

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION NW 2671
"SUNRIDGE ESTATES"**

HELD: Wednesday, May 23rd, 2007 at 6:00 PM in the Boardroom at Bayside Property Services Ltd., Suite 100 – 6400 Roberts Street, Burnaby, BC

<u>PRESENT:</u>	Wayne Bryson	President	Unit #205
	Geri Campbell	Vice-President	Unit #514
	Gord Matheson	Treasurer	Unit #318
	Trevor Neuman	Landscaping	Unit #223
	Sherrill Berg	Secretary	Unit #508
	Jim Brose		Unit #402
	Mae Reid		Unit #510
	Allen Regan	Bayside Property Services Ltd.	
	Sorina Timonea	Bayside Property Services Ltd.	

GUEST: Keiron Duncan Unit #104

GUEST BUSINESS

Keiron Duncan, the Owner of unit 104, wanted to express his concern regarding the effects of the cutting of the trees in front of the lower level townhouses, including his own. In his opinion those trees were an efficient barrier against noise and pollution. He continued to add that the removal of the trees resulted in his loss of quiet enjoyment of the unit and prevented him from using his patio during the last 8 months. He is particularly affected by the noise of the vehicles in the street, loss of shade and privacy, and believes there is a significant decrease of market value of the units exposed to the above mentioned factors. The Owner suggested that some trees or foliage of some kind be planted and/or a fence be built to reduce the noise, pollution and address the lack of privacy. Council was sympathetic with the Owner's concerns and advised that they would be investigating alternatives.

CALL TO ORDER

Council President, Wayne Bryson, called the meeting to order at 6:30 PM.

MINUTES OF PREVIOUS MEETING

It was moved, seconded (Bryson/Neuman) and carried to approve the minutes of the Council meeting held March 7th, 2007 and the minutes of Council hearing held April 10th, 2007 as prepared by Bayside.

FINANCIAL REPORTS

1. Monthly Reports: It was moved, seconded (Campbell/Neumann) and carried to approve the financial reports for January, February, March and April 2007 as prepared by Bayside.

2. Accounts Receivable: A report was provided to Council. There are a few Owners in arrears for their maintenance fees, one of which has a lien registered on title. Council directed Bayside to contact the Owners and discuss their accounts with them before proceeding with further steps.

BUSINESS ARISING FROM THE MINUTES

1. Deck Request: Owners of 208, 326, 516, 504 and 405 have made requests for deck additions and alterations. Council feels that no deck approvals can be granted without the entire deck situation first being resolved and bylaws drafted. In addition, Design Guidelines and a Special Privilege Document need to be drafted by a lawyer specific to these improvements and the Bylaws of the Strata Corporation.
2. Bylaws: The quotation from Adrienne Murray to draft a new set of bylaws has been received. It is in the amount of \$2,500 exclusive of taxes and disbursements. The cost is based on the lawyer's hourly rate of \$265 and would involve reviewing and revising the current bylaws as well as adding in new bylaws to address current issues. Council instructed Bayside to obtain one or two more quotes.
3. Flat Roof Maintenance: Pooling water and debris has been noted on the flat roofs. Maintenance should be carried out to address this. Gordon Matheson will obtain quotes to be discussed during the next Council Meeting.
4. Unit 103 Footings: A Structural Engineer had been called to investigate and outline a scope of work. The report received indicated normal building settlement, but Bayside was instructed to contact LMA (London Mah & Associates) to follow up on the matter.
5. Garbage Bin Surrounds: An estimate from Terris Construction is still expected.
6. Enterphone System on Rambler Way: At the Annual General Meeting the Owners by a ¾ vote decided to replace the enter phone system to Rambler Way. A quote has been provided by Action Lock & Security but two other quotes were requested by Council. Bayside will obtain two more.
7. Walkway Fence: The City of Coquitlam is to address this issue as there is a hole in the fence on the east side of the property. Mae Reid will be contacting the City to have the fence repaired.
8. Road Repairs: Council directed Bayside to obtain two or three quotes for miscellaneous road repairs. Council will prepare a sketch plan showing where the areas of most concern are.
9. Signage: Council will organize volunteers to paint the sign.
10. Fireplace Inspections: Council directed Bayside to have all fireplaces inspected. An appointment will be made with the inspectors to attend and access to the suites will be required. Owners will be notified in advance.

FIREPLACE INSPECTION

PLEASE NOTE: OWNERS/RESIDENTS ARE REMINDED THAT THEY ARE REQUIRED TO MAKE ALL NECESSARY ARRANGEMENTS TO PROVIDE ACCESS TO THEIR SUITE. NOTICE FOR THIS INSPECTION WILL BE PROVIDED IN DUE COURSE.

