MINUTES OF COUNCIL MEETING

STRATA PLAN VR-329

PURCELL WOODS

HELD	On Wednesday, October 27, 2010 at 6:30 p.m. in Unit #2028 Purcell Way, North Vancouver, B.C.		
PRESENT	Stephen Spector	President	Unit #1986
	Sarah Drummond	Grounds	Unit #2088
	Jennifer Meilleur	Grounds	Unit #1874 *(7:00 p.m.-8:00 p.m.)*
	Maya Butterfield	Pool	Unit #2028
	Cathy Iannella		Unit #1990
REGRETS	Wolf Steche	Vice-President	Unit #1904
	Michael Fitt	Treasurer	Unit #1964
GUEST	Rudy Sedlak *(6:30 p.m. to 7:30 p.m.)*		
STRATA AGENT	Muryn Jordan, Vancouver Condominium Services Ltd.		

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

MINUTES

It was moved, seconded and carried to adopt the minutes of the September 28, 2010 council meeting, as circulated.

BUSINESS ARISING

1. Building Rehabilitation Project: Rudy Sedlak advised council of the following:

    - a roof leak in unit 1936 been temporarily tarped
    - exterior flood light repairs
    - structural repairs to fences continuing on an as needed basis
    - north wall of unit 2010 requires cedar siding replacement which was approved by council
    - gutter cleaning continues on a rotating basis throughout the complex
    - review of requests and issues noted by owners in letters received at the previous meeting

2. Grounds: There was nothing to discuss.

3. Bylaw Review: At the previous meeting the agent had distributed copies of the revised bylaws and had requested that council review and provide feedback. Between meetings the agent received a copy of the current strata corporation bylaws from the lawyer with annotated notes to show the re-organization of the bylaws. The council received copies of the annotated bylaws and a detailed review of the new package will be completed at the next meeting.

4. Playground Revitalization: Mr. Sedlak advised council that all of the equipment and structures in the playground have been removed. A new playground structure will be built using wood already onsite at the strata and it is anticipated the playground structure will be installed and ready for use In 2011. The ground area will also be repaired and filled.

5. Sump Pump Issue: Rudy Sedlak advised council during his report that he has met with the engineer working on the Capilano University Construction about the water lines on the university side of the road. An inspection will be completed to determine if there are any leaks in the line. The engineer with provide a copy of the report and has indicated that the amount of water flow into VR-329 is unusual and will continue to investigate.

6. Pool Cabana: Mr. Sedlak will work on the revitalization of the pool cabana during the upcoming months when the weather prevents outside work to be completed.

CORRESPONDENCE

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

1. Owners wrote to council regarding an ongoing water ingress problem into their basement. The owners have written to council previously and Mr. Sedlak has taken measures in the past to remedy the situation. It appears that there is ingress from two different sources; however, council feels that a combination of different repairs may be the solution to both ingress issues. The report from the engineer regarding the possible water line leak from the university is pending and may explain the excess ground water in the west side of the complex. In addition there may be an issue with the construction of the back patio which may be contributing to the water ingress. The strata council instructed the agent to forward a letter to the owners advising that Mr. Sedlak is able to review the patio however it will involve removing a section and the replacement costs will be the owners responsibility as the patio is not original.

2. Council received a letter from an owner requesting that the dampness in their basement be reviewed. Council instructed Rudy Sedlak to review and report back to the agent.

3. A letter was received from an owner requesting that their front door be replaced. Council asked Mr. Sedlak to review the door and advise if there is any safety or security issues with the current state of the door. In addition the owner requested that their patio stones be reviewed and repaired. Mr. Sedlak reviewed the stones immediately following the meeting and noted that the stones in question are not original and as such their repair or replacement is the owner's responsibility.

Finally the owner requested that their back balcony railings be painted. The painting of these railings will be done in the spring of 2011.

4. A resident wrote to council asking that the hole in the ceiling of the maisonnette hallway be repaired. Council instructed Mr. Sedlak to review the area. Also, the resident noted that there is a black film on the vinyl of her balcony. This is a normal growth in wet areas and can be removed with soap and a hard bristled brush. The regular cleaning and maintenance of decks and balconies is the owner's responsibility.

