

MINUTES OF  
COUNCIL MEETING

October 16, 2007

STRATA CORPORATION  
NW 136

“VILLA MONTECITO”

This notice contains important information which may affect you. Please ask someone to translate it for you.

此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。  
ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ  
ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.

Ce document contient des renseignements importants qui pourraient vous concerner. Veuillez demander à quelqu'un de vous le traduire.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION NW 136  
"VILLA MONTECITO"**

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**HELD:** Tuesday, October 16<sup>th</sup>, 2007 at 5:30 PM in the "Villa Montecito" Pool Cabana, Montecito Drive, Burnaby, BC

**PRESENT:**

Rod Coleman	President/Buildings
Linda Phillips	Vice President/Landscaping
Bill Fraser	Treasurer
Judy Reyes	Parking
Richard Friio	Cabana Rentals
Lisa Losorelli	Council Member

**AGENT:** Barbara Fisher Bayside Property Services Ltd.

**CALL TO ORDER**

With a quorum of Council Members present, the Meeting was called to order at 5:40 PM by Barbara Fisher, Bayside Property Services Ltd.

**PREVIOUS MINUTES**

After discussion, it was moved, seconded (Friio/Reyes) and carried unanimously to approve the Minutes of the September 18<sup>th</sup>, 2007 Council Meeting as previously distributed by Bayside.

**BUSINESS ARISING FROM THE MINUTES**

1. Maintenance Report:

Bayside provided Council with a report on all of the outstanding maintenance items. Bayside is in regular contact with the contractors and the Council President with respect to the ongoing maintenance requirements at "Villa Montecito". The following are all the items that have been addressed since the last Council Meeting:

- a) 7309: Siding installation and replaced windows.
- b) Dryer ducts were cleaned.
- c) Fan on roof was repaired.
- d) 7331: Breezeway surface was repaired.
- e) North end wall of 7309 / 7353 was completed.
- f) The handyman has almost completed the work on securing the electrical rooms. He has also started painting the doors, which are the wrong colour, with the colour specified in the Bylaws but has had to stop this work due to inclement weather.

2. Landscaping Report: The following items were discussed:

- a) Council is waiting for a quote from John Bathurst for irrigation system repairs. Council will update the Owners on the progress of this item at the next Council Meeting.
  - b) More trees will be trimmed now that the growing season is over.
3. Breezeway Re-Surfacing Test Site: The breezeway re-surfacing (7331) is complete. Council will review the work done and may bring a recommendation to the Owners to continue the same process on the other breezeway surfaces.
4. Window Replacement: Council continues to review the recommendations from the IRC Window Assessment. There are potentially three options for replacing the windows, as follows:
- a. Continue on to the next phase with an engineering firm, acquire specifications, tender the project and propose a Special Levy of the Owners to fund replacing all the windows in the complex.
  - b. Plan to do one building at a time and budget this amount yearly into the Operating Budget. Specifications for the building would be required and all work required on that building would be done at once.
  - c. Continue with the planned maintenance that has occurred over the past several years and when work is being done on a particular building, all windows will be replaced at that time (budget permitting). Additionally, as windows are identified by the Owners and inspected by a professional to determine if the window actually requires replacement urgently, those windows will be scheduled for replacement as well (budget permitting).
- Council will update this item at the next regularly scheduled Council Meeting.
5. Cabana Blinds: Council has unanimously approved replacement of the deteriorating and broken blinds in the Cabana. The cost of the new blinds will be \$2,769.00 plus GST.
6. Halloween: The fireworks display will begin at 8:00 PM and there will be hot chocolate and goodies served in the Cabana.

### FINANCIAL REPORTS

1. Monthly Reports: After review and discussion, it was moved, seconded (Fraser/Reyes) and carried unanimously to approve the September 2007 Financial Reports, as prepared by Bayside's Accounting Department.
2. Accounts Receivable: Council reviewed the Accounts Receivable Report as at the date of this meeting. Following discussion, Council instructed Bayside to effect collection of all outstanding accounts, as necessary.

