

SUNRIDGE ESTATES – NW2671

SPECIAL COUNCIL MEETING MINUTES - OCT 26TH 2006 AT UNIT #518

ATTENDEES: AL MACLEOD LORI MITCHELL
GUEST – UNIT 104
Meeting started - 7:00 PM

PREVIOUS MINUTES

Minutes of SEPT 27TH - Monthly financials - SEPT

HELD OVER TO NEXT MEETING
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PREVIOUS BUSINESS

ADMINISTRATION – MEETINGS ETC

2.5 HARDSHIP RENTALS – reminder Oct 31/06 is the end of PROJECT hardship rentals. **BAYSIDE**

2.13 SCHEDULED COUNCIL MEETINGS - OCT 26TH BUDGET MEETING CHANGED TO NOV 30TH

AGM has been postponed from Nov 29th awaiting financial info for budget.

NOVEMBER 08TH - MEMBERS MEETING – MIDDLE SCHOOL

"ALL" Owners PLEASE ATTEND 6:45 PM

Landscaping plan, decks and bylaw issues to be resolved.

3.34 INVOICE FOR LIGHTS – Unit 103 discussed with M/H June 14th BAYSIDE - CLOSED

5.06 REQUEST TO INSTALL DECK – Unit 326 **ACTION – ON HOLD**

5.15 REPAYMENT OF EXCESS PROJECT FUNDS & PST Rebate – JAN/FEB 07 ACTION - ONGOING

6.09 CONTACT PERSON – Mrs Eleanor Pederson in Unit 227 has been authorized to contact owner's on council's behalf for reminders etc. Bayside to provide updated lists. **ACTION - BAYSIDE**

6.24 Owner's letter of complaint, Council will review records of complex for specific issues relating to this building and follow-up) Envelope project deficiencies – moved to deficiency list & Item 12.10/05.

8.10 INFO PACKAGES & LETTERS (new owners - Council delivered an information package to unit 327

9.12 UNIT 405 - submitted request to alter deck area **ACTION – ON HOLD**

LEGAL ISSUES

12.10/05 HISTORY OF RECORDS REVIEW – Another owner (329) has offered to document our records. The first set of records will be passed on to her shortly with instructions. With thanks, ACTION- Re-activated

2.10 LEGAL DOCUMENTS - 18years of minutes. Almost complete (Update from lawyer received, need time to review) **ACTION - ONGOING**

5.24.1 BC CONDO ADVOCATE - COUNCIL will file formal complaint with Condo association.

6.10 LEGAL ISSUE - There are issues regarding the contracts, and the standards of practice by M/H. Council to seek legal review of issues. . **ACTION - ONGOING.**

6.11 STRATA LEGAL ADVICE - Adrienne Murray is working on legal opinions pertaining to deck issues, bylaws, and privilege letters. **ACTION – COUNCIL**

OUTSTANDING ISSUES – FINES ETC.

2.09 ARREARS LETTERS - If you have an outstanding balance due to fines please contact council to discuss the process and have your situation reviewed. Ignoring notices sent by Bayside is not an appropriate response. Unless an owner disputes a charge, to freeze, or put in question any fines etc. then the bylaws clearly state ongoing fines and interest apply. **ACTION – ONGOING**

9.04 WORKER PARKING - owner was fined after repeated warnings of workers parking in fire lane and also driving up onto the ground covered areas. Towing is now the only option.

Please advise your guests and workers that finding any spot on common property is not a parking option.

PARKING - This owner had indicated they do not know anything about this issue, even after several verbal warnings were issued. Please don't offend our sensibilities, we gave you several breaks. Fines will stand.

YEARLY MAINTENANCE ITEMS

Please be aware that having received the Maintenance Manual from the engineer, those items needed to maintain the warranty requirements will be added and there will be associated costs.

