

FORM B - INFORMATION CERTIFICATE
(Section 59)

The Owners, Strata Plan NW 3179 certify that the information contained in this certificate with respect to Strata Lot 62 is correct as of the date of this certificate.

- a. Monthly strata fees payable by the owner of the strata lot described above. \$234.29
- b. Any amount owing to the Strata Corporation by the owner of the strata lot described above (other than an amount paid into court or to the Strata Corporation in trust under section 114 of the Strata Property Act) \$NIL
- c. Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, common property or the common assets? NIL
- d. Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved. \$N/A The payment is to be made by NIL
- e. Any amount by which the expenses of the Strata Corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year. \$UNKNOWN
- f. The amount of the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund is \$161,310.00 (Apr 30/07)
- g. Are there any amendments to the Bylaws that are not yet filed in the land title office? NIL
- h. Are there any resolutions passed by a $\frac{3}{4}$ vote or unanimous vote that are required to be filed in the land title office but that have not yet been filed in the land title office? NIL
- i. Has notice been given for any resolutions, requiring a $\frac{3}{4}$ vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on? NIL
- j. Is the Strata Corporation party to any court proceeding or arbitration, and/or are there any judgements or orders against the Strata Corporation. NIL
- k. Have any notices or work orders been received by the Strata Corporation that remain outstanding for the strata lot, the common property or the common assets? NIL
- l. Number of strata lots in the Strata Plan that are rented. 63

Dated this 31st day of July, 2007.

Signature of Strata Manager
J P Daem

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 3179, GLENBOROUGH, HELD ON TUESDAY, JULY 10, 2007 AT 7:00 PM IN THE SOCIAL ROOM, 2925 GLEN DRIVE, COQUITLAM, BC

Council in attendance:

Tony Lorage, President/Gardening
Ryan Furtado, Vice-President/Parking
Catherine Paquette, Security (arrived at 7:20 pm)
Michael Osman

Allan Grandy,
Strataco Management Ltd.

Regrets:

Janet Hotra, Treasurer

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Tony Lorage, at 7:15 pm.

MINUTES OF THE MEETING OF JUNE 19, 2007:

It was noted that while the minutes had been mailed to the owners by Strataco, they had not yet been received. It was agreed that the minutes of the meeting of June 19, 2007, would therefore be tabled to the next meeting.

BUSINESS ARISING FROM THE MINUTES:

In view of the above, this topic would be aired at the next regular meeting in September.

PRESIDENT'S REPORT:

The President tabled documentation from Strataco Management Ltd. concerning a request for completion of Form D to allow a change to the registered mailing address for the Strata Corporation, as the management company would be relocating its offices within Burnaby effective August 1, 2007. It was then

MOVED AND SECONDED:

That the registered address of the Strata Corporation be amended to reflect the change of Strata Management offices as follows: #101 – 4126 Norland Avenue, Burnaby, BC. V5G 3S8.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The financial statement for the month of May 2007 was tabled pending review and report by the Treasurer at the next meeting.

Receivables Report

The Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collections matters other than those actions already initiated by the Strata Council.

Collections

The Manager tabled copies of correspondence relating to collections involving strata lots 14 and 18, as previously authorized by the Strata Council.

2) Staff Report

Caretaker Vacation

It was confirmed that the caretaker has taken vacation time as previously agreed upon.

Relief Caretaking

Relief caretaking services had been arranged with Custom Care Cleaning for the period when the resident caretaker was on vacation. The President noted that he was pleased with the services provided by the relief caretakers.

Rental Summary Sheet

The Manager tabled copies of the most recent rental summary sheet, noting that as of June 22, 2007, 63 strata lots were known to be rented at Glenborough.

3) Mechanical Report

Bartec

The Manager tabled a quotation from Bartec for the completion of the annual fire alarm/fire system inspection as required by the National Fire Code. Bartec had provided a quotation for a three year program, at a rate believed to be very favourable. After some discussion it was

MOVED AND SECONDED:

That staff be authorized to accept the proposal from Bartec to complete the annual servicing and inspection of the fire alarm/fire fighting system in both buildings.

MOTION CARRIEDBoiler Service Repair Quotations

Quotations were presented from Airstream and Xpert Mechanical, and it was noted that a quotation was expected from City Wide Plumbing. The quotations were requested in order to update the capital plan for the Strata Corporation.

4) Completed Items

The Manager advised that since the last meeting of the Strata Council the following items had been completed:

- carpet cleaning by Angel Restoration
- receipt of quotation for drain stack cleaning from Xpert Mechanical
- stripping and waxing of basement lobby floors by resident caretaker
- washing of underground parkade floor by resident caretaker
- repainting of entry door to 2915/25 Glen Drive by resident caretaker
- completion of underground parkade drain cleaning by A.A. Anderson

Council reviewed the carpet cleaning completed by Angel Restoration, and noted that two owners had expressed concerns over the manner in which the contractor had

undertaken the work. In particular, concerns were expressed for odors which permeated the building as a result of the products used during the cleaning process. It was agreed by Council that a wet cleaning system would be considered for the next cleaning rotation.

