

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION NW 58
"SIMON FRASER VILLAGE"**

Held: Tuesday, April 7th, 2009 at 6:30 PM in the Village Daycare, 3290 Ganymede Drive, Burnaby, BC

Present:	Dianne Hui	President	604.420.6517
	Darryl Franta	Vice President	604.420.4442
	Francyne Marumo	Treasurer	604.420.0260
	Kay Jasinski	Secretary	604.421.2201
	Sandra Preston		604.421.8499

Regrets: Luke Matsuda Hall Rental 604.420.9318

Agent: Sandra Idema Bayside Property Services Ltd.

REMINDER: OWNERS/RESIDENTS ARE REMINDED THAT, AS PER THE BYLAWS, THEY ARE NOT TO PARK IN THE VISITOR PARKING STALLS; VIOLATORS ARE SUBJECT TO FINE(S).

CALL TO ORDER

Dianne Hui called the Meeting to order at 6:30 PM.

MINUTES OF PREVIOUS MEETING

Council unanimously approved the Minutes of the Council Meeting held March 3rd, 2009.

GUEST BUSINESS

3237 Ganymede Drive: The Owner spoke with Council regarding the ongoing issues with parking and the status of the satellite dish that was still hung too high. The Owner also expressed concern over the signs that had been put up by the junk removal company that comes through the complex at the beginning of each month. After discussion with Council, Bayside was directed to have the Toss IT signs removed in order that it was not confusing, as Owners can get free pick ups of junk from the City of Burnaby. The Property Manager was also requested to look into signage that will have the City phone number on it for Owners to call.

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 to pick-up.

3377 Ganymede Drive: The Owner spoke with Council regarding the vermiculite in the attics and if there were any plans for removal, and also questioned if there would be a separate roof inspection undertaken. Council advised that, at this time, there was no plan to remove the vermiculite in the attics and the roofing issue would be discussed further tonight.

FINANCIAL REPORTS

1. Monthly Reports: The Financial Report for February 2009 was unanimously approved by Council.

2. Accounts Receivable: Liens have been registered against the title to some Strata Lots due to unpaid maintenance fees. Three Owners in more extensive arrears, which already have liens registered, will have letters advising them that forced sale proceedings will begin. Owners are reminded that accounts must be kept up to date. Failure to do so may result in a lien being registered against the title to your Strata Lot.

MAINTENANCE FEES ARE DUE ON THE 1ST DAY OF EACH MONTH.

3. Invoices: An invoice from Lesperance Mendes in the amount of \$112.58 for the Owner dispute was approved for payment.

BUSINESS ARISING FROM THE MINUTES

1. Cement Pathway Repairs: Three quotes were reviewed by Council and the pricing ranged from \$7,000.00 to \$17,000.00. After discussion, Council approved the quote provided by Weststar Contracting for the work, which is the current handyman. The quoted price was \$12,000.00 plus taxes, depending on some issues that need to be addressed with Council. It was felt that since the contractor already had some knowledge of the complex, it would ultimately save time and money. A final walk around will be conducted with the contractor, the landscaper, Council and the Property Manager in order to deal with final details.
2. Roof/Unit Inspections: Council discussed at length the ongoing issues being reported by Owners, and that it was difficult to determine if they were related to the roof or siding problems. Council again reviewed the proposal provided by John Taylor at the beginning of the year and approved proceeding with inspections of various units, related both to moisture and roofing. The Property Manager will provide a list to the consultant of the units that have had problems in the past or are currently having problems in order that this can now begin to be resolved, and a proper plan put together on how to make the repairs. Milano Construction will also be asked to provide information as they have worked on a number of units in the past.
3. Water Main Break: The Property Manager met with the Owner involved and the mechanical contractor, Safeguard, to look at the options for the required repairs. The contractor has provided an option of not going through the exterior, but instead going through the ceiling of the basement levels and providing

