

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

Council in attendance: Monty Chan, President
Yvette Helliwell, Vice-President
Ray Zimmerman
Patti Jukes
Chris Albright
Tara Sutherland

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Max Jacobson, Treasurer/Block Watch

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Monty Chan, at 7:05 pm.

MINUTES OF THE MEETING OF NOVEMBER 5, 2007:

It was

MOVED & SECONDED:

That the minutes of the meeting of November 5, 2007 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 October and November 2007. It was noted that the financial statements had been reviewed and were found to be in order. It was then

MOVED AND SECONDED:

That the financial statements for the months of October and November 2007 be adopted as distributed.

MOTION CARRIED

Receivables Report

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

2008 Operating Budget

The Strata Manager and members of Council reviewed the amended draft of the 2008 operating budget. The budget was reviewed on a line-by-line basis. It was noted that the Strata Corporation has realized unanticipated costs in dealing with emergency balcony repairs, roof leak repairs, and resultant water damage repairs to strata lots, which have created a deficit for the Strata Corporation during the 2007 fiscal year. The proposed operating budget has been developed to address the deficit as required by the prevailing legislation.

Members of Council then reviewed the capital plan and the proposed capital expenditures for the upcoming year. It was noted that a significant concern exists regarding the rapidly escalating costs of roofing, and the impact that these costs have had on the capital plan. Staff have requests updated tenders from Quality Auditing Institute for roof work to be completed in 2008. However, those tenders have not yet been received. It was agreed by members of Council in attendance that finalization of the capital plan for 2008 be held off until the tenders are received from Quality Auditing Institute so that pricing in the capital plan can be as reflective as possible of the anticipated costs being realized.

Members of Council noted that for 2008, the roofs at strata lots 11 to 16 were to be scheduled for completion in 2008, with the roofs at strata lots 40 to 45 being scheduled for 2009. It was further noted that authorization had been given to AQP to replace the roofs at strata lots 34 to 39 Capistrano Drive earlier in 2007. The Strata Corporation is currently waiting for the contractor to commence this work in reasonable weather.

The rapidly escalating roofing costs will have a significant impact upon the capital plan, and the need to increase the special levy payments as paid by owners in order to undertake the completion of repairs as outlined in the report. After further lengthy discussion on the proposed 2008 operating budget it was

MOVED AND SECONDED:

That the 2008 operating budget draft be ratified for presentation to the ownership at the Annual General Meeting, and that staff wait until receipt of the roofing tenders from Quality Auditing Institute in order to make last minute changes to the capital plan before the budget package is finalized and the Annual General Meeting called to order.

MOTION CARRIED

Cabana Budget

The Strata Manager tabled copies of correspondence regarding the proposed operating budget for the pool and cabana for the 2008 fiscal year for Council's information.

Cabana Statements

The Strata Manager tabled copies of the Cabana financial statements as forwarded to staff by NW 86 through September 30, 2007.

2) Staff Report

Daily Log

The Strata Manager confirmed the distribution of the daily log as submitted by the Strata Corporation's Grounds Patrol Officers for members of Council's information.

Indemnity Agreement Summary

The Strata Manager tabled copies of the amended Indemnity Agreement summary for members of Council's information.

Garry Olson

The Strata Manager confirmed that Garry Olson is to schedule his remaining outstanding 2007 vacation time. Members of Council suggested that discussions be held with NW 86 with regards to the possibility that relief security services not be provided during Mr. Olson's vacation. Once a response has been received from NW 86 then staff can make arrangements for the scheduling of Mr. Olson's vacation time.

3) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: roof vent repair by Marine Roofing; investigation of roof leak by Marine Roofing; repair of exterior roof flashing by Marine Roofing & Sheet Metal; temporary repair to balcony by Arbutus Vinyl; distribution of winter precaution notices; correspondence to Arbutus Vinyl regarding balcony repair quotations.

4) In Progress

The Strata Manager advised that the following items remained in progress: balcony resurfacing by Arbutus Vinyl; repair to steps by Totem Projects; receipt of quotation from Arbutus Vinyl for additional balcony repairs for completion in 2008; completion of re-roofing work by AQP; repairs of stolen underground parkade underground copper piping by Citywide Plumbers; completion of furnace room renovations by Pac West Enterprises.

