

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, NOVEMBER 27, 2007, AT 7:00 PM IN THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance: Dave Davies
Mark Cockle
Carol Cruickshank
Brian Kingsley
Lars Bach

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Layne
Gordon Kishkan

CALL TO ORDER:

The meeting was called to order by Dave Davies at 7:01 pm.

ELECTION OF STRATA COUNCIL EXECUTIVE:

Nominations were called for the position of Strata Council President. Dave Davies was duly nominated, and there being no further nominations, was declared elected by acclamation.

Nominations were called for the position of Strata Council Vice-President. Mark Cockle and Brian Kingsley were duly nominated. A secret ballot was held, and after tabulating the results Mark Cockle was declared elected Strata Council Vice-President. It was then

MOVED AND SECONDED:

That the ballots be destroyed.

MOTION CARRIED

Mr. Michael Layne was appointed Strata Council Treasurer.

MINUTES OF THE MEETING OF SEPTEMBER 25, 2007:

It was noted that in regards to landscaping, and as it pertained to planting along the south perimeter fence, funding had been included in the budget to be presented to the ownership at the Annual General Meeting, and that the Strata Council would address this matter thereafter.

With regards to the Building Committee, it was noted that the Committee Chairperson has created a binder of notes and information collected during the repainting and carpentry repair program involving Pro Star Painting. This information is available for Council to view.

It was then

MOVED AND SECONDED:

That the minutes of the meeting of September 25, 2007 be adopted as amended.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

**DRAFT
FOR DISCUSSION**

PRESIDENT'S REPORT:

The President extended his appreciation to all owners who took the time to attend the Annual General Meeting. It was noted that a good discussion was held on various topics, and in particular the budget and capital plan.

The President requested that another pool closed sign be posted on the notice board.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statements for the months of August, September and October 2007. The outgoing Treasurer reported that she had reviewed the financial statements and had found them to be in order. It was

MOVED AND SECONDED:

That the financial statements for the months of August, September and October 2007 be adopted as distributed.

MOTION CARRIED

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review it was

MOVED AND SECONDED:

That a lien be authorized for placement against strata lot 25 for the collection of all outstanding monies and associated costs of collection, pursuant to the provisions of the bylaws of the Strata Corporation and the Strata Property Act.

MOTION CARRIED

Notice of Strata Fees

The Strata Manager confirmed distribution of the notice of strata fees to all owners subsequent to the Annual General Meeting.

Investment Statement

The Strata Manager tabled for Council's information copies of the most recent investment statement submitted by RBC Dominion Securities.

Exterior Painting Program

It was noted that Pro Star has reported that the exterior painting program was 80% complete when shut down for the winter months, and that this was confirmed by the Master Painters and Decorators Association. After some discussion it was agreed that staff would forward copies of all of the Pro Star invoices and backup material to Council member Cockle, who will prepare a summary report for the information of Council.

2) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: rental of room for Annual General Meeting;

distribution of Annual General Meeting notice; Burnaby Fire Department and Mundie's Towing notified of newly elected Council members; sign installation in exercise room by Kodiak Signs; receipt of request for graffiti removal; roof leak repair at strata lot 2 by Marine Roofing; entrance gate keypad repair by Overhead Door Company; enterphone system repair by Viscount Communications; receipt of quotation for exterior repair at strata lot 27 by Harmony Restorations; advice from City of Burnaby that they will not request (or require) an access agreement for the southeast corner of the property; ordering of new keys from Dependable Lock for re-keying; authorization for fence repairs; receipt of quotations for gutter cleaning; gutter repairs at strata lots 58 and 7; concrete pad repair at strata lot 40.

Council discussed the need to comply with the City of Burnaby bylaw concerning the painting out of graffiti. It was agreed that Council member Kingsley would be permitted to proceed with the routine painting out of the graffiti, as he has volunteered to do so. Council member Davies has offered to assist Mr. Kingsley.

Council reviewed a quotation from Harmony Restorations for repairs at strata lot 27, after which it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation from Harmony Restorations.

MOTION CARRIED

Council wishes to remind all owners of the importance of controlling humidity levels within strata lots during the winter months. If you notice excessive amounts of condensation on windows or doors, steps must be taken to improve the discharge of moisture laden air from the interior of the strata lot. This can be easily done by leaving windows slightly open on a routine basis.

