

SUNRIDGE ESTATES – NW267
SPECIAL COUNCIL MEETING MINUTES - AUGUST 17TH 2006 AT UNIT #518

ATTENDEES: **AL MACLEOD** **GORD MATHESON**
 PETER SHUCK **BAYSIDE – JOAN MACDOUGALL**
 Meeting started - 7:00 PM

PREVIOUS MINUTES

Minutes of July 15th -
Minutes of the JUNE 20TH
Monthly financials - June -

Approved - unanimous
Approved - unanimous
Approved - unanimous

PREVIOUS BUSINESS

ADMINISTRATION – MEETINGS ETC

12.10/05 **HISTORY OF RECORDS REVIEW** – owner has offered to document but for a fee. We will be seeking and reviewing other quotes shortly **ACTION- SUSPENDED**

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

2.13 **SCHEDULED COUNCIL MEETINGS FOR 2006**

SEPT 21ST, OCT 26TH – BUDGET MTG, NOV 29TH AGM

Owners are welcome to attend. – UNIT # 518 at 7:00 PM

3.06 **PROJECT INSURANCE** - Rebate received – given to Bayside **ACTION - DONE**

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

3.38 **Received audited financial statements** – Treasurer to sign off **ACTION - CLOSED**

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

5.11 **NEW OWNERS** – please provide your contact information to Bayside properties. Moved to
ACTION – OWNERS

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

6.03 **UNIT 506** –Copies dropped off at his unit. **ACTION - CLOSED**

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**

6.16 **OWNERS INFORMATION MEETING** – held August 01st at unit 327 area.

General information was discussed about tree removal, landscaping, deck issues, parking etc.

The stand of trees on the meridian plus 27 other trees will be removed starting Aug 21st.

One issue of major concern is members participation. If people choose not to participate in some cost saving measures then everyone will have to pay additional fees.

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. **SUSPENDED**

LEGAL ISSUES

2.10 LEGAL DOCUMENTS - Council has been asked for 18 years of minutes. Partial recording of minutes has been started but is too time consuming and requires outside assistance. Further requests are coming in to provide documents and this will continue for the duration of the law suit. **ACTION - SUSPENDED**

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

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. Preferred that two council members need to attend, and as it is during regular business hours there will be scheduling problems. Only 1 may be possible. **ACTION - ONGOING.**

6.11 STRATA LEGAL ADVICE - A Council member met with Adrienne Murray and discussed legal issues pertaining to bylaws, decks, and privilege letters. **ACTION - COUNCIL**

OUTSTANDING ISSUES - FINES ETC.

2.09 ARREARS LETTERS - 2 Owners have paid sizeable arrears amounts, with thanks. Unfortunately the fines and interest charges still apply. Unless an owner disputes a charge, to freeze, or put in question any fines etc. then the bylaws clearly state fines and interest apply. **ACTION - ONGOING**

2.24 KITCHEN EXHAUST FAN - Owner has paid chargeback **ACTION - CLOSED**

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. 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. **SUSPENDED**

6.08 MAINTENANCE OF BUILDING ENVELOPE - **ONGOING**

Equipment available to owners

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

UNIT - BUILDING REPAIRS

12.14/05 BATHROOM WALL REPAIRS - Council had Tile company attend for quote on bathrooms in Unit 101. Following receipt of quote - Contractor disappeared and another was brought in for a quote. Decided not to do the job. Owner has purchased tile and submitted receipts for reimbursement, but now new quote must be received for actual work **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 - paid **ACTION - CLOSED**

- 3.3 GARAGE DOORS - # 419 inspected, no action required ACTION - CLOSED
- 3.11 OUTSIDE WATER SHUT OFF - Unit 227 - Repair in process ACTION - ONGOING
- 3.19 TREE ROOTS IN ENTRY - (402) Quote received and approved - Contractor disappeared, Back to square one. ACTION- 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 - CLOSED
- 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. One owner has requested the connectors. ACTION - ONGOING
- 3.31 WATER STAIN - Unit 401 Repairs completed - texturing done this week ACTION - ONGOING
- 5.12 GARAGE DOOR
Unit 108 - awaiting parts ACTION - ONGOING
Unit 327 - repaired ACTION - CLOSED
Unit 215 - repaired ACTION - CLOSED
- 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
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- 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. This is a preventive maintenance requirement and your co-operation is needed.
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.
- 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 indicated that balcony was cleaned and is ok. Council will set up a time to inspect this surface. ACTION - BAYSIDE
- 6.12 UNIT 404 - Unit 201 is awaiting repairs from this leak into their garage ACTION - COMPLETED
- 6.13 UNIT 103 - A roofing company will be called in to inspect the roof and trusses. Bayside to get company in within the next few weeks. Need to co-ordinate with owner 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. Able Drain is on holidays, Bayside to contact following his return ACTION - BAYSIDE
- 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 -SUSPENDED

