

Realtors Minutes File for Strata Plan NW-2840

(January 1, 2008 to December 31, 2008)

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NW-2840 Orchard Court

Minutes of an Annual General Meeting

HELD: On Monday, February 18, 2008 at 7:00 p.m. in the Meeting Room at Kingsway Foursquare Church, 4061 Kingsway, Burnaby, BC

PRESENT: 21 owners in person or by proxy, as per the registration sheet.

Jim Allison, Property Manager, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER:

The meeting was called to order at 7:05 p.m. by Paul McGown, Council President. Introductions were made and the meeting commenced. Jim Allison, the property manager from Assertive Property Management and was asked to facilitate the meeting. Mr. Allison noted that he did not have a vote and would only facilitate; the Chair of the meeting is the Council President.

PROOF OF NOTICE OF MEETING:

The Property Manager noted that the Notice of Meeting was issued in compliance with the Strata Property Act.

APPROVAL OF THE AGENDA:

The owners present agreed the agenda contained in the notice would serve as the agenda for this meeting.

MINUTES APPROVAL

There being no objections the owners agreed that the minutes of the March 29, 2007 Annual General Meeting be approved, as distributed.

BUSINESS CARRIED FORWARD FROM 2007 AGM – PAINTING

The property manager noted that under New Business in the Minutes of the last AGM it stated "an owner asked that the new strata council investigate the exterior repainting project in 2008"

A budget quote for painting the complex was obtained and the anticipated cost is \$42,500 plus GST. It was noted this is a budget quote and not a firm price and could change based on the final scope of work.

It was moved and seconded to "Council look into painting in painting the complex this year" There was a lengthy discussion about what this motion meant and whether or not it obligated the Owners to proceed with painting in 2008.

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The property manager noted that the Strata Council would proceed with developing a scope of work, obtaining quotes and then convene a Special General Meeting to approve the funds for painting. The work could not proceed without the Owners approving the funds.

The vote on the resolution was called and it was declared **carried** by a majority vote.

REPORT ON INSURANCE

The property manager provided an overview of the strata insurance coverage noting that there was documentation attached to the Notice of Meeting detailing the coverage provided. If any owners have questions on the coverage offered, they should contact the property manager.

COUNCIL REPORTS

Paul McGown gave the following report.

"President's Report NW2840 -- AGM February 18, 2008

I would like to start by thanking the other members of the Strata Council; Lynn Rene, Eva Soult, and Gary Long for their participation.

The past year saw 2 major events occur at 5575 Patterson.

Firstly was the start of the roofing project. The roofing project did not start on time, and the contractor made things difficult by re-negotiating the price after the contract was signed. As you are all aware, the job has continued sporadically into February 2008.

In the midst of the roofing job, Vancouver Condominium Services who had been managing the building for 19 years gave us notice of termination on July 30. The council immediately started searching for a replacement. This was no small feat as there are few qualified management firms willing to manage small strata corporations. Happily we were able to start a contract with Assertive Property Management effective October 31.

It is regrettable that some things did not get accomplished. The roof should have been finished during 2007. However, we were at the mercy of the present construction market place. I don't think it was for a lack of effort by either Property Management firms or by CSA (the firm that wrote the job specification and carried out the quality assurance inspections). It was not by a lack of will or a lack of effort by the strata council. Our communications with strata management and CSA were numerous. The contractor was likely overbooked.

Also it is unfortunate that our annual cleanup was not done. Last year there seemed no point to proceed with this until the roof was completed. I would urge the incoming council to make a spring cleanup a priority.

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I would like to thank all the people in 5575 Patterson who have given their time and effort in helping to maintain our building. We all should know that the snow didn't get shovelled by itself. The efforts of the people who moved the snow should be celebrated.

Thanks."

The owners expressed appreciation to Council for their efforts this past year.

RATIFICATION OF RULES

No rules were brought forward for ratification.

CONSIDERATION OF THE ANNUAL BUDGET

The proposed budget for 2008 – 2009 was reviewed in detail by the property manager. It was noted that there is no increase in strata fees proposed for the next year.

