

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 90, MONTECITO 2000, PHASE II, HELD ON MONDAY, NOVEMBER 10, 2008, AT 7:00 PM IN THE CABANA, CORONADO DRIVE, BURNABY, BC

Council in attendance: Monty Chan, President
Yvette Helliwell, Treasurer
Tara Sutherland
Patti Jukes

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Ray Zimmerman, Vice-President
Chris Albright
Joanne Little

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Monty Chan, at 7:15 pm.

MINUTES OF THE MEETING OF SEPTEMBER 17, 2008:

It was

MOVED & SECONDED:

That the minutes of the meeting of September 17, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President noted that correspondence had been received from Strataco Management Ltd. with regards to renewal of the management contract with the Strata Corporation effective January 1, 2009. As the Strata Council was satisfied with the services provided by Strataco Management Ltd. and the renewal terms, it was

MOVED AND SECONDED:

That the contract for services between the Strata Corporation and Strataco Management Ltd. be extended for a two year period commencing January 1, 2009 and concluding on December 31, 2010, in accordance with the submission to the Strata Council.

MOTION CARRIED UNANIMOUSLY

It was noted that signs would shortly be installed indicating the Block Watch program in effect at Capistrano Drive.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of August and September 2008. The Treasurer reported that she had reviewed the financial statements, and that subject to recoding of an expense from one account to another would recommend their adoption. It was

**DRAFT
FOR DISCUSSION**

MOVED AND SECONDED:

That the financial statements for the months of August and September 2008 be adopted as distributed subject to the recoding of one expense item as requested by the Treasurer.

MOTION CARRIED

Receivables Report

The Strata Manager reviewed those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters, other than those actions already initiated by the Strata Council.

Collections

The Strata Manager tabled correspondence received from Kahn Zack Ehrlich Lithwick regarding collections action currently underway involving a strata lot.

Deletion of Interest Charge Expense

The Strata Manager tabled correspondence from the owner of strata lot 36 requesting the deletion of late charges assessed due to the late payment of strata fees. During review of the owner's request it was noted that all late charges were assessed in keeping with the bylaws of the Strata Corporation, and the Strata Council could see no reason why they should be deleted. It was

MOVED AND SECONDED:

That the request from the owner for deletion of the late charges be denied.

MOTION CARRIED UNANIMOUSLY

2009 Operating Budget

The Strata Manager tabled copies of the amended operating budget, noting that a budget meeting is scheduled for December 9, 2008.

2) Staff Report

Daily Log

The Strata Manager confirmed the distribution of the daily log received from the grounds patrol officers to all Council members.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information the Indemnity Agreement summary amended since the last meeting of the Strata Council.

Security

It was noted that Council would be undertaking a review of security services with a view to making a report to the ownership.

3) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: authorization to Arbutus Roofing to complete balcony deck repairs as authorized by Council; repair to water stop valve at strata lot 68 by City Wide Plumbing; investigation of water leak affecting strata lot 49; distribution of notices of water shutdown; correspondence to Right Choice Property Services regarding use of blowers; commencement of roof drain and gutter cleaning program by Right Choice Property Services; light fixture repair at 7389 breezeway area by Global Electric;

removal of air conditioning unit installed without authorization; cold patch repair to underground parkade asphalt surface; checking for carport drain repair at strata lot 9; substantial completion of furnace room repairs by PacWest Enterprises; receipt of final building inspection report regarding fire damage repairs resulting from roof work done earlier in the year.

It was noted that Carlson Roofing has inspected the carport roof drain and reported that replacement of the roof will be required. The contractor will be submitting a report and quotation for this work in the near future.

4) **In Progress**

The Strata Manager advised that the following items remained in progress: finalization of furnace room repairs; completion of authorized vinyl deck repairs; winterization of car wash bay tap.

5) **Landscaping**

Tender Requests

The Strata Manager tabled the requests for tenders for landscape maintenance services as authorized by the Strata Council. It was noted that several contractors have contacted staff concerning this matter and have indicated that they will be submitting their quotations for Council's review in the near future.

Al's Tree Service

The Strata Manager tabled copies of correspondence to and from Al's Tree Service regarding their investigation of a possible tree related problem near 7398. The contractor has reported that no problem has been observed.

Luis & Paul Landscaping

The Strata Manager tabled for Council's information copies of the quotation for renewal of the landscape maintenance contract between Luis & Paul Landscaping and the Strata Corporation. It was agreed that this matter would be tabled to the next meeting of the Strata Council.

6) **Noise Complaint**

The Strata Manager tabled copies of various complaints and correspondence to an owner regarding a noise related issue. Correspondence has been received from the reported source of the noise, advising that the owner would be taking the appropriate steps to control the noise problem.

7) **Exterior Painting Quotes**

It was noted that as authorized by the Strata Council during the summer, MPDA had been retained to prepare specifications and obtain costing estimates for repainting of all exterior surfaces. Quotations were received from Alumni Painters, Prostar Painting, John Boy's Painting and Remdal Painting. Council noted that in their opinion the exterior painted surfaces could last a further year before being repainted, with the exception of the end walls at 7358 and 7302. The Strata Corporation's capital plan is to be amended to reflect this change.

8) **Correspondence**

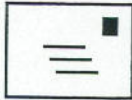
The Strata Manager tabled for Council's information correspondence regarding pet bylaw infractions; skylight/renovation; noise complaint; receipt of Indemnity Agreement; furnace replacement.

Council reviewed correspondence from the owner of strata lot 21 requesting permission to install a skylight. After consideration of the owner's request it was

MOVED AND SECONDED:

That the owner's request for permission to install a skylight be approved, subject to the owner complying with any and all requirements of the building code, obtaining any required permits from the City of Burnaby Building Department, and using the services of Design Roofing to connect the roof to the skylight. The owner must complete the required Indemnity Agreement and submit it to the Strata Corporation in conjunction with the modification.

MOTION CARRIED



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:37 pm, until the budget meeting to be held on Tuesday, December 9, 2008, at 7:00 pm in the Coronado Drive cabana.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

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