- independent shut offs in each unit. This option is not only less expensive, but possibly less invasive for the units. Council discussed the options and approved this one; the Property Manager was directed to advise the Owners and contractor that this work should proceed as quickly as possible.
4. Landscaping/Trees: Dianne Hui provided an update to Council on how the new landscapers were doing, and some recommendations they have made. Trees will be reviewed for removal or trimming; the Property Manager will advise the contractors to set a date.
 5. Insurance Claims: Repairs to the daycare will now begin. The cost of the damage is under the deductible at this time, but it may go above if the tar does not come off as easily as hoped.
 6. Parking: There continues to be residents parking in visitor parking on an ongoing basis. Letters will continue to be sent to the reported violators. We thank those residents who have now complied with the bylaws.
 7. Gutter/Siding Cleaning: Council reviewed four quotes for the work, which ranged in price between \$16,000.00 and \$19,000.00. After discussion, Council approved that Men in Kilts be awarded the contract to clean the gutters and siding at the complex; the Property Manager was directed to make the arrangements.
 8. Daycare Fire Inspection: During the recent inspection, some deficiencies were noted. Council approved that the deficiencies be attended to.
 9. Line Painting: Quotes are being obtained for this work. When this work takes place, residents will be required to remove their vehicles on the days required.

UNIT ISSUES

1. 3338/3340 Ganymede Drive Repairs: These repairs have been completed; thank you to the Owners for their assistance in providing access. The final invoice is pending.
2. 8929 Orion Place: Ashton is investigating the deficiencies with the repairs that were performed last year and have requested to also go into another unit that has reported deficiencies.
3. 3363 Ganymede Drive: The Owners responded to the inspection report provided by Westar. The Owners have provided more history regarding the problem and the matter will now be referred to the consultant for investigation.
4. 3264 Ganymede Drive: The Owner has reported moisture concerns; this will be referred to the consultant. Owners are requested to review the attached information on how to avoid condensation in their units.

NEW BUSINESS

1. **Shaw Cable Installations:** Residents that are having work done by Shaw should note that all wires must be run inside the unit; no holes can be put through the building envelope.
2. **Insurance Appraisal Renewal:** Suncorp provided a quote of \$925.00 plus GST for the 3-year program, which was approved by Council.
3. **Garbage Signs:** As noted under Guest Business.
4. **Food Outside:** Residents are requested to not leave food outside as it attracts pests.

Bylaw Infractions

8946 Orion Place: The Owner has not responded to previous bylaw complaint letters. Council has directed the Property Manager to give them seven days to lower the satellite dish or fines will be assessed to the Strata Lot account.

CORRESPONDENCE

Council reviewed correspondence from the following units:

- 3339 Ganymede Drive requesting permission to install a deck in the back, which was approved.
- 8918/8920 Ganymede Place requesting permission to extend their front decks, which was approved as they are existing; no further front decks will be permitted.
- 8918 Ganymede Place requesting permission to cover their back deck and hold off painting the new fence until next year, which was approved.
- 3236 Ganymede Drive requesting permission to install a patio cover on the back deck, which was approved.
- 8911 Orion Place regarding parking issues, which will be addressed with the units involved.
- 3250 Ganymede Drive regarding various matters, including water pressure, moisture in the unit, and a leaking downspout. These will all be addressed with the appropriate contractors.
- 8901 Orion Place regarding parking, which the Property Manager was directed to respond to.
- 8920 Orion Place requesting permission to install a front deck, which at this time will not be approved as the council will be setting standards for deck installation.
- A noise complaint was reviewed and the property manager was directed to send a bylaw infraction letter to the units involved.

There being no further business to discuss, the Meeting was terminated at 9:03 PM on a motion by the Council President.

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

The next Council Meeting has been scheduled for Tuesday, May 5th, 2009 at 6:30 PM at the Village Daycare.



Sandra Idema, Property Manager
BAYSIDE PROPERTY SERVICES LTD.

Sperling Plaza, Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct: 604.629.8760

Office: 604.432.7774 (24 hours - after office hours, emergencies only please)

Fax: 604.430.2698

Email: sidema@baysideproperty.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.**

Avoiding Condensation Problems



Homeowner
Protection Office

Have you ever noticed water droplets on your window or black staining on the drywall of your walls? Have you ever wondered why the moisture returns around your windows after you have wiped it away? This type of moisture is from the interior air and is commonly referred to as condensation.



