

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

Held: Tuesday, July 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
	Kay Jasinski	Secretary	604.421.2201
	Sandra Preston		604.421.8499
Regrets:	Francyne Marumo	Treasurer	604.420.0260
	Luke Matsuda	Hall Rental	604.420.9318
Agent:	Sandra Idema	Bayside Property Services Ltd.	

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 June 2nd, 2009.

GUEST BUSINESS

Village Daycare: Wanda from the Daycare reviewed with Council various issues, including the possibility of installing a covered area, installing separate gas meters, and some exterior work she would like to consider. Council discussed the issues with her and informed her that they would further review them and advise her accordingly.

3237 Ganymede Drive: The Owner asked if trellis has been approved as fencing. Council advised that the bylaws did not indicate that it couldn't be, but it would have to be brown in colour. The bylaws will be proposed to be amended to reflect that it should be a solid panel. Concerns over fall/winter pruning were raised, and whether this would be done. A quote will be obtained for review; however, it was noted that a lot of money had just been spent on trees. The Owner also advised that the gardeners were still not blowing the grounds properly and that dust and debris were just being moved around. Council was also advised that the one Owner is still parking in visitor parking.

3377 Ganymede Drive: The Owner commented that they thought that certain modifications should be made to the Indemnity Agreement that Owners are required to sign for alterations made to their Strata Lot.

8922 Ganymede Place: The Owner addressed Council regarding the tree removals as they felt that a number of trees were removed unnecessarily, and urged Council to be

more diligent in which trees are removed in future. (See New Business, #3, Tree Removals.)

FINANCIAL REPORTS

1. **Monthly Reports:** It was moved, seconded (Hui/Preston) and carried, to approve the Financial Reports for April and May 2009. (The treasurer had provided approval via email.)
2. **Accounts Receivable:** Two units have now had forced sale proceedings initiated by the Strata Corporation. **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.

BUSINESS ARISING FROM THE MINUTES

1. **Cement Pathway Repairs:** The work has been completed; additional areas will be addressed separately. Council approved the invoice for payment.
2. **Roof/Unit Inspections:** Exterior inspections have begun and the consultant will be contacting Owners by July 15th to set up interior inspections.
3. **Tree Removals:** When the City of Burnaby arborist was on site, they advised that a number of trees were considered hazardous and required removal. There were more than Council had originally anticipated, and even more trees have been recommended for removal next year. Council will work to ensure that no trees will be unnecessarily removed and thanks Owners for their cooperation and assistance in this matter.
4. **Gutter/Siding Cleaning:** Final deficiencies have been completed. Concerns over some cracks in the siding have been raised at a couple of units; the Property Manager was directed to follow up with Men in Kilts to review the two units that were noted. Council approved payment of the invoice for gutter cleaning, but payment of the siding invoice is pending until the contractor responds to the siding cracks.
5. **Line Painting:** Quotes are still pending.
6. **Dryer Vent Cleaning:** City Air will be on site from Monday, August 10th to Wednesday, August 12th inclusive for the cleaning. Notices will be posted and Owners/residents will be requested to mark which vent they are using, as some units have multiple vents.
7. **Daycare/Preschool Issues:** Council discussed various matters that were raised and pending with the Daycare:

- **Construction of Covered Area:** Council has concerns about a permanent fixture in this area and has directed the Property Manager to request that the Daycare consider a retractable awning instead of a fixture attached directly to the building.
- **Gas Meters:** The Daycare requested that they be permitted to investigate the costs of separate meters for the Daycare and Preschool; Council has agreed to this.
- **Concrete Work/Roof Line:** The tenant of the Daycare advised that her licensing officer would have to approve the repairs for the problem regarding water ponding at the entrance. Further information will be obtained, but the other repairs can proceed.
- **Garden Area:** The tenant will be requested to submit a drawing of what they would like to do with the grass/garden areas.
- **Lease:** The two leases are coming up for renewal. Council has directed the Property Manager to obtain legal assistance to review and make possible modifications to the lease.

NEW BUSINESS

1. **Vandalism:** The invoice to repair damage to the Daycare due to vandalism was reviewed. Council has directed the Property Manager to request that the Daycare pay half the cost as the tar was left on the roof by their contractor.
2. **Garbage Enclosures:** The garbage enclosure by 3251 Ganymede Drive requires repair. Council directed the Property Manager to request a quote from Westar for this repair, and possibly repairs to all of the enclosures.
3. **Realtor/Prospective Owner Requests:** Council was reminded that all requests from these people should come to the Property Manager and, if required, the Property Manager will contact Council.
4. **Shaw Cable:** Council has directed the Property Manager to speak with Shaw Cable regarding installations at the property, as they are now running cables over the roof and this is not acceptable.

UNIT ISSUES

1. **8925 Orion Place:** Pending information from Ashton.
2. **3338 Ganymede Drive:** The repairs to the water main are still pending. The Owner had contacted the Property Manager with specific requests that Council will not agree to; the Property Manager will advise the Owner in writing. The invoice from Milano Construction for previous moisture repairs was approved for payment.
3. **3216/33235/3237/3239/3241/3242 Ganymede Drive:** Gutter/downspout issues are being addressed by Men in Kilts; some of the repairs will be attended to by the handyman.

4. 8918 Ganymede Place: A quote for the water ponding by the shut off at the front entrance is pending.
5. 3251 Ganymede Drive: A ring has been cemented into the ground to attach a motorcycle to; Council directed the Property Manager to advise the Owner to remove it immediately.
6. 3267 Ganymede Drive: The Owner contacted the Council President regarding a smell in the basement, which has now been resolved.
7. 3302/3320 Ganymede Drive: Both units reported cracks in the siding after the siding cleaning; this will be directed to Men in Kilts for their response.

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 parking complaint, and questioned why they were not advised earlier; Council directed the Property Manager to respond accordingly.

CORRESPONDENCE

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

- 8933 Orion Place regarding various matters, including a bathroom leak, a vehicle parked in their stall (which has now been resolved), gutter and downspout issues, a request for a copy of the Audited Financial Statements, tree removal, and roof concerns. The Property Manager will arrange for the appropriate contractors and follow up where necessary.
- 3331 Ganymede Drive regarding the trimming of a tree; this tree is currently trimmed above the roof line and is adequate at this time.
- 8944/8942 Orion Place regarding fence removal and replacement, which was approved by Council.
- A unit regarding a payment extension; the Property Manager was directed to respond accordingly.
- 8911 Orion Place regarding gardening services, which will be addressed with the contractor.
- 3367 Ganymede Drive regarding the installation of a sun room, which was denied, but a patio cover was approved by Council.
- 8934 Ganymede Place regarding the installation of a range hood, fan and ducting, which was approved by Council.
- 3320 Ganymede Drive regarding cracks in the siding and ants.
- 8932 Ganymede Place regarding gaps in the roadway and tree root damage; quotes for repair are being obtained.
- 3252 Ganymede Drive requesting approval to change the windows, which was approved by Council.

- 8942 Orion Place requesting approval to replace the fence, deck and patio door, which was approved by Council.
- 3237 Ganymede Drive regarding the gardeners, which has been addressed.
- 3210 Ganymede Drive requesting approval to install an exterior hose bib in the back, which was approved but would be their responsibility.

There being no further business to discuss, the Meeting was terminated at 9:00 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.

Please note that the Council will be performing a walk through of the property prior to the next Council Meeting, which has been scheduled for Tuesday, August 4th, 2009 at 6:30 PM at the Village Daycare.



Sandra Idema
Property Manager

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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.**