

Sunridge Estates Special Council Meeting

MARCH 10TH 2008 7:00 pm Unit #518

In attendance:

President -	Al Macleod 518	Treasurer -	Keiron Duncan 104
V/President -	Glen Pierce 516		Racquel DeVos 201
Secretary -	Anne Melcombe 213		Wayne Bryson 205
Regrets -	Mae Reid 510	Visitors -	None

Quorum reached – Meeting started 7:05 pm

Minutes/Financials

As this was a special meeting, no minutes/financials were reviewed for acceptance

1. Ascent Property Management –

A brief discussion was held regarding our new property manager Mani Atwar and the meeting held with her on Feb 28th. As of March 10th, we have prepared and delivered a database tracking system of all current and outstanding issues, which we will use to monitor progress with repairs etc. Mani has proven to be very communicative and her response time is excellent thus far. As we have to play catchup with many issues, please be patient as she gets oriented to our complex and issues.

2. Legal issues – we have received an initial email from Stephen Hamilton following the search of documents in storage, and forwarded to his office, that was favorable to us proceeding with the landscaping. We will await the further documentation from his office, but will proceed with implementing part of the cleanup of the site,

3. Council policies

A list of past concerns regarding council activities over the years was reviewed, with the intention of ensuring proper procedures are put into place in the coming year to allow for consistency between councils. This will include all past situations and those arising in the coming months as part of the package.

A discussion was held in relation to the activities and participation of current Council members, including responsibilities with respect to the Strata Act/Regulations/Bylaws etc. General governance and compliance to these regulations by all of council was reviewed to ensure we stay on track. Steps – Act/regulations/bylaws/ where bylaws are silent – past precedence is reviewed. If in doubt – owners will be asked to review and consider appropriate action

Motion - 518/104 – To purchase copies of the Strata Act & Regulations for all members of council. Passed
These documents would be passed on as part of the changeover to new council in the coming year.

4. Arrears -

A review of the arrears list has been completed and there are several accounting policies that we need to clarify with Ascent to ensure compliance to our bylaws. The number of arrears will hamper our ability to conduct our business in the coming year and the formal process needs to be cemented to allow for fair and equitable treatment of all owners in regards to their financial obligations.

According to our existing bylaws, failure to pay maintenance fees, fines, levies etc are all grounds for further fines and interest charges being applied to the account. This is not currently being carried out by Ascent's accounting department. This procedure however is outstanding and needs to be addressed and applied.

Arrears cont'd

Motion – 518/104 - to give all owners until April 01st to clear their accounts with Ascent, and following that date, have all fines and interests applied from the date of violation to each unpaid acct. Passed

Motion – 516/205 – All owners in arrears for maintenance fees will be requested to provide post-dated cheques or automatic debit authority to Ascent. Passed Note – failure to provide is a fineable offence.

Due to the number of arrears – we must get an opinion on the quorum requirements for the SGM.
Our bylaws preclude anyone owing money, the right to vote at AGM's or SGM's.

5. Service Scheduling = schedule will be provided when notices are sent out.

The dates have been firmed up for the Dryer Duct Cleaning - Mar 29, Mar 31st, April 01st, April 05th

The dates have been firmed up for Fire alarm Re-Testing/Repairs 8:30 – 10:30 am March 31st

The date for rescheduled fire place inspection/repairs is ongoing. Tentative Mar 29th

The date for garage door inspection is March 29th 9:00 am to 10:30 am

Attempts to co-ordinate these activities with the different companies to minimize inconvenience was undertaken, but did not work out as well as we would like, as we are subject to their schedules. The retesting of the fire alarms would cost a minimum of \$800.00 on a Saturday versus 200.00 on a Monday. As these are individuals that failed to make their units available the first time, Council could not justify having the work done at 4 x the regular cost. Council will have Ascent assign a locksmith to our site for these days to ensure compliance with access. Once the appropriate access notices have been given. You are responsible to comply. Any absent owner will cover the costs of entry.

Garage door inspection is optional – to comply with the Feb 2007 resolution of garage door replacement, Overhead doors will inspect all doors with one appointed owner (non-council). They will assess and identify the condition. Council will then strictly follow the list based on the professional opinion of which doors need immediate attention. If your door is not available for inspection, it will be placed at the bottom of the list.

The owner of 205 has volunteered on a one time basis to hold keys for the fire alarm retesting.
Please note - Members of Council cannot accept keys due to liability issues.

6. Bylaw resolutions

Ascent has forwarded the requested resolutions to council for the upcoming SGM on April 09th 2008
These include amending all fines to accommodate the regulations of the Strata Act.

A discussion was held with respect to the severity of the fines in the ACT and the following was considered.

- a. All new owners received the bylaws when purchasing and should have reviewed them prior to purchase.
- b. All units had a delivery of a current copy of the bylaws on Dec 31st 2008
- c. All owners are responsible for adhering to the bylaws
- d. There is a mechanism in our bylaws for an owner to receive a written warning first.
- e. Once the fine is applied, an owner has 2 weeks to request a hearing before council.

As owners are given grace by the warning, it was determined to increase the fine amounts to the maximum in some areas, and the less severe infractions to be changed to specific amounts.

These amendments will hopefully assist the current and future councils to apply their volunteer efforts to the effective running of the complex and not lose their valuable time and interest in serving the community by chasing after repeat offenders or people generally showing a lack of respect for the rules of the complex.