5. An owner sent in a complaint letter about a barking dog in the complex. The agent was instructed to forward a noise company letter to the owner of the dog.

NEW BUSINESS

1. Snow Removal Procedures: The Greater Vancouver area is anticipating a large snowfall this winter. Council approved Miura Property Services to complete plowing and salting of the roadways as needed. It was agreed that the plowing will occur automatically when accumulation reaches 4 inches. Prior to that Eric Miura must contact a member of council for approval to complete plowing.

   The strata council would like to request that owners pitch in and salt and clear the sidewalks near their unit. If you have a neighbour who is unable to clear their sidewalk, please aide them as much as possible.

In 2008 there was a large amount of snow and many owners complained that their driveway areas off the main complex roadway were not plowed and cleaned out. Please note that if there is another large snowfall and the accumulation is too high Miura Property Services will not be able to clear out the smaller driveways due to manoeuvrability restrictions and to the depth of snow. Owners will need to shovel their own driveways. Also, the snow cannot be removed from the site. It will be piled in areas of the complex which may impede access to certain parking stalls or sidewalks. This is unavoidable.

All residents are asked to be understanding and to help out as much as possible rather than sending complaints to the council, to Rudy Sedlak & Mr. Miura and to the strata agent.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried to approve the September 2010 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. Account Balances: The current balances for the 9th month as at September 30, 2010 in the appropriate funds are as follows:

- Total Cash Balance $ 92,639.45 (including CRF Balance)
- CRF Balance $152,856.47 (Contingency Reserve Fund)

3. Arrears: The agent advised council that there are a few owners in the complex with significant arrears and liens have been applied against the accounts. Any owners with accounts balances over $400 are receiving a monthly letter and balances over $1,000 are receiving a lien warning letter.

4. Audit: At the previous meeting council had requested a quote for the cost to complete a financial review rather than an audit. The agent advised that Reid Hurst Nagy quoted a cost of $2740 for an audit and $2175 for a financial review. Following discussion council approved the completion of an audit. The agent will forward a contract to RHN.

5. Draft Budget: The agent provided council with a draft budget revised in accordance with the September financial statement figures. Council reviewed the draft budget and requested some changes be made. The agent will provide a revised draft budget at the next meeting.

There being no further business, the meeting was terminated at 8:10 p.m. The next meeting will be held on Tuesday, November 30, 2010 at 6:30 p.m. in unit 2088. There will not be a meeting in December 2010.

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MJ/lc

WHAT YOU NEED TO KNOW ABOUT AN EARTHQUAKE

The idea of an earthquake is unwelcome and not something any of us would like to consider happening in Vancouver; however, it is imperative that we all understand the reality of dealing with the aftermath of a major earthquake should it happen here...

1. You are on your own. Do not count on your strata council or management company for assistance.

2. There is not a supply of food, water, blankets or other survival provisions stored anywhere on the property. You are on your own and need to prepare accordingly.

3. If there is natural gas service to your strata corporation there is no plan for shutting off the gas supply.

4. There are no arrangements for alternate living quarters if you are unable to return to your strata lot. You are on your own.

5. Depending on the severity of the earthquake, you may not be able to telephone/email the management company for assistance.

6. The contents of your strata lot, your automobile(s) and other personal property are not insured by the strata corporation. If you have made improvements to your strata lot, such improvements or betterments are not insured by the strata corporation either.

7. The strata corporation is insured for earthquake damage; HOWEVER, there is a deductible which means that there is no coverage for damages within that deductible. Generally the deductible is 10% of the value of the strata corporation although in some instances (ie. Richmond) the deductible could be 15% or 20% of the value of the property. In most cases this will amount to millions of dollars. Your strata corporation does not have reserve funds available to meet such a huge deductible. Repairs will have to be funded by one or more special levies. These could be substantial.

8. There is NO government plan or fund to assist either you or your strata corporation. You are on your own.

While it would be nice to hear that there are plans and that there is a safety net, your strata council and VCS bring you the above information in an effort to alert you to the reality of an earthquake scenario. The Government of Canada advises you should be prepared to be self sufficient for at least 72 hours. Accordingly, you need to develop your own personal plans for survival. Like many people, you will not be adequately prepared and that is "human nature". Please remember, however, that "You are on your own" is the hard truth and the only rule that counts.