Following discussion, it was moved, seconded and **carried** to approve the proposed budget as presented in the amount of \$89,400.

NOTE: THERE IS NO INCREASE IN STRATA FEES FOR THIS COMING YEAR. If you pay by post-dated cheques, please send in new cheques up to and including January 1, 2009. The schedule of fees is attached.

NEW BUSINESS

1. **Garage Entry:** Owners queried when the entry to the garage would be repaired. The property manager noted that the contractor hired to do work has withdrawn recently. Another contractor is being engaged to do the work.
2. **Parking Slab Leaks:** It was noted there are several leaks in the parking slab. A contractor is being asked to recommend a repair and provide a quote.
3. **Chimney Chases:** It was noted that as part of the painting project there are several, if not all, chimney chases that need to be repaired.

ELECTION OF STRATA COUNCIL

Pursuant to the by-laws, the term of office of the current members of council ends at the conclusion of this meeting. Those who have served in the past year are eligible for re-election.

The following owners were nominated and allowed their names to stand for election to the strata council.

Brian Ronaldson	14	Paul McGown	18	Ali Ramji	24
Eva Solt	3	Lynne Rene	12		

There being no further nominations, it was moved, seconded and **carried** to cease nominations.

NW-2840 Orchard Court

It was moved, seconded and **carried** to declare those nominated elected by acclamation.

TERMINATION OF MEETING

There being no further business, this meeting was terminated at 8:10 p.m.

Respectfully submitted,



Jim Allison,
Property Manager
Direct Line: (604) 253-5224
Email: jim@assertivepm.com

Reminder re insurance:

The suite owner is responsible for any costs incurred by the strata up to the strata insurance deductible of \$2,500 for damage caused by anything in their suite leaking (hot water tanks for example) or for which they are responsible and for the insurance deductible which is currently \$2,500 for water damage if the damage done to the property insured by the strata exceeds that amount. The owner may also be charged by the unit owners affected the cost of damage done to their possessions, betterments (hardwood floors for example) or insurance deductibles. Owners are encouraged to check their insurance policies and ensure they have sufficient coverage for resultant damage and insurance deductibles.

NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, March 18, 2008 at 5:00 p.m. in unit #3 – 5575 Patterson Avenue, Burnaby, BC

PRESENT:	Brian Ronaldson	Unit # 14	President
	Paul McGown	Unit # 18	
	Eva Solt	Unit # 3	
	Lynne Rene	Unit # 12	

REGRETS: Ali Ramji Unit # 24

PROPERTY MANAGER: Jim Allison, Assertive Property Management.

The meeting was called to order at 5:05 p.m.

ELECTION OF OFFICERS:

Following discussion it was agreed Brian Ronaldson will serve as President, Paul McGown will serve as Vice President and Eva Solt will be the Treasurer.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the December 12, 2007 Council meetings.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided copies of the financial statements up to and including February, 2008 for their review.

BUSINESS ARISING

1. **Roofing:** Council is very concerned about the failure to do a proper cleanup which creates a dangerous situation. The property manager will contact CSA for a list of deficiencies and their confirmation that the holdback is sufficient to cover the work to be done.

The property manager will meet with CSA regarding the needed inspection of some attics which may have been damaged when a tarp blew off in a rainstorm.

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2. **Electrical:** There is some electrical work to be done including a light on a balcony that had to be removed to provide for the routing of a downpipe and a garden plug. A light switch for a utility room is also needed.

3. **Grate at Entrance to Garage:** The contractor who was hired to do the grate has now withdrawn. A new contractor will be doing the work. The grates are on order and when they are received, the work will be done to level the area and install the new grates.

4. **Expansion Joint:** The same contractor doing the work on the grate will be doing the expansion joints at the top of the two stairs.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

1. **Windows:** Two owners wrote advising that there are two windows in her unit that are fogging up and require replacement. The property manager was advised that the lists of windows that are reported are compiled and then done once per year. The property manager will look for a file from the previous management company to see if any others were reported.

2. **Crack:** An owner wrote regarding a crack in her ceiling. The property manager will arrange to meet with the owner and view the crack.

