# MINUTES OF COUNCIL MEETING

# STRATA PLAN VR-329

# PURCELL WOODS

---

**HELD:** On Wednesday, March 23, 2011 at 6:30 p.m. in Unit 1990 Purcell Way, North Vancouver, B.C.

| | | | |
|---|---|---|---|
| **PRESENT:** | Stephen Spector | President | Unit #1986 |
| | Michael Fitt | Vice-Pres/Bylaw Committee Liaison | Unit #1964 |
| | Cathy Iannella | Pool | Unit #1990 |
| | Jason Hunt | At Large | Unit #1806 |
| | Wolf Steche | Grounds | Unit #1904 |
| | Sylvia Cromack | Treasurer | Unit #1808 |
| | Maya Butterfield | Pool | Unit #2028 |
| **GUEST:** | Rudy Sedlak | | *(6:30–7:30 pm)* |

**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 February 23, 2011 council meeting, as circulated.

## BUSINESS ARISING

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

   - Fire door in the maisonette was welded and replaced
   - The University began work on the north side water problem
   - Cedar door and frame constructed for the ladies sauna
   - Completed drywall repairs in the cabana
   - Met with Fire Marshal to review common buildings
   - Coordinated concrete repair work on the north-east side and constructed sidewalk frames
   - Repairs are needed to the potholes on the west side of the complex. Council approved the asphalt repairs

2. On-going Rehabilitation and Maintenance Projects:

a) East Side Parking Stall Concrete: Mr Sedlak advised council that he has reviewed the broken parking curbs on the east side and recommends that the curbs be removed and the plant growth significantly cut back. Council agreed with the recommendation. The agent will instruct Good Earth Landscaping to cut back the plants and bushes that are encroaching on the parking stalls. Council will review the need for curbs at a later date.

b) West Berm Stairs: Mr Sedlak advised that the stair construction is underway and will be completed as time and weather permits

c) Various Drywall Repairs: Mr Sedlak noted that there are a variety of small drywall repair projects which will be completed within the next few weeks.

d) Playground Construction: Council agreed that the playground needs to be constructed quickly as the good weather is returning and the playground will be in demand. Two council members agreed to work with Mr Sedlak to design the new structure.

e) Concrete Slab Spacer Replacement: The replacement of the wooden slats between the concrete paving stones throughout the complex will be completed throughout the summer. The worst areas will be done first.

f) Maisonette Carpet Cleaning & 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

2. Grounds: As per council's decision at the previous meeting, the agent contacted Good Earth Landscaping and requested that the west side entrance bushes be reviewed and cut back to improve visibility, that the hedge near the stop sign on the east side exit of the underground be cut back also to improve visibility and that the growth around parking stalls be cut back.

Council discussed the grounds in general and agreed that they are pleased with the work completed by Good Earth and many areas are improving. Council expressed concern about some areas where the bushes have significantly overgrown and now need to either be cut back or removed. A few council members agreed to meet with the landscaper from Good Earth Landscaping to do a review of the complex and determine areas that can be improved. Some of the work will fall outside the scope of the maintenance contract. Any quotes that result from the review will be discussed at the next council meeting.

3. North Side Water Issue: Mr. Sedlak advised council that the University has begun work of the drainage issue on the north side of the complex. One of the drainage pipes on strata corporation property was cleared out and was found to be extremely blocked with roots and other debris. The full cost of the drainage repair is covered by the University;

however, the pipe with the blockage is the strata corporations' responsibility to repair and maintain. The contractor working on behalf of the University has not demanded payment for the cleaning out of the strata's pipe. Following discussion council agreed to contribute $1,500 towards the entire drainage project some of the issue may have been due to the blocked pipe. Mr. Sedlak noted that the pile driving completed during the construction of the film centre is still thought to be the major cause of the collapsed drainage which has increased the water flow onto the north side of the complex. Council agreed not to release the payment until more investigation and repair is complete.

4. Replanting: The agent advised council that the arborist, Dale McLean, was contacted and a request was made for a quote for replanting around the complex. Mr. McLean declined to quote. The agent contacted Good Earth Landscaping and requested that they review the complex and recommend appropriate replanting in areas where trees were removed. Good Earth will review the complex and provide a quote.

5. Information About Unit Entitlement: Council discussed the request brought up by an owner at the Annual General Meeting to research how the unit entitlement was determined as the owner feels it is not divided in a fair and equitable manner. Two members of council who were original owners will review their documentation from the original developer to determine if there is any information available regarding the determination of unit entitlement.

