

SUNRIDGE ESTATES – NW26⁷**SPECIAL COUNCIL MEETING MINUTES - JULY 15TH 2006 AT UNIT #518**

ATTENDEES: **AL MACLEOD** **GORD MATHESON**
 LORI MITCHELL
 Meeting started - 1:40 PM

PREVIOUS MINUTES

Mintues of the JUNE 20TH – held over to Aug meeting
Monthly financials - June - held over to Aug meeting

PREVIOUS BUSINESS**ADMINISTRATION – DOCUMENTATION ISSUES**

12.10/05 HISTORY OF RECORDS REVIEW – ACTION - ONGOING

2.5 HARDSHP RENTALS – reminder Oct 31/06 is the end of hardship rentals ACTION – ONGOING

2.09 ARREARS LETTERS – Owners contacted. Awaiting responses ACTION – ONGOING

2.10 LEGAL DOCUMENTS - Council has been asked for 18years of minutes ACTION - URGENT

2.13 SCHEDULED COUNCIL MEETINGS FOR 2006

AUGUST 17TH SEPT 21ST, OCT 26TH – BUDGET MTG, NOV 29TH AGM
Owners are welcome to attend. – UNIT # 518 at 7:00 PM

3.06 PROJECT INSURANCE - Willis advised June 19th rebate has not been processed. ONGOING

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

3.38 Received audited financial statements – Treasurer/needs clarification ACTION - ONGOING

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

5.11 NEW OWNERS – please provide your contact information to Bayside properties so that our contact lists can be properly updated. In the event of emergency we need to contact you. ACTION – OWNERS/BAYSIDE

5.15 REPAYMENT OF EXCESS PROJECT FUNDS & PST Rebate – Nov/Dec 06 ACTION - ONGOING

6.03 UNIT 506 – contacted Council and will receive a copy of the minutes via email until his delayed move in.

6.09 CONTACT PERSON – Mrs Eleanor Pederson in Unit 227 has been authorized to contact owner's on council's behalf for reminders etc. ONGOING

6.10 LEGAL ISSUE - A council member has done an extensive review of the documentation on the remediation project. 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 - Bylaws, decks, privledge letters etc ACTION – COUNCIL

6.16 OWNERS INFORMATION MEETING – within the next 2 weeks.

It is imperative that all owners understand the current situations and all the background so that you can make informed decisions when the time comes. Council will attempt to have an information meeting within the next few weeks to update all owners on the significant events affecting Sunridge. It will be your chance to ask questions, make suggestions and for Council to get direction from the owners on these issues. Support your community by planning to attend and contribute your ideas, concerns etc. In light of the bylaw review, it is imperative that you convey how you want to live. Council is responsible to enforce the bylaws, as owners, your responsible to update them. NOTE ****(scheduled for AUGUST 01st)

6.24 Owner's letter of complaint, - Suggestion of normal settling, wear and tear and suggested minor repairs by owner were not acceptable (Council will review records of complex for specific issues relating to this building and follow-up) Envelope project deficiencies – moved to deficiency list. ONGOING

OUTSTANDING ISSUES – FINES ETC.

2.24 KITCHEN EXHAUST FAN - Owner's rep states issue is with venting, our company checked vents and found no problem. Owner to pay for costs, and determine if a third opinion is warranted. If nothing is found on the 3rd inspection, the cost will be borne by the owner ACTION – ONGOING

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 please watch for notice.
3.15 HYDRO BOXES – Authority has been given to clean concrete around hydro boxes. One at 415 has now been cleaned ONGOING
3.16 DRAIN CLEANING – 11 cleaned to date. Once mapping is done, the remainder will be vacuumed
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. Awaiting ladder purchase

6.08 MAINTENANCE OF BUILDING ENVELOPE - . Bayside has provided a CHOA document to provide guidance in the overall inspection/maintenance programs. To facilitate the implementation, council will request a meeting with the warranty provider to determine their requirements. As this process unfolds, Council will provide notices with specific actions required by owners. ONGOING

UNIT – BUILDING REPAIRS

12.14/05 BATHROOM WALL REPAIRS –UNIT # 201 provided proof of repairs. Form B amended CLOSED.