3. **Various:** An owner wrote advising of several concerns including:

The light on her balcony was broken during the roofing project. A new light fixture is being sourced.

The tap on the outside below her balcony has been closed off and therefore she cannot use a hose to wash her balcony. The property manager will check that the tap is back on.

The roofing crew used the power from her unit. The owner suggested that future repair crews bring their own generators. If any owner can show that the power usage during the roofing project was higher than in past years, they should provide copies to the management company. Council will then consider reimbursing them from the roofing fund.

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The front trim over the entrance way has deteriorated. The property manager will arrange for its replacement.

4. **Damage:** An owner wrote that there was a leak in their bedroom ceiling during the roofing project and the ceiling is now stained. The property manager will arrange to have it painted if the roofers do not address this.

NEW BUSINESS

1. **Landscape Contract:** Carlos Pereira Landscaping has started work at the complex for this season.
2. **Painting:** The property manager will contact the company who painted the complex last and get a quote for painting the complex this year. That quote will be the basis for getting other quotes. Council agreed that a change in colour should be considered. The fencing will also be included in the project.

Council agreed that the chimney chases may have to be addressed as part of the painting project as well.

4. **Irrigation System:** The irrigation system has been set up for this season.

TERMINATION

There being no further business, the meeting terminated at 6:15 pm. The next meeting will be held on Tuesday, April 15th at 5:00 p.m.

Respectfully submitted,



Jim Allison,
Property Manager
Direct Line: (604) 253-5224
Email: jim@assertivepm.com

NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, April 15, 2008 at 5:00 p.m. in unit #12 – 5575 Patterson Avenue, Burnaby, BC

PRESENT:	Brian Ronaldson	Unit # 14	President
	Paul McGown	Unit # 18	
	Eva Solt	Unit # 3	
	Lynne Rene	Unit # 12	

REGRETS: Ali Ramji Unit # 24

PROPERTY MANAGER: Jim Allison, Assertive Property Management.

The meeting was called to order at 5:05 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the March 18, 2008 Council meeting.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided copies of the financial statements up to and including February, 2008 for their review.

Three owners have small credits on their account from when Vancouver Condo were the managers. Council agreed the owners should be refunded the overpayments.

BUSINESS ARISING

1. **Roofing:** Council agreed the Property Manager should meet with CSA regarding the outstanding work. Arrangements will be made to have a qualified inspector check the attics of some units that leaked when a tarp blew off.

2. **Electrical:** The property manager advised that the electrical firm that he uses for most repairs has a family member living in the strata and wished to confirm that Council had no objections. Council agreed there were no objections. There is some electrical work to be done including a light on a balcony that had to be removed to provide for the routing of a down pipe and a garden plug. A light switch for a utility room is also needed.

3. **Grate at Entrance to Garage:** Some work has been done regarding the grates and the project should be completed shortly.

4. **Expansion Joint:** The same contractor doing the work on the grate will be doing the expansion joints at the top of the two stairs.

NW-2840, Orchard Court

5. **Painting:** The contractor who painted the complex last time has been asked to quote. Council agreed that a quote for repairing the chimney chases should be obtained because this work should be done before the painting is done.

6. **Window Replacement:** Council agreed a survey should be sent to all residents so that they can advise if they have any foggy windows. The list will then be compiled and quotes sought.

7. **Ceiling Crack:** Council acknowledged there was confusion about which unit had which type of crack. One crack is apparently from the roofing project. The other may be settlement. The property manager and Council President will inspect them.

8. **Spring Clean Up:** The property manager was asked to arrange for a spring clean up to include power washing around the building, window washing and other such projects.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

None was brought forward for consideration.

NEW BUSINESS

1. **Landscape Architect:** The property manager is contacting a landscape architect to provide a quote for preparing recommendations for landscape upgrades.

TERMINATION

There being no further business, the meeting terminated at 6:15 pm. The next meeting will be held on Tuesday, May 13, 2008 at 5:00 p.m.