Condensation forms first on the coldest surfaces of a room, usually on glass surfaces of windows and doors.

What is condensation and how does it form in my home?

Condensation occurs in your home when moist air comes into contact with a surface which is at a lower temperature. Moist air contains water vapour — commonly referred to as humidity. Indoors, we can increase humidity through our activities and lifestyle. If a surface in your home is cold enough, the air in the immediate vicinity of the surface will be cooled sometimes causing the moisture in the air to condense or change into a liquid on the surface.

Condensation forms first on the coldest surfaces of a room, usually on glass surfaces of windows and doors. These surfaces are typically cooled by lower exterior temperatures during the winter months much more easily than the walls which are kept warm by insulation. For example, if it is cold enough outside and/or warm and humid enough inside, condensation may occur on or around your windows resulting in fogging, water or ice on

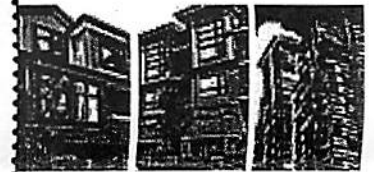
the windows themselves or even a puddle of water on the window frame or sill. Other examples of condensation in your home can include damp spots or mildew on outside wall corners, closet walls or baseboards. Areas of your home with poor air circulation, such as behind furniture or in a cupboard or closet, can also be susceptible to condensation.

If a surface in your home is cold enough, the air in the immediate vicinity of the surface will be cooled sometimes causing the moisture in the air to condense or change into a liquid on the surface.

A small amount of condensation appearing on a surface may not necessarily be a problem, depending on the amount of moisture that forms,

Maintaining your building envelope

This publication is one in a series of bulletins designed to provide practical information on the maintenance of the building envelope of multi-unit residential buildings including townhouses, low-rise and high-rise residential buildings.



What is a building envelope?

The building envelope includes all parts of the building (assemblies, components and materials) that are intended to separate the interior space of the building from the exterior climatic conditions. It includes, for example, the foundation, exterior walls, windows, exterior doors, balconies, decks and the roof.

Who should read this bulletin?

Anyone who lives in or looks after a multi-unit residential building should read this bulletin including residents/unit owners, strata councils, housing co-ops, maintenance managers, property managers or building owners. Proper maintenance of the building envelope can help prevent damage and avoid costly repairs in the future.



This bulletin is funded by the Homeowner Protection Office in partnership with Canada Mortgage and Housing Corporation and Polygon Homes Ltd.

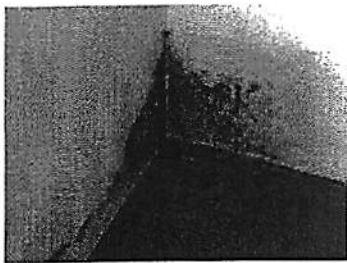


As a general rule, steps should be taken to avoid condensation problems wherever possible as moisture can lead to damage.

how long it stays, and whether it accumulates on surfaces that can be damaged by water. Condensation can be short-term during a severe cold spell, or occur in a localized area such as kitchen, bathroom or laundry room.

In many instances, condensation moisture simply evaporates back into the air once the surfaces warm up or the moisture source is reduced. An example of this is moisture that condenses on a bathroom window during a shower and quickly disappears shortly after the shower is turned off. However, as a general rule, steps should be taken to avoid condensation problems wherever possible as moisture can lead to damage.

Taking preventative steps to avoid condensation will help prevent problems in the future.



Condensation has led to mould problems on the drywall.

hygrometers

measure

humidity levels

Why must I avoid condensation problems?