Council had Tile company attend for quote on bathrooms in Unit 101. Repairs will be scheduled upon completion of tile selection. ACTION – COUNCIL

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

1.16 UNIT # 314 - Invoice received from owner – submitted to bayside for payment June 20th ONGOING.

3.3 GARAGE DOORS - # 419 , to be inspected on July 18th 10:00 am - ONGOING

3.11 OUTSIDE WATER SHUT OFF – Unit 227 - access to shutoff was covered. ACTION – ONGOING

IN THE EVENT OF A WATER LEAK, THE FIRST COURSE OF ACTION IS TO TURN OFF YOUR WATER, OR ATTEMPT TO CONTACT THE PERSON ABOVE. IF CALLING BAYSIDE EMERGENCY LINE, INDICATE IF PROBLEM IS SERIOUS OR INTERMITTENT ETC. TO ASSIST IN THE APPROPRIATE RESPONSE TO YOUR PROBLEM.
(ALL OWNERS SHOULD BE AWARE OF THE LOCATION OF THEIR SHUTOFFS.)

3.19 TREE ROOTS IN ENTRY – (402) Quote received and approved – repair to commence. ONGOING

3.20 VINYL /HARDI SIDING - Please monitor your own and other buildings for loose siding– OWNERS

3.21 WATER LEAK – Unit 415 – Quote received. Authorized to repair ACTION - ONGOING

3.24 DOWNSPOUT DAMAGE – Unit 209 - company will be contacted for replacement piece. ONGOING

3.30 OUTSIDE HOSE BIBS - Connectors are available from Council for units that have the cultured stone too close to the taps. To date no owners have requested these connectors. ACTION - ONGOING

3.31 WATER STAIN – Unit 401 Request to repair was given June 29th to company, as yet no response. Our apologies to the owner and many thanks for his patience ACTION – ONGOING

**5.12 GARAGE DOOR Unit 108 , 327, & 215 – Company will attend July 18th 10:00 am ACTION – ONGOING
Without the ability to determine fault, Trevor has agreed to pay for the door. Remainder of his invoice plus 150.00.**

5.17 UNIT 205 - submitted list of deficiencies. Owner did not make arrangements for access during inspection on June 14th. On hold until owner contacts Council/Bayside ACTION – ON HOLD

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 - there is an issue of potential water damage to the new membranes if items are set directly on the surface. This leads to trapped moisture, staining and premature failure of the membrane. If you place plants or any objects on the deck, they should be elevated to allow water run off or evaporation.

This is a preventive maintenance requirement and your co-operation is needed.

For patio furniture etc, please take the time to shift their location on a regular basis.

Failure to do so will void the warranties and the costs will be charged to the owner.

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

During a recent walk about, 3 balconies were identified as needing repair and not reported by any owners.

5.29 UNIT 210 - Enclosure of carport. H/B has been asked to do a quote or provide a suitable company to ensure the integrity of the building envelope ACTION – ONGOING

6.06 UNIT 206 – Owner has been advised in writing of balcony condition. Council will request permission to view in the coming weeks. ACTION - BAYSIDE

6.12 UNIT 404 - Unit 201 is awaiting repairs from this leak into their garage . ONGOING

6.13 UNIT 103 - A roofing company will be called in to inspect the roof and trusses. ACTION - BAYSIDE

- 6.14 UNIT 103 – Able drain investigated the crawl space and has identified the need for some concrete forms. Other similar units will be inspected and all done at once. Sometime mid-late Aug ACTION – ONGOING
- 6.15 WEATHER STRIPING ON FRONT DOORS – No other owner's have identified a problem with their weather stripping, although evident during our walk about., We need your cooperation to identify these issues/ ACTION – ON HOLD

