MINUTES OF COUNCIL MEETING

STRATA PLAN VR-329

PURCELL WOODS

HELD	On Wednesday, September 14, 2011 at 6:30 p.m. in the Strata Pool Cabana, North Vancouver, B.C.		
PRESENT	Stephen Spector	President	Unit #1986
	Michael Fitt	Vice Pres/Bylaw Committee Liaison	Unit #1964
	Cathy Iannella	Pool	Unit #1990
	Wolf Steche	Grounds	Unit #1904
	Jason Hunt	At Large	Unit #1806
	Maya Butterfield	Pool	Unit #2028
REGRETS	Sylvia Cromack	Treasurer	Unit #1808
STRATA AGENT	Bill West, Vancouver Condominium Services		

The meeting was called to order at 6:30 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 27, 2011 council meeting, as circulated.

BUSINESS ARISING

1. Building Rehabilitation Project: Mr. Sedlak was not able to attend the meeting but submitted a report detailing work completed during the previous month. Some of those efforts include:

   - Amenity floor was stripped, then re-glued and three coats of wax applied.
   - Unit 2028 front deck expansion joints were removed and replaced with new materials.
   - Pool expansion strips were removed and replaced with new treated materials.
   - Units 1974 to 1984 (six units) were painted.
   - Unit 1870's deck repairs were completed.
   - Various small jobs.

   The council discussed work priorities for the remainder of this fiscal year and instructed the

agent to have Rudy compile a list of remaining painting to be done on property and provide them quotes by September 23rd. The council will push toward the completion of all exterior painting this fall, weather permitting. The second priority established will be replacing one of the maisonette carpets. The remaining prioritized list will be pursued as weather and budget permits.

2. Grounds Replanting: Council reviewed a quote from Good Earth Services for work in the flower bed west of the pool house, also to improve the garden bed on the west side sidewalk next to the pool house (adjoining the playground). The quote was approved for $2,005 plus HST.

3. Pool Service: The council has extended the swimming pool season beyond the labour day deadline. Council will at its discretion inform West Coast Pools to close the pool when the weather no longer warrants keeping it open. Once the pool is closed, West Coast Pools will be instructed to conduct previously approved repairs.

4. Arborist Review: The council instructed the agent to engage an arborist to conduct a property wide survey of all trees requiring attention. The council will utilize this review as a blueprint for conducting tree work going forward. The tree review will include trees not exclusively on strata property but adjoining properties which are deemed problematic.

5. Chimney Cleaning: The council instructed the agent to hire service to inspect and clean the seven wood burning chimneys in use by owners. The cleaning is scheduled for Sunday, October 16, 2011 and will include units: 1804, 1934, 1956, 1984, 1998, 2080. Work will begin at 11:00 a.m. and last till noon.

6. Utility Room Locks: The eleven utility rooms were rehabilitated including new locks by Steelhead Construction. New access keys are being provided at each location in separate lockboxes for B.C. Telus, Shaw and the District's fire department.

7. Exterior Lighting: The council has requested the agent locate a lighting consultant to review and advise what scope of work is warranted for the property wide upgrade of exterior lighting.

8. Parking Passes: The council discussed and approved reissuing parking passes to all owners at the upcoming Annual General Meeting. A council member will consult with sign companies in order to obtain quotes and commission the passes.

9. Pool Keys: The council also approved new pool keys be issued at the Annual General Meeting. The keys will be stamped "DO NOT COPY" and the strata lot number will be marked on each key. Council will obtain quotes and commission the 160 keys necessary.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Correspondence: An owner wrote requesting permission to create a new window in their unit. The council reviewed the request and voted to deny it based on structural concerns.

2. The owner of 2066 wrote requesting the balcony deck be repaired. Rudy Sedlak previously investigated the condition of the deck and advises that repair work is necessary. At the meeting, council authorized Rudy to proceed with necessary repairs.