Condensation can cause serious damage to the interior and structural elements of your home or building. If condensation occurs frequently enough and for prolonged periods of time, materials in contact with the moisture may be damaged. Drywall and wood finishes around windows are two examples of materials in your home that can readily absorb moisture and become damaged if they remain wet for a sustained period of time. If left unchecked, condensation problems can cause:

- crumbling or soft spots in drywall
- decay in wood framing or corrosion of steel framing
- peeling paint
- damage to the insulation inside the walls, and
- mould and mildew problems in your home.

Most importantly, taking preventative steps to avoid condensation from occurring in your home will help prevent avoidable and expensive problems in the future.

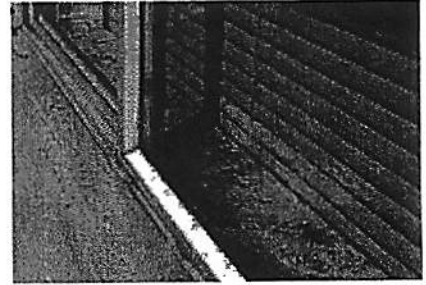
Sources of moisture in the home

We add to humidity levels in our home through our activities and lifestyle. Water vapour is added to the air in large quantities by our breathing and perspiration, cooking, bathing, cleaning and other daily activities.

How we produce humidity in our homes

- A family of four can add moisture to the air equivalent to 30 to 40 litres of water per week
- Showering, cooking, bathing and washing can add 15 to 20 litres per week
- Drying clothes indoors can add 10 to 15 litres per week

Source: Natural Resources Canada



Evidence of problems resulting from condensation can be seen on the interior window sill.

Newly constructed homes may temporarily exhibit a higher potential for condensation as moisture in plaster, cement and other building materials escapes into the air during the first heating season. This elevated level of moisture in the air should taper off after a month or two. If it doesn't, you should inform your building or maintenance manager of the situation.

What should the indoor temperature and humidity levels be?

Interior temperature and relative humidity is often a matter of personal preference, but exceeding recommended humidity levels for extended periods of time can lead to a higher risk of condensation problems in your home. The recommended relative humidity level varies between winter and summer, and by location.

As a rough "rule of thumb", interior air temperatures should generally be maintained between 18°C and 24°C with relative humidity falling between 35% and 60% for the coastal temperate climate regions of British Columbia during the winter months. In colder and drier regions of the province, interior humidity levels should be limited to between 25% and 40% during the winter months. If you are unsure of the relative humidity in your home, small devices called "hygrometers" can be purchased that will allow you to measure the humidity levels in your home. See the "For more information" section at the end of this bulletin for references to other publications that provide information on how to measure humidity in your home.

Humidity cannot be eliminated from the air altogether. It is needed to maintain a comfortable and healthy interior environment. Without humidity we would suffer from chapped lips and dry skin, sore throats, breathing problems, static electricity, and damage to equipment and furniture. However, if humidity gets too high, problems will arise in your home such as condensation, musty smells, mould growth, allergic reactions and damage to walls and interior finishes.

How do I avoid condensation problems?

There are number of steps that you can take to prevent condensation problems from occurring in your home.

1) Reduce the amount of moisture or humidity generated in your home

- Do not regularly hang large amounts of clothes to dry indoors. Wherever possible, dry your clothes in a dryer with an outside vent.
- Shut off the humidifier if you are using one.
- While cooking, put a lid on boiling water — it will also boil faster!
- Try to have shorter showers. You will save the energy required to heat the water and conserve on water.
- Ensure the lint trap in your clothes dryer is clean. The lint trap should be inspected and cleaned before each use.
- As much as possible, try to wash full loads of dishes in the dishwasher.
- Do not store wood for your fire place indoors.

2) Promote good air circulation in your home

- Open blinds and drapes so that air can circulate freely over the windows.
- Direct heat towards exterior walls and windows.
- Where condensation at window sills is a persistent problem, remove any objects on the window sill such as books, photographs, and knickknacks as they prevent air from circulating and removing the moisture.
- Move furniture such as sofas and

bookcases so they are not touching outside walls. This will improve air circulation around the cooler outside wall and reduce condensation potential.

3) Promote good ventilation in your home

- Use the kitchen exhaust fan or range hood to remove humidity generated by cooking. Note: the exhaust fan or range hood should be vented to the outside.

