MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN NWS 3438
THE COURTYARDS

Held on Monday, March 16, 2009
Within the Meeting Room at 6735 Station Hill Court, Burnaby, BC

COUNCIL IN ATTENDANCE: Heather Raeburn President
Sandra Alvernini
Daralee Richmond
Valerie Wehrle
Matt Brunsden Vice President
Bob Webber

REGRETS: Bernice Krause Treasurer

GUEST: Peter Hunter Pink Panther Tile (left at 7:12 pm)

PROPERTY MANAGER: Elin Nash Crosby Property Management Ltd.

The meeting was called to order by the Strata Council President, Heather Raeburn at 7:00 pm.

GUEST BUSINESS

To follow up on a submitted proposal for the lobby tiling project, Mr. Hunter had offered to attend this evening’s meeting to speak on his proposal. Mr. Hunter advised on the re-tiling process and also advised on a cost saving measure. Following some questions and clarifications, Mr. Hunter was thanked for attending and he then left the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on January 26, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

Consideration to the financial statements for the month of December 2008 and January 2009 is tabled to the next meeting. Concerning an inquiry brought forth at the recent Annual General Meeting concerning AIG Insurance, the Council President had contacted BFL Canada for clarification. In this regard, please refer to the letter attached at the back of these minutes.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.
REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Directives Review**
   Council reviewed the directives from the last two meetings, nine directives from the December 15th meeting; six directives from the January 26th meeting and noted that all items have been completed.

2. **Building Envelope Maintenance**
   The Property Manager presented a building envelope maintenance manual as well as a maintenance cost summary sheet as submitted by Dubas Engineering.

3. **Window Work**
   Council noted that all the interior window repairs at units have been completed. However, it was noted that there are some common area windows where the seals have broken.

4. **Gardening**
   Council noted that Para Space Landscaping has done a very good job with cleaning up the back of building A. Council also reviewed a letter submitted by Para Space concerning the importance of the irrigation system being kept in a fully operational capacity. Council discussed that Parklawn Sprinklers maintains the system on a yearly basis and they are pleased with Parklawn’s work.

7. **Speeding at Driveway**
   The speeding issue continues to be monitored.

8. **Lobby Tiles**
   The Tiling Committee spoke on a visit at City Tile with three Council members in attendance; sample tiles were selected. The Committee advised on the various prices and sizes available. There are three contractors bidding on the project and a decision will be made once all the information in terms of square footage and total costs for the tile is determined.

9. **Visitor Parking Issues**
   Council reviewed an email from an owner that has brought forth concerns that their guest had received two violation notices for parking longer than the 2 consecutive nights in the visitor parking area. Council noted that the visitor parking protocol is laid out in the Strata Corporation’s Rule package and recommends owners refer to this for guidance. Council noted that there are owners that have extra stalls that they may wish to rent out and this may be a resource for those that require an additional parking spot. Following this discussion, Council directed the Property Manager to reply back to the owner in writing. Council noted that there are also a couple of owners that are violating the visitor parking and this will be followed through with the enforcement procedures.

10. **Water Ingress, Building A**
    The Property Manager will follow through to ensure that the drywall repair charges are billed back to the unit owner with the water leak from the washing machine hoses at a fourth floor unit.
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11. **Elevator Concerns**  
The elevator at building B has been intermittently malfunctioning and Otis Elevator has been attending to the various repair issues.

12. **Plugged Tub**  
Council acknowledged that the charges to unplug the bath tub at a fourth floor unit in building A has been charged back to the unit owner.

13. **Hot Water Tank Leak at Building A**  
Council acknowledged that the locksmith charges to enter a unit on the fourth floor to attend to the hot water tank leakage have been billed back to the unit owner.

14. **Audit Services**  
The Property Manager advised that RHN, Reedhurt Nagy have been at the Crosby office to facilitate their audit. A draft presentation should be available for Council’s review at the next meeting.

15. **Annual General Meeting**  
Concerning the approval of the interior hallway painting project, the Council is seeking five volunteers to be a part of the colour selection committee. If interested, please call either Valerie or Daralee before April 15, 2009. Valerie’s phone number 604-522-6357; and Daralee’s phone number 604-524-9847.

