

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

Held: Tuesday June 1st, 2010 at 6:30 PM in the Village Daycare at 3290 Ganymede Drive, Burnaby, BC

Present:	Dianne Hui	President	604.420.6517
	Ceciline Goh	Vice President	604.813.9938
	Francyne Marumo	Treasurer	604.420.0260
	Sangeeta Allardice	Hall Rental	604.444.9259

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 May 4th, 2010.

GUEST BUSINESS

8905 Orion Place: The Owner requested approval for replacement of a fence, and a wood patio, explaining they would be building the same size as is currently there. The Owner was advised this was approved and the proper alteration forms would be mailed to them. The Owner also was advised that the hose on the unit is their responsibility to replace.

3377 Ganymede Drive: The Owner requested that some trees be trimmed in his area. He also advised that he had reviewed the report on the electrical grounding, as provided by MDE Electrical, and spoken to the City as well as BC Hydro. He reported that the grounding is in place for the electrical rooms.

3237 Ganymede Drive: The Owner requested that a tree outside their unit not have the lower branches trimmed away as part of the trimming. Further details were also provided with regard to areas where the landscape contractor had not cleared properly.

FINANCIAL REPORTS

1. Monthly Reports: Council unanimously approved the Financial Report for April 2010 as prepared by Bayside. The Property Manager was directed to follow up on a question regarding the daycare income.
2. Accounts Receivable: There continues to be Owners in arrears. **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. Two units in more advanced arrears will be advised that failure to pay may result in the account being sent to legal counsel for forced sale.

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

BUSINESS ARISING FROM THE MINUTES

1. **Roof/Unit Inspections:** A report was presented and Council was concerned over some of the information and other items that are still to be included. The Property Manager will be contacting the roofing consultant in this regard.
2. **Landscaping:** The Council President provided a list of concerns after the recent walk around. Council will provide some other concerns forwarded from some Owners regarding various areas that require attention.
3. **Gardening Specifications:** The Council President provided updated specifications for Council to review. These specifications will be used for obtaining quotes in the fall.
4. **Tree Removals/Trimming:** A walk around was completed and it was approved to have the arborist attend on site for three days at a cost of \$1,600 per day to complete the required work. There are a minimal number of trees that are being removed and only those that are diseased or dead will be taken down. A general trim of the trees will be done throughout the complex focusing on clearance for roofs, gutters and siding. Once the tree work is done the stump grinding will take place.
5. **Gutters:** Ellis Maintenance has now been on site and has attended to the first batch of gutters. It did take some additional time to have Ellis Maintenance attend. Weekly lists will be provided to the contractor in order to have them attend to the trouble areas.
6. **Storm Drain Cleaning:** A date for cleaning is still pending from TRI-M.
7. **Electrical Grounding:** As noted under guest business.
8. **Asphalt Repairs:** Tarmac completed the repairs by 3246 Ganymede Drive. There are two concerns that will be raised regarding their work. One concern is the leveling between the new and old asphalt and the second concern is a drain cover had been paved on. These concerns will be resolved and the invoice in the amount of \$3,500.00 (plus tax) was approved.
9. **Daycare / Preschool:** The lease is pending.
 - A leak in the storage room was reported. There were two areas of concern: one from a toilet seal and the other from a roof leak. Westar has attended to both. Council has directed the Property Manager to obtain quotes on roof replacement for the daycare and the preschool.

- The preschool reported a cracked window which has been directed to Kristo's Glass, who provide the glass insurance coverage for the complex.
10. **Parking & Towing**: There continues to be an Owner who is parking in a neighbour's stall without permission. As the Owner of the parking stall has advised that they had not granted permission, a letter will be sent to the Owner who continues to park in this stall. Towing is now in place with Mundies Towing. They will be patrolling the property at various times and have been asked to look for double parking violations.

Newspapers / Flyers: If you do not use your paper, please do not leave it out to blow around the complex. Please either call the newspaper to stop delivery or place a sign requesting that they do not deliver. Thank you.

NEW BUSINESS

1. **Walk Around**: A walk around was conducted by Council. Letters have been sent to a number of Owners and Residents regarding fencing repairs, cleaning up of the exterior of their Strata lot and other matters, giving them until August 27th to perform the work. Paint has been ordered and will be available through a Council member for those who require it.
2. **Cement Repairs**: A list of repairs in follow up to the walk around will be given to Westar to provide a quote on the areas requiring repairs.

UNIT ISSUES

1. **3251 Ganymede Drive**: The Property Manager will be calling the Owner to speak directly with them in order to try to resolve the matters as there has been confusion over what has been done and what is still required to be done.
2. **Steps**: Westar provided a quote for one possible modification. They have been asked to provide alternate solutions.
3. **3332 Ganymede Drive Water Leak**: After further review of the work performed, it has been determined that the leak was actually for the PRV for the unit only and the cost for the repairs is therefore the Owner's responsibility. The Property Manager will advise the Owner of this conclusion.
4. **3334 Ganymede Drive**: The Property Manager was directed to correspond with the Owner and follow up on resolving the issue of the tarp and any required repairs.

HANDYMAN LIST

1. Quotes were reviewed for the following items:
 - **Fence between 8942-8946 Ganymede Place**: \$540.00 plus tax. Council has unanimously approved this expense in an effort to ensure that those who are gardening behind the area do not cross into the Strata's property.

- Stairs at 8936 Orion Place: \$1,260 plus tax. Further options are being explored.
 - Paint Storage Room Door: Westar provide a less expensive option in the amount of \$1,160.00 plus tax. The Property Manager was asked to continue researching options.
 - Fencing: Quotes are being researched for a range of options for the installation of additional fencing in various areas.
 - Garbage Enclosures: Costs will likely be approximately \$2,500-\$3,500, depending on the size. Final numbers are being presented for consideration and final approval.
- a) **Work to be done**
- 3202 Ganymede Drive - Vent cover at the side of the unit needs replacement.
 - 3246 Ganymede Drive - Repair to the fence in the area. The asphalt and watermain repairs were completed.
 - 3214 Ganymede Drive - Siding to be aligned (bottom left of front door).
 - 3246 Ganymede Drive - Rail fence to be replaced in front of unit.
 - 3316 Ganymede Drive - Siding around vent to be repaired.
 - 3361 & 3363 Ganymede Drive - Replacing railway tie along sidewalk.

CORRESPONDENCE

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

- 3271 Ganymede Drive requesting permission to rent and replace the windows. Both requests were approved.
- 3559 Ganymede Drive regarding ants. A-General has been asked to attend to the area on common property.
- 8938 Orion Place regarding their gazebo request. The Property Manager will respond to the Owner at Council's direction.
- 3331 Ganymede Drive regarding lights by Eastlake and trees requiring trimming. The Council will look at the lighting issue and the gardener will be asked to deal with the trees.
- 8905 Orion Place regarding alteration requests. This request has been addressed under Guest Business.
- 8901 Orion Place requesting approval to remove a tree and to install new concrete in some areas. Council will go to the unit to review the areas before approval is considered.
- 8933 Orion Place regarding newspaper delivery.
- 3355 Ganymede Drive regarding trees being trimmed. This will be addressed with the gardening contractor.
- 8906 Ganymede Place regarding ivy growing at the back of the unit. As this is the Owner's ivy, it is the Owner's responsibility to remove it.

There being no further business to discuss, the meeting was terminated at 8:20 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 Tuesday July 6th, 2010 at 6:30 PM at the Village Daycare.



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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.**