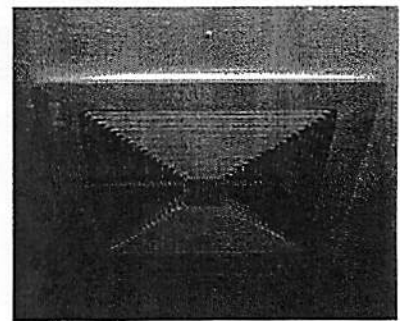


Use your kitchen exhaust fan or range hood to remove humidity generated by cooking. The exhaust fan should be vented to the outside.

- Use bathroom fans and humidistats (if you have them) while bathing or showering. Some bathroom exhaust fans are connected to a humidistat that can be preset to ventilate the room when the humidity reaches a certain level, and keep the fan running until the humidity is below that set point. It is important that humidistats be set to the appropriate level and not turned to "off". If the bathroom does not have a humidistat, the exhaust fan should be left running for a period of time after bathing or showering to remove the excess moisture from the bathroom. The exhaust fan should be vented to the outdoors.
- Some newer homes have a pre-set principal exhaust fan. Ensure that this fan is set to run for two 4-hour periods per day.
- Open windows periodically and

ensure that fresh air intake vents are not blocked.

- Make sure exterior vent hoods for your dryer, bathroom and kitchen vents are unobstructed and operating freely. Clothes dryers that take longer to dry than usual, and kitchen or bathroom fans that seem to not move the air could be signs of some obstruction in the duct or the outlet. Keeping vent hoods and lint traps clear will also reduce the amount of energy required to dry the clothes, thus reducing utility bills. Qualified professionals should be used to carry out this maintenance item.
- Consider upgrading your kitchen or bathroom fans. If you feel that your kitchen or bathroom fans make noise, but don't seem to do anything, you may be right. Some older or cheaper units may not work effectively and tend to be noisy. A simple upgrade is relatively inexpensive and will often dramatically improve performance. Look for units with high air movement measured in cubic feet per minute (cf/m) or litre per second (L/s), and a low noise rating measured in decibels (dB) or sones.



Use bathroom fans, and humidistats if you have them, while bathing or showering.

In most cases you can address high humidity and condensation through reducing the amount of humidity generated in your home. Ventilation may only reduce humidity levels if the air introduced into the room is drier than the interior air. When ventilation is not effective at lowering the humidity sufficiently, you may need to incorporate the use of a dehumidifier (or air con-

ditioner) to further reduce humidity levels. However, this should be considered as a last resort after you have taken necessary steps to reduce the amount of humidity generated in your home. Also, dehumidifiers require electricity to operate and, therefore, may be an expensive option for you to pursue.

Dealing with persistent condensation problems

Condensation is usually a localized problem that you can address by taking the steps described above to reduce the humidity or to promote good air circulation and ventilation in your home. However, if you have taken these steps and continue to experience condensation problems, other problems may exist that are more appropriately addressed by your maintenance manager or a qualified professional. Symptoms related to *persistent condensation* problems include:

- windows that continue to have water droplets or that fog up, frost or get ice build-up, even after you have taken necessary steps to lower humidity levels and prevent condensation in your home
- black staining on the inside of walls, mainly in corners and near the floor or ceiling
- mould or mildew growth
- ice or frost under roof sheathing-boards
- delamination of plywood materials
- damp or moist basement walls or floors

Report persistent condensation problems to your maintenance manager. Persistent condensation problems may relate to air leakage in your home, typically at the base of the wall, (sometimes causing black staining at carpet edges) or at electrical lighting and receptacle outlets, and around windows¹ and doors. This air leakage can allow cold air into the wall assembly and thus cool the wall and increase the potential for condensation. In other cases, it may be necessary to bring warm air to cold surfaces, either by changing the building's heating patterns or by providing dedicated heat sources to problem areas.