3. December 2005 Special Levy Update: To date, \$83,980.95 of the \$98,000.00 Special Levy, which was approved at the 2006 Annual General Meeting held December 6<sup>th</sup>, 2005, has been expended. All the work has been completed with the exception of the upgrade to the sprinkler system. This item is currently being quoted on as previously reported in the Landscaping Report.
4. Proposed 2008 Operating Budget: Bayside presented Council with a draft 2008 Operating Budget for NW 136. Council reviewed and approved the Budget as recommended. The Proposed Operating Budget will be brought to the Owners for approval at the Annual General Meeting, which has been tentatively scheduled for Tuesday, December 4<sup>th</sup>, 2007; formal notice will be forthcoming.

**If you have received correspondence regarding overdue account balances, please contact Bayside immediately to discuss your overdue accounts.**

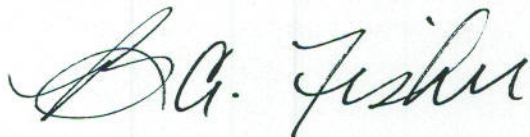
### NEW BUSINESS

1. Correspondence: Council has received correspondence regarding shed removal and parking space requirements, as well as window replacement and painting in the breezeways. Bayside was directed to respond accordingly.
2. Humidity/Condensation in Units: Many Owners are complaining about the build up of moisture in their units and, in some cases, bubbling of paint in bathroom ceilings and walls. If your unit has an original fan in the bathroom, it is no longer able to reduce the humidity after shower or bath use. The replacement of the fans and any resulting damage from high humidity in a unit is the Owner's responsibility. Cleaning the dryer vents from the interior of the unit is also an Owner's responsibility. Several inspections have taken place recently and, in some cases, extensive damage has resulted due to lack of maintenance in the venting of the unit and cleaning of dryer vents. Be sure to check the lint trap in your dryer and the connection piece for the venting in the wall or ceiling of your unit. These areas need to be checked regularly. Additionally, even in the winter you need to allow moisture/condensation to escape your unit. Leaving a window open a notch or installing a dehumidifier on a timer will help control excess condensation/moisture in your unit.

**Owners Please Note: Only professional roofers or service professionals are permitted on the roof of the buildings at "Villa Montecito". Owners are not permitted on the roof. If you have an issue with venting to your unit, a possible roof leak or any other matter pertaining to the roof, please contact the Property Manager.**

There being no further business to discuss, the meeting was terminated at 7:25 PM.

The next Council Meeting will be held on Tuesday, November 6<sup>th</sup>, 2007 at 5:30 PM in the Cabana.



Barbara Fisher, Property Manager

**BAYSIDE PROPERTY SERVICES LTD.**

Suite #100 – 6400 Roberts Street, Burnaby, BC V5G 4C9

Tel: 604.432.7774 (24 hrs – after office hours, emergencies only please)

Fax: 604.430.2698

**Direct: 604.629.8771**

Email: [bfisher@baysideproperty.com](mailto:bfisher@baysideproperty.com)

Unwanted Appliance and Furniture Pick Up

You may contact the City of Burnaby @ 604.294.7210 to arrange for pick ups.

For appliances – call for same day pick up and for furniture call 24 hours prior.

For Cabana and Equipment Rentals: Email: [villamontecito@hotmail.com](mailto:villamontecito@hotmail.com)

\*\*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.

Weekend / Holiday / Evening Service Call Instructions

Should you encounter a situation requiring emergency attention, please contact Bayside's office at 604.432.7774 and advise the operator of the situation giving as many details as possible. Ensure that you state it is an emergency and leave your name and telephone number. Your call will be returned promptly by the On-Call Property Manager so please keep your telephone line free in order that the emergency may be addressed.

Your cooperation in this regard is appreciated.