Respectfully submitted,



Jim Allison,
Property Manager
Direct Line: (604) 253-5224
Email: jim@assertivepm.com

DO YOU HAVE FOGGY WINDOWS?

Please complete the information below and deliver it to unit #14 before May 5th, 2008. We will then get quotes and arrange for their replacement. Please fill this in even if you have sent in a letter.

Thank you.

FROM UNIT #: _____

I have _____ (#) foggy window(s).

It/they are located in the following rooms:

RETURN TO UNIT 14 BY MAY 5TH PLEASE



NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, May 13, 2008 at 5:00 p.m. in unit #3 – 5575 Patterson Avenue, Burnaby, BC

PRESENT: Brian Ronaldson	Unit # 14	President
Paul McGown	Unit # 18	
Eva Solt	Unit # 3	
Lynne Rene	Unit # 12	
Ali Ramji	Unit # 24	

PROPERTY MANAGER: Jim Allison, Assertive Property Management.

The meeting was called to order at 5:05 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the April 15, 2008 Council meeting.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided copies of the financial statements up to and including March, 2008 for their review.

BUSINESS ARISING

1. **Roofing:** An on site meeting was held with the roofer and consultant. An email has been received listed the deficiencies, but no formal report has been received. Dulai Roofing has agreed to pay the cost of repairing the broken glass in the breezeway. They also committed to doing a complete cleanup of all the grounds with a magnet to clear the debris. They are also to adjust and replace the diverter flashing and cap flashing, to keep water from flowing down sloped caps onto walkways or balconies.

Accurate Glass has provided a quote of \$1,198.25 plus taxes to replace the broken glass panes in the breezeway. Action Glass has been on site and their quote is awaited. The property manager was directed to award the contract to whoever was less expensive.

Note: On April 16, 2008 Action Glass quoted \$1,061.29 plus taxes. Action Glass will be rewarded the contract.

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Prior to this meeting Phoenix Restorations inspected the attics of three units. Two were to check for resultant damage from a water leak when the tarp blew off. The other one was from where the construction crew were dropping their materials onto the roof resulting in a crack in the ceiling. There is no resultant damage to the insulation or attic areas from the roof leak. The attic above the crack was inspected and there are no problems evident with the joists.

2. **Electrical:** The property manager advised that he had an appointment to show the electrical to an electrician from Static Industries but the electrician cancelled at the last minute. A new meeting will be scheduled to look at lights, plugs and other concerns.

3. **Grate at Entrance to Garage:** The work on the sump and grate is now complete. One section of grate keeps popping out and adjustments will need to be made.

4. **Expansion Joint:** The expansion joints at the top of the two stairways have been replaced. .

5. **Painting:** The contractor who painted the complex last time has been asked to quote. The property manager will follow up with him and others who are quoting. The contractor who did the grates is quoting on the chimney chase repair project.

6. **Window Replacement:** Thanks to all those who completed the window survey. There are more windows that need replacement than the budget can accommodate. Council agreed to inspect the windows and try and set some priorities. For example, a bedroom window may have a small amount of fogging and be behind curtains. That would have less priority than a living room window with significant fogging.

7. **Foundation Crack:** The property manager and Council President will inspect the crack along with someone from Razor Construction who did the work at the entryway.

8. **Spring Clean Up:** Vitrex Building Maintenance did the last Spring clean up two years ago. At that time the cost was \$2,600.00. They are quoting \$3,400 to do it this year as the cost of labour and fuel have gone up significantly. The manager of the company is away. It was agreed that on his return he should meet with Council representatives to determine the scope of work. Council would like to address cleaning the planters, decks and windows in the same project, if possible.

9. **Landscape Plan:** A representative of Garden Works will be attending to the site to give some landscape design suggestions. Council agreed that as part of the project, the retaining walls at the entrance to the parkade should be looked at. It may be beneficial to replace them with Allen Block.

NW-2840, Orchard Court

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

None was brought forward for consideration.

NEW BUSINESS

1. **Garage Remotes:** The property manager was asked to confirm the cost of the remotes.

