

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

HELD: Wednesday, March 7th, 2007 at 7:00 PM in the Boardroom at Bayside Property Services Ltd., Suite 100 – 6400 Roberts Street, Burnaby, BC

PRESENT: Gord Matheson Unit #318
Wayne Bryson Unit #205
Mae Reid Unit #510
Sherrill Berg Unit #508
Geri Campbell Unit #514
Joan MacDougall Bayside Property Services Ltd.

REGRETS: Jim Brose Unit #402
Trevor Neuman Unit #223

GUESTS: Tony Gioventu Executive Director, CHOA
Dianne Bond Unit #409

CALL TO ORDER

At the request of Council, Tony Gioventu was asked to attend and chair this first meeting of the newly-elected Council. Tony Gioventu called the meeting to order at 7:05 PM.

MINUTES OF PREVIOUS MEETING

It was moved, seconded (Berg/Bryson) and carried, to approve the Minutes of the Council Meeting held November 30th, 2006, as prepared by Bayside.

FINANCIAL REPORTS

1. Monthly Reports: It was moved, seconded (Reid/Campbell) and carried, to approve the Financial Reports for November and December 2006, as prepared by Bayside. Council requested that a copy of the January 2007 Financial Report be provided to them for review and approval at the next Council meeting. Bayside provided the Council with a Disbursement Report for January 2007. An expenditure for MDE Electric to provide electricity to the gate was funded from the Repairs and Maintenance category; Council directed that this be adjusted in the February Financial Report to be funded from the Contingency Reserve Fund.
2. Accounts Receivable: A report was provided to Council. There are a number of Owners in arrears of their maintenance fees and after discussion, and at the recommendation of Tony Gioventu, the Council directed Bayside to issue a notice of lien to any Owner that is even one month in arrears of their maintenance fees. If the Owner doesn't bring their account current by the specified date on the notice of lien, or make alternate payment arrangements, a lien will be registered against the title to that

Strata Lot. All costs associated with registering the lien, as well as an administration fee of \$350.00 plus GST will be charged back to the Owner's Strata Lot account.

BUSINESS ARISING FROM THE MINUTES

1. Deck Requests: The Owners of #326, #405 and #504 have made requests for deck additions and/or alterations. Any requests regarding decks are on hold until the current deck situation is resolved.
2. Strata Legal Advice re Decks: Legal opinions were rendered and it was suggested by Adrienne Murray that a far more extensive review was required. The Owners were provided a copy of these letters and some Owners indicated at the Annual General Meeting that they were not interested in any further legal opinions on the decks.
3. Bylaws: Adrienne Murray is a specialist in drafting bylaws and it was suggested by Al MacLeod, former President, that the Council consider having Adrienne Murray draft a new set of bylaws. The Council directed Bayside to obtain a quotation for discussion at the next Council meeting.
4. Annual General Meeting: Although in the Minutes of the Council Meeting held on November 30th, 2006, it was moved, seconded and carried to have Adrienne Murray attend the Annual General Meeting to address the Owners' questions about the decks, the Council subsequently declined to do so as the issue became too complicated and, without an expenditure of substantially more money to review the situation, it was unlikely that Adrienne Murray would be able to greatly assist the Owners to address the deck issue.
5. Parking Fines: Some Owners have been fined for parking violations. Please do not park in the fire lanes or allow a vehicle to be parked in front of the unit so that the vehicle extends into the common roadway. Vehicles in violation may be towed at the Owner's expense.
6. Window Cleaning: A quote for \$1,500.00 plus GST was received from Ellis Maintenance. Council tabled further discussion until after the landscaping and deck issues were addressed.
7. Drain Cleaning: This will be carried out after the landscaping is completed.
8. Flat Roof Maintenance: Pooling water and debris have been noted on the flat roofs; maintenance should be carried out to address this. Wayne Bryson works in the roofing industry and offered to obtain quotes to be discussed at the next Council meeting.
9. Maintenance of Building Envelope Warranty: Mike Wareing of Spratt Emanuel has attended the site and a report is pending.