Blowing warm air at problem areas has the additional effect of encouraging evaporation at the problem location. In some cases the solution may be to insulate surfaces against cold temperatures, usually by increasing insulation levels in the walls behind the problem areas. The solutions to each of these potential problems, however, must be carried out by qualified professionals and co-ordinated by your maintenance manager.

¹In some climates, such as central and northern British Columbia, a historical remedy for condensation around windows was to open the window slightly to allow the very dry outdoor air to mix with the relatively humid indoor air and reduce the potential for condensation. This approach is NOT recommended as it can result in condensation and serious damage in parts of the wall that are not visible to the occupants. It also results in a large consumption of energy.

ACTION PLAN TIPS

- Take steps to avoid condensation problems in your home:
 - Reduce the amount of moisture

or humidity generated in your home. For example, do not hang laundry to dry indoors and take shorter showers.

- Promote good air circulation in your home. For example, open blinds and drapes and move furniture so that it is not touching an outside wall.
- Promote good ventilation in your home. For example, use kitchen exhaust fans, bathroom fans and humidistats as well as consider upgrading your exhaust fans if they are poor performers.
- If a persistent condensation problem becomes evident (after taking the above steps), notify your maintenance manager. A qualified professional may be needed to address the underlying cause of this problem.

For more information

1. "About Your House" fact sheets on The Importance of Bathroom and Kitchen Fans (CE 17), Measuring Humidity in Your Home (CE 1), Choosing a Dehumidifier (CE 27) published by Canada Mortgage and Housing Corporation (CMHC). Available online at www.cmhc.ca.
2. "Moisture Problems: Why Should I Worry About Moisture Problems?", published by Natural Resources Canada, EnerGuide for Houses. Available online at www.ene.nrcan.gc.ca.
3. "Condensation on Inside Window Surfaces" (Canadian Building Digest 4), "Moisture Problems in Houses" (Canadian Building Digest 231), and "Current Approaches for Mechanical Ventilation of Houses" (Construction Technology Update No. 15) published by National Research Council of Canada's Institute for Research in Construction. Available online at www.irc.nrc-cnrc.gc.ca.
4. "Best Practice Guide to Wood-Frame Envelopes in the Coastal Climate of British Columbia", published by CMHC and available online at www.cmhc.ca.
5. See your building's maintenance manual.

Note: This bulletin and others are available on the HPO website.

promote good ventilation

Acknowledgements

This bulletin was prepared by a consortium of firms including: Levelton Consultants Ltd., JRS Engineering Ltd., Morrison Hershfield Ltd. and Reed Jones Christoffersen Ltd.

Organizations represented on the project steering committee included: RDH Building Engineering Ltd., the Condominium Home Owners' Association-Canada Mortgage and Housing Corporation, Polygon Homes Ltd. and the Homeowner Protection Office.

Disclaimer

This bulletin is intended to provide readers with general information only. Issues and problems related to buildings and construction are complicated and can have a variety of causes. Readers are urged not to rely simply on this bulletin and to consult with appropriate and reputable professionals and construction specialists before taking any specific action. The authors, contributors, funders and publishers assume no liability for the accuracy of the statements made or for any damage, loss, injury or expense that may be incurred or suffered as a result of the use of or reliance on the contents of this bulletin. The views expressed do not necessarily represent those of individual contributors or the Homeowner Protection Office.

The regulations under the *Homeowner Protection Act* contain specific provisions requiring owners to mitigate and restrict damage to their homes and permitting warranty providers to exclude coverage for damage caused or made worse by negligent or improper maintenance. These apply to both new and building envelope renovated homes covered by home warranty insurance. Failure to carry out proper maintenance or carrying out improper maintenance either yourself or through qualified or unqualified personnel may negatively affect your warranty coverage. Refer to your home warranty insurance documentation or contact your warranty insurance provider for more information.

Contact



P.O. Box 31132 Royal Centre
2270 - 1055 W. Georgia Street
Vancouver, BC V6E 3P3

Phone: 604 646 7050
Toll-Free: 1 800 467 7257
Fax: 604 646 7051

Website: www.hpo.bc.ca
Email: hpo@hpo.bc.ca