TERMINATION

There being no further business, the meeting terminated at 6:25 pm. The next meeting will be held on Tuesday, June 10, 2008 at 5:00 p.m. in unit number 18.

Respectfully submitted,



Jim Allison,
Property Manager
Direct Line: (604) 253-5224
Email: jim@assertivepm.com

NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, July 15, 2008 at 5:00 p.m. in unit #12 – 5575 Patterson Avenue, Burnaby, BC

PRESENT:	Brian Ronaldson	Unit # 14	President
	Paul McGown	Unit # 18	
	Eva Solt	Unit # 3	
	Lynne Rene	Unit # 12	
	Ali Ramji	Unit # 24	

PROPERTY MANAGER: Jim Allison, Assertive Property Management.

The meeting was called to order at 5:05 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the June 10, 2008 Council meeting. The property manager apologized for the delay in producing the minutes noting that a colleague in the office has been off on sick leave causing significant challenges for the office.

Council noted some deficiencies in the minutes with the lack of information on the electrical work approved and the fact a letter was to be sent to CSA and Dulai Roofing regarding the roof deficiencies. These will be covered off in these minutes. Council noted that they had agreed to have the gates serviced twice per year, not three times per year as noted.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided copies of the financial statements up to and including June, 2008 for their review.

Any owner wishing a copy of the minutes may request a copy by contacting the management company.

BUSINESS ARISING

1. **Roofing:** The final deficiencies for the roofing project have not been signed off. Until the deficiencies are signed off, no hold back funds or payments will be made to the contractors. The property manager at the last Council meeting was directed to write to Dulai (the contractor) and CSA (the engineering firm) advising that no further payments would be made until the deficiencies have been addressed. Council agreed that a contractor and CSA should be advised that the strata is considering sending a letter to the Better Business Bureau on this matter.

Action Glass has installed the breezeway glass and the cost will be withheld from the monies held back from the roofing company.

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It was noted that the gutters are coming apart at some joints and also require attention.

2. **Chimney Chase:** Pomeroy Construction provided a quote of \$5,109.25 to address one of the chases. Council noted that this seems very high and asked for more quotes.

Following discussion it was agreed that a contractor should be asked to investigate all the chimney chases and determine how bad they are and provide a report to Council. The report is to include pictures and a budget costs to repair them. The property manager will have Paul Donovan from Canada Waterproofing call the President to arrange for the inspection.

3. **Electrical:** Static Industries will be on site shortly to do the following work as approved by Council at their last meeting.

Repair exterior wall pack	\$180
Repair exterior garden outlet	\$93

Install wiring and lighting at the front entrance and front steps,	\$894
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4. **Painting:** A quote of \$53,950 to paint the complex was received from Hyland Painting. A quote is still awaited from GB Painting. Council will be bringing this forward to a general meeting along with the repair costs for the chimney chases. Council will be discussing how the painting and repairs will be funded at a future meeting. Input from owners on this is welcome.

5. **Spring Clean Up:** The spring clean up has been completed and Council are satisfied with the results.

6. **Window Washing:** The window washing project has been completed and all reported deficiencies were attended to.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

1. **Window Washing:** An owner wrote advising her skylights had not been cleaned as part of the window washing project. The contractor has now done those skylights.

2. **Landscaping:** An owner wrote suggesting a landscape committee be established. If any owners wish to be a part of the committee they are asked to contact Eva Solt in unit #3.

3. **Water Mark:** An owner wrote about a water mark above their door in the inner parkade by stall number 44. It was agreed to have Paul Donovan of Canada Waterproofing look at this while he is on site doing the report on the chimney chases.

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NEW BUSINESS

1. **Pest Control:** An owner has called the management company regarding a problem with ants in their unit. A report of some noise in the attic of a unit is also a concern as it may be a racoon, squirrels or another rodent. . Another owner has advised of some rat sightings. It was agreed that CARE pest control should visit the site and meet with Brian to review these problems.

TERMINATION

There being no further business this meeting terminated at 6:10 p.m. The next meeting will be held on Tuesday, August 19th at 5:00 p.m. in unit number 14.