2.17 WINDOW CLEANING – Bayside to pursue quotes for spring/summer window washing **ON HOLD**

2.18 GUTTER CLEANING - Company to be sought out later this year **ACTION – LATE FALL**

2.19 PEST CONTROL – Council asked for an update on services, location of traps etc. **ONGOING**

3.12 DRYER VENT CLEANING - Scheduled for July 29th and Aug 12th **COMPLETED**

3.15 HYDRO BOXES – Authority has been given to clean concrete around hydro boxes. Ones at 415, 316 and 409 has now been cleaned **ONGOING**

3.16 DRAIN CLEANING – 11 cleaned to date. All to be cleaned after landscaping.

3.18 CARPENTER ANTS – Please monitor your areas. This is a preventive measure **OWNERS**

5.14 MAP OF DRAINS/CATCH BASINS – all drains and sumps to be mapped. Completed **CLOSED**

5.28 FLAT ROOF MAINTENANCE – inspect and clean debris. **SUSPENDED**

6.08 MAINTENANCE OF BUILDING ENVELOPE - . All owners provided with a copy of the 1st years requirements in the August 17th minutes

9.08 WATER BUILDUP FLAT ROOF - no owners have volunteered, Gord cleaned a couple of roofs, we will be contracting a company to do this work **URGENT**

Equipment available to owners

Power washer, Weed Whacker, Hedge trimmer, ladder, pruning tools. Sign out basis. Available # 518

UNIT – BUILDING REPAIRS

1.8 UNIT 101 – Issue resolved by installing diversion pipe to catch basin - **ACTION - MONITORING**

3.20 VINYL /HARDI SIDING - Please monitor your own and other buildings for loose siding– Thanks to the owners that have attended to this request. It will enhance the opportunity for repair. **OWNERS**

3.24 DOWNSPOUT DAMAGE – Unit 209 - put on deficiency list **MOVED**

5.17 UNIT 205 - Kitchen door- Starline accessed and will return – factory defect **ACTION – ONGOING**

5.18 INSPECTION REPORTS - All new owners are requested to provide a copy of their inspection report to Council, so that we can take a proactive approach in repair and prevention. **ACTION – NEW OWNERS**

5.27 BALCONIES - Council has reported approximately 15 decks for repair. H/B will check all decks by using the lift.

Please monitor your balconies for bubbling of the membrane and advise Bayside immediately.

5.29 UNIT 210 - Enclosure of carport. discussed with new H/B coordinator oct 06th **ACTION – ONGOING**

6.06 UNIT 206 – Bayside to set up appt with owner to view the decking on this unit. **ACTION - BAYSIDE**

6.14 UNIT 103 – Able drain investigated the crawl space and has identified the need for some concrete footings. Other similar units will be inspected and all done at once. **ACTION – BAYSIDE**

6.15 WEATHER STRIPING ON FRONT DOORS – Unit 209, 206, **ACTION – ONGOING**

8.03 UNIT 225 – owner proceeding with interior remodeling but has chosen not to move the toilet due to stacking issue. Thanks to the owner for updating council **ACTION - DONE**

8.05 UNITS 510 & 207 NOISE AND GURGLING IN PIPES - PLEASE be advised that the plumbing system in these units are of a stacker type. That which happens above, affects below. When utilizing your garburator or sinks, please be careful with pasta's rice and other food materials that have a tendency to swell when moist. These items should be put into garbage containers... **ACTION – MONITORING**

8.15 UNIT 205 – Extensive renovations have been done without advising council. Owner will be requested to supply a list of improvements as per the bylaws. **ACTION – BAYSIDE**
New owner's must advise Council of any impending changes to the interior of their units prior to the commencement of change. Thank you for your cooperation in this matter.

9.06 UNIT 223 - authorized to repair small remediation damage inside his unite **ACTION - DONE**

9.09 UNIT 223 – reported problem with garage door. Will have Overhead examine problem **ONGOING**

COMMON AREAS

1.11 LIGHT REPAIR – UPDATE NOV 01ST – Monies received, work will commence shortly for light and gate repairs. **ACTION - ONGOING**

1.13 ELECTRICAL ROOMS - 407 door and lock have been repaired - room 205 still to be done. **ONGOING**

1.15 GAS LINES - Council reviewed work. Will ask company to return as Heatherbrae has questioned some of the screws used **ACTION – ONGOING**

1.17 RAMBLER GATE REMOTES - 4 of the 10 remotes have been reserved for owners.
See Council Chairman #518 for purchase and activation. **ACTION – ON HOLD**

3.07 PEDESTRIAN LOCK ON RAMBLER GATE- has been replaced. New keys have been distributed to 500 series owners, and available to other owners by contacting council. Keys are available by contacting Eleanor at Unit 516. **THIS GATE IS CONTINUOUSLY BEING LEFT OPEN BY ERRANT OWNERS.**
PLEASE SHOW SOME RESPECT FOR THE NEIGHBOURS WHO ARE AFFECTED BY YOUR OVERSIGHTS **ACTION – ONGOING**

3.09 RETAINING WALLS – ROTTEN/DAMAGED TIES – Units 415, 205, 209 405. **ACT - REVIEW**
During an inspection of a unit, the retaining wall between units 504 and 506 was flagged as being in jeopardy of letting go. The landscape designer and deck company were asked to review and indicated it needed to be replaced. This will need to be done as part of the landscaping. Other less serious areas will be budgeted for.