It was agreed that the re-keying of the common areas would be done on December 13 or 17, 2007. A Council member will be in attendance in the exercise room on Wednesday, December 5, from 6:00 to 8:00 pm, on Saturday, December 8, from 10:00 am to noon, and on Wednesday, December 12, from 6:00 to 8:00 pm to assist with key distribution. Owners must produce identification showing a current address to obtain their new keys. In conjunction with the re-keying the entrance keypad will be changed, and all owners will receive notification of the new code to be used.

Council reviewed quotations for the cleaning of the exterior gutter system, after which it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation of Right Choice Property Services for gutter cleaning.

MOTION CARRIED

3) In Progress

The Strata Manager advised that the following items remained in progress: dryer vent repair at strata lot 98; porch column inspection at strata lot 95; window leak inspection at strata lot 15; gutter cleaning; receipt of quotations for men's shower repairs; completion

of balcony repairs by Arbutus Vinyl; receipt of final quotation for drainage repairs at strata lot 11.

It was noted that the quotation for the drainage repairs at strata lot 11 was expected to be received within the next few days and that it would be passed on to the Strata Council for decision.

4) Landscaping

Paraspace Landscaping

The Strata Manager tabled copies of correspondence from Paraspace Landscaping with regards to dormant oil spray, copper spray, and sticky banding of trees.

Davey Tree Service

The Strata Manager tabled copies of a report from Davey Tree Service concerning the tree beside unit 1. The arborist has recommended that the large multi-stemmed cedar tree be removed. It was agreed that staff would correspond with the City of Burnaby to verify that the City would have no objection to the removal of the tree.

Landscaping Tenders

It was noted that staff were currently awaiting receipt of landscape maintenance tenders for the 2008 growing season.

5) Insurance

The Strata Manager tabled copies of correspondence requesting insurance policy renewal bids for 2008.

6) Painting

The Strata Manager tabled copies of the Master Painters and Decorators Association interim inspection reports, and the signed off deficiency reports submitted by Pro Star Painting. It was noted that Pro Star and MPDA have confirmed that the exterior painting program is approximately 80% complete, and has now been shut down for the winter. The contractor is scheduled to return to the site in May or June 2008, with the arrival of good weather.

7) Correspondence

The Strata Manager tabled for Council's information copies of correspondence regarding gutter repairs; election and re-election to Council; and a welcome package.

OTHER BUSINESS:

Gutter Leaks

It was noted that a contractor has been requested to attend to gutter leaks at strata lot 11.

Grass Repair

It was noted that the landscape maintenance contractor would be requested to attend to topseeding of the lawn near unit 15.

Jacuzzi Tile Repairs

It was confirmed that repairs would be required in the spring, prior to opening the jacuzzi, to damage which had occurred late in the swimming season and could not be fixed at the current time of year.

Ivy Planting

It was agreed that staff would be requested to ask Paraspace Landscaping for a quotation to plant ivy along the south side fence. The landscaper will also be asked for their recommendations on the types of trees (if any) which should be planted to replace those which were removed earlier in the year.

Signs

Staff were requested to obtain a sign reminding users of the exercise room to close the windows after use, and to obtain a "no soliciting" sign for installation at the entrance to the complex.

Shrub Pruning

Staff were requested to ask Paraspace Landscaping to prune back a large shrub at the corner of the swimming pool which can impede the visibility of motorists.

South Gate Lock

Staff were requested to ask a locksmith to apply a graphite or similar product to the south gate lock set to prevent it from sticking.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:57 pm, until Tuesday, January 29, 2008, at 7:00 pm in the exercise room.

STRATACO MANAGEMENT LTD.

#101 - 4126 Norland Avenue

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/dc

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, SEPTEMBER 25, 2007, AT 7:00 PM IN
THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Carol Cruickshank, Treasurer
Michael Layne
Brian Kingsley
Lars Bach

Allan Grandy,
Strataco Management Ltd.

Guest in Attendance: Ian Wasson, City of Burnaby

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:00 pm.

DELEGATION:

Mr. Wasson addressed Council with regards to the plans by the City of Burnaby for alterations and improvements to the pathway area immediately to the south of the complex. Mr. Wasson noted the City's efforts in trying to improve security-related issues in the area, both at the nearby skytrain and along the urban trail.

It was reported that trail construction work will take place in the general area between the high school and bridge to Griffith's Way. Particular care will be taken by the City of Burnaby with regards to addressing areas where brush needs to be cut back near the streams. It was noted that the City must take care to not effect too much clearing of brush for fear of a negative impact upon the stream.

