

August 10, 2009

**** ATTENTION ****

**ALL RESIDENTS
"SIMON FRASER VILLAGE"**



LINE PAINTING

**PLEASE BE ADVISED THAT BLACK & WHITE FINE LINE
WILL BE ON SITE:**

**WEDNESDAY AUGUST 26TH, 2009 AND
THURSDAY AUGUST 27TH, 2009
FROM 8:00 AM TO 5:00 PM ON BOTH DAYS**

Residents at "Simon Fraser Village" are advised that all vehicles must be removed from the premises so that Black & White Fine Line can complete this work. Any vehicles that are not removed will be towed at the Owners' expense.

Failure to comply with this request may also result in your unit being charged the cost of a return visit from Black & White Fine Line. The cost for a return visit is \$360.00 (plus tax).

Thank you for your attention to this matter.

BAYSIDE PROPERTY SERVICES LTD.
Management Agents for NW 58



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

Held: Tuesday, August 4th, 2009 at 6:30 PM in the Village Daycare, 3290 Ganymede Drive, Burnaby, BC

Present:	Dianne Hui	President	604.420.6517
	Francyne Marumo	Treasurer	604.420.0260
	Luke Matsuda	Hall Rental	604.420.9318

Regrets:	Darryl Franta	Vice President	604.420.4442
	Kay Jasinski	Secretary	604.421.2201
	Sandra Preston		604.421.8499

Agent: Sandra Idema Bayside Property Services Ltd.

CALL TO ORDER

Dianne Hui called the Meeting to order at 6:40 PM.

MINUTES OF PREVIOUS MEETING

Council unanimously approved the Minutes of the Council Meeting held July 7th, 2009.

GUEST BUSINESS

3237 Ganymede Drive: The Owner addressed Council regarding issues concerning the landscaping contractors and the hours they are working, a request to have the edges of two stairs by their unit painted, and advised that the meter room door lock by 3244/3242 GD was broken. These items will be given to the handyman to address.

3377 Ganymede Drive: The Owner requested that the stump by their unit be ground down in order that they can continue with their fence work. Council will investigate the options for doing this.

FINANCIAL REPORTS

1. **Monthly Reports:** It was moved, seconded (Marumo/Hui) and carried, to approve the Financial Report for June 2009.
2. **Accounts Receivable:** An Owner of a unit that had forced sale proceedings initiated by the Strata Corporation has now paid their account. Another unit in significant arrears is continuing with forced sale proceedings, as the Owner has not responded. **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.
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BUSINESS ARISING FROM THE MINUTES

1. **Roof/Unit Inspections:** The consultant has been delayed, but has now confirmed that they will begin this week; thank you to the Owners for their patience.
2. **Landscaping:** Council is aware that Owners are not pleased with the current landscapers. Quotes for a new contractor are being obtained. An Owner had inquired as to the long term plan for the trees. Council advises that they are not planning to remove all the trees, only those that are a hazard and too close to the foundation. An arborist will always be consulted in conjunction with the City of Burnaby; it is important to have an ongoing plan so that the trees are healthy but do not get too overgrown.
3. **Gutter/Siding Cleaning:** Men in Kilts have advised that the cracks in the siding were not from the ladders, as the locations do not match the ladder placement. The final invoice for siding cleaning was approved for payment and the cracks in the siding will be repaired by the handyman.
4. **Gutter Replacement:** Two quotes have now been received for Council's review. This is an item that will be brought forward to the Owners at the Annual General Meeting for consideration.
5. **Line Painting:** Three quotes for the work have now been received. Council reviewed the quotes and after discussion, it was approved to proceed with the quote from Black and White Fine Line. **Owners/Residents will be required to remove their vehicle when the work is being done.** Failure to remove the vehicle when the work is being done in your area will result in additional costs, for either towing the vehicle or the contractor having to return, being charged back to the applicable Strata Lot. Please see the notice attached to these Minutes regarding this work.
6. **Dryer Vent Cleaning:** This work has been scheduled for Monday, August 10th to Wednesday, August 12th; notices have been posted. No in-suite access is required.
7. **Daycare/Preschool Issues:** Council discussed various matters that were raised and pending with the Daycare as follows:
 - **Leases:** Paul Mendes of Lesperance Mendes has provided some information on the leases as they are currently written. It was recommended that the leases be completely rewritten, as they are missing a number of important clauses that should be included. Council discussed the matter at length and has approved an expenditure of up to \$2,000.00 for rewriting the leases. The Property Manager was directed to advise Paul Mendes to proceed.
8. **Garbage Enclosures:** Quotes from Westar Contracting are pending.

