

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

Held: Thursday, November 30th, 2006 at 7:00 PM in the Boardroom at
Bayside Property Services, Suite 100 - 6400 Roberts Street, Burnaby, BC

Present:	Gord Matheson	President / Treasurer	Unit #318
	Gary Strong	Secretary	Unit #201
	Wayne Bryson		Unit #205
	Joan MacDougall	Bayside Property Services Ltd.	

Regrets: Tom Minniss Vice-President Unit #404

Guests: Dianne & Larry Bond Unit #409

CALL TO ORDER

Gord Matheson, Council President, called the meeting to order at 7:20 p.m. At the request of Council, Joan MacDougall chaired the meeting.

GUEST BUSINESS

****The issues raised by the Owners of Unit #409 will be addressed in these Minutes and no further correspondence will be issued to them.

The guest Owners had 18 items to address with Council; some were old issues that have been dealt with by the previous Council. Many of these items concerned landscaping. For simplicity, these items are listed and a brief description of the result or decision by Council is noted.

1. Landscaping: The Owners wanted to point out their concerns regarding the landscaping and that it be maintained at a "reasonable standard". The Owners were encouraged to see Trevor Neuman in Unit #223, who has volunteered to oversee the landscaping reinstatement and has been working with the landscape architect. One of the issues raised is their desire to talk directly with the landscape architect and by volunteering to assist the Owner of #223 they would be able to contribute to the planning process. Subject closed.
2. Structural Damage from 2003: The Owners continue to insist that flooding in their unit, due to a burst Crane toilet tank, resulted in structural damage to their unit and the floors are not level and the doors do not close. Morrison Hershfield, Heatherbrae Construction and a restoration company previously investigated these complaints and did not find them valid. No written report was received. The Owners were advised that Council would be willing to consider having a qualified expert that was agreeable to both the Owners and the Strata Council, on behalf of the Owners, review these concerns and that if their opinion was concurrent with the previous opinions the Owners would agree to close this issue once and for all. The other suggestion was that if the complaints were not considered valid by the expert then the Owners would pay the cost for the expert's site visit and review. The Owners declined and further discussion, and any potential

resolution, was tabled; this issue will be deferred until the new Council is elected at the upcoming Annual General Meeting.

3. Deck Extension: The Owners wanted to have a tree replaced by their unit that they claim was cut down in order to extend the deck of Unit #407 or, alternatively, be allowed to modify their deck with an equivalent extension. In general, no deck applications are being approved until the Strata Corporation's overall deck issues can be resolved, and a standard specification and bylaw to address decks can be agreed upon by the Ownership by means of a resolution that will require a $\frac{3}{4}$ vote of a quorum of Owners at an Annual General Meeting or Special General Meeting.
4. Compensation: The Owners asked to be compensated for their losses resulting from their reaction to the caulking used in their unit during the window installation. This was an old issue and any compensation was denied.
5. Exterior Taps: A hose bib is required as the exterior tap is more difficult to access since the building envelope repairs. A hose bib was supplied to the Owners, but the Owners want to have their tap adjusted to make it accessible as they aren't happy with the hose bib extension. It was the understanding of Dave Fookes of Morrison Hershfield that this issue had been concluded. The extension of the exterior water taps was done as a time and materials billing and was extra to the contract. To remove the rock work in order to accommodate this request would cost the Strata Corporation a fair amount of money, and the Council previously had indicated that they were satisfied that the hose bib extension resolved this issue. Subject Closed.
6. Hardy Board Damage: The Owners claim that the hardy board is "gouged up" around their window. If this is a deficiency, Heatherbrae will be addressing this during their site visits. Some of the deficiencies raised in the past by these Owners were not deemed deficiencies by the engineer, and will therefore not be addressed or investigated further.
7. Compensation for Tree Removal: The Owners are asking to be compensated for the trees that were removed around their unit. Tree removal was done in conjunction with the City of Coquitlam's arborist and an arborist hired by the Strata Corporation to remove dead trees or trees that were too close to the building. Landscaping is one of the items noted in the building envelope warranty which sets out certain requirements, such as soil being too high up against the building or other issues that may adversely affect the building envelope. Again, the Owners were advised to volunteer with the Owner of 223 to work with the landscape architect, and eventually the landscape contractor. Overall, landscaping is being worked on and as the landscaping is on common property, no compensation would be warranted.
8. Stump Removal: There is a stump outside the Owners unit that they want removed. This will likely be addressed as part of the overall landscaping issues.
9. Disputing Decks: The Owners seem to feel that the previous Council President had a second deck built at the Strata Corporation's expense. This is not true and again the Owner was reminded that the deck issue would be raised with the Owners at the Annual General Meeting.