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. A revised quote is being prepared for presentation to Starline for reimbursement. Following resolution, then the gate, intercom and standard will all be repaired at one time. **ACTION - BAYSIDE**

1.13 **ELECTRICAL ROOMS** - 3 electrical rooms checked, dry but locks need repair on 2 **ACTION - ONGOING**

1.15 **GAS LINES** - Council reviewed work. Will ask company to return **ACTION – SUSPENDED**

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 – ON HOLD**

3.9 **RETAINING WALLS – ROTTEN/DAMAGED TIES** – Units 415, 205, 405. 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 **ACTION- OWNERS**

3.25 **GARBAGE BINS SURROUNDS** - owner has priced fencing down from 5,000 dollar quote to approx \$ 1,800 dollars **With thanks.** Is anyone willing to assist in this project. **ACTION –SUSPENDED**

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 – REPAIRED**

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 – ON HOLD**

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, for a potential play area **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 see President's note.

6.01 **VISITOR PARKING SIGN** – we have received several parking signs for all the visitor spots. Gord to attach to posts and install. **ACTION - ONGOING**

6.17 **UNIT 215 - WEATHER STRIPPING ON GARAGE DOOR** – see item 5.12 **ACTION - DONE**

- 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. Owner is in discussion with electrical company to narrow down and identify resolution to this issue, with thanks. ACTION – COUNCIL

LANDSCAPING – PROJECT RELATED & MONTHLY MAINTENANCE

- 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 –is preparing final proposal ACT - ONGOING
- 3.42 ARBORIST REPORT – Report is complete. Discussed with owners at the information meeting on August 01st, There were no concerns about the proposed tree removal expressed by any members. Removal to begin the week of August 20th ACTION – COUNCIL
- 5.23 PURCHASE OF LAWNMOWER AND TOOLS – Council purchased - power washer, weed whacker, hedge trimmer, electrical cord and pruning tools for owners use. These items will be made available to any owner on a sign out basis. Due to strength of power washer, protective footwear is required. Items moved to yearly maintenance. ACTION - DONE
- 6.19 LADDER TO ACCESS ROOFS - Council has purchased 24 foot ladder ACTION – DONE

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)

REMEDIATION 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. Chosen company did not get required insurance. ACTION - SUSPENDED
- 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 INTERIOR PROJECT DEFICIENCIES – ELLIS Maintenance is contacting owners to repair interior deficiencies and are on site the week of August 13th till completion. Owners not making their homes available for repair during the week will be charged back, any overtime charges if access is only provided on weekends. ACTION –ONGOING
- 3.1 PROJECT DEFICIENCIES – H/B attended on August 11th and repaired some items but a formal complaint has been filed as a result of them not completing all necessary repairs. Repeated calls, emails and pictures were sent to correct a few of the issues, in particular siding on unit 221. We are attempting to nail down a process with M/H & H/B to speed up repairs. The window issues have been moved to mid – September to accommodate notice and accessibility. ACTION – ONGOING

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 - review the existing bylaws and identify, inconsistencies and redundancy. When a draft copy is available for Council to review, then any suggestions for additions/changes etc will be added.

Member input is welcome

ACTION – ONGOING

2.04 PARKING - Thank you to those that have accommodated the parking requirements as outlined in the by-laws and letter from the city of Coquitlam. There are NO FURTHER WARNINGS..

ALL VIOLATORS WILL NOW BE TOWED by COQUITLAM TOWING.

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. ONGOING
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 effective completion.

