MINUTES OF COUNCIL MEETING

STRATA PLAN VR-329

PURCELL WOODS

HELD	On Monday, May 17, 2010 at 6:30 p.m. in unit 1986 Purcell Way, North Vancouver, BC		
PRESENT	Stephen Spector	President	Unit #1986
	Wolf Steche	Vice President	Unit #1904
	Michael Fitt	Treasurer	Unit #1964
	Sarah Drummond		Unit #2088
	Cathy Iannella		Unit #1990
	Maya Butterfield		Unit #2028
REGRETS	Jennifer Meilleur	Grounds	Unit #1874
GUEST	Rudy Sedlak		
STRATA AGENT	Muryn Jordan, Vancouver Condominium Services Ltd.		

The meeting was called to order at 6:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of April 20, 2010 council meeting, as circulated.

BUSINESS ARISING

1. Rudy Sedlak advised council of the following:

    - The gutters were cleaned as required.
    - Metal replacement door was installed.
    - Paint supplied to units who requested to paint their own balconies.
    - A reported roof problem was inspected and found to be not roof or attic related. The moisture in the unit is due to condensation and poor ventilation.
    - Crawl space reviewed for rot.
    - Maisonette roof inspected.

2. Grounds: Council asked the agent to contact Gordon Merrill in order to obtain clarification on the selected location for the planting of a tree in the complex. Council had previously approved the tree to be planted however are concerned with the tree placement.

3. Arborist Report: As per the decision at the previous meeting, Clearview Tree Services has been on-site to remove 15 of the trees as noted in the Arborist Report from David Maclean. Owners are reminded that council has only approved the removal and significant pruning as recommended as requiring immediate attention. The remainder of the report was outlines of a variety of pruning and other recommendations will be taken into account when funds permit.

4. Improved Lighting around Pool and Pathways: This item is on hold until funds allow for upgrades.

5. Capilano University Film Centre Construction: There is no new information with regards to the Film Centre construction however council did discuss the proposed noise variance change under New Business. Please see New Business Item #1.

CORRESPONDENCE

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

1. Council received a letter from an owner requesting clarification on whether the work completed at Purcell Woods over the past year qualifies for the Home Renovation Tax Credit. The agent advised council that the owner was contacted and was advised that the work does not qualify.

2. Council received a letter from an owner concerned with the light fixture at the gable end of unit 2080. The bulb has been replaced repeatedly but continues to burn out. Council requested that Rudy Sedlak review the ballast to ensure that there are no concerns.

3. A letter was received from an owner stating various requests:

    - The wooden sidewalk spacers near her unit are rotten and/or are missing. Council agreed that this is an issue that needs to be reviewed throughout the complex and requested that Rudy Sedlak review the sidewalk immediately outside this particular unit to determine if the work can be completed quickly and at a low cost.

    - The owner advised that the south wall of their back deck maybe showing signs of rot and that the back deck has not been painted. Additionally, there is an open drain hole near the bottom of the back stairs to the deck and the gutters require cleaning. Council agreed that the review of the back deck and drain hole will be completed shortly and any required work will be done later in the summer when funds permit. The gutters are being cleaned on a rotating basis.

4. An owner wrote to council concerned with regard to trees which are touching their unit and do not appear to be marked for pruning. Owners are reminded that at this time, the strata corporation has only approved the recommended work in the Arborist's Report that was deemed an emergency. The remainder of the recommendations, including general pruning, will be reviewed later in the season.

5. Council received a letter from an owner requesting permission to complete bathroom renovations. Council approved the request; provided that the work is completed by a certified and insured contractor and that all required applicable permits are obtained from the District of North Vancouver.

6. Council had received a verbal request from an owner at the previous meeting, however, the decision with regard to the owner's request were not minuted. The owner had requested that the sidewalk spacers outside their unit be reviewed and council agreed that those will be reviewed throughout the complex over the coming months as funds allow. The owner had advised that the bedroom window frame may require repair. Council approved for Mr. Sedlak to review the window and he has advised that it has been fixed. The owner noted the deck above the carport requires repair and Mr. Sedlak advised it is on the list to repair and/or replacement. Finally the owner requested permission to pour concrete in the front door area where currently there is gravel. Council approved the request.