10. Request for Multiple Records: These Owners have repeatedly made requests for documents and information, and have been advised that they would be required to book an appointment during regular business hours at Bayside to view these documents. They would have to be monitored while they view the documents and there is a charge of \$60.00 per hour for Bayside to sit with these Owners, or any other Owner requesting access to the records to ensure that the Personal Information Protection Act is complied with and that the corporate records are not compromised. This cost is charged to the Strata Corporation. There is no requirement under the Strata Property Act that requires the Property Manager or the management company to spend hours of their time to go through records and make copies that the Owner can pay \$0.25 cents per page for and pick up. Unless these Owners follow the procedure, as advised on multiple occasions, this demand will not be met. Some documents have been provided to the Owners, as requested, when the request is clear cut.
11. Recorded Votes: The Owners were critical of previous minutes stating that a proper record of recording a motion and second was not noted. The Owners were advised that the previous Council President prepared the minutes and that, in fact, most times it was noted that the decisions were unanimous. Bayside's method of recording minutes is different and on some issues there will be a motion and second noted. Subject closed.
12. Abusive Behaviour: The Owners were offended by the response of the past Council President and demanded a retraction. This is not an issue for the current Strata Council to deal with.

***The Owners advised that they would be staying for the meeting and were informed that when certain issues were discussed, such as Accounts Receivable, they would be required to leave the room. They were also advised that they could only observe and were not permitted to participate in the discussion or comment in any way, as per the registered bylaws of Sunridge Estates.

MINUTES OF PREVIOUS MEETING

It was moved, seconded (Matheson/Bryson) and carried unanimously to approve the Minutes of the Council Meetings held September 27th, October 26th, and November 12th, 2006.

***During the Information Meeting held on November 8th, 2006 there were no minutes taken, although notes on this meeting may be provided at a later date by the previous Council President, Al MacLeod. At this meeting, two members of Council resigned; Lori Mitchell, Vice-President, had advised Al MacLeod prior to the meeting that she was stepping down and this was announced, Al MacLeod and Gord Matheson, who were present at the meeting, then appointed a new member to Council and then Al MacLeod stepped down; Gord then appointed another member to Council. This resulted in Tom Minniss and Wayne Bryson joining the Strata Council. After the information meeting, Peter Schuck also resigned and the Council appointed Gary Strong. These appointments were all done in accordance with the Strata Property Act. After Gary Strong was appointed, Bayside advised the Council that Gary Strong wasn't on title as an Owner and therefore he would normally have to be assigned by proxy by the Owner (his wife) in order to qualify to be on Council. An assignment was provided by Gary Strong to Bayside. Subsequently, Gary Strong sent an email to Bayside advising that under the current registered Bylaws of the Strata Corporation, Section 13.1, a

spouse of an Owner may stand for council. {Subsequent to the meeting, it was noted that Al MacLeod, former Council President, did a great deal of work on behalf of the Strata Corporation and the Council, on behalf of the Owners, expressed their appreciation. Bayside Property Services Ltd. concurred and noted the positive working relationship they enjoyed with Mr. MacLeod.}

FINANCIAL REPORTS

1. Monthly Reports: It was moved, seconded (Matheson/Strong) and carried, to approve the Financial Reports for September and October as prepared by Bayside.
2. Accounts Receivable: A report was provided to Council. Council directed Bayside to issue a notice of lien to an Owner that has not paid any maintenance fees since moving in. This Owner called and promised to send in a payment as they indicated they had previously sent post-dated cheques that Bayside didn't receive. No payment has been received and the Owner has not contacted Bayside again.