For further information, please visit the following websites:

Ministry of Public Safety & Solicitor General
http://www.pep.bc.ca/hazard_preparedness/earthquake_preparedness.html

City of Vancouver Earthquake Preparedness Tips
http://vancouver.ca/emerg/prepyourself/earthquaketips.htm

Public Safety Canada - What To Do during an Earthquake
http://www.preparez-vous.ca/_fl/earthquakes-what-to-do-eng.pdf

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-329

PURCELL WOODS

HELD:	On Tuesday, November 30, 2010 at 6:30 p.m. in Unit #2088 Purcell Way, North Vancouver, B.C.		
PRESENT:	Sarah Drummond	Grounds	Unit #2088
	Wolf Steche	Vice-President	Unit #1904
	Michael Fitt	Treasurer	Unit #1964
	Maya Butterfield	Pool	Unit #2028
	Cathy Iannella		Unit #1990
REGRETS:	Stephen Spector	President	Unit #1986
	Jennifer Meilleur	Grounds	Unit #1874
GUEST:	Rudy Sedlak		*(8:00 p.m. to 8:25 p.m.)*
STRATA AGENT:	Muryn Jordan, Vancouver Condominium Services Ltd.		

The meeting was called to order at 6:40 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the October 27, 2010 council meeting as circulated.

BUSINESS ARISING

1. Building Rehabilitation Project: Rudy Sedlak advised council of the following:

   - Roof on units 1936 – 1948 was replaced;
   - light bulbs around complex changed; however, the wiring is faulty and an electrician has been contacted;
   - new double gutter down spouts installed on some units with excessive leaf and needle debris;
   - leak investigation still underway for unit 1846;
   - speed bump installed in north-east corner;
   - exterior wall siding on unit #2010 replaced due to rot;

- continued investigation on water problem issue on North side of complex;
- front door review found excessive damage and a new door is on order;
- gutter repairs throughout complex;
- gutter cleaning throughout complex;
- removed and replaced rotten fence at 2008;
- tree pruning around complex completed by an outside contractor.

2. Grounds: The strata council reviewed the current contract, services and costs for the work completed by Gordon Merrill on the complex landscaping. Following review and discussion, it was agreed that Mr. Merrill's contract will not be renewed in 2011. The following quotes were reviewed for landscaping services.

• Good Earth Services	$2,850 per month plus HST
• Angel Ridge Landscaping	$5,997 per month plus HST
• ParaSpace Landscaping	$5,268 per month plus HST

In addition, two quotes were received for a thorough one-time clean-up of the complex. Good Earth provided a quote in the amount of $1,475 plus HST and Angel Ridge Landscaping provided a quote in the amount of $6,350 plus HST. Following discussion, council agreed to award the monthly landscape maintenance contract to Good Earth Services. Council instructed the agent to sign a twelve month contract which will be reviewed and renegotiated in December, 2011. The agent will forward a letter to Mr. Merrill thanking him for his years of service and advising that the contract will not be renewed. In addition, the one-time clean-up quote by Good Earth was approved.

3. Cap U Film Centre Construction: A council member advised that he attended the District of North Vancouver meeting on November 24th which was held with district representatives, members of the public and the Capilano University construction representative. It was noted that some of the sub-trades are not aware of the noise bylaws. If any owners have concerns with regard to noise, they are urged to contact the District of North Vancouver of the following number in order to report the concern.

4. Bylaw Review: Strata council and the agent completed a detailed review of the bylaw package provided at the previous meeting. Following the review and discussion, council approved the package for presentation to the owners at the Annual General Meeting.

5. North Side Water Issue: Rudy Sedlak advised that the investigation into the water issue continues. An ultrasound test was completed by an engineer hired by the University and the test results seem to indicate that there is a small leak from the main line; however, there was a large amount of ambient noise so the test will have to be re-done. The council member who attended the meeting with the District and the University advised that this issue was mentioned and the District is aware of the possibility of a water main leak on University property.