10. Deficiencies from Building Envelope Repairs: It is believed that the deficiencies have now all been addressed. The report from Spratt Emanuel will address any other outstanding deficiencies they might encounter.
 11. Inspection Reports: New Owners are asked to provide Bayside with a copy of their inspection reports in order that any potential problems can be investigated.
 12. Vinyl on Balconies: Any deficiencies are to be reported to Bayside. Some of the vinyl on balconies had premature deterioration or failure.
 13. #103 Footings: Terris Construction was asked to investigate the crawlspace footings recently as the Owner of Unit #206 was in the process of changing their flooring to laminate and their contractor indicated there was a problem with the building. Terris confirmed that a structural support had failed. A structural engineer needs to be called to investigate and outline a scope of work. Similar problems may exist in other units with similar crawlspaces, which will need to be investigated concurrently. {Subsequent to the meeting, JM Engineering was contacted but in order to proceed with their investigation, they will require the structural drawings from the City of Coquitlam in order to identify other units that may have a similar layout.}
- It was moved, seconded (Bryson/Matheson) and carried, to have a structural engineer attend to Unit #103 and make recommendations, and also investigate other units with a similar configuration. As the preliminary estimated cost of repair is approximately \$8,038.50 plus GST, a Special General Meeting will need to be called to fund these repairs and any others that may be identified.
14. Garburator Use: Owners are reminded to not use the garburator for pasta, rice and other food that swells which causes the stack plumbing to become blocked. This then results in other Owners' sinks backing up in their unit. Your consideration and care is appreciated in order to prevent loss or damage due to careless use of the garburator.
 15. #205 Renovations: The Owner provided information regarding the renovations carried out in his suite.
 16. Light Standard & Gate Repair: The electrical work has been completed and the gates are now in working order.
 17. Gas Lines: Morrison Hershfield suggested that the screws for the gas lines be caulked; Safeguard Mechanical has confirmed this was done.
 18. Gate Remotes: Currently, the gate remotes are held by Al MacLeod, former President, in Unit #518. Geri Campbell offered to look after the remotes and will obtain these from Al MacLeod.
 19. Pedestrian Gate on Rambler Way: Keys can be obtained through Geri Campbell, who will get the keys from Eleanor Pierce who was kind enough to volunteer to assist with the keys previously.

20. Garbage Bin Surrounds: Terris Construction will provide an estimated cost to build garbage enclosures.
21. Enterphone System: At the Annual General Meeting the Owners, by a $\frac{3}{4}$ vote, agreed to replace the enterphone system on Rambler Way. A quote has been provided by Action Lock & Security; Council requested two additional quotes.
22. 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.
23. Road Repairs: These were approved, by a $\frac{3}{4}$ vote, at the Annual General Meeting; quotes will be obtained.
24. Signage: Private Property, No Solicitation and No Trespassing signs need to be purchased and installed. Council will be completing a site inspection on Sunday, March 11th, 2007, and will advise Bayside once they have decided what they want to do regarding the signage.
25. Garbage Bin Cleaning: BFI doesn't offer this service; they will only remove and replace the bins with clean bins. There is a charge of \$75.00 plus GST per bin and currently three 3-yard bins and one 6-yard bin require replacement; the cost would be \$300.00 plus GST. Council postponed any action on this item at this time.
26. Rambler Fence: The fence was cut open and repairs were carried out only to have the fence immediately cut again; this will be addressed when the landscaping is reinstated by planting a prickly bush to deter vandalism.
27. Landscaping: A landscaping plan is being developed in conjunction with LA West Landscape Architects. Trevor Neumann is heading up and coordinating this project. Quotes are required to reinstate the landscaping, and subsequently for a regular landscaping company to maintain the landscaping. One of the problems noted is that the 500 series does not receive any landscaping services and will need to be included in whatever landscaping contract is eventually entered into.
28. Storage of Vinyl Siding: The Owner that previously offered to store the vinyl in their garage declined. Further discussion was tabled.
29. Interior Project Deficiencies: It is believed that these are now complete.
30. Roof Vent Inspections: This has been completed by Heatherbrae.
31. #203 Puncture Marks on Exterior Window: This has been addressed and confirmed with the Owner.
32. #213 Exterior Puncture: The Owner nailed a welcome sign into the siding and this requires repair. Heatherbrae will be contacted to attend to the necessary repair and the cost will be charged back to the Owner's Strata Lot account.