BUSINESS ARISING FROM THE MINUTES

1. Deck Requests: The Owners of #326, #405, #409, #504 and #516 have applied to modify, or build a deck. The Owner of #516 had gone to the City of Coquitlam to make certain that they complied with any building codes and had any necessary permits. Their deck is also slightly different, having being built on an already terraced area, and therefore this deck is not contingent on some of the issues regarding the decks that the other requests have posed. These other deck requests have been tabled until the deck issue is raised and resolved and some type of specification and method of dealing with the decks is passed at a Annual or Special General Meeting by a $\frac{3}{4}$ vote of a quorum of Owners.

It was moved, seconded (Matheson/Bryson) and carried, with 3 in favour and 1 opposed, to approve the deck request by the Owner of #516, with the provision that this approval is subject to an annual review and, if required by Council, would have to be removed at the Owner's expense.

This complies with the Strata Property Act Short Term Exclusive use as follows:

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- (1) *subject to section 71, the strata corporation may give an owner or tenant permission to exclusively use, or a special privilege in relation to, common assets or common property that is not designated as limited common property.*
 - (2) *A permission or privilege under subsection (1) may be given for a period of not more than one year, and may be made subject to conditions.*
 - (3) *The strata corporation may renew the permission or privilege and on renewal may change the period or conditions.*
 - (4) *The permission or privilege given under subsection (1) may be cancelled by the strata corporation giving the owner or tenant reasonable notice of the cancellation.*

2. Strata Legal Advice: It was moved, seconded (Bryson/Matheson) and carried unanimously to hire Adrienne Murray as legal counsel for the Strata Corporation to prepare an opinion and resolution(s) to resolve the outstanding deck issues, at a cost not to exceed \$2,000.00 plus GST.
3. Bylaws: An Owner, with the appreciation of Council, reviewed the bylaws prepared by Stephen Hamilton's office and has made several changes. A copy of this was provided to another Owner for their review. The Council discussed the previous Council President's recommendation that a bylaw package be prepared by Adrienne Murray as this lawyer participated in drafting the Strata Property Act. Council tabled any further discussion at this time.
4. Annual General Meeting: It was moved, seconded (Bryson/Matheson) and carried unanimously to have Adrienne Murray attend the Annual General Meeting to answer the Owners' questions and participate in discussion regarding the decks.
5. Parking Fines: There were a couple of Owners fined for parking violations, despite previous warnings being issued. One Owner continues to dispute the fine and has refused to pay; the fine will stand and remain on their account. The other Owner paid their fine and this was appreciated. Owners have all been provided warnings about parking in the visitor parking area and also parking in the Fire Lanes, as this is a violation of the City of Coquitlam's Fire Department. A letter from the City was previously circulated to all Owners.
6. Window Cleaning: Tabled until the spring.
7. Drain Cleaning: This will be done after the landscaping re-instatement is complete.
8. Flat Roof Maintenance: Debris and water pooling has been noted as a concern. Gord Matheson, Council President, advised that he had inspected the flat roofs and didn't feel that this needed to be addressed at this time. Further discussion was tabled.
9. Maintenance of Building Envelope Warranty: Mike Wareing of Spratt Emanuel has been contacted to complete a site inspection according to the requirements of the building envelope warranty provider.
10. Downspout Repair – Unit #209: This downspout has been repaired. The repair was apparently carried out by Heatherbrae as Bayside didn't arrange for a contractor.
11. Kitchen Door Deficiency: All deficiencies are being looked after by Heatherbrae and an updated status report will be provided.
12. Project Issues: There are a number of project related issues that are required to be addressed and some of the Council and Owners have indicated either directly or indirectly that they feel Bayside should be looking after these issues. In Bayside's first meeting with the Strata Council prior to taking over management of Sunridge, and in Bayside's Management Agreement with the Strata Corporation, it was expressly noted that Bayside would not be involved in the project and that a Project Manager and Council would deal with project related issues. The former President, Al MacLeod, devoted many hours of

volunteer time working with Heatherbrae and Morrison Hershfield to have these deficiencies and concerns addressed as Alan Cadwell, the Condo Advocate, not only walked away from the project early, but also, in Council's opinion, did not fulfill many of the obligations of his contract regarding this and many other issues. As a result of Al MacLeod's resignation and the ongoing concerns, the Owners will be presented with a resolution at the Annual General Meeting to hire someone to oversee these issues until they are resolved. Council agreed with Bayside's suggestion that Mike Wareing would be a good choice as he would be carrying out the warranty inspection and therefore would be aware of the deficiencies and will be familiar with the project.