3.25 GARBAGE BINS SURROUNDS - no owners have responded to our request to do this project so a quote is being requested. The quote will include an overhang and doors to attempt to reduce odours to adjoining units. **ACTION - ONGOING**

3.39 INTERCOM (ref 1.17) This issue will be discussed at next owners meeting. **ACTION - ONGOING**

5.03 WALKWAY FENCE - east side of property - hole cut in fence . City advised in April but as yet no action taken. , **Approved for repair by city - Still not fixed** **ACTION - REACTIVATED**

5.22 ROAD REPAIR - Company examined all roadways and driveways and gave a quote of \$ 11,000. Council will review written report when received **ACTION - ON HOLD**

6.01 VISITOR PARKING SIGN - Gord to attach to posts and install. **ACTION - DONE**

6.18 RAMBLER GATE - Quote received in excess of 8,000 dollars for electrical work. Work to commence on repair as soon as funds are received from starline for lamp standard. (ITEM 1.11) **ACTION - COUNCIL**

8.08 NEW SIDE PATIO DOORS . If you have drilled holes, please advise council to arrange a review by starline to determine the status. **ACTION - COUNCIL**

8.12 SIGNAGE - Private property, no soliciting and no trespassing signs will be purchased and installed throughout the complex. Quote received for 6 signs. **ACTION - ONGOING**

8.13 PEST CONTROL - one new sighting OCT (thanks to 225) **ACTION - ONGOING**

8.14 GARBAGE CANS - Council asked Bayside to review BFI's responsibilities for garbage pickup, bin condition and cleaning. **ACTION - BAYSIDE**

9.09 RAMBLER ENTRY - FENCING - fencing was cut for access by unknown party, repaired and within 24 hrs was recut - council will speak to arborist to determine type of plants to keep snippers at bay.

9.14 WALKWAY HANDRAIL - the tree removal company damaged the handrail. **ACTION - CLOSED**

LANDSCAPING - PROJECT RELATED & MONTHLY MAINTENANCE

2.03 LANDSCAPING MAINTENANCE - **MANY THANKS** to those owners who are taking a proactive approach to keeping their front areas clean until the landscaping is implemented. The new council in the fall will need to address the monthly maintenance issues. **ACTION - ONGOING**

3.41 LANDSCAPE DESIGNER - Met with LA West on Oct 24th. He will have final draft of his plan on Oct 31st. A meeting is scheduled to be held November 08th at the middle school **ACT - ONGOING**

3.42 ARBORIST REPORT - The tree removal has been completed and report submitted to City Hall. We will await the Landscape designer report to determine replacement of trees etc **ACTION - COUNCIL**

OWNER'S SUGGESTIONS - for future consideration

- Areas in between garages - put in cement or other type borders to prevent soil runoff - priority
- Areas in between garages - pave over the areas and purchase planter boxes to match envelope
- Underneath wooden steps - finish off the sides of the steps with trellis and paint step colours.
- Plant more grass, rather than shrubs
- Place shrubs around garbage bins in lieu of existing wood framing (has limitations)

REMEDATION PROJECT

12.12/05 DECK ISSUE – A survey has been undertaken by unit 405 (with thanks) As a result of this survey it will be necessary to have a committee struck to make determinations on changes to existing decks and assigning areas for decks to be built on the sides of buildings. Allocation of funds and legal issues regarding future care, depending on the final survey outcome and requirement for future votes etc will be entertained by this committee . As there are now some disputes on record for side deck intrusions, a mechanism must be put into place to determine appropriate sizes etc. prior to any activity in restoring or changing those areas. Council has authorized some repairs for railings for safety reasons, and had quotes on a couple of front decks
The front units (200 series) will have the railings installed this month. **URGENT**

12.16/05 VINYL SIDING – reviewed area in garage for storage, some work will be require to acquire the space needed to store properly
ACTION - COUNCIL