Respectfully submitted,



Jim Allison,
Property Manager
Direct Line: (604) 253-5224
Email: jim@assertivepm.com

NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, August 19, 2008 at 5:00 p.m. in unit #14 – 5575 Patterson Avenue, Burnaby, BC

PRESENT:	Brian Ronaldson	Unit # 14	President
	Paul McGown	Unit # 18	
	Eva Solt	Unit # 3	
	Lynne Rene	Unit # 12	
	Ali Ramji	Unit # 24	

PROPERTY MANAGER: Jim Allison, Assertive Property Management.

The meeting was called to order at 5:05 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the July 15, 2008 Council meeting.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided copies of the financial statements up to and including July, 2008 for their review.

Any owner wishing a copy of the minutes may request a copy by contacting the management company.

BUSINESS ARISING

1. **Roofing:** The final deficiencies for the roofing project have not been signed off. Until the deficiencies are signed off, no hold back funds or payments will be made to the contractors. The property manager at the last Council meeting has written to Dulai (the contractor) and CSA (the engineering firm) advising that no further payments would be made until the deficiencies have been addressed. Council agreed that a contractor and CSA should be advised that the strata is considering sending a letter to the Better Business Bureau on this matter. A deadline for response will be given to the contractor

2. **Chimney Chase:** Paul Donovan of Canada Waterproofing has been proceeding with the repairs to the chimney chases. Paul will be asked to contact Brian to arrange to view some membrane challenges.

3. **Electrical:** Static Industries has done the lighting repairs agreed to by Council at their recent meeting. The light in the back flickers on and off. Static will be asked to investigate.

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4. **Painting:** The contractors who have quoted will be asked to contact Brian to review their quotes to ensure they are bidding on a comparable scope of work.

The painting will be done in the Spring of next year.

5. **Landscape Committee:** Six owners have joined the committee and are working on planning improvements around the development. They have noted a need for soil for the garden beds and a longer hose and reel.

6. **Pest Control:** A quote is awaited from CARE Pest Control for addressing some rodent concerns.

7. **Building Plans:** Ali advised he had made copies of some plans from City Hall. Enlarged copies will be made so they can be read.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

None was received.

NEW BUSINESS

1. **Sprinkler System:** A repair to the sprinkler system was recently completed. There is a thought that too much water is going into one area causing a leak problem.

2. **Garage Gate:** It was agreed that the property manager would show Council how to manually open the gates in cases of power failure or when it does not work.

3. **Windows:** Council agreed that a process for addressing fogged windows must be developed. There are more windows to be changed than the budget can handle. A glass company will be asked to give a budget quote for different sizes of windows in the strata so budgeting can be done.

TERMINATION

There being no further business this meeting terminated at 6:10 p.m. The next meeting will be held on Tuesday, September 30, 2008 at 5:00 p.m. in unit number 3.

Respectfully submitted,

Jim Allison,
Property Manager
Direct Line: (604) 253-5224, Email: jim@assertivepm.com

NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, September 30th, 2008 at 5:00 p.m. in unit #3 – 5575 Patterson Avenue, Burnaby, BC .

PRESENT:	Brian Ronaldson	Unit # 14	President
	Paul McGown	Unit # 18	
	Eva Solt	Unit # 3	
	Ali Ramji	Unit # 24	

REGRETS: Lynne Rene Unit # 12

PROPERTY MANAGER: The new Property Manager for Orchard Court is now Joan Bird, Assertive Property Management. Joan can be reached at 604-253-5222 or jbird@assertivepm.com;

The meeting was called to order at 5:05 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of August 10th, 2008.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided a copy of the financial statement for August 2008 for their review.

Any owner wishing a copy of the financial statements may request a copy by contacting the management company.

BUSINESS ARISING

1. **Roofing:** Workmen were on site recently to install diverters in several areas of the roof. Council will monitor the performance of the diverters during the heavy rainfall. No holdback monies will be paid to Dulai until such time Council is satisfied that all deficiencies have been rectified.

2. **Chimney Chase:** These repairs have now been completed. Council requested the Property Manager follow-up with Paul Donovan from Canada Waterproofing to meet with Brian on-site to review some membrane challenges.

