MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, APRIL 20, 2010, AT 7:00 PM IN THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance:	Dave Davies, President Mark Cockle, Treasurer/Vice President Dean Shiskowski Carol Cruickshank Igor Skobkareva Michael Layne Glen Mason, Strataco Management Ltd.
Absent with leave:	Gordon Kishkan

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

MINUTES OF THE MEETING OF FEBRUARY 9, 2010:
The minutes of the meeting of February 9, 2010 were adopted subject to an amendment being made to show that Council member Gordon Kishkan was in attendance.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:
The names on the enterphone board at the front of the property have been updated. The Strata Manager provided three keys for Council members so that the vehicle gate operators can be shut off if circumstances warrant.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements
The Treasurer, Mr. Mark Cockle, reported that he had reviewed the financial statements for the months of September 2009 through February 2010. It was

MOVED AND SECONDED:
That the financial statements for the months of September through December 2009 be lifted from the table.

MOTION CARRIED UNANIMOUSLY

It was then

MOVED AND SECONDED:
That the financial statements for the months of September 2009 through February 2010 be adopted subject to the Strata Manager providing reviewing the work reflected in two invoices submitted by SJL Construction.

MOTION CARRIED UNANIMOUSLY

The Strata Manager cautioned that as of February 28, 2010, the operating expenses may be exceeding the income, leaving the Strata Corporation's chequing account in a

near deficit situation. Legislation restricts the ability of the Strata Corporation to expend funds from the operating account if these are not available. The Strata Manager explained that legislation also permits the Strata Council to transfer funds from the contingency reserve where immediate funds are required to repair the property to prevent significant loss or damage. Many of the reports submitted by owners, concerning deteriorated trim boards and other maintenance items, generally would not fall into this category. Council concurred with the Strata Manager's recommendation to slow the pace of general maintenance and some repairs which were not urgent in nature, until such time as the Strata Corporation's operating account is replenished. The patience of all owners is appreciated. The Strata Manager strongly recommended that at a future General Meeting the owners consider contributing more funds to the contingency reserve fund and/or the operating budget for exterior repairs.

Transfer from Contingency Reserve Fund
It was

MOVED AND SECONDED:
That monies be transferred from the contingency reserve fund for the following:

- to repair the front porch/building at unit 21
- to repair the balcony structure at unit 20
- to repair unit 60

MOTION CARRIED UNANIMOUSLY

Receivables Report
The Strata Manager reviewed the status of accounts receivable, observing that two strata lots were in arrears of special levy payments. It was

MOVED AND SECONDED:
That liens be registered against strata lots 50 and 71, and all costs associated with the administration of the liens be assessed against the accounts of said strata lots.

MOTION CARRIED UNANIMOUSLY

Collections
The Strata Manager advised that two owners had been reimbursed for costs associated with common property plumbing repairs.

2) Staff Report

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file, and that any matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Unit 6 Water Ingress
Council reviewed a report of dampness in the basement at unit 6, which was also reported by a contractor who had attended to perform repairs. The Strata Manager had attended and observed dampness in sections of the exposed basement floor slab. The opinions of two contractors specializing in drainage were obtained. Both contractors submitted prices for different types of remediation to deal with the blockage in the perimeter drain. It was

MOVED AND SECONDED:
That G. Trasolini Contractors be authorized to install a drain at the lower end of the perimeter drain on the east side of unit 6, and tie it into a sump located to the south in the center of the roadway, and to further clean out the accessible perimeter drain from the exposed excavation.

MOTION CARRIED UNANIMOUSLY

The scope of work also includes exposing the drain tile at the lower west side of unit 11 and tying a line into the same sump, in order to alleviate what appears to be minor blockage resulting in a small area of dampness in the basement of unit 11.

Unit 11 Water Ingress
A company specializing in foundation repairs, Basement Systems, has completed a minor foundation repair at unit 11, which resulted in significant improvement. There was some evidence that minor dampness in a small area may be present. Once the drainage improvements are performed by G. Trasolini Contractors the affected areas of both units will be monitored. Once the foundation and flooring remain dry interior restoration will be completed.

City of Burnaby
The Strata Manager submitted correspondence to the City of Burnaby authorizing the Strata Manager to receive and review drawings related to the plumbing and drainage at Francisco Lane if necessary.

Unit 9
Council reviewed a report received from SJL Construction (contractor) after the bathroom window at unit 9 was checked for any breach. The contractor reported that no breach could be found; however, possible repairs may be necessary to the eavestrough and fascia. AQP Membrane Services (roofing contractor) was requested to examine this area.

