

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

Held: Tuesday March 2nd, 2010 at 6:30 PM in the Village Daycare, 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
	Bill Smith	Secretary	604.421.5642
	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 6:34 PM.

MINUTES OF PREVIOUS MEETING

Council unanimously approved the Minutes of the Council Meeting held February 2nd, 2010.

GUEST BUSINESS

3341/3343 Ganymede Drive: The two Owners presented Council with a request to change the front entrance area of both of the units. The Owners requested that the area be leveled and retaining walls built, the tree stump removed, and pavers installed instead of grass with a small garden area. Council discussed the request after the Owners had left the meeting and it was moved, seconded, with 4 in favour and 1 opposed, that the Owners can make the following changes: the retaining wall was approved, the leveling of the grass was approved, but the pavers were not approved. The stump will be removed along with other stumps if the Owners still wish. The Property Manager was directed to advise the Owners of Council's decision.

3377 Ganymede Drive: The Owner requested a letter providing permission for them to obtain copies of the plans for the complex from the City of Burnaby; the Property Manager will provide a letter with the necessary authorization.

8948 Orion Place: The Owner requested clarification on two matters; one regarding the options available to an Owner if they wish to have a matter brought forward to the Ownership, and confidentiality and privacy issues in relation to Council matters. Both matters were clarified for the Owner.

FINANCIAL REPORTS

1. **Monthly Reports:** It was moved, seconded (Marumo/Hui) and carried, to approve the Financial Report for January 2010.
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.**
3. **Home Renovation Tax Credit (HRTC)** As Owners may or may not be aware the government announced last year the HRTC. Bayside will review invoices for the qualifying period for expenses that appear to be eligible, and then compile the list of expenses that are believed to meet the qualifying criteria, including which vendor (contractor) was used, specific dates and costs associated with the work, all for review by the Strata Council. Once all this information is compiled and approved by the Strata Council, a schedule showing each unit's share of the Strata Corporation's qualifying expenses will be produced. The calculation used to determine each unit's share will be by Unit Entitlement (the same calculation used to allocate levy amounts and strata fee amounts). Owners may also have done qualifying renovations inside their unit and may then add the cost of that work to the allowable amount from the Strata Corporation's statement for their unit. The Strata Council and all Owners should remember that ultimately it will be up to the Canada Revenue Agency to determine what is and is not a qualifying expenditure as the published guidelines are somewhat ambiguous. The cost for preparation of these statements for The Strata Corporation is \$2,835.00 plus GST. After further discussion, Council approved the expense subject to confirmation that the water main repairs will qualify. {Subsequent to the meeting, it was confirmed that the water main repairs would be considered an eligible expense.}
4. **Audited Financial Statements:** Audited Financial Statements were approved and signed by Council. Any Owner wishing to obtain a copy should contact the Property Manager.

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

BUSINESS ARISING FROM THE MINUTES

1. **Roof/Unit Inspections:** The Property Manager will follow up as there are units that were supposed to be inspected, but haven't been.
2. **Landscaping:** Further discussion took place on the work by the current contractor. There are still concerns over the work and extensive time was spent discussing how to proceed with the issues, and the possible expense to the Strata Corporation for terminating the contract. Council has directed the Property Manager to send a letter to the contractor indicating the continued concerns and that, although they have now begun clearing out the garden beds, the other areas of maintenance are not being completed and the amount of staff on site is not enough. The Property Manager was also directed to obtain a legal opinion on the ability to terminate the contract; the

contractor did advise verbally that they would allow 30 - 60 day termination. A quote for repairs to the two sets of stairs on Eastlake was reviewed; Council has directed the Property Manager to obtain a second quote from Westar as they would like the steps to be repaired consistent with others at the property.

Tree Removals: A list was provided for Council's review of those units that had put requests forward. An arborist, in conjunction with the City of Burnaby, will be brought in to review the trees at the property and a final list for pruning and removals will be correlated.

3. **Gutters:** Ellis Maintenance has advised that they will be closing their business; a new contractor will be sourced to help work on the gutters.
4. **Storm Drain Cleaning:** A second quote is being obtained for review and discussion.
5. **Lighting Issues:** Westar provided a quote for the installation of additional lights at the north and south driveways; the quote was approved at a cost of \$2,210.00 plus taxes.
6. **Electrical Issues:** Pending receipt of the drawings from the City of Burnaby.
7. **Parking & Towing:** There are ongoing issues with people double parking and using visitor parking for resident vehicles. Council will further look at a better way to monitor the situation. The Property Manager was directed to contact the towing company to discuss the options for them patrolling the parking areas at certain times of the day to help resolve the issue. Complaints regarding vehicles dripping fluid were discussed and other parking issues were reviewed; letters will be sent to the units involved.

Reminder to residents: Visitor parking is not for resident use. Do not park in these stalls or you risk having your vehicle towed. Furthermore, please do not park in other Owners' stalls if they are vacant. Owners/residents are only permitted to park in their assigned parking stall(s).

8. **Exterior Baiters:** The baiters are now at the garbage bins throughout the complex. They are secured to pavers and the bait is locked so only the rodents can have access to them; as soon as the problem is under control, they will be removed.
9. **Daycare/Preschool Issues:**
 - **Lease:** The Daycare and Preschool both sent letters in response to the escalating rent increase of the lease. Council discussed the concerns and has provided an alternate option for the increase so that it is built up over 3 years, then the 4th and 5th years of the lease will have percentage increases.

NEW BUSINESS

1. **Security/Safety:** It has been reported that there have been incidents of strangers wandering the complex. We remind Owners to use caution and ensure that they lock their doors, etc.

UNIT ISSUES

1. **3202 - 3212 Ganymede Drive:** A meeting was held with Ashton Mechanical regarding some interior pipe work that was done during the watermain work. A letter has been sent to the units affected requesting that they advise if there is a problem in order that arrangements can be made to have Ashton attend to the repairs.
2. **8932 Orion Place:** This work has now been completed, and the invoice was approved for payment.
3. **3251 Ganymede Drive:** Milano Construction has not yet made the required repair; the Property Manager will follow up on this with the contractor and if they are not available to attend, an alternate contractor may be called out.
4. **3302 Ganymede Drive:** The Owners reported a problem with a piece of loose flashing. It was actually a gutter cover that had come off and the clips were bent; this has now been fixed.
5. **Roof Metal:** 3341 and 3343 GD reported a loose piece of metal on the roof, which had been reported to the roofers; the Property Manager will follow up.

Bylaw Infractions:

Council reviewed a recent letter that had been sent to an Owner regarding them double parking their vehicle. After discussion and, based on the evidence before them, Council has approved fining the Owner \$400.00; \$50.00 for each of the 8 double parking infractions.

Further correspondence was received regarding the ongoing double parking by this Owner; a bylaw infraction letter for the most recent dates will be sent.

CORRESPONDENCE

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

- 3258 GD regarding the exterior baiters being installed; this item has been addressed under Business Arising, item #8. The Property Manager had previously communicated the information to the Owner.
- 8922 & 8924 GP regarding Terasen Gas access for meter reading, which have been resolved.

- 3365 GD advising that they felt the gardeners are doing a good job.
- 8950 OP requesting permission to install new windows, which was approved by Council.
- 8936 OP replied regarding a tree removal and Council's concerns over stairs that were installed. Council directed the Property Manager to advise the Owners that the stairs are unsafe and an alternate installation method will need to be found.
- 3280 GD regarding moisture in the unit; they will be advised that they should ensure they run their exhaust fans, etc., and clean the area with bleach.

There being no further business to discuss, the Meeting was terminated at 9:20 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, April 6th, 2010 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.**