11. 103 Plywood Sheeting Nailed to Truss: Council will investigate this matter.
12. City of Coquitlam Work Order: Balconies/patios must comply with the City of Coquitlam Bylaw. A work order has been issued by the City. The decks with drops over 2' on any part must have a permit and have a railing installed per the Building Code requirements. The work is in process by Terris Construction.
13. Privacy & Noise: Fencing has been suggested in the past or potentially new shrubs like Cedar may be planted to provide some type of noise barrier and privacy to the suites in front of which the trees had been removed. Council decided to have a fence built and some Cedars planted. A quote has been received for fencing and another one is required; Bayside will contact West Coast Fence.

NEW BUSINESS

1. Maintenance of Building Envelope Warranty: Mike Wareing of Spratt Emanuel has attended the site and a report has been completed on the deficiencies from building envelope repairs. Council directed Bayside to send this report to Morrison Hershfield, Heatherbrae and the warranty company.
2. LMA report on Variations in Living and Dining Room Floors in Unit #206: The report shows that there is very little movement and what movements have occurred are due to minor foundation settlement and settlement due to framing shrinkage.
3. Legal Action: The draft letter prepared by Adrienne Murray (the Strata Corporation's lawyer) to an Owner has just been received and Council will review it.
4. Parking Infractions: There have been complaints that an Owner parks his vehicle in the Visitor's parking stall as if it were his own which constitutes a bylaw infraction. Bayside was instructed to send a letter to this Owner requesting him to stop parking in the Visitor's stall and therefore comply with the Strata Corporation Bylaws. Failure to do so may result in fines being assessed to the Owner's account.
5. Request for Reimbursement: An Owner has made a request for reimbursement of the \$300 for work done to his garage door springs. Council approved the reimbursement and a cheque will be issued to the Owner.

INVOICES

1. There is a legal invoice in the amount of \$207.95 for a lien registered on an Owner's unit. Council approved charging back the invoice to the Owner.
2. The invoice #102 from Terris Lightfoot Construction in the amount of \$551.20 will be tabled for now.
3. The invoice #17861 from LMA (London Mah & Associates) in the amount of \$4,597.95 will be investigated by Bayside.

QUOTES

1. An estimate for property clean-up from Rocksolid Landsculpting Corporation has been received. It was moved, seconded (Campbell/Berg) and carried to approve this estimate.
2. Garage Doors: One quote from Doormaster has been received; still awaiting one from Overhead Door to replace the garage doors.

CORRESPONDENCE

1. A letter had been received from an Owner complaining about smoke odor coming into her unit. Council directed Bayside to have City Duct Cleaners investigate this matter. The Owners will be contacted for arrangements for in-suite access.
2. An Owner wrote a letter regarding the minutes of the April 10th hearing. Council acknowledges receipt of the letter and noted thanks to Joan MacDougall, formerly of Bayside, for the thorough and accurate minutes.
3. Letter #502 – April 23, 07 – noise complaint about #401, #404 and #407.
4. Letter #404 and #407 – April 24, 07 – response to the above letter.
5. Letter #502 – May 7, 07 – in reply to #404 and #407
Council acknowledged receipt of all three letters. Owners are reminded that late night / early morning noise (11pm – 7am) can be disturbing to your neighbors. In a communal environment it is important to be considerate of your fellow strata owners.
6. An Owner wrote regarding several renovations they would like to undertake. The Owner is reminded that for some alterations, such as removing/replacing walls, an engineering report is required. Bayside will correspond with the Owner as directed by Council.

OTHER

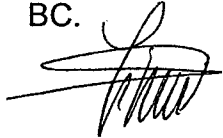
1. CHOA Membership: Council directed Bayside to renew the Strata Corporation's CHOA (Condominium Home Owner Association) Membership.

2. Outside Tap Leak: The tap outside unit #225 is leaking and impacting the unit inside. It has been investigated, but no cause has been determined so far. Council directed Bayside to have a Plumber further investigate this problem. The Owner will be contacted in advance should in-suite access be required.
3. Carpenter Ants: If any Owner notices carpenter ants (large, black or red) in or around their unit please notify Bayside so that the pest control company can be notified.

TERMINATION

There being no further business to discuss the meeting was terminated at 8:38 PM on a motion by Wayne Bryson.

The next Council Meeting has been scheduled for Wednesday, June 20th, 2007 at 6:30 PM in the Boardroom of Bayside Property Services Ltd., Suite 100 – 6400 Roberts Street, Burnaby, BC.



Sorina Timonea
Property Manager

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****Recent revisions to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**