CORRESPONDENCE

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

1. Council received a letter from an owner providing a copy of an article from the North Shore News with regard to fallen trees. The owner also requested that the strata council investigate the cart recycling system as opposed to a blue bin system. Council instructed the agent to advise the owner that the cart system has been investigated; however, it is not feasible for Purcell Woods. Carts need to be pulled out and made accessible for the pick-up trucks and there is not a full-time staff member onsite who is able to ensure that the bins are pulled out. In addition, there is a terrain issue within Purcell which would make pick-up difficult. The owner further noted that the concern is that there is not enough space in the townhouses to store a blue bin and as such, many recyclable materials are thrown out. Council instructed the agent to advise the owner that throwing out recycling materials can result in surcharges to the strata corporation. If a single blue bin is not enough for weekly recycling removal, then the owners are welcome to contact the District of North Vancouver to obtain a recycling bag to store additional materials.

2. Council received a letter from an owner following up on the status of a few issues brought to council's attention in the summer including a vapour barrier insulation concern, dryer exhaust vent concern and an issue with a crawl space door. Council instructed Mr. Sedlak to review all three items and advise the agent accordingly. The owner also requested Pest Control for a mouse sighting. The agent will contact Pest Control.

3. Council received a letter from an owner concerned with gutter cleaning, as the owner feels that their gutter is particularly clogged during each rainfall. In addition, the owner requested that their back deck be put on the review list for repairs, as they feel their railings are rotting. The owners also advised they willing to stain their deck after repair. Council instructed Mr. Sedlak to review the gutters and the back deck.

4. Council received a letter from an owner citing a complaint with regards to noise bylaw violations from a neighbouring unit which is completing renovations very early in the morning and late into the evening. Council instructed the agent to forward a letter to the unit in question.

NEW BUSINESS

1. Electrical Panel Quotes: As noted in previous meeting minutes, the strata council had requested that the agent obtain quotes for replacement of the electrical panels throughout the complex. The agent advised council that three quotes have been requested; however, to date nothing has been received. The electricians have met onsite with Rudy Sedlak to review the panels and quotes are pending.

2. Unfinished Staining: Council discussed and agreed that a priority for Spring 2011 will be to complete the staining and painting of all recently repaired decks throughout the complex. It is council's intention not to approve replacement or repair of any additional decks until all current decks and balconies are painted.

3. Replanting: Strata council requested that the agent keep the re-planting of the complex on the agenda in order to ensure that it is not overlooked.

4. Lighting: There have been recent complaints with regard to lighting throughout the complex as many lights have recently burnt out. The agent advised council that Rudy Sedlak is aware of the issues and bulbs have been replaced; however, there appears to be an issue with the electrical wiring as the new bulbs are not illuminating. Council discussed the lighting issue in general and agreed to present the owners with a resolution at the Annual General Meeting to set aside funds to complete a lighting upgrade in the complex.

5. Snow Removal: A council member advised the agent that a contractor is willing to shovel the sidewalk along Purcell for an hourly rate. The agent will contact the contractor.

6. AGM: All owners are advised that the Annual General Meeting is scheduled for Wednesday, January 26, 2011. The agent will contact the Holiday Inn to book a meeting room.

7. General Owner Reminders:

Owners are reminded to please ensure that their outside water taps are turned off in order to prevent freezing which can lead to pipe bursts.

All owners are reminded to clear their deck drains. Many of the newly renovated carport decks have drains which need to be cleaned out on a regular basis.

Owners are asked to please remove planters from the decks and balconies. During the winter the constant wet weather increases the accumulated weight on the decks and can lead to a weight which is over the allowable load on the decks.

FINANCIAL REPORT

1. Monthly Statement: Council reviewed and approved the October, 2010 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. Account Balances: The current balances for the 10th month as at October 31, 2010 in the appropriate funds are as follows:

• Total Cash Balance	$ 92,391.95	(Including CRF Balance)
• CRF Balance	$149,585.91	(Contingency Reserve Fund)

3. Arrears: Any owners with accounts balances over $400 are receiving a monthly letter and balances over $1,000 are receiving a lien warning letter.

4. Draft Budget: The agent discussed the draft budget with the strata council in detail and a revised draft budget indicating the November 2010 financial statement figures will be forwarded to council as soon as possible.

There being no further business, the meeting was adjourned at 8:40 p.m. The next meeting will be the Annual General Meeting on Wednesday, January 26, 2011 at 6:00 p.m.

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