13. Inspection Reports: New Owners that have had an inspector inspect their unit prior to purchasing are asked if they could provide a copy of the inspection report to Council in order to help identify and investigate any possible concerns, and address these concerns appropriately.
14. Vinyl on Balconies: There are approximately 15 balconies that have failure with the vinyl coating. Owners are responsible for reporting any deficiencies to Bayside in order that they can be forwarded to Heatherbrae and Morrison Hershfield.
15. Unit #206 Vinyl Damage: The tenants of this unit damaged the vinyl and the Owner was advised that this damage would be their responsibility. An inspection is required as the Owner is claiming that there is no damage and the staining, etc., noted on a previous inspection had been addressed.
16. Unit #103 Concrete Footings: There are deteriorated wood support footings that are resting on a dirt floor and need to be reset on a concrete pad in the crawlspace. Able Drain was contracted to complete this repair at a cost of \$2,500.00 plus GST. This will be done approximately in mid-December as a result of Able's schedule being fully booked until then.
17. Garburator Use: **Owners are reminded not to use garburators for pasta, rice and other food that swells which can result in a blockage in the stack plumbing. This then results in the other Owner's sink backing up in their unit. Your consideration and care is appreciated to prevent loss or damage due to careless use of the garburator.**
18. Weather Stripping on Front Doors: If you do not have weather stripping on your front door and are unable to install this yourself, please contact Bayside.
19. Unit #205 Renovations: The Owner completed extensive renovations in their unit and has been asked to provide a list of these to Bayside.
20. Garage Door: The Owner of Unit #223 reported a problem with their garage door; Overhead Door was sent out to investigate/repair.
21. Light Standard & Gate Repairs: Bayside was successful in collecting over \$7,000 from Starline Windows for the damage they caused to the lamp standard. The electrical wiring has to be completely re-done and run not only to the lamp standard, but also the gate and to the enterphone system.

It was moved, seconded (Matheson/Strong) and carried unanimously to have MDE Electric proceed to complete the necessary electrical work to have the gate, enterphone and lamp standard repaired.

22. Electrical Room by Unit #205: The lock on the electrical room door has been repaired.
23. Gas Lines: Safeguard completed a site visit with a Council member and some of the screws that were questioned have been caulked. There is some discrepancy in what the Council expectations of this work should have included and what the contractor was instructed to do by Alan Cadwell, the Condo Advocate. Council agreed that this issue would be closed.
24. Gate Remotes: If anyone requires a remote for the gate to Rambler Way they should contact Al MacLeod, former President, in Unit #518.
25. Pedestrian Gate on Rambler Way: Keys for the gate are available through Eleanor Pierce in Unit #516.
26. Retaining Walls: Replacement of the retaining walls is required around the following units, #205, #209, #405, #415, #504 and #506. These are quite dangerous and need to be taken care of soon. This is part of the landscaping reinstatement work that is currently being reviewed.
27. Garbage Bin Surrounds: No Owners have responded and it was suggested that a quote to build the enclosures be obtained. Further discussion was tabled at this time.
28. Enterphone System: The enterphone system for Rambler Way requires replacement. The cost to replace this is \$3,290 plus GST. This will be brought forward as a resolution at the Annual General Meeting.
29. Walkway fence: There is a hole in the fence on the east side of the property. The City of Coquitlam is responsible for the repair, but no action has been taken since this was reported in April. Al MacLeod, past Council President, had been in communication with the city. Bayside will contact the city to follow up.
30. Road Repairs: There are major road repairs required. A quote for \$11,000 plus GST was received. A resolution will be brought forward at the Annual General Meeting to deal with this issue.
31. Visitor Parking Signs: These have been installed.
32. **New Side Patio Doors**: If you have drilled these doors to install drapes, curtains, etc., please advise Council as this could compromise the warranty with Starline Windows and they will need to inspect these doors.
33. Signage: Signage needs to be purchased stating "Private Property", "No Soliciting" and "No Trespassing". Council felt that six signs should eventually be placed throughout the property; further discussion was tabled.