It was further reported that the City of Burnaby wishes to eliminate blind spots and potential hiding spots along the urban trail. The City wishes also to improve wheelchair access to the trails and to adjust grades accordingly along the trail to make them more wheelchair friendly. Mr. Wasson noted that the trails were increasingly being used as a commuter route by individuals going to and from the nearby skytrain station.

With regards to trail safety, it was reported that concern exists for graffiti, and that the Strata Corporation has recently installed a chain-link fence, which the City of Burnaby feels is the right decision on the part of the Strata Corporation. The City is currently looking at the southeast corner of the Strata Corporation's property as a possible area for fence modification. It was reported that the City of Burnaby is considering a request to purchase from the Strata Corporation a small piece of land at the southeast corner in order to allow for the smoothing out of the fence line and remove a potential hiding spot. As an alternative to purchasing the property, the City may request the possibility of expropriating the land, or arranging for an access agreement.

Some discussion then took place with regards to the various steps which would have to be followed in order to allow for alternatives to be completed to accomplish the City's goal of gaining control of this small piece of land; the area in question being approximately 30 to 40 square feet.

DRAFT FOR DISCUSSION

Mr. Wasson continued, noting that the planning process for modifications to the pathway will be commencing shortly in conjunction with representatives from BC Transit. Public input will be requested in January 2008. It was noted that public open houses and website information will be available at that time. It is hoped that by April 2008 work will commence on urban pathway reconstruction.

It was agreed that the City of Burnaby would finalize any requests that it may have of the Strata Corporation and pass these along to staff in time for inclusion in the agenda of the next Annual General Meeting. It was noted that based on the timing of receipt of information from the City of Burnaby, staff may have to consult a lawyer on the request of the City after receipt of the request, and also after inclusion of the information in the Annual General Meeting notice, assuming it is received in time.

Mr. Wasson then left the meeting after members of Council thanked him for attending.

MINUTES OF THE MEETING OF JULY 31, 2007:

It was noted that Council member Mr. Michael Lane was present at the July 31, 2007 Strata Council meeting, and not absent, as indicated in the minutes. It was then

MOVED AND SECONDED:

That the minutes of July 31, 2007 be adopted as amended.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

It was noted that shower repairs would be required to the men's washroom after closure of the swimming pool for the winter season. The President reported that 38 responses to the survey distributed by Prostar Painting on painting and carpentry deficiencies have been received. Prostar Painting has advised that they are in the process of attending to the deficiencies as reported.

The President advised that a new lock on the south gate has been installed and appears to be working properly. With regards to locks in general, it was

MOVED AND SECONDED:

That staff be authorized to arrange for the re-keying of the common areas. (The common area keys, once received, could be distributed at set times after discussion with the Strata Council.)

MOTION CARRIED UNANIMOUSLY

Staff were requested to make arrangements for the re-coding of the alpha-numeric key pad at the entry gate at the time of re-keying.

It was noted that the Strata Council will have to discuss the introduction of foliage or the like, to be planted beside the new chain-link fence. It was suggested that perhaps the Strata Corporation should paint the silver posts of the newly installed fence green to match the vinyl-coated mesh. After some discussion it was agreed that no action would take place in regards to this matter.

It was noted that with regards to the frontage fence Prostar Painting has not attended to the fence repairs. Staff were therefore authorized to retain the services of an alternative contractor to complete this work.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statements for the month of July 2007. The Finance Committee Chairperson reported that the financial statement had been reviewed and were found to be in order. It was

MOVED AND SECONDED:

That the financial statement for the month of July 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, it was

MOVED AND SECONDED:

That a lien be authorized against the strata lot having outstanding balances. All costs of preparing and executing the lien will be charged back to the strata lot in question, in keeping with the provisions of the bylaws of the Strata Corporation and the Strata Property Act of British Columbia.

MOTION CARRIED UNANIMOUSLY

RBC Investment

The Strata Manager tabled for Council's information copies of the most recent RBC investment statement.

2007/2008 Operating Budget

The Strata Manager tabled copies of the proposed operating budget as modified since the previous meeting of the Strata Council. Members of Council reviewed the various inclusions and provisions of the proposed operating budget, as well as the three alternative capital plans as requested by the Strata Council. After some discussion, and review of the same, it was

MOVED AND SECONDED:

That staff be authorized to present the proposed operating budget draft to the ownership for adoption at the Annual General Meeting along with the three capital plan options. The Strata Council recommended the acceptance of the capital plan and special levy for the same, calling for a \$125.00 per month special levy to fund the contingency fund.

