

BRICKWOOD PLACE – Strata Plan NWS 3379
11595 Fraser St
Maple Ridge, BC V2X 0X7

Minutes of the Strata Council Meeting of Strata Plan NWS 3379
Jan 22, 2008
@ 19:30 hrs, Lobby, Brickwood Place

Present: Trena Zaiser 311
Giancarlo Briglio 201
Jeff Sommersgill 214 (owner – suite rented)

Absent: Leanne Swensson 203 - *treasurer*

Guests: Christoph Kotyk 111
Christopher Kearney 404
Don Hart 407

The meeting was called to order at 19:30. The minutes of the last meeting were approved.

Old and Ongoing Business

New Business:

Council agreed to extend its membership to 5 members:
Council voted in Michelle Pluko and Sarah Presant

Member	Position
Trena Zaiser - 311	President
Sarah Presant 112	Secretary
Michelle Pulko 208	Member at Large
Giancarlo Briglio 201	Member at Large
Jeff Somersgill 214 (owner – suite rented)	Member at Large

Leanne Swensson - remains treasurer without a voting position on council.

Superintendent Role

Council reviewed the building superintendent role. Christoph Kotyk confirmed his agreement of the responsibilities of the role. Council agreed that Christoph should retain a list of storage lockers and parking stalls and the unit numbers that they belong to. This will allow Christoph to notify owners if there are any issues that require their attention in relation to parking or storage. Management/distribution of parking stalls and storage lockers will remain the responsibility of the council.

Christoph will be asking security companies for quotes in relation to underground and front door security.

Building Maintenance

There are two immediate maintenance issues that need to be addressed. Christoph will be facilitating the repair of both of them.

- The first is a roof leak that is warranty work.
- The second are the fans for the fourth floor need to be looked at because of the loud noise they make.

Correspondence:

In the last 9 months we have received more noise complaints than normal. We do have our bylaws that state not to use appliances etc after 11pm, but you do need to be considerate at ALL times of the day. It is unfortunate that noise travels more in condos, so please remember that there are people above and below you all the time. They may work shifts which mean they are on different sleep schedule. **Also "noise" is not strictly partying or loud music.** Here are the Maple Ridge bylaw (please keep in mind we must also abide by the city bylaws as well):

The Corporation of The District of Maple Ridge

By-law No. 5122-1994

4. No owner or occupier of property shall allow that property to be used so that a noise or sound which originates from that property disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood or of persons in the vicinity.

Lockers that have not been claimed will have the locks cut and contents removed on January 28th. There are currently 2 owners on a wait list for the lockers, so if you own a locker that has not been claimed, please do so before the 28th.

Locks that will be cut:

22, 27, 33, 39, 45, 46/47, 48

Treasurer Report :

Bank balance as of Dec 31, 2007:

Contingency Fund: \$93387.87

Chequing Acct: \$7874.07

2 suites still haven't paid the remainder of the assessment. Letters to be sent out.

2 suites still have not handed in post dated cheques for Jan-Nov. Letters to go out.

5 suites have only given Jan cheques. Letters to go out.

Reminders:

Large Garbage Items (dump runs):

Brad from 210 agreed to dump run once a month. He will arrange the time with Christoph or council and a notice will be put up as to when to bring the larger items down. Large items are not to be placed by the garbage throughout the rest of the month.

Cheques for strata fee increases:

Checks for the strata fee increases need to be in before March 1, 2008. If you wish to split the checks into two payments, you can pay 1 installment on February 1, 2008 and the second for March 1, 2008.

All cheques intended for strata should be placed under the door of 203 or 311. **Cheques should not be placed in the locked correspondence box in the lobby for security reasons.**

Meeting adjourned at 18:36.

Next Meeting TBA

2008-FEB-15

MAINTENANCE SUMMARY

RESOLVED ISSUES

- Warranty roof repair (North wing) completed 2008-FEB-11
- Hallway pressurization fan serviced. New fan belts needed soon.
- 108 had water coming from bathroom ceiling fan twice
 - Caulking of shower head and tap in 208 was required and done.
 - No leaks reported since.
- HW riser leak between 205 and 207. Many hours spent on this issue
 - Needed to force into 105 and 205 to investigate
 - Leak fixed.
 - Locks replaced.
 - Owners waiting for drywall repairs.
- Empty lockers discovered. Some with strata locks, others to be cut with witnesses.
- Shovel/salt/sand walks and drives when needed. Thanks Tammy.
- Warranty replacement of older boiler.
- Recirculation pump replaced.
- Elevator stuck on 3rd floor 2008-FEB-02. Rebooted electrical.
- 2 garbage jams
 - Notice to owners must go out reminding them of prohibited items **

OUTSTANDING ISSUES

- Bulletin Board (\$176) to be purchased and installed near owner mailboxes
- Gate vent ½ complete. Need more holes and diamond lathe to finish
- Updating supplier lists
- Security quotes being collected
- 102 Bonnie's mold problem behind base-boards

ROOF

- Leak reported by 306
 - water found in 306 bathroom ceiling
 - pressure relieved by cutting away sections of ceiling
 - thanks to Nathan for many hours of help
 - 306 drying out
- Leak fixed but can expect more @ \$5000 - \$10,000 per year
- Dependable Roofing to provide quotes on several 'new roof' options before XO
 - Financing available for materials (not labor) through S. Talbot
- If we borrow to finance roof can fees remain same without lump payments from owners?