3. **Painting:** Council has received 3 quotes for the painting. Following a discussion and review of the quotes received, council requested the Property Manager contact the contractors who quoted and request they re-visit the property to go over some items that have been added to the scope of work. The contractors would be required to amend their quote to include these items.

The painting will be done in the Spring of next year.

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4. **Landscape Committee:** The gardening committee submitted the report as follows:

- a) The committee requests authorization to purchase a 100 foot hose and nozzle in order to facilitate watering where the sprinklers do not reach. (Brian informed council he has purchased two 50 ft. hoses, caddy and nozzles for a cost of \$144.44 for the gardens).
- b) After much discussion, the committee would like to improve the soil at the front of the property where much of it has been raked away over the years. By improving the soil the plants should become much healthier. A request has been put forth by the committee for council to include funds in the next years operating budget to purchase enough good soil to cover the areas where needed. The committee will research how much soil is needed and cost. In the interim, they will try to find a source for well rotted compost (that may be provided by the City of Burnaby) so they can start to give the gardens some nutrients.
- c) As a small starting project they are going to research and experiment with various plantings at the front entrance that may be able to endure deep shade and wind resistant.
- d) The committee welcomes any suggestions from residents in the complex that may have ideas that could be implemented to help improve the quality of the gardens.

Council discussed the suggestions and requests from the committee. The current gardener has quoted the amount of \$1,000 to order, deliver and apply top grade soil and recommended this be applied in the spring.

Council requested that the irrigation system be winterized. The Property Manager will contact University Sprinklers to have this done.

5. **Pest Control:** The Property Manager received a quote from Care Pest Control for dealing with the rodents. The technician has recommended the strata implement a monthly contract to deal with the rodents which would include placing tamper resistant bait stations around the exterior of the building. The bait stations would be checked on a monthly basis and bait replaced as necessary. Also included in the monthly service would be a treatment of up to 3 suites free of charge for any of the "big six" pest species such as; rats, mice, cockroaches, silverfish, store product pests and non-wood boring ants (excluding pharaoh ants), this is the most cost effective and efficient way to treat very unit in the complex within a year for a fraction of the cost of a full building treatment. The cost for a monthly maintenance contract is \$75.00 per month plus g.s.t. This matter will be discussed further at the next council meeting.

6. **Building Plans:** Paul has volunteered to make copies of the building plans.

7. **Windows:** Brian has volunteered to review the submitted surveys from owners with respect to their "foggy" windows. This matter to be discussed further at the next meeting.

NW-2840, Orchard Court

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

A letter was received from an owner with requesting a "rotten" railway tie on the west side of the property be replaced. Council will ask Carlos the gardener to inspect the tie and provide a cost for replacing it. This will be an item for next years budget and discussion at the AGM.

Council is in receipt of a letter of request from an owner to install engineered hardwood flooring in their dining room and living room area. The Property Manager will respond to the owner's request as per council's instructions.

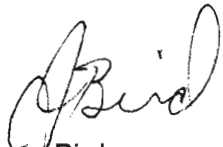
NEW BUSINESS:

1. **Fireplace Cleaning/Service:** The Property Manager will obtain a quote from a fireplace company for the cost to clean and service all resident's fireplaces. Fireplaces should be inspected at least once a year to ensure there are no gas leaks and to ensure they are operating properly. A clean fireplace is more fuel efficient.

TERMINATION:

There being no further business this meeting terminated at 6:30 p.m. The next meeting will be held on Tuesday, October 28th at 5:00 p.m. in unit number 18.

Respectfully submitted,



Joan Bird
Property Manager
Direct Line: (604) 253-5222, Email: jbird@assertivepm.com

NW-2840, Orchard Court

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, October 28th, 2008 at 5:00 p.m. in unit #18 -- 5575 Patterson Avenue, Burnaby, BC .