MOTION CARRIED UNANIMOUSLY

2) City of Burnaby

The Strata Manager tabled copies of correspondence to and from the City of Burnaby with regards to information pertaining to the delegation as heard earlier in the meeting.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items have been completed: gutter leak repair at strata lot 18 by Restoration Services; receipt of quotation for deck surface repairs from various units by Arbutus Vinyl; installation of chain-link fence and receipt of invoice for the same from Steelguard Fencing; receipt of fire alarm inspection report by clubhouse from Voltech; completion of sidewalk concrete repair at strata lot 10 by Restoration Services; report of theft of exercise room clock; report of theft of no smoking sign from exercise room; receipt of engineering report from Dubas Engineering (strata lot 11), and drainage as it may affect the basement area; receipt of report from Marine Roofing regarding report of water leakage to strata lots 2 & 6; pest control servicing to various strata lots for ants; repair to swimming pool skimmer weir and jacuzzi tile by Imperial Paddock Pools; verification of operation of the irrigation system and testing of the backflow preventer as required by the City of Burnaby; authorization to Kodiak regarding the installation of pet signs; notice distributed regarding balcony washing.

Concerning the above, members of Council reviewed the quotation as submitted by Arbutus Vinyl for repairs to 20 balcony decks. It was noted that the costing estimate was felt to be quite favorable, and it was

MOVED AND SECONDED:

That staff be authorized to include the vinyl repairs as part of the capital plan in the upcoming budget.

MOTION CARRIED UNANIMOUSLY

It was then

MOVED AND SECONDED:

That staff pay the Steelguard fencing invoice as authorized by the ownership at the previous Annual General Meeting. The cost of these repairs is to be paid from the contingency reserve fund.

MOTION CARRIED UNANIMOUSLY

Staff were requested to order a sign reminding residents to close windows in the exercise room before leaving the facility.

4) In Progress

The Strata Manager advised that since the last meeting of the Strata Council the following items remained in progress: shutting down and winterization of the irrigation system; receipt of gutter cleaning quotations; asphalt repair quotations; re-keying of common areas; drain cleaning; vinyl siding cleaning; entry gate repairs.

5) Landscaping

Paraspace Landscaping

The Strata Manager tabled copies of reports and quotations concerning improvements for pruning, and a quotation for garden repair and winter flowers. After some discussion, members of Council reviewed the quotation as submitted by Paraspace Landscaping for a modification to the garden area immediately across from strata lot 68. It was then

MOVED AND SECONDED:

That staff be authorized to accept the quotation as submitted by Paraspace Landscaping for the garden modification.

MOTION CARRIED UNANIMOUSLY

It was then further

MOVED AND SECONDED:

That staff be authorized to accept the quotation from Paraspace Landscaping for the installation of winter flowers.

MOTION CARRIED UNANIMOUSLY

6) Insurance

Ocean Pacific Appraisals

The Strata Manager tabled for members of Council's information copies of the insurance appraisal report as submitted by Ocean Pacific Appraisals.

Water Backup Claim

The Strata Manager advised that correspondence had been received regarding the finalization of a water backup claim involving strata lot 11.

7) Painting

Prostar Painting

The Strata Manager tabled copies of correspondence from the Master Painters and Decorators Association regarding inspection work for the painting performed by Prostar Painting, and the various instructions that the painting consultant has given to the painting contractor.

With regards to carpentry repairs, it was noted that some concerns have been expressed with regards to deficiencies in the quality of work completed by Prostar Painting. Notice of the deficiencies, as noted by staff and Council as it pertains to carpentry work, has been provided to the contractor for their attention at no cost to the Strata Corporation.

It was noted that as inclement weather would undoubtedly arrive in the near future that the painting consultant would at some point give instructions to the painting contractor to stop work for the year, with the balance of the work to be undertaken in the early spring of 2008.

As noted by Council, the amount of carpentry work as reported in previous Strata Council meetings has been greater in volume than originally anticipated, and costs for undertaking the carpentry repairs have been higher than anticipated.

8) Correspondence

The Strata Manager tabled copies of correspondence with regards to the following: landscaping behind strata lots 1-5; speeding on the property; balcony repairs; painting deficiencies; welcome packages for members of Council.