34. Garbage Bins: Bayside was instructed by Council to see if BFI will clean the garbage bins and if this is included in their contract. Bayside advised that it is unlikely they would clean the garbage bins, but would find out if this is possible to arrange.
35. Rambler Fence: The fence was vandalized and cut for access. This was repaired only to be cut immediately after the repair. The landscaper will be asked to plant some thorny bushes or plants in order to deter vandalism.
36. Landscaping: A committee is required. Trevor in Unit #223 is requesting that anyone interested to please contact him. This is a huge undertaking and help is definitely required. Although Owners have complained about the landscaping, they have not volunteered to assist in planning the re-instatement of the landscaping.
37. Landscape Architect: There has been extensive tree removal and the landscape architect will be asked to make recommendations on tree replacement.
38. Deck Survey: The Owner of Unit #404 circulated a survey on the decks. Results were inconclusive with some Owners indicating they were not interested as they were selling, and others did not respond. This issue will be discussed at the Annual General Meeting.
39. Storage of Vinyl Siding: Currently the vinyl siding material is stored in the utility room and needs to be moved. The Owner of Unit #328 has offered to store this in their garage at a cost of \$10 per month. Council agreed to pay the Owner and Gord Matheson will arrange to have the material moved.
40. Interior Project Deficiencies: The majority of the interior deficiencies have been addressed.
41. Exterior Deficiencies: Al MacLeod, former President, has been instrumental in having these deficiencies dealt with and Heatherbrae has been working on the lists provided by Mr. MacLeod. Al MacLeod has indicated that he will stay involved in this area until the deficiencies are taken care of.
42. Roof Vents / Inspections: Heatherbrae will complete an inspection.
43. Window Complaint – Unit 111: Starline Windows was contacted due to a complaint from this Owner and as there has been no further contact from this Owner, the repair is considered complete.
44. Unit #203 Puncture Marks on Window Exterior: Heatherbrae was notified and sent pictures; they will see that this is repaired, but will charge for their time and materials. It is not known how this damage occurred.
45. Bylaw Draft: The Owner of #510 reviewed and made some changes to the new bylaw package. This will be discussed in the New Year, at the request of Council; further discussion was tabled.

46. Penetration of Building Envelope: The Owner of #213 has nailed a welcome sign into the exterior stucco wall. This will need to be investigated and repaired, with the cost charged back to this Owner's Strata Lot account. **Owners are reminded that they are not to nail or attach anything to the exterior as this penetrates the building envelope, which voids the warranty.** There is an existing bylaw that states this and the importance of not compromising the building envelope. The Owner was notified to remove their sign and has since put it back up. Fines may be levied against this Owner. A Council member will talk to the Owner again to have them remove the sign.
47. Litigation: The Council discussed a possible review of this resolution, but after further discussion they agreed that it was not prudent. The litigation has been ongoing for some time and is, from all reports, looking quite positive. As there are a number of new Owners whose sales agreements exclude them from benefiting from any recovery of costs, and any money recovered going to the previous Owner, raising this issue would be unfair to those previous Owners as it could conceivably affect the litigation efforts. Subject closed.
48. Garage Doors: Several Owners (#213, #324, and #514) have raised issues with their garage doors. Overhead Door was contacted to repair the doors, and it was noted that there are a number of doors that will likely require replacement. This will be discussed further at the Annual General Meeting.
49. Unit 504 Request for Laminate Flooring: The new Owner requested permission to install laminate flooring. Permission was granted, providing that the following conditions were met:
- The alterations are to be done professionally with proper soundproofing measures applied in accordance with minimum values of 63 for the Sound Transmission Class and Impact Insulation Class, as recommended by the National Research Council of Canada.

The Owner was notified that they should be aware of the bylaw clauses pertaining to noise, and the options available to the Strata Council should complaints be received. Bayside's experience with hard surface flooring installations suggests that it is extremely difficult, or even impossible, to maintain acceptable noise transmission levels if the occupant of the unit below yours is at all sensitive to noise.

