

**STRATA PLAN NW 58 - COUNCIL MEETING MINUTES
"SIMON FRASER VILLAGE"
GANYMEDE DRIVE, GANYMEDE PLACE, ORION PLACE, BURNABY, B.C.**

Held: Monday April 28, 2008 at 6:45 p.m.
In the Village Daycare, 3290 Ganymede Drive, Burnaby, B.C.

PRESENT:	Dianne Hui	President	420-6517
	Katherine Roffel	Secretary	420-4541
	Sandra Preston	Vice President	421-8499
	Francyne Marumo	Treasurer	420-0260
	Kay Jasinski		421-2201
	Donna Mortensen	Daycare Hall Rental	299-8041

MANAGING AGENT: Mike Burton, Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 6:45 p.m. by council president, Dianne Hui.

APPROVAL OF MINUTES

There being no errors or omissions noted it was **MOVED** and **SECONDED** to approve the minutes of the council meeting dated March 31, 2008 as distributed. **MOTION CARRIED.**

GUEST BUSINESS

1. An audit of the Strata Corporation was not done in 2007; however, provision has been made in the 2008-2009 budget for an audit to be carried out.
2. Two vehicles are presently parked and covered. The strata agent will contact the relevant owners to confirm the vehicles have the required insurance.
3. One unit has had a satellite dish installed that is incorrectly positioned. A letter will be sent to the owner concerned.
4. A question was raised concerning the contract with the new gardeners. The contract is for a twelve month period with an option to renew. The contract contains a 60 day termination clause allowing each party to provide 60 days to terminate the contract. The gardeners are presently trying to catch up with work that was not completed by the previous contractors. Council will contact the gardeners to ensure that all grass cuttings and trimmings are removed from site. Owners are reminded not to issue instructions to the gardeners but to contact council if they have any concerns. The gardeners have been directed to only take instructions from council.

FINANCIAL REPORT

1. **Financial Statements:** There are still several questions outstanding relating to the allocation of charges to the various cost centres. The approval of the financial statements was deferred until Linda Bodner has provided council with the answers.

2. **Accounts Receivable:** The accounts receivables were discussed and the strata agent will follow up on all outstanding accounts. Linda Bodner will provide Francyne Marumo with details of the "Open" items in the accounts receivable.

BUSINESS ARISING:

1. **Roof Report 3375 Ganymede Drive:** The roof report submitted by QAI was reviewed. There is adequate ventilation in the roof and no moisture or mould is present. A copy of the report will be forwarded to the owner.
2. **Water Main 8918 – 8928 Ganymede Place:** Ashton Plumbing was unable to shut down the existing water main and the whole complex will therefore be shut down on Tuesday April 29th to allow them to cut into the existing supply pipe. An emergency shut-off notice was hand delivered to all units on Monday evening.
3. **Davey Tree Inspection:** The proposed tree care list submitted by Davey Tree was presented and reviewed. The strata agent will forward a copy of the list from last year to Sandra Preston to ensure all contracted work was carried out. After discussion it was **MOVED** and **SECONDED** to proceed with the recommendations except for item 9. Only the three pines most in need of thinning will be addressed.
MOTION CARRIED.
4. **Cement Pathway Check:** A list of repairs required to the cement pathways was handed to the strata agent. A quote will be obtained and a final decision made.
5. **8902 Orion Place:** The issue regarding the sun awning was discussed at length. The strata agent was directed to write another letter to the owner instructing him to have the awning removed. A contractor will inspect the siding after the removal of the awning to ensure the building envelope has not been compromised. The owner will also be instructed to ensure the height of his fence does not exceed the top of the patio door.