***AMENDED* Minutes of the Strata Council Meeting of Strata Plan NWS 3379**

Feb 15, 2000

@ 19:00 hrs, suite 201, Brickwood Place

Present: Trenna Zaiser 311
Stefano Briglio 201
Jeff Somersgill 214 (owner – suite rented)
Sara Presant 112
Christoph Kotvk 111

Absent: Michelle Pulko 208
Loanne Swenson 200

Guests: Tammy Martin 111
Amber Briglio 201
Emmett Presant 112

The meeting was called to order at 19:10. The minutes of the last meeting were approved.

Old and Ongoing Business

- The holes that were drilled in the top of the plastic covering the garage gate are NOT enough to vent the garage properly. As such, we will be adding another row of holes to the top and bottom of the gate and covering them with diamond lathing mesh to ensure continued security.
- PLEASE do NOT allow your engine to idle for extended periods of time inside the garage.
- Locked bulletin board will be purchased and installed in lobby for posting updates to owners
- Hallway pressurization fan has been serviced, however new fan belts will be needed soon.

New Business:

- Recent leaks in the roof have made it clear that the roof will need to be replaced ASAP. Strata will be getting quotes for replacement cost from local companies. **All owners are strongly encouraged to attend the XO meeting on Wednesday, February 20th for further details on this matter.**
- Owners should be aware that lint build-up in the backs of the dryers pose a fire hazard as well as hampering the dryers' effectiveness. Please take the time to vacuum out the lint in the dryer vents behind the dryer from time to time. Arrangements will also be made to vacuum out the dryer vents outside.
- Owners please examine the caulking around your shower knobs and spouts. There have been some units that have recently had moderate to severe leaks due to broken or faulty shower seals. **Be aware that owners**

whose showers/baths leak and cause damage in the building will be held responsible for any repairs.

- We have received notice from Terasen Gas that gas prices will be increasing by 4%. As a result, gas costs in strata fees will be raised accordingly. This increase will work out to be approximately \$1 more per month.
- Gas fireplaces need to be serviced annually in order to ensure that they meet fire safety standards. Strata will arrange to have a fireplace servicing company come in when the annual fire inspection is done later this spring. Owners are responsible for paying the service man directly when he completes his work in their unit.
- Realtors/potential buyers are occasionally contacting strata members at home. If you are selling your unit, please provide the strata email address as the point of contact for ALL matters. strata.nws3379@gmail.com
- ***It was suggested that a petty cash source be made available to Christoph as he is often faced with situations where he needs to purchase resources for the building. Perhaps we could withdraw a few hundred dollars from the strata bank account for him to have on hand and we can reconcile this each month at the strata meetings, replacing funds according to receipts. As of yet, no decision has been made about this matter.***

Correspondence:

- Letter received from 415 regarding a concern about water draining onto their deck.
 - Christoph will be following up on this matter.
- Letter received from 102 regarding a concern with some mold in the walls as a result of water damage from a leak in the window seal.
 - Arrangements will be made to have the damage examined and the cause determined.
- Request received to remove signs regarding the XO and the replacing of the roof as an owner in the building is selling his/her unit and felt that the signs might be off-putting to potential buyers.
 - Matter was discussed and signs will remain up. Replacing a roof is standard maintenance and should not be taken as a problem. If anything, this is a selling point as the potential buyer will be buying into a building with a new roof that has been paid for.
- Letter received regarding capping the new fence posts. Currently they are not capped which allows for water to be absorbed into the posts, causing potential problems with the wood.
 - It was agreed that this matter is important however currently the roof takes precedence. **If there are any volunteers who would be willing to take on the task of capping the fence posts – please contact Christoph.**

Reminders:

- Strata increase checks **MUST** be in **BEFORE** March 1st, 2008. Please submit to suite #203 or #311.

- **XO meeting to discuss roof on Wednesday, Feb. 20th. Registration at 19:15, meeting to begin at 19:30. Please email strata if you require a proxy form.**

Meeting adjourned at 20:40.

Next meeting XO set for Feb. 20th Registration 7:15 in the Lobby.

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Minutes of the XO meeting to discuss replacing the roof

Feb 20, 2008 @ 19:15 hrs, Lobby, Brickwood Place

The meeting was called to order at 19:30.

Speaker: Brad Dolley – Tave's Roofing

- Quoted \$145,000 plus \$10,000 for skylights if done at same time
- Would need ½ for deposit and remainder when job finished
- Would take couple weeks to complete

Assessments would go out to all owners. Contingency fund does not have enough money to cover the roof. Assessment would be approx 2.5xsq ft.

It was then brought to attention that on the back of the BBB book was a advertisement for Roof Restoration.

Was voted to have another meeting the following week to investigate Temp-Shield as going that route would mean a tremendous price reduction.

Meeting adjourned 20:35

Minutes of the XO meeting to discuss replacing the roof

Feb 27, 2008 @ 19:15 hrs, Lobby, Brickwood Place

The meeting was called to order at 19:28.

Speaker: Brian Anderson – Temp-Shield Restoration

- Quoted \$54,000 + skylights
- 3 months to cure/24 hours to cure to weather
- Process:
 - 5 days to remove and wash gravel
 - 4 days to tar – wait 4 weeks to cure
 - 2 days for white coat
- 10% deposit and then pay 30% for each stage
- work safe
- liability

Floor to Trena for comments:

- Motion to vote. Provided testimonials are good we will go with Temp-shield
- Discussion on skylights
- Strata Council to get referrals & make decision

20:20 – meeting was still going on but majority of people left.