We take this opportunity to advise you that the primary source of complaints from residents in multi-family dwellings arises from concerns regarding excessive noise. Generally, complaints are about footsteps, children running and playing with toys, vacuums, and dragging of chairs. Noise from flooring is always a problem for occupants living below. Ambient sound affects perception of changes in noise. For example, a person listening to any audio system (television, radio, stereo) will have a different perception in the change in noise levels than if there were no ambient sound in the room. There are so many variables associated with noise (i.e. type of floor construction, type of noise, ambient noise, sensitivity of occupants, etc.) that it is impossible to predict the future consequences of the installation of any hard surface flooring. Noise transmission with the use of hard surface flooring can be somewhat reduced by occupants removing hard soled shoes and by using area rugs in high traffic areas, but unacceptably high noise levels may still exist.

This information has been included for the Owners that may be considering hardwood flooring. Please also note that if you are planning renovations in your unit, you should send a letter to Bayside requesting, and then wait until receiving, permission from the Strata Council before proceeding.

NEW BUSINESS

1. Unit #104 Burst Pipe: The outside tap piping is located in the ceiling of the garage. The Owner did not correctly shut off the outside tap and the pipe then burst during the freezing weather conditions. Ashton Mechanical was called to attend.
2. Unit #215 Fireplace Explosion: The Owner reported that the glass door blew off her gas fireplace. This was investigated by two separate gas fitters and one using a meter advised they believed that the gas line had been punctured with a nail causing this to occur. Heatherbrae attended, but claimed that there was nothing to suggest that a nail had punctured the gas line and other than removing the siding there was no way to know. After discussion, Council agreed to have the fireplace repaired and the Owner reimbursed for the one service call from a gas fitter. The best solution was to run a new gas line to the meter. Fireplace maintenance should occur every two years and is currently the individual Owners' responsibility. The Owners do not always maintain and service their fireplaces and therefore, in order to prevent any potential future problems, the Council agreed that the fireplace inspections should be coordinated and managed by the Strata Corporation.
3. Email: In the last couple of years, there has been an increasing amount of email generated by a couple of Owners. This recently became so excessive that one of the new Council members advised that he was willing to serve on Council for the time being, but would not re-stand for election at the Annual General Meeting if this problem continued. It has become increasingly difficult to manage the property while one or two Owners monopolize hours of time with their own particular issues and demands. As a result the Council decided that, as email makes it extremely easy for this type of overabundant communication, in future Owners must send all correspondence in writing by either fax or mail and that no email will be acknowledged and will be deleted unread. Bayside will send email, if necessary, to Council and may send email to an Owner in response to a written request in order to expedite the business of the Strata Corporation.

It was moved, seconded (Matheson/Bryson) and carried unanimously that all Owner correspondence in future must be either mailed or faxed, and that no further email from Owners will be responded to and will be deleted unread.

4. Minutes for Litigation: Gary Strong advised that he had collected minutes going back to when the Strata Corporation was formed and would provide these to Bayside to send to the lawyer, as one of the litigants had requested this information. He questioned what directive had been received from the lawyer and asked to communicate directly with the lawyer with respect to the litigation. Gord Matheson, Council President, and Bayside both explained that the only instruction was that the minutes be in chronological order. Direct contact with the lawyer was not deemed to be required and Council advised that Bayside would now be the point of contact and that the previous Council's directive that Bayside

was not to contact the lawyer be rescinded. Gary Strong was to provide these minutes to Bayside within a week.

5. Meetings with Bayside: Previously, the Council met at one of the Council member's homes or at the Council President's home, in the case of the last Council. It was discussed at this meeting held in Bayside's Boardroom that the Council continue to meet at Bayside. One of the advantages is the accessibility of the Strata Corporation records should the Council wish to access the information.

It was moved, seconded (Byrson/Matheson) and carried unanimously to continue to hold the regularly scheduled Council Meetings at Bayside, and to decrease the meetings from 12 to 8 meetings per year.

6. 2007 Operating Budget: There were two draft Operating Budgets presented to Council for consideration. They were discussed at some length as there are a number of repair and maintenance issues that will need to be addressed, and the ongoing needs of the property have well exceeded the amount previously budgeted for repairs and maintenance. A realistic budget for the Repair and Maintenance category is necessary to keep the property well maintained. There will be a number of resolutions for the Owners to consider at the Annual General Meeting and these were discussed at some length by the Strata Council. The proposed Operating Budget and maintenance fee schedule are attached to these minutes in order that the Owners would have an adequate opportunity to plan for the increased maintenance fees should the budget be approved as presented. The Annual General Meeting is tentatively scheduled for Monday, February 19th, 2007 and the maintenance fees would be retroactive to January 1st, 2007. Owners are encouraged to attend the Annual General Meeting.