Council then reviewed a letter submitted by Inspec Painting Inspection advising on their company’s specification and inspection service. Inspec are offering a complimentary I-Pass Report or a free written specification on the Property Manager’s next painting project. The value is $500.00. Council noted that as this would be a free specification, they will be happy to accept this offer. The Property Manager will follow through.

**CORRESPONDENCE**

Council acknowledged an email correspondence from an owner concerning the expiry dates of smoke detectors and advising on some gutter repairs required at different locations. The Property Manager had spoken with the fire protection company concerning expired smoke detectors and it is confirmed that the expiry dates are not checked as the operation of these devices are based on the testing during the annual inspections. The gutter repairs have been evaluated and a cost proposal will be looked at under New Business.

**NEW BUSINESS**

1. **Gutter Repairs**  
Precision Gutters have been on site and noted areas where the gutters have pulled back from the fascia and where gutters are bent from the recent snow. Precision Gutters noted that at the time that the gutters were installed, they did not install snow guards. However, they are now able to offer snow guards and submitted a quotation to supply and install snow guards at a cost of $19,700.00 plus GST. Council will consider this at their next budget meeting. Council reviewed the cost to repair the existing damaged areas for an amount of $3,920.00 plus GST. Council approves this work and directed the Property Manager to make the arrangement with Precision Gutters.
Council also discussed having some gutters on hand that they would wish to donate to a non-profit organization such as Habitat Homes. In this regard, the Council will make arrangements to follow through with donating the old gutters.

2. Break and Enter
Council discussed a break and enter incident from February 3rd/4th, 2009 at building B. Council noted that there has already been lots of money spent on security. Following this discussion, Council recommends that all residents please be aware of the security within their own suite.

3. Exterior Lighting Repair
A light repair at the round about at building A has been completed.

4. Roof Leak
A roof repair at building A has been completed.

5. Elevator Repairs
There are ongoing malfunctioning situations with an elevator at building A. Otis does attend on site to the various service calls.

6. Bath Tub Leak at Building A
The Property Manager presented an invoice from DMS Mechanical pertaining to a plugged tub and it was noted that this charge will be billed back to the unit owner.

7. Shower Door Leak at Building B
The Property Manager presented an invoice submitted by DMS Mechanical pertaining to the repair of a shower door leak and direction was given to the Property Manager to charge back these costs to the unit owner responsible.

8. Rooftop Unit - Building A
The make-up air unit at building A has failed and Council acknowledged an estimate for the repairs in the amount of $875.00 to $1,050.00 plus taxes, approximately. This quotation has been approved and DMS are facilitating the repair.

9. Exterior Building Cleaning
The Property Manager has one quotation on hand for the exterior building cleaning; the cost is $24,600.00 plus taxes. In this regard, the Property Manager will seek further quotations to review at the next Council meeting.

10. Re-occurring Maintenance Items
   a) Annual Fire Inspection – this will be done in July.
   b) Window Cleaning – a decision on the window cleaning will be brought forth to the next Council meeting.
   c) Gutter Cleaning – the Property Manager will seek a price for the gutter cleaning from Precision Gutters. It would be recommended to have the cleaning done at the same time as the gutter repairs.
   d) Carpet Cleaning – Council recommends this work be tabled until the fall of 2010.
   e) Dryer Vent Cleaning – Council recommends this be initiated in 2010 as well.
   f) Garage Cleaning – the Property Manager has a quotation on hand from Atlas Power Scrubbing and a further review of this will be brought forth to the next meeting.
11. **Loose Tile**
   Council discussed a tile at the exterior of building B that will need to be secured as soon as possible. In this regard, the Property Manager will follow-up with Rudy Fehr.

12. **Address Sign**
   Council requested that the Property Manager seek a quotation for an address number sign for building 6737.

There being no further business, the meeting was declared adjourned at 8:50 pm. The next meeting will be held on Monday, April 20, 2009.

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Elin Nash, Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours), [www.crosbypm.com](http://www.crosbypm.com)

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**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.**