CORRESPONDENCE

1. **Noise/Nuisance Complaint:** A bylaw violation notice was sent to an owner regarding a noise/nuisance complaint. Any further complaints will result in a fine being levied.
2. **Visitors Parking Interpretation:** A letter was sent to an owner detailing council's interpretation of the bylaw regarding visitors parking.
3. **3246 Ganymede Drive:** The owner of 3246 Ganymede Drive requested permission to install a kitchen extractor fan over the range with an outlet on the outside of the building. Permission was granted on condition the work is carried out by a licensed contractor and the owner obtains all necessary permits. The owner will also be required to sign a liability acceptance agreement.
4. **3226 Ganymede Drive:** A letter was received from the owner of 3226 Ganymede drive requesting council to reconsider a previous decision regarding the hiring of the hall. After discussion council agreed to abide by their earlier decision. The strata agent will write to the owner accordingly.
5. **3248 Ganymede Drive:** The deck and shed at 3248 Ganymede Drive have been removed. The strata agent will contact the owner of 3250 Ganymede Drive and check if there has been a significant improvement in rodent activity.
6. **8925 Orion Place:** The owner of 8925 Orion Place requested permission to install an over the range microwave oven in the kitchen with an extractor outlet on the outside of the building. Permission was granted on condition the work is carried out by a licensed contractor and the owner obtains all necessary permits. The owner will also be required to sign a liability acceptance agreement.

7. **8938 Ganymede Place:** The owner of 8938 Ganymede Place requested permission to install a bathroom in the basement of his unit. The owner is required to submit copies of plans and permits for council before a decision is made on this issue. The strata agent will write to the owner accordingly.
8. **8960 Orion Place:** The owner of 8960 Orion Place has reported some suspected rot on the subfloor of his unit. The strata agent will arrange for a contractor to inspect the subfloor and report back to council.

NEW BUSINESS

1. **Roof Concerns:** The roof contract was completed some time ago and, as a precautionary measure, council is requesting all owners to inspect their attics for any sign of leaks or water ingress. It is essential that this be done to avoid the onset of mould in the roof space. Any owners who have concerns or whose attics show signs of water ingress should contact the strata agent before the end of May 2008.
2. **Annual Fire & Hydrant Inspection:** Two quotes were received from Voltech. The strata agent contacted Voltech and it was agreed to carry out the annual inspection for \$545.00 excluding GST.
3. **Garbage Enclosure:** The strata agent will arrange for WestStar Construction to contact Sandra Preston to obtain a quote for the repair to the garbage enclosure.
4. **Shed Door:** WestStar Construction will contact Sandra Preston and carry out the necessary repairs to the shed door.
5. **Lights at Daycare Centre:** The external lights at the Daycare Centre are not working again. The strata agent will arrange for an electrician to inspect the lights and do the necessary repairs.
6. **Annual Walkthrough and Repairs List:** Council has conducted their annual walkthrough and has compiled a list of repairs required. The strata agent will send a letter to the relevant owners detailing the repairs required. The strata agent was directed to purchase the same quantity of Oxford Brown and White paint as the previous year. Maintenance work is required to be completed by the end of July 2008. Issues not attended to by that date will result in a \$50.00 fine in accordance with the strata corporation bylaws.
7. **Squirrels and Birds:** Owners are reminded that feeding squirrels and hanging bird feeders are against the strata corporation bylaws and are therefore a finable offence. The bird feed and peanuts attracts rats. Please do not feed the squirrels and remove all bird feeders.
8. **Margaret Dixon Society:** The strata agent was directed to write to the Margaret Dixon Society requesting that they ensure all tenants have copies of the strata corporation bylaws and rules.
9. **Lockbox Keys:** Council will update the list of all key holders for the service room lockboxes.
10. **8946 Ganymede Place:** The tap outside 8946 Ganymede place will be replaced.
11. **8918 & 8929 Ganymede Place:** The strata agent will write a letter to the city regarding the fences behind 8918 and 8928 Ganymede Place which are dangerous and need to be removed.
12. **Garden Clean-up:** The strata agent will write a letter to Gully regarding the gardens between Beaverbrook and the buildings from the pedestrian overpass to Eastlake Drive to have them tidied up.
13. **Sign:** The strata agent will have a sign made up regarding the playing of ball games and hockey against the side of the daycare/preschool building.

ADJOURNMENT

There being no further business the meeting was adjourned at 9:10 p.m.

The dates for the upcoming meetings are as follows:

May 26th 2008.
June 30th 2008.
July 28th 2008.
August 25th 2008.
September 29th 2008.
October 27th 2008.
November 24th 2008.
AGM to be held in Feb. 2009.

NEXT MEETING

The next meeting will be held on May 26, 2008.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan NW 58

Mike Burton
Strata Agent

MB/jb

After Hours Emergency Line: (604) 293-2459
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When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to properly file and retain the entire year's strata records. Service charges apply to obtain additional copies of the strata meeting minutes from the managing agency.

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