NEW BUSINESS

1. **Pest Control:** A number of residents have reported problems with wasps and ants. Residents should try to deal with pests within their unit, as the costs for bringing pest

- control in each time there is a problem adds up; a single service call is approximately \$85.00 plus GST.
2. **Back Fence Debris:** It has been noted that there is debris outside of some residents' backyard exterior fences. Council recognizes that it may have been left behind by someone else, but in order to help keep the property tidy please dispose of those items even if you did not place them there. Having a garbage removal contractor attend to remove these items becomes extremely expensive.
 3. **Insurance Premium:** Due to the appraised replacement cost value of the property being higher than originally insured for, there was an increase of \$1,785.00 in the annual premium.
 4. **Owner Dispute:** Lesperance Mendes has provided another invoice for the work on this file. Council has approved payment, but has directed the Property Manager to advise legal counsel to close the file so that no further costs are incurred. Not all the involved Owners have signed the agreement, but legal counsel will write a letter to finalize the matter.
 5. **Fire Hydrants:** It was recently noted that, during the hot weather, someone had opened up the fire hydrants in order to cool down. Please note that this is not permitted and the Burnaby Fire Department has advised that fines could be levied against the Strata Corporation for this action.
 6. **3260 Ganymede Drive:** A water main has broken in the unit. Emergency work was undertaken and final repairs will be organized.
 7. **8926 Orion Place:** The Owner has reported some exterior drainage issues. Westar Contracting has investigated and advised that it appears as though the drain tile is clogged, which is causing the problems. The Property Manager was directed to investigate the problem, as it is believed that previous work was done in the area and it may be related to the sump pumps located by 8922 OP.

UNIT ISSUES

1. **8925 Orion Place:** Ashton advised that they did not cut any drywall during the work they had performed, which is correct, but the question remains as to how the pipes were left so that the Owners could re-drywall the area. The Property Manager will continue to follow up with Ashton.
2. **3338 Ganymede Drive:** The Owner attended this meeting to discuss with Council the status of repairs, and expressed their concerns over the repair options. As Blue Mountain Services has previously performed work in this unit, the Property Manager will contact Blue Mountain to request a quote for this work and the work required at 3260 GD in order that the repairs may be performed in conjunction. The Owner also raised some other concerns and Council has requested that they provide paperwork for Council's review and discussion at a future Council Meeting.

3. 8918 Ganymede Place: A quote for repairs was provided by Westar in the amount of \$1,600.00 plus GST. Council has directed the Property Manager to inquire with Ashton, which completed the work, to see if there is any warranty on the area.
4. 3251 Ganymede Drive: No response has been received; the Property Manager will follow up.
5. 3302/3320 Ganymede Drive & 8905 Orion Place: Westar will be contacted to repair the cracks in the siding, and the siding that is slipping.
6. 8932 Ganymede Place: The Owner indicated some concerns over a step and the pavement by the area. A quote for these repairs has been received from Westar in the amount of \$1,350.00 plus GST. Council will see if there are any other areas that are of concern before proceeding.

Bylaw Infractions

There continues to be one or two Owners parking in visitor parking stalls; letters will be issued to those in violation.

An Owner responded to a noise complaint letter they received; Council thanks them for their prompt attention to the matter.

Double Parking: Residents are reminded that double parking throughout the complex causes a safety hazard; please park properly. It has been noted that this is frequently occurring at Orion Place.

CORRESPONDENCE

Council reviewed correspondence from the following units and the Property Manager was directed to respond as required.

- 3335 GD regarding a door behind their fence that they were asked to remove; please see New Business, item 2.
- 3270 GD advising Council that they would like a handrail installed by their unit, as well as a request for a tree to be removed. The handyman will install the handrail and Council has directed the Property Manager to advise that the tree will not be removed at this time.
- 8905 OP regarding a piece of siding slipping; this has already been directed to the handyman.
- 3315 GD requesting approval to finish their basement and install a bathroom; approval was granted and the Owner will be advised that they are responsible for the improvements. The Owner also requested permission to install an awning; Council has requested further information before they make a decision.
- 8910 GP requesting approval to replace their shed, which was approved; the Owner will be advised that it must be the same size, and the exterior walls must be painted brown to match.
- 8904 OP regarding a downspout and siding repair, which will be given to the handyman.

- 3255 GD advising that they have had their aluminum door since purchasing the unit 25 years ago. Council advises that this is permitted but when they change it, it has to be changed to brown or white.
- 3371 GD regarding a pot rack that was noted during the recent walk through and a request to remove it. Council advises that if it is kept in good repair it can remain. The Owner also advised that there was a tree tied to it; Council directed the Property Manager to find out the problem with the tree to see if the gardeners could attend to it.
- 8923 OP regarding a box and a shelf at the entrance of the unit; Council advises that the box can stay but must be cleaned up, and the shelf should be removed.
- 3334 GD regarding a tarp that is required due to concerns over water ingress, and concerns regarding drainage work done a number of years ago. Westar will be requested to investigate the problem of water ingress by the patio door; the settlement of the backyard is just regular settlement.

There being no further business to discuss, the Meeting was terminated at 8:43 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.

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 hrs prior to pick-up.

The next Council Meeting has been scheduled for Wednesday, September 9th, 2009 at 6:30 PM at the Village Daycare.



Sandra Idema
Property Manager

BAYSIDE PROPERTY SERVICES LTD.

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****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.**