33. Litigation: A trial date has been set for September 2008. Documents to support the litigation have been coordinated and provided to the lawyer. This work was very time consuming; Gary and Karen Strong devoted many hours of volunteer time to assist in the process of going through the Strata Corporation's records for the relevant documents. The Council expressed their appreciation.
34. Garage Doors: Doors that can be repaired are being repaired, but it was noted at the Annual General Meeting that the motor and mechanical parts are actually the Owner's responsibility. There are limited funds to replace the garage doors and only those considered the most urgent will be addressed. Bayside was directed to obtain three quotes when there are a few doors identified. Bayside recommended that the doors be purchased with powder coating to match the existing garage doors as the cost to paint and maintain the garage doors will be more expensive over time.
35. Fireplace Inspections: As agreed at the Annual General Meeting, fireplace inspections will be paid for by the Strata Corporation. Bayside will arrange for a fireplace inspection to take place in the next couple of months.
36. Invoice from MDE for #103 Exterior Light: On February 22nd, 2006, an invoice was forwarded to Dave Fookes at Morrison Hershfield for reimbursement in the amount of \$111.28, but was reportedly never received. It was re-sent on March 5th, 2007 with a request for a written response.

NEW BUSINESS

1. #424 Garage Door: The garage door was damaged by Shaw Cable or another vehicle with a ladder. Gord Matheson confirmed that there are two small punctures in the door, but that the interior has been patched and no water ingress is occurring. This is not considered an urgent repair. In fact, the panels cannot be repaired, but when another garage door is replaced the panels may be able to be used for this particular door.
2. #103 Plywood Sheeting Nailed to Truss: Hay's was asked to investigate the plywood sheeting that was nailed to the truss. The inspector indicated that only one nail was installed per truss. Hay's advised that the shingles are installed on the plywood and there would be no way of knowing how many nails were used without removing the shingles.
3. City of Coquitlam Work Order: Balconies/patios must comply with the City of Coquitlam's Bylaws and a Work Order has been issued by the City. The decks with drops on any part over 2' must have a permit and have a railing installed as per the Building Code requirements. It would be a serious liability for the Strata Corporation if these decks are left un-repaired. The money to fund these repairs would be taken from the Special Levy Fund; Terris Construction has provided an estimated cost of approximately \$125,000.00 plus GST, which includes a contingency amount for any unknown or unexpected repairs.

It was moved, seconded (Berg/Reid) and carried unanimously to have all the decks repaired and brought to code to comply with the City of Coquitlam's Work Order. This is legislated under Section 83, 84 and 85 of the Strata Property Act.

4. Personal Information Protection Act and Duties & Responsibilities of Council's Duty of Care: All Council members had been provided with Clark Wilson's booklet on the Personal Information Protection Act (PIPA) and a Strata Instruction Guide on Council's Duties and Responsibilities. All Council members were asked to sign that they had read and understood the information provided.
5. Safety Loop: A safety loop for the gates at Rambler was approved by a $\frac{3}{4}$ vote of the Owners at the Annual General Meeting. This is a necessary feature in order to avoid having the gate closing prematurely on a vehicle that is going through the gate. This will be done concurrently with the asphalt repairs, or coordinated with the asphalt repairs, as asphalt repairs will be required after the safety loop is installed.

CORRESPONDENCE

1. Excessive Correspondence: 34 pages of various correspondence relating to one unit has been received since the last Council meeting. Due to the volume of issues raised, the Council was provided with a copy of all the correspondence from this Owner prior to the meeting. The Council noted that they had received the correspondence and further discussion was tabled until the next Council meeting.
2. Privacy and Noise: Since the trees were removed there are a couple of units at the corner of Guildford and Lansdowne Drive that are now completely exposed. One of the Owners expressed concern and that something must be done to address this issue. 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. The Council has scheduled a site inspection to look at this area of concern and will discuss it at the next Council meeting.
3. Garage Door: An Owner wrote regarding a problem with the mechanism on their garage door. As noted at the Annual General Meeting, after a review of the Strata Plan filed in the Land Title Office, it was confirmed that the garage door motors are the individual Owner's responsibility.
4. Hardship Rental: An Owner had applied to rent her unit, based on hardship, as she was ill and needed to be looked after by a family member in Campbell River. In the meantime, her grandson has been living in the unit. An extension was approved for an additional year to expire April 1st, 2008.
5. Odour in Ensuite Bathroom: An Owner indicated that they were experiencing an odour in their bathroom. Ambassador Plumbing has attended twice and couldn't smell or find any problem. Terris Construction was called in to investigate and also could not find any problem; they also inspected the unit below. The problem doesn't appear to be plumbing related and no signs of dry rot or other problems were found. As Terris

Construction will be on site to work on the decks, Reece Terris, owner of Terris Construction, will investigate the vent on the roof to see if that has some kind of blockage. This is a remote possibility, but it will be checked to try to source what is causing this problem. It is not unusual in wood frame multi-family buildings for there to be some transfer of odours between units, such as cooking smells or even some smell from the dryers.