There being no further business to discuss, the meeting was terminated at 10:05 PM on a motion by Wayne Bryson. **The next meeting will be the Annual General Meeting which has been tentatively scheduled for Monday, February 19th, 2007. Formal notice to follow.**



Joan MacDougall, Property Manager

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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.**

RECEIPTS		ACTUAL Year to Date (Oct 31/06)	ESTIMATED To Year End	APPROVED BUDGET 2006	PROPOSED BUDGET 2007
101	Owners' Contributions	110,319.60	127,615.00	127,615.00	176,205.00
103	Interest Income	467.78	500.00	500.00	500.00
105	Sundry Income	65.00			
107	Late Payment Fines	809.94			
108	ByLaw Fines	(2,190.00)			
TOTAL RECEIPTS		109,472.32	128,115.00	128,115.00	176,705.00
DISBURSEMENTS					
310	Electricity	2,155.40	2,750.00	2,750.00	\$ 2,750.00
320	Management Fees	14,275.64	17,195.00	17,195.00	\$ 18,055.00
330	Insurance/Appraisal	21,906.00	21,906.00	28,000.00	\$ 24,000.00
360	Audit	1,043.25	1,043.25	1,000.00	\$ 1,200.00
395	Sundry	3,660.54	4,500.00	6,000.00	\$ 5,000.00
415	Scavenging	5,212.21	6,290.00	6,200.00	\$ 6,400.00
425	Equipment/Supplies	3,060.30	3,100.00	300.00	\$ 2,500.00
435	Repairs/Maintenance	38,895.66	45,000.00	14,500.00	\$ 50,000.00
436	Snow Removal	717.98	2,500.00	2,500.00	\$ 2,500.00
445	Landscaping	2,140.00	2,140.00	22,140.00	\$ 28,000.00
446	Landscape Improvements			20,000.00	
448	Annual Maintenance Inspection				\$ 4,500.00
449	Drain Cleaning				\$ 5,000.00
500	Fireplace Cleaning & Inspection				\$ 6,800.00
710	Contingency Reserve	6,275.00		7,530.00	\$ 20,000.00
TOTAL DISBURSEMENTS		99,341.98	106,424.25	128,115.00	176,705.00
Surplus (Deficit)		10,130.34	21,690.75		
106	Transfer from CRF	8,000.00	8,000.00		
730	Repayment to CRF		(8,000.00)		
Opening Operating		3,442.73	3,442.73		
Estimated Ending Operating		21,573.07	25,133.48		
Contingency Reserve Fund					
Owners' Contributions		6,275.00	7,530.00		
Interest Earned		7,590.88	9,003.51		
Transfer to Operating		(8,000.00)	(8,000.00)		
Repayment from Operating			8,000.00		
Opening CRF		226,957.55	226,957.55		
Estimated Ending CRF		232,823.43	243,491.06		
Building Restoration					
Special Levy		4,661,304.04			
Additional Levy		795,005.50			
Litigation Levy		192,678.42			
Interest Income		49,063.96			
Disbursements					
Sundry		1,353.57			
Repairs/Maintenance		1,060.00			
Landscape Renovation		40,914.11			
Envelope Retrofit		5,049,525.18			
Litigation		26,929.31			
CRF Repayment		76,237.50			
Account Balance		502,032.25			