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

6.19 COUNCIL BY-LAW TOUR – Council conducted a 3 ½ hr site tour and identified 40 bylaw infractions. Thank you to those owners that willingly complied with the necessary requests under the bylaws. For those not choosing to comply, fines will be issued without exception. ACTION - COUNCIL

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 -

ONGOING

NEW BUSINESS

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

8.02 UNIT 223 - outside electrical plug was not working – a resident owner (227) assisted by testing the circuits and correcting this issue. ACTION – COMPLETED

8.03 UNIT 225 – owner submitted list of interior changes including flooring and minor electrical work. In addition a request for moving a toilet. Due to the nature of the stacker plumbing, they will be required to get a letter from a certified plumber and sign a privilege letter to proceed with the work. ACTION - ONGOING

8.04 UNIT 223 - WATER LEAK - ambassador plumbing initiated corrective action and repair. Result of food buildup in stacker pipes as discussed previously **ACTION – COMPLETED**

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**

8.06 UNIT 223 - new owners identified several deficiencies on the interior of their unit, all of which are being finalized at this time. In addition, they pointed out some nails in the vinyl siding. The nail issue was moved to the exterior deficiency list. These owners are thanked for their attention to their home and willingness to bring these issues forward... **ACTION - CLOSED**

8.07 PAINT CODE FOR HAND RAIL ING – Unit 316 asked for colour code to match up railing colours, Gord to provide. **ACTION – COUNCIL**

8.08 NEW SIDE PATIO DOORS - owner requested information on allowable window coverings for the side window because of oppressive heat during the day. Upon investigation it has come to Council's attention that several owners have drilled holes in these doors to accommodate shades and blinds. Unfortunately this action by the owners has resulted in the possible voiding of the warranty. It is now necessary for those units to be flagged and recorded for future problems. **ACTION – COUNCIL**

8.09 PHOTOCELL REPLACEMENT – Two sets of buildings had problems with lighting, one group of 3 had lights on all day, one set of three – lights would not come on. An owner and council member looked into this matter, tested and verified burnt out photocells. They were purchased by the owner and replaced. **DONE**

8.10 INFORMATION PACKAGES & LETTERS - new owners have shared some frustration with the lack of receipt of the welcome packages due to, no mail box keys, mailing addresses etc. Council will have a letter drafted by bayside and this letter will be hand delivered to the unit to ensure the new owner is aware of what action has been taken to provide the information, and appropriate contact numbers. Upon receipt of the letter, please send all your contact info to Bayside immediately. **ACTION - BAYSIDE**

8.11 EMERGENCY CALL OUT PROBLEM – UNIT 411 - during a recent call out to bayside, resolution was hindered by no one knowing where the water shut off valve was. While council became involved and numerous calls were made, there was eventually no action taken by the call out centre. This incident was discussed at length and the records reviewed from Bayside. While not pleased with the performance of the agent for bayside on duty, we as owner's must do our part as well. **IF YOU DON'T KNOW WHERE THE WATER SHUT OFFS ARE. PLEASE FIND IT.** (This was partially due to modified plumbing). **ACTION – ONGOING**

8.12 SIGNAGE - Private property, no soliciting and no trespassing signs will be purchased and installed throughout the complex. The difficulty with our gates being open are causing more and more problems.

8.13 PEST CONTROL - it is that time of year with outdoor bbq'ing etc that not only the owners are well fed, but also the rodent population. Pest control is monitoring for increased activity and specific complaints. Please do your part, and Pest Control will do what they can to minimize any further issues. **ACTION - ONGOING**

8.14 GARBAGE CANS - complaint was received from an owner about the smells from the garbage in this hot weather. Discussions were held on cleaning practices etc. Apparently this is a separate issue and not the responsibility of the BFI company. This will be looked into. **ACTION – ONGOING**

8.15 UNIT 205 – Extensive renovations have been done without council permission, Owner will be requested to supply a list of improvements as per the bylaws. **ACTION - BAYSIDE**

Council would like to acknowledge the efforts of two residents , who's collective actions have saved this complex an excessive amount of money due to their physical efforts and sharing their expertise. They have tagged some 115 trees on site, done several electrical tasks and extensive investigation into our gate problems. In addition to driving to stores for photocopying and electrical purchases, and delivery of notices and minutes. When you see either Ollie or Eleanor from Unit 227,,, you should give them a special thanks.

Meeting adjourned 10:10pm

Al MacLeod - Strata Council Sunridge estates

PRESIDENTS NOTE

Interior repairs are proceeding, dryer ducts have been cleaned (with some sched problems) , some exterior repairs have been done off the deficiency list, and the window issues will be addressed in September.

SEPT 18/19th 2006

ACCESS IS REQUIRED FOR THE FOLLOWING SUITES

101, 103, 201, 203, 205, 215, 223, 227,
327, 329, 405, 409, 410, 411, 412, 510, 516, 518

Failure to provide access, will result in all further expenses being borne by the owner.
As access is an ongoing issue, resulting in serious loss of time, money and rescheduling issues,
it may be necessary to have a locksmith on call.
Please assist us in getting these issues resolved in a timely manner.