Staff were requested to forward correspondence to the owner of strata lot 80 concerning receipt of a complaint about odors emanating from the strata lot.

With regards to the quotations received for the cleaning of the vertical plumbing stacks, it was noted that at this time a quotation was pending from City Wide Plumbing. Council noted their desire to see this work completed, and after a brief discussion it was

MOVED AND SECONDED:

That staff be authorized to proceed with the cleaning of the vertical stacks, and that the contract for this work be awarded to the lowest bidder after receipt of the quotation from City Wide Plumbing.

MOTION CARRIED

5) In Progress

The Manager advised that the following items remain in progress:

- decisions on quotations submitted by Global Electric Ltd. for lighting upgrades
- repainting of basement elevator lobby by resident caretaker
- repainting of garbage rooms by resident caretaker
- completion of exterior trim washing/painting by Alumni Painters

Council reviewed the quotation from Global Electric received at the previous meeting, after which it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation submitted by Global Electric for the installation of a light pole complete with power supply on the pathway adjacent to 2925 Glen Drive, and for the installation of pathway lights.

MOTION CARRIED

Council noted that it will take approximately six to eight weeks for the parts to be received for the above work to commence, based on the advice of the contractor. The installation will take place after that date. All work is in keeping with the capital plan as authorized by the owners at the Annual General Meeting.

With regards to the exterior trim painting, it was noted that staff were currently awaiting advice from Alumni Painters on the start date. With the arrival of better weather it is expected that the start date will be decided upon shortly.

6) Landscaping**Nishi Gardenscape**

The Manager tabled the most recent report log submitted by Nishi Gardenscape, for Council's information. It was noted that Council concerns have been passed on to the contractor with regards to landscape maintenance deficiencies.

It was confirmed that a copy of the Nishi Gardenscape quotation and tender documents had been forwarded to the Strata Council President.

Davey Tree Service

It was confirmed that Davey Tree Service has been advised to proceed with the authorized tree maintenance work and that staff were currently awaiting notification from the contractor on the start date for this work.

7) Bylaws**Pet Bylaw**

It was confirmed that a pet was currently being kept within strata lot 99 in violation of the bylaws of the Strata Corporation, despite the previous assurances of the owner that the pet would be removed. It was then

MOVED AND SECONDED:

That a fine be assessed against strata lot 99 for the continuing pet bylaw violation.

MOTION CARRIED

Correspondence was confirmed to have been forwarded to strata lot 61 with regards to the introduction of a new pet into the building.

Noise Concerns

The Manager tabled a copy of correspondence sent to the owner of strata lot 136 with regard to noise concerns and a request that a meeting be arranged with the Strata Council to establish a means of resolving the problem. No response was received by staff. Council felt it necessary to authorize the assessment of a fine against the strata lot as a result of the ongoing concerns, and it was

MOVED AND SECONDED:

That a fine in the amount of \$25.00 be assessed against strata lot 136 as a result of the ongoing noise concerns.

MOTION CARRIED**Tree on Balcony**

Correspondence was confirmed to have been sent to the owner of strata lot 35 with regards to a bylaw infraction pertaining to the size of a tree on the balcony that had to be removed.

8) Correspondence

The Manager tabled for Council's information copies of correspondence regarding welcome packages, payment for parking fees, apology, laminate flooring installation, vehicle insurance, security card change, use of parking stall, and security card agreements.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:**Dryer Vent Cleaning**

Staff were requested to obtain costing estimates for the cleaning of the dryer vents, for inclusion in next year's operating budget.

Gutter Repair

It was noted that a repair is required to the gutter bracket near 102 – 2915 Glen Drive. Strataco staff to handle.

Security Channel Change

Council wishes owners to note that the security channel is now on channel 110, and not channel 59 as before.

Side Entrances

It was noted that a request would be made to the resident caretaker to clean and damp mop the side entrances in both buildings.

Entrance Lighting Improvement to Both Buildings

It was

MOVED AND SECONDED:

That staff be authorized to accept the previously submitted quotation from Global Electric for upgrading of the entrance lights to both buildings.

MOTION CARRIED**Strata Council Meeting**

As in the past, there would be no Strata Council meeting in August due to annual vacations, etc.

Vehicle Insurance

Staff were requested to check on the insurance for a vehicle parked in stall #15.

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ADJOURNMENT:

There being no further business, the meeting adjourned at 9:14 pm, until Tuesday, September 11, 2007, at 7:00 pm in the Social Room, 2925 Glen Drive, Coquitlam, BC.

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Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

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