

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 90, MONTECITO 2000, PHASE II, HELD ON WEDNESDAY, DECEMBER 2, 2009, AT 7:00 PM IN THE CABANA, CORONADO DRIVE, BURNABY, BC

Council in attendance: Graeme Jahns, President
Chris Albright, Treasurer
Joanne Little, Block Watch Committee
Tara Sutherland, Block Watch Committee
Patti Jukes
Natasha Badger

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Ray Zimmerman, Vice-President

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Graeme Jahns, at 7:08 pm.

MINUTES OF THE MEETING OF SEPTEMBER 16, 2009:

It was

MOVED & SECONDED:

That the minutes of the meeting of September 16, 2009 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported that he had nothing further to report at this time as all matters of concern would come up for discussion during the course of the meeting.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of August, September and October 2009. The Treasurer reported that he had reviewed the financial statements and had found them to be in order. It was

MOVED AND SECONDED:

That the financial statements for the months of August, September and October 2009 be adopted as distributed.

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.

**DRAFT
FOR DISCUSSION**

Coronado Drive Cabana

The Strata Manager tabled copies of the financial statement for the month of September as provided by Strata Plan NW 86 as it pertains to the cabana expenses and incomes.

It was noted that on behalf of Strata Plan NW 86, Capistrano Drive was being asked to contribute their proportionate share of a \$30,000.0 special levy as approved by NW 86 to provide additional funding for repairs for the pool and cabana facility.

It was noted by Council that correspondence to Strata Plan NW 86 raising several questions regarding repairs and funding for the same had not yet been responded to by Strata Plan NW 86. As well, the information provided with the invoice did not support the total amount of funds being requested.

After a lengthy discussion, it was agreed that staff would forward correspondence to Strata Plan NW 86 raising additional questions regarding their funding request and that the Strata Council would review this new information assuming provision of the same, at their next scheduled meeting.

2010 Operating Budget

The Strata Manager tabled the revised draft of the proposed operating budget for the next fiscal year and reviewed with Council the various inclusions and provisions of the same. It was noted that as staff have not yet been apprised of the Cabana expenses for the 2010 year, that the staff are unable to provide more accurate information on pool and cabana expenses for 2010.

After further discussion on the proposed operating budget, it was agreed that the budget draft would be tabled until the next meeting of the Strata Council scheduled for Wednesday, January 13, 2010 at 7:00 pm in the Coronado Drive Cabana. At that time, the Strata Council could hopefully finalize the budget and make the appropriate recommendations to the ownership on the budget for the upcoming Annual General Meeting.

With regard to the lampposts located on site, Council noted that they were pleased with the performance of the new bulbs along the Phillips Avenue frontage. It was then

MOVED AND SECONDED:

That staff be requested to instruct the electrical contractor to complete the relamping of the remaining lampposts on site.

MOTION CARRIED

Contingency Reserve Fund Transfer

It was noted by staff that the Strata Corporation's insurance policy would come up for renewal on January 1, 2010. as was the past experience at the Strata Corporation, the Strata Corporation does not normally have sufficient funds available in its operating account on the 1st of January to cover the cost of the insurance premium for the entire fiscal year. Therefore, in the past the Strata Corporation has borrowed money from the contingency reserve fund to pay the insurance premium, and has reimbursed the contingency reserve fund during the balance of the year for this expense.

A resolution was then provided to enable staff to complete the payment for the insurance premium renewal following the past practices of the Strata Corporation. It was noted that alternatively the Strata Council could finance the insurance premium

expense through the Strata Corporation's insurers; however, there would be applicable interest charges for the same. Council concurred that funding from the contingency reserve fund would be in the best interests financially for the Strata Corporation.

It was then

MOVED AND SECONDED:

That the Strata Council authorize a transfer of monies from the contingency reserve fund as a loan to the operating fund to enable full payment of the 2010 insurance premium when due, with said loan to be repaid in full by the end of 2010 by way of equal monthly payments.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Indemnity Agreement Summary

The Strata Manager tabled for Council's information the amended Indemnity Agreement summary, noting changes that had occurred since the previous Council meeting.