OTHER BUSINESS:

Annual General Meeting

It was confirmed that the Annual General Meeting would be scheduled for Tuesday, October 30, 2007, at the Holiday Day Inn, Metrotown. The notice for the Annual General Meeting with those items approved by the Strata Council for inclusion would be distributed to all owners in due course. Staff will include any information or requests from the City of Burnaby as it pertains to the urban trail if, and only if, this information is received in time for inclusion in the notice. Should the notice be received too late, the information would have to be considered at a subsequent Special General Meeting.

Planter Repairs

Staff were requested to have a contractor check on planter repairs near the front entranceway.

Rodent Access

Staff were requested to arrange for a contractor to check strata lot 46 for rodent access.

Solicitors

A member of Council reported that individuals soliciting on the property were requested to leave the property.

Dumpster Divers

A member of Council reported that dumpster divers had been found on the site and asked to leave the site. The dumpster divers left with no argument.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:47 pm, until Tuesday, October 30, 2007, at 7:00 pm, being the Annual General Meeting.

STRATACO MANAGEMENT LTD.

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/mr

Francisco Lane

"THE OWNERS STRATA PLAN LMS 93"

101-4126 Norland Avenue,
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August 10, 2007

The Owners
Strata Plan LMS 93
Francisco Lane

Re: Balcony Washing

Dear Owners:

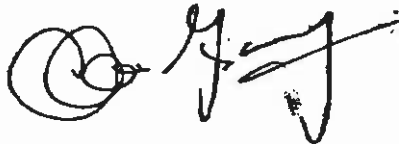
It has been noted by the Strata Council that, as recommended by the balcony restoration contractors and the carpenters working on site, that owners should not power wash their balcony surfaces as power washing can cause damage to the balcony surfaces.

Instead, owners should use a soapy solution to be rinsed off with a hose. Brushing the soapy solution with a hand brush or similar device is acceptable.

Should you have any questions in regards to this matter please do not hesitate to contact the undersigned.

Sincerely yours,

STRATACO MANAGEMENT LTD.



Allan Grandy,
Strata Manager

/mr

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, JULY 31, 2007, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Brian Kingsley
Lars Bach
Mark Cockle, Vice-President

Allan Grandy,
Strataco Management Ltd.

Absent with leave Michael Layne
Carol Cruickshank, Treasurer

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:09 pm.

MINUTES OF THE MEETING OF MAY 29, 2007 AND JUNE 28, 2007:

It was

MOVED AND SECONDED:

That the minutes of May 29, 2007 and June 28, 2007 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

It was noted that a letter was to be sent to a strata lot concerning speeding on the property.

PRESIDENT'S REPORT:

It was noted that a notice regarding security issues has been mailed out but has not yet been received by the ownership.

With regards to balcony decks, it was noted that owners should not power wash decks as damage can be incurred to the deck as result of the use of a power washer. Owners are asked to use a soapy solution to be rinsed off with a hose to avoid damaging their balcony surfaces.

Discussion then took place regarding a garden upgrade in the complex, as discussed at the previous meeting of the Strata Council. After some discussion it was agreed that staff would ask Paraspace Landscaping to provide their costing estimate for work and options that might be applicable for the Strata Council to consider.

It was noted that at strata lot 88, Prostar Painting had inadvertently reversed the flashings that were to be installed on the balconies of the unit. Prostar would be returning to correct the same.

With regards to parking along the roadways, it was noted that parking along the roadways is expressly prohibited, as these are designated fire lanes on a 24-hour per day, 7-day per week basis.

**DRAFT
FOR DISCUSSION**

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statements for the months of May and June 2007. The Treasurer reported that he had reviewed the financial statements and has found them to be in order. It was

MOVED AND SECONDED:

That the financial statements for the months of May and June 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters at this time other than those actions already initiated by the Strata Council.

RBC Investment

The Strata Manager tabled copies of the RBC investment statement concerning funds held on investment by the Strata Corporation for Council's information.

2007/2008 Operating Budget Draft

The Strata Manager tabled the first draft of the proposed 2007/2008 operating budget, reviewing with the Council the various inclusions and provisions.

It was noted that costs were continuing to increase for the Strata Corporation in the areas of landscape maintenance, insurance, and in particular insurance related expenses.

The Strata Manager noted that the proposed operating budget had been adjusted so as to maintain funding to the contingency reserve fund at the same level as authorized by the ownership during the 2006/2007 fiscal year.