Strata Corporation NW 2671
2007 Proposed Maintenance Assessment Schedule

Unit	Strata Lot	Unit Entitlement	Operating	CRF	Monthly Assessment
101	9	45	213.55	27.34	240.89
103	10	45	213.55	27.34	240.89
104	7	34	161.35	20.66	182.01
106	5	34	161.35	20.66	182.01
108	6	34	161.35	20.66	182.01
109	1	46	218.30	27.95	246.25
110	8	34	161.35	20.66	182.01
111	2	47	223.04	28.56	251.60
201	13	45	213.55	27.34	240.89
203	14	45	213.55	27.34	240.89
204	11	35	166.09	21.27	187.36
205	29	46	218.30	27.95	246.25
206	12	34	161.35	20.66	182.01
207	30	47	223.04	28.56	251.60
208	3	35	166.09	21.27	187.36
209	33	47	223.04	28.56	251.60
210	4	35	166.09	21.27	187.36
211	34	47	223.04	28.56	251.60
213	37	47	223.04	28.56	251.60
215	38	46	218.30	27.95	246.25
217	41	45	213.55	27.34	240.89
219	42	46	218.30	27.95	246.25
221	45	47	223.04	28.56	251.60
223	46	46	218.30	27.95	246.25
225	49	46	218.30	27.95	246.25
227	50	46	218.30	27.95	246.25
314	39	36	170.84	21.87	192.71
316	40	36	170.84	21.87	192.71
318	43	35	166.09	21.27	187.36
320	44	35	166.09	21.27	187.36
322	47	35	166.09	21.27	187.36
324	48	35	166.09	21.27	187.36
326	51	36	170.84	21.87	192.71
327	53	46	218.30	27.95	246.25

Unit	Strata Lot	Unit Entitlement	Operating	CRF	Monthly Assessment
328	52	36	170.84	21.87	192.71
329	54	47	223.04	28.56	251.60
401	17	46	218.30	27.95	246.25
402	15	35	166.09	21.27	187.36
403	18	47	223.04	28.56	251.60
404	16	34	161.35	20.66	182.01
405	21	47	223.04	28.56	251.60
406	31	35	166.09	21.27	187.36
407	22	46	218.30	27.95	246.25
408	32	35	166.09	21.27	187.36
409	25	47	223.04	28.56	251.60
410	35	35	166.09	21.27	187.36
411	26	47	223.04	28.56	251.60
412	36	35	166.09	21.27	187.36
413	65	46	218.30	27.95	246.25
415	66	46	218.30	27.95	246.25
417	61	46	218.30	27.95	246.25
419	62	46	218.30	27.95	246.25
421	57	47	223.04	28.56	251.60
423	58	47	223.04	28.56	251.60
424	55	36	170.84	21.87	192.71
426	56	36	170.84	21.87	192.71
502	19	35	166.09	21.27	187.36
504	20	35	166.09	21.27	187.36
506	23	35	166.09	21.27	187.36
508	24	35	166.09	21.27	187.36
510	27	35	166.09	21.27	187.36
512	28	35	166.09	21.27	187.36
514	67	36	170.84	21.87	192.71
516	68	35	166.09	21.27	187.36
518	63	35	166.09	21.27	187.36
520	64	36	170.84	21.87	192.71
522	59	36	170.84	21.87	192.71
524	60	35	166.09	21.27	187.36

Totals 2743 13,017.02 1,666.74 14,683.76

----- Original Message -----

Subject: Nov12 council meeting minutes

Date: Sat, 25 Nov 2006 23:58:14 -0800

From: Gordon Matheson <gordonmatheson@telus.net>

To: Joan Macdougall <jmacdougall@baysideproperty.com>

Sunridge Estates NW 2671
Council Meeting Minutes
Nov.12 2006 at #318

Attending: Gordon Matheson
Tom Minniss
Wayne Bryson
Peter Schuck absent

The meeting began at 10:00am.

This was the initial meeting of the reformed council following the resignations of Al Macleod and Lori Mitchell on Nov.8. Previous minutes will be considered at the next council meeting.

After discussion it was agreed that Gordon Matheson would be president and treasurer and Tom Minniss would be vice-president.

Priorities were discussed and, given the short time until three week notice of a possible early January Annual General Meeting, it was agreed that the next budget would be given top priority followed the new bylaw package.

The deck repair document from Terris Construction was reviewed. Tom Minniss volunteered to contact Terris Const. to confirm details such as grade of lumber to be used and exact locations of first phase work.

Funding of the landscaping proposal was discussed. Given that we are approaching one third new owners since the completion of envelope repairs and that the landscaping may involve the whole site rather than just repair of the damage caused during building envelope repair, there is a need to determine what fraction of the total cost should be taken from remaining envelope funds and what shall be paid by all the current owners. Funding of previous preparatory work will be reviewed.

The meeting was adjourned at 12:00pm.