6. Laminate Flooring Request: An Owner applied to install laminate flooring in their unit, which was approved by Council. There are guidelines for the installation of laminate flooring and it is recommended to use area rugs in high traffic areas. Any Owner planning to install laminate flooring must apply, in writing, to Bayside which will bring the request to the Council for approval.
7. Clean Out Valve: An Owner wrote and indicated that he felt a plastic cap on the exterior should be metal. Gord Matheson checked and responded to the Owner that this wasn't the City water main valve, but rather an exterior shut off and the cap was fine.
8. Parking Fines: An Owner has paid fines for parking violations. They've asked for written confirmation that this was received and that no further fines will be applied as they are placing their unit up for sale. A letter will not be provided because fines may be applied if further violations occur.
9. Window Repair: A window that was not replaced during construction was not closing; Terris Construction was contacted and repaired the window.
10. Noise Complaint: An Owner complained about noise in the unit below them. A letter outlining the complaint was issued to the Owner advising them that a complaint had been received. Owners are reminded that sound will travel from lower units, upper units and units beside each other and that consideration of your neighbours is necessary. **It is also important to note that normal day to day living noises being heard is part of living in a Strata Corporation, however, running, stomping, yelling and slamming of doors is not acceptable. Consideration of your neighbours is very important!**
11. Renovations: An Owner wrote regarding several renovations they would like to undertake and requested information on plumbing and renovation companies; the information was provided to the Owner. The Council was advised of the repairs the Owner planned on carrying out. A response was issued to the Owner as there wasn't any Council meeting scheduled and the Annual General Meeting wasn't held until February 13th, 2007.

ELECTION OF OFFICERS

The Council elected the following Officers as follows:

Wayne Bryson President
Geri Campbell Vice-President

Gord Matheson Treasurer
Sherrill Berg Secretary

There being no further business to discuss, the meeting was terminated at 9:00 PM on a motion by Gord Matheson.

The next Council Meeting has been scheduled for Tuesday, May 15th, 2007 at 7:00 PM in the Boardroom of Bayside Property Services Ltd., Suite 100 – 6400 Roberts Street, Burnaby, BC.

REGISTERED BYLAW AMENDMENTS

Attached to these Minutes is a copy of the registered bylaw amendments as approved at the Annual General Meeting held February 13th, 2007. These amendments were registered in the Land Title Office, as required by the Strata Property Act, and this copy is provided to you for ease of reference.



Joan MacDougall
Property Manager

BAYSIDE PROPERTY SERVICES LTD.

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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.**

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, **Strata Plan NW 2671** certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on February 13th, 2007.

BE IT RESOLVED THAT The Owners, Strata Plan NW 2671, hereby agree to amend the current registered Bylaw 21.1 by adding the following wording which is underlined and bolded:

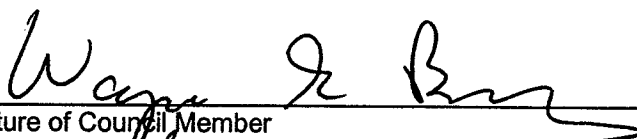
"At council meetings, decisions must be made by a majority of council members present in person at the meeting **provided that the majority consists of a minimum of three (3) members of council.**"

BE IT RESOLVED THAT The Owners, Strata Plan NW 2671, hereby agree to amend the current registered Bylaw 9, Renovations/alterations, by adding items 9.5 and 9.6 as follows:


- 9.5 "Screen doors must not be installed without the prior approval of council, in writing, and must be installed by a professional using only screws and other materials which will not penetrate the building envelope."
- 9.6 "All window coverings must be white or cream coloured and they must be hung with appropriate hardware systems. No lights, ornaments, flags, bedding or newspaper are to be used as window coverings."

BE IT RESOLVED THAT The Owners, Strata Plan NW 2671, hereby agree to repeal and replace the current registered Bylaw 9.5 and add 9.7 as follows in order to accommodate the additional new bylaws under Bylaw 9, Renovations/alterations:

- 9.7 "An owner in contravention of bylaws 9.1 to 9.6 (inclusive) shall be subject to a fine of \$100.00 for each contravention, as well as be responsible for any clean up or repair costs."



Signature of Council Member



Signature of Second Council Member (not required if council consists of one member)

*Section 128(3) of the Act provides that an Amendment to Bylaws must be filed in the land title office within 60 days of the amendment being approved.