12.17/05 INTERIOR PROJECT DEFICIENCIES – only a few non window deficiencies remain. **ONGOING**

3.1 EXTERIOR PROJECT DEFICIENCIES – Council has met with H/B representatives, given lists of deficiencies, walked the site and engaged in heated and protracted discussions over the qualifications of workman to do the repairs. Council will not settle for less than what we paid for and expect the same quality to extend to all required repairs to this complex. H/B has complied with our requests and you will see them for the next little while active on repair and inspections. **PLEASE DO NOT ENGAGE THEM,** and send all concerns to bayside or council immediately
ACTION – CURRENT

5.28 ROOFS /VENTS - H/B will check all vents as they carry out roof inspections **CURRENT**

9.13 WINDOW COMPLAINT – Unit 111 – new owner reported problems with a couple of windows, Starline notified immediately as they will be returning to site soon. Moved to deficiency list. **MOVED**

9.07 UNIT 203 – advised of puncture marks in exterior window frame and vinyl. H/B sent picture and further discussed at meeting. H/B to charge time and materials for repair. **ACTION - ONGOING**

OWNERS ACTIVITIES

9.02 Owner's volunteered for the following:

9.02a - Owner 404 - offered to prepare quote on decks – no action todote

9.02b – Owner 205 - offered to review roof issues – no action todote

9.02c - Owner 510 - offered to get deck requirements from city -done (with thanks)

9.02d – Owner 405 – offered to do survey on decks (after meeting) – done (with thanks)

9.02e - Owner 329 – offered to do administrative work with records – being established.

9.02f - Owner 201 – offered to do administrative work for legal issues - declined

9.02g – Owner 219 – assisted with co-ordination of starline repairs – done (with thanks)

9.02h – Owner 314 – open offer to assist with repairs – ongoing maintenance at the corner (with thanks)

9.02i - Owners 227 - continued support in any issues as required (with thanks)

9.02j – Owner 223 – ongoing assistance with landscaping (with thanks)

9.03k – Owner 318 – cut grass in front, checked all light bulbs on site, purchased locks for electrical doors, cleaning clogged roof scuppers and inspecting roofs.(with thanks)

BY-LAWS – RULES – CONSIDERATIONS FOR CHANGE

EXISTING ENFORCEMENT

12.9/05 BYLAWS - 1st draft of new bylaws were received by council, with thanks to Unit 510. **ONGOING**

3.27 INSTALLATION OF SCREEN DOORS ON UNITS - Council permission is required.

5.19 WINDOW COVERINGS – These include, previous blinds, NEW - white or cream coloured. **PRIORITY**
Council implemented a RULE on August 17th for clarification purposes to existing bylaws.
Only white, cream or off white blinds and window coverings are allowed. These to be hung with appropriate hardware systems. No lights, ornaments, flags, bedding or newspaper are to be used. Vote - unanimous
. Compliance by OCT 11TH 2006. This is one year from substantial completion.

Owners are asking for exemptions – this will be discussed on November 08th at the members meeting.

6.07 NOISE COMPLAINTS – One of the increasing complaints within the complex is dogs barking. If you have pets, it is your responsibility to control their conduct. Should someone contact you about your dog's behavior, or indicate their actions while you are absent from the home. Please take note of what their issues are.

ACTION - OWNERS

PLEASE ENSURE YOUR PETS ARE LEASHED ON COMMON PROPERTY

6.19 COUNCIL BY-LAW TOUR – We extended the period to allow people to conform and some have shown verbal and written contempt for requirements they agreed to. This is perplexing to Council as owners, that these people have such little regard for themselves or their neighbours. **Fines will be given and not forgiven.**

ACTION - OWNERS - COUNCIL

8.01 PAST RESOLUTION - the resolution passed August 2004 and recorded for future payments of legal fees is in error and must be corrected at the next AGM.

ACTION – BAYSIDE

9.15 SPEED BUMP/ROCKS – Owners are their guests are reminded that diverting their vehicles onto common property to avoid speed bumps is not appropriate behavior and dangerous. As part of the landscaping will include curbing in those areas, no action for posts will be taken at this time

ACTION - Owners

FOR CONSIDERATION AT AGM

12.5/05 Acknowledgement of all correspondence

CURRENT

12.7/05 Council decisions – 3 members minimum for non emergency decisions

CURRENT

12.8/05 All council members to review all information prior to vote.