COMMON AREAS

- 1.11 LIGHT REPAIR – light standard is still not working. Bayside was instructed to contact Starline directly for vehicle information to pursue claim with ICBC ACTION - BAYSIDE
- 1.13 ELECTRICAL ROOMS - some moisture found in 205 electrical room. Recent drainage installed in front of door area. Council will check with Drain company ACTION - ONGOING
- 1.15 GAS LINES - Council reviewed work. Will ask company to return 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
- 3.7 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. ACTION - ONGOING
- 3.9 RETAINING WALLS – ROTTEN/DAMAGED TIES – Units 415, 205. All owners are asked to check and report any problems with ties in the complex so quotes can be obtained for future replacement. Discussion was held about starting to use Allen blocks when retaining walls are to be replaced OWNERS
- 3.25 GARBAGE BINS SURROUNDS - owner has agreed to price out fence sections for replacement of garbage bin surrounds. With thanks ACTION – ONGOING
- 3.39 INTERCOM (ref 1.17) – Quote was received for approximately 4,000 dollars. Owners should re-direct friends family and deliveries around to Rambler Way for the short term. The system sounds in the units but the owner has to use the clicker to open the gate. (suggestions/comments) Bayside to check with Fire Department to ensure they access 500 series from Rambler ACTION – BAYSIDE
- 5.02 DRAIN PLUGGED front of Unit 101 – Able Drain dug down and found a junction box located on our property. Repairs were completed. City to deal with pipes leading from box to their main line. – ONGOING
- 5.03 WALKWAY FENCE – east side of property -hole cut in fence . City advised in April but as yet no action taken. , Council followed up - Approved for repair by city ACTION – ONGOING
- 5.22 ROAD REPAIR – Company examined all roadways and driveways and gave a quote of \$ 11,000. Council will receive written report when received ACTION – COUNCIL
- 5.23 ENVELOPE AS BACKDROP FOR GAMES- As this is not a child friendly complex, we are asking suggestions of parents with small children for ideas, prior to landscaping for a potential solution ONGOING
- 5.30 CONDITION OF COMPLEX - Our thanks to those owners that diligently keep their areas clean and those that have since made efforts to improve their surroundings. Please take the time to view unit #314
- 6.01 VISITOR PARKING SIGN – needed in front entrance area. An Owner has suggested they can obtain up to 8 of these signs for the parking areas within the complex. Some discussion was held regarding parking passes as Coquitlam towing will monitor parking. ACTION - ONGOING

3.17 UNIT 215 - WEATHER STRIPPING ON GARAGE DOOR – To be inspected on July 18 ONGOING

6.18 RAMBLER GATE - Quote received in excess of 8,000 dollars for electrical work. An owner with electrical background will inspect this situation for the strata ACTION – COUNCIL

LANDSCAPING – PROJECT RELATED & MONTHLY MAINTENANCE

12.15/05 WEST SIDE OF COMPLEX – near 329 – drainage repaired. Blacktop completed ACT - DONE

2.03 LANDSCAPING MAINTENANCE – MANY THANKS to Gord Matheson for cutting the grass on Lansdowne and Guildford avenues. His efforts will keep the grounds in presentable form until a landscaping contractor can be hired in the fall. ACTION – ONGOING

3.40 Ivy around buildings – Please monitor around your units and identify ivy growing onto or into siding. Report to council ACTION - OWNERS

3.41 LANDSCAPE DESIGNER – Has asked for as built drawings and will do a site tour ACT - ONGOING

3.42 ARBORIST REPORT – Report is being completed. Will have city in next week to review the report and mark trees ACTION – COUNCIL

5.23 PURCHASE OF LAWNMOWER AND TOOLS – Council voted to buy a high level power washer, weed whacker. This will be made available to owners for their use. ACTION - URGENT

6.19 LADDER TO ACCESS ROOFS - Council has authorized the purchase. ACTION – URGENT

OWNER'S SUGGESTIONS – for future consideration

- Areas in between garages - put in cement or other type borders to prevent soil runoff
- 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)
- Areas in between buildings to be leveled and paved for additional parking

REMEDATION PROJECT

12.12/05 DECK ISSUE – One quote received was out of line, asked to revise and resubmit to council. Another quote is on an hourly basis. We're getting close. ACTION - URGENT

12.16/05 VINYL SIDING - moved the majority of materials to temporary locations around site. Owner will be approached to store in their garage to remove from grounds ACTION ONGOING

12.17/05 PROJECT DEFICIENCIES – We are seeking a dry waller, and painter to initiate the repairs. If you know of any small companies, please contact Council immediately ACTION -ONGOING

3.1 PROJECT DEFICIENCIES – M/H & H/B attended on June 14th. To date we have had no report or work done. A letter of dissatisfaction will be sent to both M/H & Heatherbrae ACTION – ONGOING

