MINUTES OF COUNCIL MEETING
STRATA PLAN VR-329
PURCELL WOODS

HELD	On Wednesday, May 25, 2011 at 6:30 p.m. in Unit #1964 Purcell Way, North Vancouver, B.C.		
PRESENT	Stephen Spector	President	Unit #1986
	Michael Fitt	V-President/Bylaw Committee Liaison	Unit #1964
	Cathy Iannella	Pool	Unit #1990
	Maya Butterfield	Pool	Unit #2028
REGRETS	Jason Hunt	At Large	Unit #1806
	Sylvia Cromack	Treasurer	Unit #1808
	Wolf Steche	Grounds	Unit #1904
GUESTS	Annette Van de Camp – Pool Employee Rudy Sedlak		
STRATA AGENT	Muryn Jordan, Vancouver Condominium Services Ltd. Bill West, Vancouver Condominium Services		

The meeting was called to order at 6:35 p.m.

CHANGE OF AGENT

The strata agent, Muryn Jordan, introduced the new agent Bill West to the council. Mr. West will be taking over responsibility as VCS's strata agent for Purcell Woods effective June 1st. Council thanked Ms. Jordan and welcomed Mr. West.

STRATA BUSINESS

** The strata council met on May 14, 2011 from 7:45 p.m. to 8:05 p.m. to review the pool employee contract and job description. No other agenda items were discussed. The terms of the contract and the job description were finalized and approved. Michael Fitt, Cathy Iannella, Jason Hunt and Stephen Spector were present.

GUEST BUSINESS

Annette Van de Camp attended the meeting at council's request in order to review the duties of the pool helper position and to sign her employment contract.

Council thanked Ms. Van de Camp and she departed the meeting.

MINUTES

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

BUSINESS ARISING

1. Building Rehabilitation Project:

- Carport decks at 1916 and 1918 were completed.
- Painting and staining has begun on the fence replacements and will continue as weather improves.
- On-going gutter cleaning.
- Repairs to pool cabana doors and sauna completed.

2. On-going Rehabilitation & Maintenance Projects:

a) West Berm Stairs: The stair construction is set to begin pending good weather conditions.

b) Various Drywall Repairs: Mr. Sedlak reported that the drywall repairs are on-going and will be completed as needed. The agent advised council that Easy Care Restoration was contracted to complete a drywall repair in a unit which had been needing repairs since late 2010. The invoice for the work was $391.

c) Playground Construction: Council agreed that the playground needs to be constructed quickly and council members have agreed to work with Mr. Sedlak to design the new structure. Due to the poor weather this spring the playhouse construction has been delayed. Council requested that Mr. Sedlak ensure that the playground is completed as soon as weather permits.

d) Concrete Slab Spacer Replacement: The replacement of the wooden slats between concrete paving stones throughout the complex has begun and will be done as needed throughout the summer.

e) Maisonette Carpet Replacement: As per previous decision the carpet that is exposed to the weather will be cut back, the concrete underneath cleaned and the area sealed. The remaining carpet in the Maisonettes will be cleaned. This work is scheduled for completion this summer; however, there is not a confirmed timeline available.

f) Asphalt Repairs: Mr. Sedlak advised that the asphalt repairs are pending.

g) Staining: Mr. Sedlak advised that as there were a few days of nice weather the staining began on the south side of the property. Staining will continue as the weather improves. Completion of all staining and painting is a priority this summer.

h) Balconies & Decks: The agent requested that Mr. Sedlak provide a list of all carport decks left to be repaired and all back decks and balconies remaining.

2. Grounds & Replanting: At the previous meeting, council had given approval for a council member to work with Good Earth in order to complete re-planting in certain areas of the complex. A council member advised that approximately $2,000 has been spent of the approved $5,000 in order to plant the appropriate greenery.

3. Northeast Berm Water Issue: The University contractors have compelted work on the drainage issue and the remaining work is to complete restoration to the back of owner's units. Mr. Sedlak will continue to oversee the work.

4. Lighting: The agent will follow up with a council member who is working with the lighting consultant in order to determine if a quote has been received.

5. Drainage Behind Unit 1952: The basement of unit 1952 has experience water seepage issues for some time and all measures to date haven't provided a permanent fix. Council reviewed and approved a quote from Urban Dames to install proper drainage behind the unit for a total cost of $4,214.84. The agent will ensure that a contract is sent and that the 50% down-payment is forwarded to Urban Dames. Council is confident that this will remedy the seepage issue in unit 1952.

CORRESPONDENCE

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

1. Council received a request from an owner for permission to rent their unit under hardship. Council reviewed the rental list and as there was one spot available council granted permission to the owner to rent the unit as a regular rental, not a hardship rental. The agent will advise the owner.

2. An owner wrote to council outlining some concerns with the communication system between council and the owner and concerns with letters he's received in the past. The agent forwarded a response to the owner between meetings providing clarification of the concerns.

   The owner also requested permission to rent the unit. The owner's request was received after that of the owner above and as such council instructed the agent to add the owner to the waiting list. At this time the owner is number one on the rental waiting list. The agent will advise the owner.

