

**Sunridge Estates Council Meeting**  
**January 10<sup>th</sup> 2008 7:00 pm Unit #518**

**In attendance:**

Al MacLeod 518	Glen Pierce 516	Mae Reid 510
Wayne Bryson 205	Anne Melcombe 213	Keiron Duncan 104
Racquel DeVos – regrets		

**Observer – Lance DeVos****Quorum reached – Meeting started 7:05 pm****Minutes:**

Previous minutes from November \_\_ 2007 were reviewed

Minutes from December 19<sup>th</sup> 2007 were reviewed

Motion to accept Nov/Dec 19<sup>th</sup> 2007 minutes as written– Bryson/Duncan - passed

**Finances**

-The November financial statements were reviewed

-Motion to reimburse for photocopying of bylaws and minutes. Pierce/Bryson - passed

-Discussion was held on the number of owner arrears. Council must determine a course of action to determine collection after confirming Ascents policy and their attempts to date.

**OLD BUSINESS**

1. **WOOD FIREPLACES** – need to get records of cleaning. Reimburse anyone who had it done on their own – up to the amount that Strata would have been invoiced.
2. **FIREPLACE** maintenance - compile a list of wood burning and gas fireplaces to initiate servicing for gas fireplaces. No apparent accurate records are to be had.
3. **DRYER DUCT** cleaning – need to get quotes to have this done.
4. **COMMUNICATIONS** with Ascent – Hanna has identified that all requests are sent to her via email by one person on council.
5. **LANDSCAPING** - Discussion based on failed resolutions at AGM, Resolution # 2 and a Resolution indicating all funds to be used from project funds will be sent to Ascent for drafting for Feb 05<sup>th</sup> SGM. An information meeting will be held on Jan 23<sup>rd</sup> to inform members of the resolutions and allow owners to speak on the issues and question council to ensure they can make an informed decision at the SGM.
6. **LANDSCAPING** - A council member met with L.A. West the landscape designer and he will present the plan and 2 phases (preparation & planting) at the Jan 23<sup>rd</sup> information meeting.
7. **BYLAWS** – Bylaws were photocopied and distributed to all owners prior to Dec. 31<sup>st</sup>. All owners are to become acquainted with these bylaws and abide by them. Council is responsible for enforcement as outlined in the Strata Act and Bylaws.

8. **FENCING PROJECT** - 3 council members met with the fencing contractor and set the start up date for approx Feb 15<sup>th</sup> 2008.
9. **SITE SURVEY** – A request was sent to Ascent to find our site survey in the records for Council to take to City Hall.
10. **FENCING PROJECT** – due to our zoning, our 6ft fence request needs a variance from City Hall, 2 council members worked on the last minute proposal.
11. **ROOF INSPECTION** – 3 members of council inspected the roofs. Quotes will be sought for cleaning and repair.
12. **DRYER VENT CAPS** – were found to be loose on a couple of the buildings, all need to be inspected and secured.
13. **BUILDING ENVELOPE** – Council is searching for lists of outstanding issues from 2007.
14. **BUILDING ENVELOPE** - a list of 216 deficiencies were reviewed from 2006. 2 Council members toured the site to verify completion. Heatherbrae was notified and came to the site for a walk about for those issues that required attention.
15. **BALCONY MEMBRANES** – will be addressed in March with better weather
16. **ENTRANCE STAIRS** – painting – will be addressed in March with better weather
17. **RAMBLER GATE** - safety loop - A council member will contact the gate company to determine installation costs.
18. **RAMBLER GATE** Maintenance – the hydraulic arms were replaced in 2005, and the gate requires semi-annual maintenance. This will be set up.
19. **UNIT 210** – Requested last year to install a garage door in place of his carport. Heatherbrae will be contacted for a quote. Determination of  $\frac{3}{4}$  vote based on change of common property will be examined and confirmed.

#### **ADMINISTRATION ISSUES**

20. **EXISTING RECORDS** – Several documents have been received from a couple of past council members but there is no formal systems for organizing our reports etc. Either at Strata or Ascent. A more formalized approach to our record keeping will be needed.
21. **AGM MINUTES** – there is a 2 week window for delivery and this has been exceeded. Ascent claims the holidays affected the delivery to council - Ascent asked to delivery ASAP.
22. **EMAIL DELIVERY OF MINUTES** – how to confirm the owner received, and impact on current delivery system versus mailings from ASCENT.

23. **ELEANOR PEDERSEN – UNIT 217** has been assigned the authority of council to act as our contact person with owners. She will be provided a list of all owners with phone numbers to contact on our behalf when the need arises.