Motion 516/104 To increase the maximum fine amount to 200.00 for all sections of the act – silent to a specific fine.

Motion 518/516 To increase the amounts of specified fines by certain dollar values to recover costs by the strata where identified in the bylaws as a specific amount . both were PASSED

7. Owner of Strata Lot –

The owner has submitted a written request to challenge the chargeback for removal of a deck. Council has advised Ascent and will seek all documentation pertaining to this issue and will conduct a hearing within the prescribed time in the bylaws.

8. Structural issues – Units 101 – 201 -203

Engineer report has been reviewed and a quote has been received to do the work. This funding will have to come from the contingency fund and will be a part of the resolution package below. Unit 409 is awaiting the specs in order to procure a quote.

9. Retaining walls -

A site tour and inspection with Terris Construction on 2 occasions and 2 different engineering firms has identified several retaining walls that require replacement/servicing. The preliminary engineers report indicates an investigative dig at each wall to determine condition of supporting beams etc, and type of drainage. Initially it will be hand digging but will likely require heavy equipment which will delay landscaping activities in phase 1. The largest retaining wall holding up the road at rambler gate is of particular concern, the fencing/gate etc may be required to be removed to allow for the dig. While no actual costs have been identified, Council will ask for a specific amount to allow the process to begin. We may need to remove and reinstate as many as 3 decks to have this work completed .

10. Drainage –

Able drain supplied a quote to provide drainage at 210 and 111. Council agreed that this was necessary as part of the preliminary preparation for landscaping in previous minutes. Work will proceed.

11. **Warranty Issues** - Pacific Building Envelope Maintenance Co has submitted a quote for 9,300 dollars for a full site review and create a current and future schedule/budget to maintain our warranty. Council reviewed the costs and due to the significance of our warranty requirements, will recommend this process to the owners at the SGM in April.

12. **SGM Resolutions** - please note that any funds removed from contingency not spent for the specific purpose must be returned to the contingency fund following payment of all invoices.

<u>CONTINGENCY FUND</u> Allocations	Feb 2007	Paving	20,000
	Feb 2007	Garage doors	18,000
<u>Proposed allocations</u>			
UNITS 101,201, 203	30,000	Quoted	
UNIT 409	20,000	Estimate	
WARRANTY REVIEW	10,000	Quoted	
HOT WATER TANK PIPING (31 units)	35,000	Estimate	
RETAINING WALLS	50,000	Estimate	
<u>CURRENTLY IN CONTINGENCY</u>		275,000 approx	
<u>2007 SURPLUS FUNDS</u>		42,000 approx	
Vinyl siding cleaning quotes 5 – 18,000	11,000	Quoted	
Lansdowne fence completion	14,000	Quoted	
Roof cleaning	5,400	Quoted	

Motion 516/104 To present these allocations to the owners for their review and acceptance. **Passed.**

Please note the inclusion of the Lansdowne fence. The completion of the fence will provide more security and will cut down on our maintenance costs for the area, while enhancing the complex appearance. At present, the fence is a reflection of our complex, ½ finished. The rambler gate repairs/improvements have been put on hold.

13. Luxor Landscaping –

A council member met with Andre from Luxor to discuss the ongoing maintenance of the complex. Luxor was provided with a site map with numbered grids to allow for scheduling based on other activities that will begin shortly, and a means of us monitoring what is being done. This will assist in future considerations of landscaping maintenance costs etc. Luxor for the time being will be focusing on non project related areas

14. Landscaping preparation plan - was presented and discussed. The first phase is preparing the site and working around the existing issues of the day, ie retaining walls etc to attempt to get the complex in order as quickly as possible.

Of importance, is the understanding that this process requires a step by step procedure to ensure that we are not incurring additional expenses/damage/or redundancy as we proceed. So please do not expect miracles when we are trying to do our due diligence..

Please note that some of the deck/railings were not completely finished – This will be part of the process.

The buildings will be cleaned from top to bottom – flat roof cleaning and inspection/repair, then vinyl siding and windows. Please see attached plan. Some of the issues can run concurrently, but planning and owner involvement is needed to reduce costs. Your co-operation and involvement would be most welcomed and greatly appreciated.

Motion to adjourn 9:55 pm

Sunridge Estates Strata Council

Additional information

1. Cleaning instructions were handed out and Council requests that the balcony membranes be done as soon as possible as we will be having them inspected soon.
2. Council is looking into having two message boards built and installed at the mail boxes to allow for quick updates to the owners.
3. Quotes will be sought for many of the repairs on March 12th – deck completion/garbage bins, and new deck requests. Owners 504, 326, 203, 408 will be notified.
4. While many are of the opinion that a landscaping committee is not appropriate, please review the landscape preparation plan and appreciate that a few people already burdened by many other issues, cannot sustain the level of effort required to keep this on track. Owners involvement is necessary. It's true that nothing works, if no one does anything, Council is working hard to rectify this.. Help us out.
5. Due to the number of the tasks before council, and the required support of the owners to move forward, we are holding an information meeting on April 02nd to discuss all the reports/issues and respond to any concerns you may have, so that you can make “informed decisions” on April 09th. The direction of owners based on positive resolution voiting will commence almost immediately.

ASM