CURRENT

Item 1 – Jan05/06 – No names will be used in minutes for complaints etc

CURRENT

1.19 CHOA journal - an indemnity by-law be considered for insurance claims.

ACTION/Bylaw review

2.24a STRATA ACT - Sec 31 – Honorarium – resolution needed at next General meeting.

ONGOING

2.30 HOT TUBS - to be determined by owners at SGM or AGM

ONGOING

2.31 POTENTIAL REVISION OF NEW STRATA PLAN – Bayside looking into costs associated with architectural drawings. CHOA will be asked to assist.

ACTION – ONGOING

5.19 Window covering rule - TO BE ADMINISTERED after OCTOBER 14TH

PRIORITY

NEW BUSINESS

10.01 - UNIT 324 - problem with garage door

10.02 - UNIT 213 – inquired about new garage door , was fixed by Overhead, and she understood it was to be totally replaced.

10.03 UNIT 516 – submitted plan to build deck on existing retaining walls. Owner advised that process would require permits etc. Deck company has since been asked to provide a quote

ACTION – ON HOLD

10.04 UNIT 504 – new owners submitted a request to install laminate flooring with grade 73 underlay.

10.05 UNIT 504 – put in a request to build a deck. Advised of current status –

ACTION - ON HOLD

10.06. UNIT 104 – inquired about tree replacement program in landscaping.

10.07 OWNER has submitted a list of demands for documents that is crippling to council and the property management company to provide. Most of this information is to be shared at the meeting on November 08th with ALL owners. The actions of this request would allow this individual to be privy to every possible scenario, without consideration of other owners receiving same, without being on council and contributing in a positive way, and also by placing all council activities on hold to accommodate these time related requests at their whim. It is council's interpretation of the strata act, that while an owner is entitled to timely information, it is not a mechanism to create havoc or strip people of what little personal lives they do have as volunteers, simply because someone does not want to be patient, or allow processes to play themselves out. Thus November 08th has been scheduled to discuss this list of issues, many already in the minutes, but not satisfying to the owner, and then allow for the owner to access the records at Bayside properties. We as a Strata will have to pay a \$ 60.00 an hour monitoring fee for this activity. Should any owner wish to assume council delegated authority to save this fee, it would be greatly appreciated. This meeting is not specific to this individual, just presenting all the info to all the owners at the same time... WE URGE YOU TO ATTEND.

10.08 ANOTHER OWNER was fined for repeated offences of parking. Has since indicated that even following the verbal discussion held at the time of the fine, they want pictures, licence plate numbers date and time of the infraction. They were advised that being guilty and looking for a technicality to get out of their responsibility was unacceptable and the fine would stand. The licence plate and info will be given to the owner.

ACTION - INEXCUSEABLE

10.09 COUNCIL MEMBER – visitor illegally parked in fire lane and owner was given a warning.

10.10 CHILDREN IN THE COMPLEX – there is a general uneasiness with kids playing on the fire lanes and near blind corners etc. No parents have come forward to date with recommendations as requested for solutions or possible play areas, but another owner has indicated that they now feel the same responsibility as a baby sitter, constantly checking on the kid's wellbeing. This issue needs to be addressed on November 08th meeting. Please come with your suggestions.

Council is struggling to maintain it's patience in the wake of repeated and ongoing violations of the by-laws. It should be pointed out that as a strata corporation, we submit these bylaws as legal documents to new owners and the expectation is that we are living up to them. This is not the case and even new owners are pleading ignorance of by-laws they should be reading prior to purchase. New owner's have an obligation to respect the bylaws that come with their purchase of a strata unit, as do the current residents that helped form those rules.

IF YOU WANT ENFORCEMENT OR CHANGES. DON'T MISS THIS MEETING!

The meeting scheduled for November 08th will be the most important one that has been held in years. We will define as a group how we want to live and a lawyer will prepare resolutions to support the owners wishes. If you miss this meeting, the next several years of your life will be affected by others decisions.

The Strata Act requires that owner's participate in the running of his or her own complex through Council involvement. Please be prepared to step forward and work towards making this a better place to live. The groundwork has been laid, now we need people to step up and built on this foundation.

Meeting adjourned 9:30 pm

Al MacLeod - Strata Council Sunridge Estates

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