TREE removal will be commencing later this week. Any tree sporting white paint is designated for removal.

I am away from August 26 – Sept 05th. Please contact BAYSIDE during this period.

On Sept 06th 2006,

We have scheduled a SPECIAL MEMBERS MEETING at the Middle School at 7pm.

Council has information to share about issues that need YOUR URGENT ATTENTION and CAN/WILL be COSTLY to all of us in the near future. NOTICES will not be delivered, but rather posted on the mail boxes.

WE URGE ALL OWNERS TO ATTEND.

THIS IS TOO IMPORTANT TO MISS !!!!!

ATTACHED IS THE 1ST YEARS REQUIREMENT FOR INSPECTIONS OF THE BUILDING ENVELOPE.

Tasks to be Completed - 2006

Component	Task	Done By	Date
Vinyl Siding	Inspect vinyl siding for holes, gaps and physical damages on vinyl panels. Replace the damaged siding.		
Cultured Stone Cladding	Inspect the culture stone cladding for delamination of stones and cracks in the stucco.		
Cement Board Siding	Inspect cement board siding for cracks and physical damages on panels. Replace the damaged siding.		
Comb faced Fascia Board	Inspect for cracking, splitting, excessive cupping or wrapping. Repair, clean, re-stain as required.		
Exterior Sealant	Inspect all exterior caulking/sealants for splits, holes, discontinuities, cracking or loss of bond. Have a maintenance contractor repair as required.		
Windows and Doors	Inspect all hardware and weatherstripping - adjust/replace for adequate operation. <i>Note: The Strata may want to instruct each owner in the Maintenance Memo to report any difficulty in operation, or other problem.</i>		
Windows and Doors	Clean glass and frames (clean weepholes) and inspect sealant around glazing.		
Glazed canopies and Skylights	Ensure glass surfaces, drainage spaces and gutters are clean and clear and check that exterior pressure plates and gaskets are secure. Check for staining around interior perimeter of skylights.		
Exhaust Vents	Inspect dryer and exhaust vent screens for lint and debris collection. Check the condition of the exterior sealant around the vent hood.		
Use of Exhaust Vents	Instruct individual owners in Maintenance Memo that operation of the exhaust fans is beneficial in controlling interior humidity. Maximum relative humidity settings recommended for winter months is 40%. The use of bathroom and kitchen fans during shower and cooking, along with keeping open the fresh air exchange ducts, is recommended to expel excess moisture.		
Dryer Vents	Conduct dryer vent duct cleaning for lint and debris.		

Tasks to be Completed - 2006

Component	Task	Done By	Date
Balconies with PVC Membranes	Inspect membrane for punctures, cuts, loss of adhesion and air pockets. Review membrane terminations along balcony edges and exterior wall interface. Repair membrane damage as required and correct sealant failure if identified.		
All Balcony Membranes	Instruct owners yearly by Maintenance Memo that heavy, sharp items such as barbecues, metal furniture, etc. can damage the membrane. Restrict whenever possible the movement of heavy items to preserve the membrane. Owners must also immediately report any observed membrane damage to the Strata Council in order that repairs can be provided.		
Flat Roofs with SBS Membranes	Inspect roof surface for damage such as punctures, ridging, delaminating of laps, blistering and degranulation. Inspect membrane at penetrations and drains for failure. Ensure drains and scuppers are free of debris. Inspect for damaged hood vents and missing plumbing stack caps. Repair isolated membrane damage and replace missing components as required.		
Sloped Roofs with Asphaltic Shingles	Inspect roof surface for damaged or missing shingles. Clean areas of moss and other vegetation, as required. Inspect penetrations for signs of leaks. Repair as required.		
Roof Penetrations	Inspect for damaged vent hoods and damaged or missing plumbing stack caps. Inspect collars and rubber boots at stacks and vents.		
Gutters and Downspouts	Review for debris and sealant failure at joints. Clean gutters and downspouts yearly to prevent back flowing and spillage. Clean debris from hidden gutters behind the fascia and rainwater leaders. Replace sealant as required.		
Hosebibs	Review for leakage and failure. Repair as required.		
Site Drainage	Review perimeter drainage to ensure performance. Check for areas of ponding.		
Height of grade	Review and maintain the finished grade at the base of wall a minimum of 8 inches below the base of wall cladding.		
Building Envelope	Perform a 1 year Warranty Review.		