Council and staff then discussed the long term funding needs of the contingency reserve fund. Particular concern was expressed for the rapidly escalating costs of roofing, and the past advice of the roofing consultant who indicated that the Strata Corporation would need to consider replacement of the roofs within the next 4 years.

At the current level of funding to the contingency reserve fund, including the additional special levy which augments funding to the contingency reserve fund, the Strata Corporation would fall well short of anticipated roofing costs, especially in light of the escalation of such work. Council then discussed various options for enhancing funds to the contingency reserve fund. After which it was agreed that staff would bring forth several alternative budgets for the Strata Council's consideration at the next meeting of the Strata Council.

Further discussion of the operating budget was then tabled until the next meeting of the Strata Council.

2) **Staff Report**

Memos - Parking

The Strata Manager tabled copies of a parking memo as submitted to staff since the last meeting of the Strata Council.

Form "D" – Change of Mailing Address

The Strata Manager noted that Strataco Management Ltd. has recently moved their offices and as such a Form "D" Change of Official Mailing Address, is provided for Council's signature. The form, once signed, will be registered in the Land Title Office with Strataco Management Ltd. absorbing the cost of this registration.

3) **Pool Maintenance**

The Strata Manager discussed with the Council some concerns with regards to the maintenance of the swimming pool areas, and the discussions that have been held with staff concerning the same. It was noted by a member of Council that periodically one of the floating weirs for the side skimmer of the pool is sticking and requires adjustment.

Staff were requested to make sure that the on site staff have turned on the irrigation system.

4) **Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items have been completed: authorization to Paddock Pools to replace the spa blanket; notice distributed regarding emergency water shutdown; authorization to Kodiak Signs to supply and install two pet dropping signs; correspondence to the City of Burnaby regarding their attendance at the next meeting of the Strata Council regarding the south side pathway; authorization to Steelguard Fencing to proceed with chain link fence installation to the south side of the complex; receipt of additional quotation for chain link fence installation from Rayburn Fencing; receipt of swimming pool and spa operation permits from the Provincial Health Department; inspection of the backflow prevention by University Sprinklers; authorization to Marine Roofing to undertake roof leak repairs at strata lot 2; and purchase of replacement remote transmitter for Burnaby Sanitation to replace a broken one.

Concerning the above, it was noted that Steelguard Fencing has advised that the chain link fence would be installed approximately the last week of August 2007.

5) **In progress**

The Strata Manager advised that since the last meeting of the Strata Council the following items remained in progress: balcony report Arbutus Vinyl; completion of authorized balcony repairs Arbutus Vinyl; completion of carpentry repairs Prostar Painting; completion of outside trim painting Prostar Painting; vinyl side cleaning Right Choice Property Services after conclusion of the exterior painting program; receipt of report on drainage improvements at strata lot 11 from Dubas Engineering.

6) **Landscaping**

Paraspace Landscaping

The Strata Manager confirmed authorization to Paraspace Landscaping to undertake the application of Merit to control European chafer beetle, and that this work has been

completed, and a request to Paraspace Landscaping to complete clearance pruning along walkways.

Staff were requested to ask Paraspace Landscaping, in particular, to attend to the clearance pruning of the sideway leading to the south side gate.

7) **Insurance**

The Strata Manager tabled copies of correspondence regarding insurance claims submitted for payments regarding water damage repairs, and an interior water leak repair. It was noted that all claims have been completed, and paid out with the exception of one interior leak repair, which is currently with the Strata Corporation's insurers.

8) **Correspondence**

The Strata Manager tabled copies of correspondence regarding lawn repairs, resignation from Council and welcome packages.

With regards to the correspondence it was noted that Council member Gordon World has resigned as a member of the Strata Council as he has sold his unit. Appreciation is extended to Mr. World for his efforts as a member of the Strata Council.

OTHER BUSINESS:

Roof Repair

Staff are requested to have a roofer attend to a loose shingle repair over top of the entrance door of strata lot 46.

Gutter repair

Staff are requested to have a repair contractor fix a loose gutter at strata lot unit # 91

Steps

Some discussion then took place regarding past decisions of the Strata Council pertaining to the addition of non-slip treads or the like to wooden entry steps to units. It has been noted that while the Strata Council historically has not authorized common funds to be used to install non-slip treads or the like on wooden entry steps, some owners have done so and Council have not expressed any concern regarding them.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:21 pm, until Tuesday, September 25, 2007, at 7:00 pm in the exercise room, 6700 Rumble Street, Burnaby, BC.

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