### **BYLAW ISSUES**

24. **BYLAWS** – Council to amend all clauses within the bylaws to bring the fine amounts into line with the Strata Act Regulations. This will be presented to owners to vote on at the Feb 05<sup>th</sup> 2008 SGM. A meeting will be held in the spring regarding our existing bylaws and to allow the owners, new and old to establish the guidelines under which we will live in the future.
25. **BYLAWS** – Discretionary spending limit is currently 2,000 dollars. Should council need to act on any issue that has not been identified in the accepted budget, Council is required to hold an SGM and get a ¾ vote of the owners to proceed. Owners will be asked to increase this amount to 5,000 dollars.
26. **PARKING VIOLATIONS** - letters have been sent to owners since Jan 01<sup>st</sup> 2008
27. **OWNERS COMPLAINTS** - Council has agreed that any owner attending a Council meeting or hearing that does not want their name published will be identified by their Strata lot #. It is an owners right to question council on their actions/inactions without notoriety.
28. **NOISE COMPLAINTS** – we live in units where there is considerable sound transference. This has increased since the introduction of laminate and hardwood floors. Please respect your neighbours and do not slam doors or stomp on the floors.
29. **WINDOW COVERINGS** – there is a bylaw that only white or cream coloured window coverings may be used. Those with garbage bags, blue blankets, and other coloured window dressings are asked to refer to the bylaws. Letters will be sent.
30. **SATTELITE DISH** – Council was made aware of a satellite dish installed on a balcony. A letter has been sent to have this removed. The strata is serviced by Cable and Bell Express Vu thru the cable outlets in each unit.

### **UNITS – OWNERS RESPONSIBILITIES**

31. **ENTRANCE WAYS**, owners are required to keep their entrance ways clear of clutter and in an orderly manner. Garbage containers blue boxes, newspapers etc should be kept in the garage.
32. **WINDOWS** - will require servicing, Council will provide information from Starline. Please note that closing only one latch will lead to warping of the window and void the warranty.
32. **GARAGE DOOR MAINTENANCE** – to prolong the life of the doors, the rollers and springs must be sprayed with WD/40 on a regular basis. Please ensure you take these measures as funds are limited for replacement at this time.
33. **CHANGES TO INTERIOR OF UNITS** - please contact Council and advise what your plans are and to ensure you follow the proper procedures with Councils guidance.

34. **DECKS** - Council will undertake to develop a policy to be taken to the owners for their approval regarding, privilege letters, colour schemes, maintenance and future deck requests.
35. **COMMON PROPERTY** - A discussion was held with regards to the care and maintenance of the garbage bins, concrete retaining walls, paving repairs, hydro boxes painting/cleaning, signage, maintenance of rambler gate (servicing/cleaning) intercom system, drainage issues. Ideas to provide the cheapest means of maintenance will be sought. It was suggested to get temp workers from an agency in, but also seeing if any owners wish to participate in this program.
36. **LITIGATION** - past council provided 2 new documents and they have been filed.
37. **LITIGATION** – a review of an August 2005 resolution, regarding additional funding for litigation needs to be presented to the owners for discussion and clarification. Amendment if necessary.

**Motion to adjourn - Pierce/Duncan The meeting adjourned at 9:15 pm**

### **STRATA COUNCIL UPDATE**

Update on Feb 01<sup>st</sup> - Please be considerate of your neighbours and reduce the noise levels from your unit. Complaints have been escalating for video/surround sound systems, slamming doors, shoes on hardwood, and the running of appliances before 8 am and after 9pm. For those in upper units, the water sounds make it difficult for people to sleep or enjoy a quiet evening in their home. We hope that council does not have to initiate **RULES** for these behaviours. Treat your neighbour as you would want to be treated.

Due to a medical emergency of a family member of the secretary, these minutes were delayed in distribution. We will make every effort from now on to get you the information in a timely manner.

Thank you for your patience.

Please refer to the released Jan 23<sup>rd</sup> minutes for updates on some of these issues.

In implementing our tracking system for the complex and unit issues, please cc the council on email or drop off a copy of your issue/problem/complaint at Unit 213. We are trying to organize ourselves and ensure things are dealt with in a timely manner.

In accordance with the Strata Act – Council can only deal with bylaw infractions or complaints, if the issue is presented in writing. (FYI)

**Due to the cold weather and problems with the Rambler gate  
Owner's and their guests can only use the gate at their own risk until further notice.**

**Note -** We are currently working towards having the fireplaces serviced, the dryer ducts cleaned and a revisit for missed alarm checks – **this requires access to your unit.**

If you are unavailable, it is the owner's responsibility to arrange for access. For those affected by work etc, your suggestions on how to resolve the access issue are welcomed, but until then, **YOU** are **responsible for providing access** and any fines/charges for a revisit will be charged back to the units that do not comply. Please cooperate in this endeavour to provide for the safety of your families/other owners and our complex as a whole, and allow Council to work on more pressing issues.

### **SUNRIDGE ESTATES STRATA COUNCIL**