Unit 82
The contractor advised that he was unable to make contact with the owner of unit 82 in order to review the owner's concern of possible water ingress near the master bedroom window.

Fence Repair
The Strata Manager confirmed that a fence repair in the vicinity of unit 49 was now complete.

Unit 20 Balcony
The Strata Manager advised that the contractor had removed the building exterior facing above the garage of unit 20 to expose deteriorated components between the garage and the balcony. Council agreed that the contractor would proceed with repairs on a time and material basis.

Unit 21 Porch
The Strata Manager advised that repairs to the front porch of unit 21 remained in progress.

Unit 60
The contractor has now completed repairs to the balcony area of unit 60.

Clubhouse Shower

The Strata Manager advised that the contractor will be performing caulking maintenance to the clubhouse shower facility in the near future.

Unit 9 Exterior Repairs
The Strata Manager confirmed that an alternate contractor who had been requested to examine the exterior of unit 9 after the owner submitted areas of concern, would be advised that their services were not required. This function will be transferred to AQP Membrane Services (roofing contractor).

Roofing Project
- JRS Engineering requested that Council agree to a design assumption/limitation agreement, which formed part of the terms submitted by the engineer.
- JRS Engineering submitted payment certificates #7 and #8, which authorized payment of invoices submitted by AQP Membrane Services.
- JRS Engineering had posted a notice of certification of substantial completion pursuant to the Builders Lien Act. This notice was posted at the front of the property.
- JRS Engineering compiled an outstanding action report for the attention of AQP Membrane Services.
- JRS Engineering submitted field report #22 for information.
- As a result of a Council member's observations, the engineering and roofing contractor were advised that many areas of deteriorated trim boards or fascias were evident in the vicinity of the areas re-roofed.
- AQP Membrane Services was requested to provide compensation as a result of an alternate contractor's attendance for a reported roof leak.
- AQP Membrane Services was requested to ensure that a bathroom fan vent was connected at unit 35.
- AQP Membrane Services was requested to repair various railing paint damage.
- AQP Membrane Services was requested to attend to clean up materials and correct a misdirected rain water pattern at unit 99.
- AQP Membrane Services was requested to reimburse an owner for vehicle tire damage.

Fire Hydrants
Fraser Valley Hydrant has performed the mandatory annual fire hydrant inspections.

Vehicle Gate Operator Keys
As previously reported by the President, Council members were in possession of keys to control the motors for the vehicle gate operators.

Parking Stall Designation
Parking stall "F" has been relocated from its former location to a visitor parking stall near unit 74 as requested by Council.

Parking Stall Curbs
The Strata Manager attended with a contractor to confirm locations where four new parking stall curbs would be installed. Written notice was given to the owners; however, not all owners removed their vehicles on the service day. The contactor therefore did not install any curbs. Council was in agreement that this work would be suspended for a period of time.

3) Correspondence

The Strata Manager reported that since the last meeting of the Strata Council correspondence had been sent or received concerning the following: welcome to new

owner; flooring replacement approved; parking stall reassignment confirmed; unapproved window coverings (owner complied).



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to managers@stratacomgmt.com Thank you for your assistance.

4) Landscaping

The Strata Manager confirmed that in accordance with Council's instructions, the 2010 landscape contract had been awarded to Contour Landscaping, who offered a price within the budget allocation for the 2009/2010 fiscal year. Correspondence was sent to the former landscape contractor expressing appreciation for their past service and their proposal, which was beyond the budget allocation.

5) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: replaced broken window at unit 2; vehicle gate repaired; rodent control at units 46 and 50; issued parking notice; distributed notice regarding dryer vent cleaning; replaced main water shutoff at unit 21; replaced light fixture at unit 84.

OTHER BUSINESS:

Recreation Facility
It was

MOVED AND SECONDED:
That the recreation facility pools be opened on May 3, 2010, subject to the contractor being able to prepare the pools.

MOTION CARRIED UNANIMOUSLY

Council requested the Strata Manager contact the pool maintenance company who had performed repairs to the hot tub tiles in the past year, to determine if they could be repaired pursuant to warranties offered. Several of the tiles have delaminated from the surface.

Recycling Bins
The Strata Manager agreed to contact the City in order to replace a missing toter. Residents are reminded that if they place large items on the Rumble Street boulevard they need to contact the City Sanitation Department in order to have them removed, so that the items do not become an eyesore on the boulevard. The City may have further instructions regarding disposal of large unwanted items; therefore, the City should be contacted by the resident prior to placing items on the boulevard.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:40 pm, until Tuesday, June 22, 2010, at 7:00 pm in the exercise room, 6700 Rumble Street, Burnaby, BC.

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