3. An owner wrote requesting council improve/enlarge the stone pathway leading to their back door. The council discussed the request and voted not to alter the original pathway. The landscaper has trimmed the bushes, opening up the space and no alteration of the original layout of the walkway will be permitted.

4. Two owners wrote requesting trees on property be inspected. Council advises that the arborist report will include review of the trees in question.

5. Correspondence was received from an owner requesting drywall be repaired from a former plumbing repair conducted by strata. The council instructed the agent to have Rudy Sedlak repair the drywall as soon as possible.

6. Council reviewed an owner's letter requesting that the men's sauna be repaired and also to investigate damaged flashing on the garbage shed. Rudy Sedlak was dispatched immediately to inspect and repair the flashing. The sauna will be repaired in this fiscal year.

7. Council received a letter of complaint from an owner who reported a high speed motorcycle going through the complex. Also, various other complaints were mentioned. The owner will receive a letter with each complaint addressed by council.

8. The owner of unit 2002 wrote to inform council that they have noticed some siding rot on the back of their unit. The council will instruct Rudy Sedlak to investigate immediately.

Residents are reminded that consideration of neighbours' safety and peaceful enjoyment of property will be best served by the quiet conservative operation of all motor vehicles.

NEW BUSINESS

1. Amenity Room Deposit: Council is exploring options for requiring deposits when the amenity room is rented in order to ensure proper clean-up is conducted. The agent will report to council on possible hold harmless agreement which residents would be required to sign at the time of the booking as well as suggestions for implementing damage deposit procedure.

2. Unit 1964 West Side Fence: Council approved the repair of a damaged fence at this unit.

3. Insurance Appraisal: Council reviewed Normac's recent re-appraisal of the strata property. The appraisal of the Purcell Woods' property increased from $27,431,000 to $29,295,000. This information has been forwarded to the insurance broker so that coverage can be increased as required by The *Strata Property Act*.

4. Agent Authorization for Incidental Expenditure: The council approved allowing the strata agent to expend up to $500 at his discretion for work deemed necessary. The council also discussed and approved a process for paying invoices which includes approving quotes, conducting the work once the agent receives Rudy Sedlak's verification that the work has been performed satisfactorily and the invoice amount approved by the council Treasurer. The strata agent can then be authorized to pay the invoice in advance of the monthly council meeting without obtaining the approval of the majority of the council.

5. Fire Inspection Report: The council reviewed the fire prevention inspection report from the District of North Vancouver Fire and Rescue Services. The report cited four issues which strata needs to address. Council will attend to three of these immediately; however, the fourth item requires owners' involvement. The fire department warns that fire doors may not be blocked open. The council discussed that some owners block open the fire doors to allow pets easy unit access or to allow for a breeze. Council advises that this is a violation of fire safety and cannot be permitted. Council requests that owners please cooperate in this matter.

FINANCIAL REPORT

1. Monthly Statements: Council voted to approve the June, July and August 2011 financial statements. 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. Account Balances: The current balances for the 8th month as at August 31, 2011 in the appropriate funds are as follows:

• Total Cash Balance	$189,114	(including CRF Balance)
• CRF Balance	$157,010	(Contingency Reserve Fund)

3. Arrears: Council discussed arrears. No action is currently warranted.

4. Banking: Council was in receipt of a memorandum from Vancouver Condominium Services Ltd. advising that VCS will be changing banking institutions from Coast Capital Savings to VanCity Credit Union, effective December 1, 2011. The change requires consent of the strata council since the banking arrangement is part of the management agreement with VCS. Owners who pay their strata fees via the PAC plan are not required

to do anything. The PAC will be automatically transferred from Coast Capital to VanCity effective December 1st.

Council discussed this issue and voted to defer a decision until the next council meeting.

5. Audit: The council voted to conduct an audit for the 2011 fiscal year.

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be held on Wednesday, October 12, 2011 at 6:30 p.m. in unit #2028.

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BW/ys

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, and 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.