Concerning the above, it was noted during the course of discussion, that copper piping has been stolen from the underground parking area of the Phillips Avenue building. The pipes were non-pressurized runoff pipes. Authorization has been granted to City Wide Plumbing to replace these pipes by using a cast pipe to reduce the likelihood of further theft. The replacement work was partially complete when, over Christmas, the replacement pipes were stolen from the underground parking area. It was suggested by a member of Council that perhaps PVC piping could be used as an alternative as it would be less attractive to thieves. This was to be discussed with City Wide Plumbing prior to any further work being completed in the underground parking area.

5) Landscaping

Al's Tree Service

The Strata Manager tabled copies of correspondence with regards to tree maintenance work authorized for completion by Al's Tree Service. It was noted that Al's Tree Service has been to the site, and has commenced tree maintenance work as previously authorized by the Council. It was also noted that the contractor has been requested to

attend to the securing of a tree behind strata lot 25 and the pruning back of the tree behind strata lot 39.

Luis & Paul Landscaping

Luis & Paul Landscaping provided correspondence regarding the additional cost of providing a herbicide-free landscape maintenance program. Members of Council noted that a bylaw amendment would be presented to the ownership at the Annual General Meeting to afford owners the opportunity to reach a decision regarding the use of a herbicide-free landscaping approach.

Quotations for 2008 Growing Season

The Strata Manager tabled copies of quotations received from Luis & Paul Landscaping and Precision Landscaping for landscape maintenance services for the 2008 growing season. It was further noted that quotations were not received from Nishi Gardenscape, Takai Landscaping or Silva Landscaping.

After review of the landscape maintenance quotes, it was

MOVED AND SECONDED:

That staff be authorized to approve the proposal as submitted by Luis & Paul Landscaping.

MOTION CARRIED

6) Insurance

Pipe Theft

The Strata Manager confirmed that an insurance claim has been opened with the Strata Corporation's insurers with regards to the theft of copper pipe from the underground parking area. At this time it is anticipated that the value of the work to be done to replace the stolen pipes will not exceed the applicable insurance deductible.

Tenders

The Strata Manager confirmed that tenders have been requested for the renewal of the Strata Corporation's insurance policy for the 2008 calendar year. As no tenders were received, other than from Coastal Insurance Services, the insurance policy of the Strata Corporation was renewed with Coastal Insurance Services. It was noted that Coastal Insurance Services, as the incumbent brokerage, had provided a costing estimate with no change to the rate charged to the Strata Corporation for the provision of insurance. However, due to increases in the valuation of the cost of reproduction new of the buildings belonging to the Strata Corporation, the insurance premium will increase in 2008.

7) Legal

Small Claims

The Strata Manager confirmed that as authorized by the Strata Council, a small claims action has been initiated against strata lot 70 for the collection of monies charged back to the strata lot by the Strata Corporation. No defense was filed by the owner of the strata lot, and the Strata Corporation was awarded the full judgement.

The matter is now with the Strata Corporation's solicitors for the collection of the default judgement and associated permitted costs. It was further noted that all collection costs would be charged back to the strata lot in question in keeping with the provisions of the bylaws of the Strata Corporation.

8) **Correspondence**

The Strata Manager tabled copies of correspondence regarding door replacement; chargeback of expenses; submission of Indemnity Agreement and welcome packages for Council's information.



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:

Annual General Meeting

It was noted that the agenda for the Annual General Meeting would include a $\frac{3}{4}$ resolution to amend the bylaws to add new Indemnity Agreements to the schedule of Indemnity Agreements, a $\frac{3}{4}$ resolution to amend the bylaws to enable the ownership to vote on a herbicide-free landscape maintenance program, adoption of the operating budget and capital plan for the 2008 fiscal year, ratification of the insurance policy, and election of the Strata Council.

Pipe Repair

It was noted that the restoration contractor has not yet attended to the repairs to the pipe located behind strata lot 9. The contractor is to be once again reminded of this matter.

Trees

Staff were requested to obtain a report from Al's Tree Service regarding the proper maintenance and needs of the large tree located to the rear area of strata lot 1.

Recycling Toters

Staff were requested to order three additional recycling toters from the City of Burnaby.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:20 pm, until the Annual General Meeting, at a date and time to be established.

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