3. Council received a letter from an owner requesting permission to complete repairs to their back deck. The owner acknowledged that the back deck is not original and is his responsibility to repair and maintain. Between meetings the agent contacted the owner and advised that he is permitted to complete repairs and maintenance but is not permitted to change the appearance of the deck or to alter it in any way.

4. A letter was received from owners requesting information about the window well on the outside of their unit which surrounds the basement window. The owner feels that the window well should have a grate or cover over it. Council instructed the agent to advice the owner that the well cannot be covered as it is the only form of emergency egress out of the basement.

5. An owner wrote to council requesting reimbursement of a drywall expense; however there was no amount noted and no invoice provided. Council requested that the agent obtain clarification from the owner.

6. Council received a letter requesting that their back deck be stained and that the vinyl on their carport deck be reviewed as it is starting to peel. Mr. Sedlak advised that the staining has begun and will continue as the weather improves. The carport deck will be reviewed.

NEW BUSINESS

1. Pool Employee Contract & Job Description: Please see Guest Business.

2. Fire Hydrant Report: The agent advised council that the fire hydrants have been tested and a report has been received from Elite Fire Protection. Fire hydrant #1 does not meet minimum height requirements and Rudy Sedlak will ensure that the hydrant level is remedied through clearing away dirt and growth around the hydrant.

3. Update from the Bylaw Committee: The bylaw committee advised that they are in the process of reviewing a draft document of recommendations for bylaw changes. The committee has decided to approach any bylaw changes through categorizing the changes in three ways: (1) technical changes to address unclear or out-dated wording without changing the content or intent of the bylaw, (2) changes to address enforcement issues and (3) changes which will alter the content and substance of the bylaws.

4. Racoons in Crawl Space: Council approved a quote from Care Pest Control in the amount of $400 plus HST in order to prevent racoons from burrowing under crawl spaces near units #1844 and #1842. The agent will ensure that Care Pest Control is issued a contract.

Council thanked Mr. Sedlak and he departed the meeting

FINANCIAL REPORT

1. Monthly Statement: The strata council received notification from the Treasurer via e-mail that the April 2011 financial statement was reviewed and there were no concerns. It was then moved, seconded and carried to adopt the statement. 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 4th month as at April 30, 2011 in the appropriate funds are as follows:

   - Total Cash Balance $152,781.50 (including CRF Balance)
   - CRF Balance $153,266.62 (Contingency Reserve Fund)

3. Arrears: As per council's request at the previous meeting, letters were sent to two owners in the complex who are in significant arrears and both owners have been asked to advise what measures they plan to take to pay down the balance owing.

   Council is exploring whatever legal options are available in resolving these long overdue accounts should these owners not provide a written response about their outstanding balance.

There being no further business, the meeting was adjourned at 8:10 p.m. The next meeting will be held on Tuesday, June 28, 2011 at 6:30 p.m. in Unit #1808.

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MJ/am

ARE YOU RENTING YOUR STRATA LOT?

If so, here is a bulletin you should read. The following is a true story – you will find it interesting and valuable as a non-resident owner.

One Saturday morning, our office received a telephone call on our emergency line that there was a water leak in a building we manage so we dispatched a restoration contractor to mop up the water. The contractor had to access several strata lots to get the job done, and, at one unit, no one answered the door and a locksmith was called to "pick the lock". Once open, the restoration contractor stepped inside and, to his horror – a fully equipped meth lab.

The police and fire departments were called and the building had to be evacuated. The fire department's HAZMAT team gingerly dismantled the meth lab. The City then advised that the strata lot could no longer be occupied and, further, the entire strata lot has to now be "deconstructed" and rebuilt. The owner of the strata lot will be facing a cost estimated at about $100,000 to reimburse the City and to reconstruct. On top of this will be fines from the strata corporation and other legal consequences.

The non-resident owner was in shock to learn all this. It turns out that little was known about the tenant other than he had paid cash for his monthly rent payments and security deposit.

No doubt the vast number of renters in strata corporations are properly screened by non-resident owners such as yourself, or their agents, and in reality there are likely only a few bad apples. Nevertheless, let this true episode serve as a huge heads-up to you (and your rental agent if applicable) that renting your apartment involves a lot more than merely collecting the monthly rent.

You ought to be aware also that most strata corporation insurance policies are now imposing huge deductibles ($50,000 in some cases) for damages arising from illegal operations. In some policies, the coverage is denied altogether. You can be sure that your strata council is not going to step up to the plate and have the strata corporation pick up the tab if your strata lot is one of these bad apples. Also, be aware of a very significant court case recently heard in the Supreme Court of British Columbia involving insurance claims. The essence of this case is that if an occupant of a strata lot is responsible for the cause of an incident and the insurance of the strata corporation has a deductible, the owner is responsible for paying the deductible. That would be you if your tenant is the culprit for some incident.

Accordingly, we urge you to properly screen your tenants, obtain background and reference checks, and, make frequent inspections of your rental premises. Collecting the rent is the least of your worries given the above facts.