PRESENT:	Brian Ronaldson	Unit # 14	President
	Paul McGown	Unit # 18	
	Lynne Rene	Unit # 12	

REGRETS:	Eva Solt	Unit # 3
	Ali Ramji	Unit # 24

PROPERTY MANAGER: Joan Bird, Assertive Property Management.

The meeting was called to order at 5:10 p.m.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of September 30th, 2008.

FINANCIAL STATEMENTS:

1. **Monthly Statement:** Council has been provided a copy of the financial statement for September 2008 for their review.

Any owner wishing a copy of the financial statements may request a copy by contacting the management company.

BUSINESS ARISING

1. **Roofing Update:** Council reported the diverters are performing adequately. There are still some areas where the gutters are leaking at the joints and dripping. Two council members will be conducting a walkabout during the heavy rainfall to review the areas of concern. The Property Manager will contact the roofing company to remedy the areas of concern.

2. **Membrane Repairs:** Council has approved the repairs to Unit #6 as per the quote received from Paul Donovan of Canada Waterproofing. The approximate cost to repair the area at the basement level door is \$2,000.

3. **Painting:** Three companies were asked to re-quote on the painting project based on the revised scope of work. Council will review the quotes as presented and determine which contractor will be awarded the job in the spring of 2009.

4. **Pest Control:** The Property Manager received a quote from Care Pest Control for dealing with the rodents. The technician has recommended the strata implement a monthly contract to deal with the rodents which would include placing tamper resistant bait stations around the

NW-2840, Orchard Court

exterior of the building. The bait stations would be checked on a monthly basis and bait replaced as necessary. Also included in the monthly service would be a treatment of up to 3 suites free of charge for any of the "big six" pest species such as; rats, mice, cockroaches, silverfish, store product pests and non-wood boring ants (excluding pharaoh ants), this is the most cost effective and efficient way to treat very unit in the complex within a year for a fraction of the cost of a full building treatment. The cost for a monthly maintenance contract is \$75.00 per month plus g.s.t. Following the discussion, it was moved, seconded and **carried** to approve the contract.

5. Foggy Windows: Council discussed the matter regarding "foggy windows" and who is responsible for the replacement of the window. The Property Manager informed Council that "foggy windows" are considered to be an esthetic problem and it would be the owner's responsibility and cost to replace the "foggy window". If an owner wishes to replace their foggy window, they still require permission from the strata council in writing to replace the window. All window replacements must conform to the existing type of window and match the exterior appearance. For those owners who are considering changing their "foggy windows", please submit your request in writing to the Property Manager.

6. Fireplace Service: The Property Manager has obtained a quote from Top Quality Fireplace Service for the cost to inspect and service owner's fireplaces. As a courtesy to the owners, council requested the Property Manager obtain a "bulk rate" to have all the fireplaces inspected and serviced. The cost to have all fireplaces inspected and serviced is \$79.00 per unit provide all 31 units are done at the same time. The cost will increase per unit depending on how many people sign up for the service as follows:

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the Property Manager at Assertive Property Management & Real Estate Services Inc. so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act and the Personal Information and Privacy Act.

NEW BUSINESS:

1. **AGM Discussion:** Council has set a tentative date of February 25th, 2009 for the Annual General Meeting. The Council will be meeting in January to finalise a new operating budget for the next fiscal year. Council will also be reviewing the current bylaws and may propose some amendments to the bylaws at the next AGM.

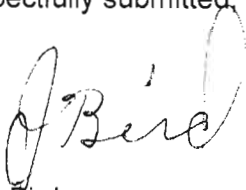
2. **Hardwood Floors:** For those owners who are considering installing hardwood or laminate flooring in their unit, you are requested to please install the proper sound proof underlay prior to installing your hardwood or laminate flooring. As noise does transmit easily, it is important you consider your neighbour below you and as a courtesy do not walk on the hardwood floor surface with hard soled shoes and do not "drag" furniture across the floor.

NW-2840, Orchard Court

TERMINATION:

There being no further business this meeting terminated at 6:30 p.m. The next meeting will be held in January, date to be determined.

Respectfully submitted,



Joan Bird

Property Manager

Direct Line: (604) 253-5222, Email: jbird@assertivepm.com