NEW BUSINESS

1. Proposed Noise Bylaw Change: The project management company completing the new Capilano University Film Centre has submitted a request to the District of North Vancouver for permission to change the noise bylaw variance. The request includes extending the current work time from 7:00 a.m. to 11:00 p.m. Monday to Friday and from 7:00 a.m. to 5:00 p.m. weekends. Council discussed and agreed that the strata council of Purcell Woods is strongly opposed to any changes to the noise variance. Currently residents are experiencing excessive disturbance from the construction and any extension of the time frame for permitted work is not realistic or appropriate in a residential area. Council instructed the agent to forward a letter to the District of North Vancouver Community Planning Department advising of the opposition.

   All residents are encouraged to attend the next District of North Vancouver council meeting which has not yet been schedule but is anticipated to be held late May or early June. Any questions or comments should be directed to the Community Planning Department which can be reached at (604) 990-2391.

2. Full Bylaw Review: Council requested that the agent contact Clark Wilson to obtain a quote for a full review and rewrite of the strata corporation bylaws. The strata corporation's bylaw package is extremely outdated and must be brought up to the *Strata Property Act* standards. Clark Wilson completed a bylaw review for the strata council

previously and council was pleased with their work. The agent will contact Clark Wilson to obtain a quote for the bylaw review.

3. Tree Replacement: All owners are reminded that species appropriate trees will be replaced as required in areas where trees have been recently removed, however, this will only be done when seasonally appropriate. Council does not anticipate making any decisions with regards to tree replacement until the fall.

4. Walk-About Report: The agent received the list from the strata council with regard to the recently completed walk-about and the agent will ensure that letters are forwarded to all owners who have items stored contrary to the bylaws.

5. Copper Roof: Council acknowledged receipt of information from VCS regarding a planned third party insurance policy review to be undertaken on behalf of VCS clients. This review takes place approximately every three years. Following discussion, council agreed to participate in the review of the various insurance programs that are available to strata corporations. For this review, VCS will retain Copper Roof Risk Management, a well-established independent firm which is used widely by industry and government to provide advice and guidance.

   Council will receive the report in the spring/summer at which time the strata corporation will be invoiced for their proportionate share of the expense (approximately $100 to $150). Copper Roof will make observations and comment on the suitability of the various insurance programs commonly utilized by strata corporations. The review will not undertake determination of pricing as; in any event, quotations for 2011 renewals will not be available until December. The review addresses the quality of the insurance program.

Residents are reminded that the pick-up date for recycling will change to Tuesday following the Victoria Day weekend. This will again change following the Canada Day weekend. Residents are asked to put their recycling out accordingly. Pick-up schedule can be found at http://nrsp.bc.ca/collection-schedule.html. Residents are also asked that they ensure they take their empty recycling bins into their units following pick-up. Boxes and recycling bags should be labelled with the unit number in order to ensure that they can be returned if they are blown away or removed from the owner's carport area.

All owners are reminded that the provincial law with regards to use of cell phones while driving does apply to the strata corporation roadways. Owners are asked to ensure that they do not use cell phones in the complex roadways and that they are aware of children playing in the area.

Children are also asked to be careful of cars parked in the complex and of cars driving in and out of the complex.

FINANCIAL REPORT

1. Monthly Statement: The Treasurer advised the April financial statement has been reviewed and recommended approval. It was moved, seconded and carried to adopt the April 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 4th month as at April 30, 2010 in the appropriate funds are as follows:

• Total Cash Balance	$ 79,776.58	(including CRF Balance)
• CRF Balance	$152,754.02	(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.

There being no further business, the meeting was adjourned at 7:30 p.m. The next meeting will be held on Monday, June 28, 2010 at 6:30 p.m. in unit 1990.

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HST AND STRATA FEES

The HST legislation became law on April 30th, and becomes effective July 1st. Do you have to add HST to your monthly strata fee payments? The answer is "NO" if you own a residential strata lot. Continue to make your payments at the same amount as you have been doing in the past. However, note that most items in your strata corporation's budget are subject to HST. This means that your strata corporation's next budget will include an allowance for the additional HST expense which will result in an overall budget to pay for the HST. In other words, you do not have to add 7% to your payments. (The 5% GST is already in the budget). It will be "built into" your strata fees starting with your next strata corporation's budget. In some strata corporations, an allowance has already been factored in. If you own a commercial strata lot, the HST will be an additional payment to make starting July 1st.