Delegation re: Noise Complaint

The Strata Manager tabled copies of correspondence regarding noise complaints, as it would pertain to strata lot 33. The owner had previously indicated that they would be unable to appear as a delegation to dispute the complaints and the assessment of a fine for the noise complaints against their strata lot at this meeting, and as such the owner indicated that they would pay the fine to the Strata Corporation.

3) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: arrangements for snow clearing services; investigation of water leak from balcony into basement of a strata lot; reporting of water leak from leaking hot water tank into another strata lots furnace room area; receipt of quotation for concrete sidewalk repair near strata lot 55; distribution of email questionnaire; authorization to Total Projects to complete breezeway sealing repairs; correspondence to Strata Plan NW 86 regarding pool and cabana repairs and issues; correspondence to the City of Burnaby regarding a request for additional recycling totes; completion of carport roof replacement at strata lots 2 and 9 by DC Roofing; light fixture repairs at various areas by Global Electric.

Council discussed sidewalk repairs, after which staff were requested to ask the contractor to provide additional quotations for additional sidewalk repairs in and around the Phillips Avenue building.

4) In Progress

The Strata Manager advised that the following items remained in progress: completion of underground parkade drain repair by Citywide Plumbing; balcony resurfacing at 7350 by SJL Construction; repair for dripping sound off of roof flashing by DC Roofing at 7338; receipt of quotation from Total Projects for repair of breezeway floor.

With regard to the above, it was noted that a drain back up had occurred in the underground parking area of the north courtyard. Citywide Plumbing has attempted to clear the drainage blockage and has been unable to do so. The plumbing contractor has reported that the area is draining slowly and is able to handle normal rainfalls; however, heavy prolonged rainfalls can cause a back up in the parkade. The contractor

has completed a camera inspection of the drain line and has raised a suspicion that there may be a sump that was buried at the time of construction under one of the garden areas. It was suggested that due to the prevailing weather conditions, that if possible, holding off this work until the spring would enable the work to be completed in a more costly and time effective manner. It was therefore agreed that the situation would be monitored and further repairs be affected in the summer when warmer weather exists. It is noted, however, that should a total failure of the drain line occur, that it may be necessary to undertake excavation work to locate the sump and repair the drainage system on an emergency basis.

5) **Landscaping**

Landscape Tender Requests

The Strata Manager tabled copies of correspondence regarding landscape tender requests as distributed to various landscape maintenance contractors. Quotations were received from Luis & Paul Landscaping, Terra Firma Lawn & Garden Service. Additional quotations were expected from Nishi Gardenscape and from Nature's Outfitters. At this time, it was agreed that the quotations would be held pending receipt of the additional tenders anticipated to be received.

Terra Firma Lawn & Garden Service

The Strata Manager tabled copies of correspondence to Terra Firma regarding performance issues with regard to the maintenance of the Strata Corporation's landscaped areas.

Al's Tree Service

The Strata Manager tabled copies of correspondence as forwarded to Al's Tree Service regarding the authorization to complete tree maintenance work as approved by the Strata Council.

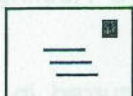
It was noted that one tree had recently fallen between the two courtyards and that Al's Tree Service was requested to attend to the removal of the tree.

6) **Insurance**

The Strata Manager confirmed that efforts are underway to obtain costing estimates for the renewal of the Strata Corporation's insurance policy effective January 1, 2010. While some insurance brokerages have indicated that they would not be in a position to provide a tender, it was anticipated, at this time, that two quotations would be received for review and consideration.

7) **Correspondence**

The Strata Manager tabled for Council's information correspondence regarding noise complaints; request for information; repairs to a strata lot; electrical room access; Indemnity Agreement submission; denial of request for permission to rent strata lot.



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:

Winterization of Wash Bay Water Tap

Staff were requested to have a plumber check on the winterization of the wash bay water tap in the Phillips Avenue building which may have been turned on.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:06 pm, until Wednesday, January 13, 2010, at 7:00 pm in the Coronado Drive cabana.

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