaning once the painting has been completed as well as any window replacement and deficiencies have been addressed. Council stated that there is some paint overspray on some windows on the south side of the building.

6. Inner Garage Gate: It has been reported by some owners that they are having some problems with their garage gate remote not opening the inner gate. The Property Manager will have the garage gate service technician investigate the problem as it is most likely a problem with the receiver not receiving the signal from the remote transmitter.

7. Fire Pro Deficiencies: Council requested the Property Manager follow-up with Fire Pro re; the deficiencies from the annual fire inspection.

8. Lighting Repairs: The Property Manager will contact an electrician to meet with Brian on-site to inspect the various lights in the courtyard and other areas of the common property where some lights require repair/replacement.

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.

NEW BUSINESS:

1. Parking Issues on Patterson Ave: Council discussed the issue with vehicles parking along Patterson Ave, whereby these vehicles are blocking the entrance to the parkade at various times as well as impeding the visual exit of the building. Council will write a letter to the City of Burnaby requesting the City consider implementing parking restrictions for residents only out front of the building and restrict parking at least 6 feet from the parkade entrance/exit of the building.

TERMINATION:

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There being no further business this meeting terminated at 6:15 p.m.

Respectfully submitted,
Joan Bird
Property Manager
Direct Line: (604) 253-5222, Email: jbird@assertivepm.com