6. Lighting: The agent continues to research companies who are able to provide a full review of the lighting. Additional information will be presented at the next meeting.

## CORRESPONDENCE

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

1. Council received a letter from an owner explaining why they have been delinquent in paying strata fees and outlining a payment schedule in order to bring all outstanding fees up-to-date. Council thanks the owner for their letter.

2. A letter was received from an owner inquiring if the screen doors are the strata corporation's responsibility. The council instructed the agent to advise the owner that all screen doors are the owner's property and the strata is not responsible for their repair. Also, the owner advised that their balcony floor has sunk and water accumulates in the middle of the balcony. Following clarification with Mr. Sedlak, it was noted that the balcony in question is not original and all repair and maintenance is the owner's responsibility.

3. Council received a letter from an owner advising that the ivy vine which was removed from the side of a townhouse near their unit has left damage to the siding and the owner has requested that this be repaired. Mr. Sedlak advised the area has been reviewed and it will be repaired and re-stained this summer. The owner also requested that the front path in

front of their home be repaired. Mr. Sedlak advised council that the concrete repairs to the sidewalks are currently under way.

4. An owner requested that some drywall repairs in their bathroom be repaired following a leak from an interior pipe. Mr. Sedlak advised that there are a variety of small drywall repairs which will be completed early to mid-April.

5. An owner provided council with a letter advising of a mildew odour in their home. Mr. Sedlak will meet with the owner to review the attic and related areas.

6. An owner sent a request to council for construction of a fence along the front of their unit. It was noted that the fence will be the owner's responsibility. Council reviewed the proposed design and advised that they are not in favour of some of the design features and requested that the owner submit a new design at their convenience.

## NEW BUSINESS

1. Maisonette Fire Doors: During the Fire Marshal's review of the complex it was noted that the fire doors in the maisonette are continually wedged open. This has damaged some of the doors and is a violation of the fire code. The Fire Marshal instructed that the doors be closed at all times. Council requested that the agent forward a letter to each of the owners in the upper floor of the maisonette and advise that the doors must be kept closed.

2. Pool Monitor: Council agreed to hire a member of the complex to work for 4 hours per day, 5 days a week to oversee the daily opening and closing of the pool, to ensure that the cabana is kept clean and to clean the bathrooms. The intent is to have someone work 2 hours spanning the opening of the cabana and another 2 hours at the end of the day. The job will run from May long weekend until Labour Day. The rate will be $10 per hour.

3. General Reminders:

| |
|---|
| All residents are reminded that they are responsible for cleaning the gutters that run under the carports. In addition, residents are responsible to clean out the drain on the carport balconies on a regular basis. |

| |
|---|
| Spring has arrived and residents are asked to review the outside of their units and clean up and organize accordingly. Council will conduct a walk through the complex and letters will be sent to all units which require clean up. |

*Rudy Sedlak departed the meeting.*

## FINANCIAL REPORT

1. Monthly Statement: The strata council and the council Treasurer reviewed the February, 2011 financial statement and following discussion and clarification of concerns, it was move, seconded and carried to adopt the February financial 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 2nd month February 28, 2011 in the appropriate funds are as follows:

   - Total Cash Balance $126,664.98 (including CRF Balance)
   - CRF Balance $151,437.27 (Contingency Reserve Fund)

3. Arrears: The agent reviewed the arrears with the council and noted that there is one owner who was in significant arrears and who has made payment. Letters continue to be forwarded to other owners in arrears.

4. Audit Finalization: The agent advised council the audit has been finalized; however, the core balance copies of the finalized audit have not yet been released by Reid Hurst Nagy. The agent will forward them to council at the next meeting.

5. First Quarter Expenses: As agreed by council at the Annual General Meeting, the quarterly spending out of Grounds, Repairs and Maintenance and the Rehabilitation project line items will be reported to the owners. This report is attached for owners' review for expenses from January 1 to March 31, 2011.

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be held on Wednesday, April 27, 2011 at 6:30 p.m. in Unit #1904.

Muryn Jordan
Vancouver Condominium Services Ltd.
#400 – 1281 West Georgia Street
Vancouver, B.C.
V6E 3J7

Telephone: 604-684-6291 (24 Hour Emergency Services)
Toll free: 1-877-684-6291
Fax: 684-1539
MJ/am

# 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