5.24 BC CONDO ADVOCATE - documentation issues to be addressed ACTION - COUNCIL

5.28 ROOFS /VENTS - H/B to co-ordinate a review of the sloped roofs for deficiencies. ACT - COUNCIL.

BY-LAWS – RULES – CONSIDERATIONS FOR CHANGE**EXISTING ENFORCEMENT**

12.9/05 **BYLAWS** - A meeting was held between Mae Reid and the Chairman to review the existing bylaws and identify, inconsistencies and redundancy. When a draft copy is available for Council to review, then any suggestions for additions etc will be added. Member input is welcome **ACTION - ONGOING**

 Owners are reminded that **NO** penetration of the building envelope is allowed, as it affects warranty issues and could result in costly repairs to the owner. Refer to Sec 44 of current bylaws

2.04 **PARKING** - Several written warnings were given out on July 15th to owners parking for protruding into the the fire lane. Grace period is over. Coquitlam towing will be active in the complex =
If your car touches the curb or extends beyond the apron of your driveway. "Violation" **ONGOING**

2.20 **NO BIRD FEEDERS ALLOWED** – Owners are reminded to **REMOVE** Bird feeders and bird houses. As per the bylaws, feeding of animals/birds etc is not allowed. **ACTION - OWNERS**

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. **ONGOING**

5.20 **FLAMMABLE LIQUID STORAGE** - during remediation it was stressed that **NO** propane tanks or any Large quantities of other flammable liquids are permitted in the garages. **ACTION – OWNERS**

6.07 **NOISE COMPLAINTS – PLEASE SHOW CONSIDERATION FOR YOUR NEIGHBOURS**

For those with existing hardwood or laminate flooring, please be considerate of your neighbours, as the sound carries throughout the building. In most complexes, the requirement for installation is up to 60 percent of the total area has to be covered by area rugs. As this is currently not the case, consideration is of importance.

6.19 **COUNCIL BY-LAW TOUR** – Council conducted a 3 ½ hr site tour and identified 40 bylaw infractions. Council reviewed the infractions and were unanimous in the requirement to pursue resolution of these issues.

Council will be doing a follow up tour this weekend of July 29th to determine compliance. Failure to have responded to the written warnings by appeal or initiation of corrective action will result in fines. **ONGOING**

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

NEW BUSINESS - NONE

Meeting adjourned 2.35pm

Al MacLeod - Strata Council Sunridge estates

IMPORTANT ISSUES

3.12 Dryer vent cleaning scheduled for July 29th & Aug 12th. Company will provide sched to minimize inconvenience to owners. As this is a safety issue and a requirement of our warranty program, owners need to provide access to suites. If you are unavailable on the first date, then please contact Joan at Bayside. July 29th buildings 1 – 9 notices given. August 12th - buildings 10 – 17 watch for notices.

LITIGATION – upon review of a resolution passed in August 04th/05, and discussions with some of the previous council and some owners, the resolution does not reflect the intent of what was discussed and understood to be the determination of owners. This resolution indicates that future funding for legal fees will come from the contingency fund, rather than a future vote to either have assessments or go to a contingency basis with the lawyer. This issue will be addressed at the next members meeting .

GARBAGE - If the lid will not close on any garbage bin, please use another bin. Please don't overstuff.

GROUNDS – small things make a difference, please do not leave your buckets, hoses etc. laying around.

Since the meeting – July 15th

12.10/05 History of records – Owner volunteered to go thru documents but wants payment for database

2.10 Legal - Council has acquired part of the 18 years of minutes required for the lawyers. To be photocopied

6.16 Information meeting – see attached notice Aug 01st

3.12 Dryer Vent cleaning notices distributed to buildings 1 – 9.

5.12/6.17 Garage Doors – 108, 327, 215, 419 checked. One unit no access available. Have to reschedule/

Units 401, 415, 201 – dry wall & ceiling repairs initiated

6.18 Rambler Gate - Owner (227) has contacted electrical company to pursue electrical issues

3.40 Arborist report – Has been received and given to City for review

3.41 Landscape designer – given as built drawings – attended for 4 hr site review with 2 owners

3.06 Project Insurance - received cheque for insurance overpayment from Willis –

12.12/05 Deck repairs – 15 decks have been identified as requiring minimum repairs. A company will begin these repairs the week of August 07th. The majority require railings or replacement boards. To be discussed with individual owners and also at Members meeting on August 01st

3.1 Project Deficiencies – Heatherbrae has been contacted and will be starting repairs shortly

6.24 Owner complaint – has now submitted 3 different sets of demands for documentation – unable to respond at this time with regrets.