

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

Held: Tuesday May 4th, 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
	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 7:05 PM.

COUNCIL RESIGNATION: Please note that Bill Smith has resigned from Council, effective immediately; however, Bill will continue to liaise with Council and assist with maintenance issues at the complex. Council thanks Bill for his ongoing contribution to the Strata Corporation.

MINUTES OF PREVIOUS MEETING

Council unanimously approved the Minutes of the Council Meeting held April 6th, 2010.

GUEST BUSINESS

3237 Ganymede Drive: The Owner provided a letter regarding the landscape contractor and work that has been missed at the complex. The Owner also noted that some of the garbage enclosures are in disrepair; the Property Manager will obtain more quotes in order that a Council decision can be made.

FINANCIAL REPORTS

1. **Monthly Reports:** Council unanimously approved the Financial Report for March 2010 as prepared by Bayside.
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.

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

BUSINESS ARISING FROM THE MINUTES

1. **Roof/Unit Inspections:** A summary of the report has been provided to Council; this will be reviewed and discussed in more detail at the next Council Meeting.
2. **Landscaping:** There have been some further complaints regarding the work the landscape contractor is performing. The Council President will be arranging a meeting with the company to discuss the concerns and items that are being brought forward.
3. **Tree Removals/Trimming:** The Property Manager, arborist, and two Owners will be meeting on Monday May 10th to review the trees that have been requested to be removed and other required work. Stump grinding will be completed once the tree removals are complete.
4. **Gutters:** Further discussion took place regarding the gutter repairs. The Property Manager will follow up and arrange for the repairs, as well as obtain a quote for full gutter and roof cleaning.
5. **Storm Drain Cleaning:** TRI-M has confirmed their price and, as it is lower than the one offered by Ashton, Council directed the Property Manager to make the arrangements to have the work completed.
6. **Lighting Issues:** Repairs will be made at 8919 OP and 3255 GD. Westar recommended changing the light fixtures to high pressure sodium, which Council approved.
7. **Electrical Grounding:** A report on the status of this issue has been provided by MDE Electrical. This report will be reviewed by the Owner who has been assisting; further discussion will take place at the next Council Meeting.
8. **Parking & Towing:** Bylaw complaint letters will continue to be sent to Owners that are in violation of Parking Bylaws. Letters will also be sent to two Owners regarding storage insurance for their vehicles. An Owner advised that they had been given permission to park in a neighbour's stall; the Property Manager will ask the neighbour for written confirmation that they have allowed this.

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).

9. **Stairs to Eastlake:** Dunn's advised that the quote they previously provided was for only one set of stairs. The Property Manager was advised to direct Westar to have the two sets of stairs filled with limestone as per their quote.

10. **Soil:** After feedback from some residents, Council has reconsidered the purchase of soil but will only buy 15 yards, half of what has previously been purchased. The soil will be put in two areas; Owners will be notified of the date for delivery.
11. **Daycare/Preschool Issues:**
 - **Lease:** They have been mailed and are awaiting signature.
 - **Leak:** The daycare reported a wet floor in the storage area; Westar was requested to attend to determine the source.

Children Playing: Those Owners with children who are playing outside are reminded to ensure that they advise their children to play safe, watch for cars and if something goes into a neighbour's yard, please be careful not to step on any plants and/or flowers. All children at the complex are reminded to play safely and be respectful of their neighbours' cars and belongings.

NEW BUSINESS

1. **Pets:** Council would like to remind Owners to control their pets and clean up after them appropriately, as there are children playing throughout the complex. The two fenced playgrounds are for children only and not dogs. Please keep all dogs out of the fenced playgrounds.
2. **Replacement Door:** Council reviewed a quote from Westar for a steel door for the paint storage area. Due to the cost, Council has directed the Property Manager to request alternative options.
3. **Fencing Quotes:** Tabled.
4. **Property Line:** Council has concerns over people extending their gardens from the Hydro easement behind 8940 OP to 8948 GP onto the common property of the Strata. The property line runs from telephone pole to telephone pole, but to help ensure that this does not continue, fencing options are being investigated to resolve the issue.
5. **Insurance Appraisal and Renewal:** The annual insurance appraisal and renewal information was reviewed. The insurance premium for the year is \$45,431.00, which falls within the budgeted amount of \$50,000.00. A copy of the Summary of Coverages is enclosed for Owners' records.
6. **Large Items Disposal:** Due to the extensive amount of items being left behind, a clean up will be arranged with a contractor as the City only takes what they can when called.

UNIT ISSUES

1. **3202 – 3212 Ganymede Drive:** Work is being completed by Ashton.

2. 3251 Ganymede Drive: Information relating to the original roof work was provided by the contractor; the Property Manager will inform the Owners of the situation.
3. Steps: An Owner responded in regard to the steps they had constructed. The Property Manager has been directed to obtain advice from Westar on how they can be made more secure, and also remind the unit Owner that they need to request approval prior to this work being undertaken.
4. 3332 Ganymede Drive Water Leak: A repair was required due to a water leak; Ashton has attended to this matter. The Property Manager was directed to follow up with Milani Plumbing, which originally attended to the unit, and advise that the repair was not complete and that a further service call was required.
5. 3246 Ganymede Drive Water Leak: Ashton finished their portion of the work, but there are asphalt repairs still required in the area. It was determined that more extensive work was required with the asphalt so two quotes were obtained. After review, Council approved the quote from Tarmac Paving for \$3,500.00; work will begin as soon as possible as the area is open.

CORRESPONDENCE

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

- 8932 GP regarding a concern; the Property Manager was directed to respond.
- 8905 OP requesting some clarification on parking; the Property Manager was directed to respond.
- 8906 GP requesting permission to install a bathroom in the basement, which was approved, subject to the Owner obtaining proper permits.
- 8938 OP requesting permission to install a standing roof in their backyard; the Property Manager was directed to request more information before it can be further considered.
- 3332 GD regarding a payment to Milani Plumbing to repair the leak in their unit; this is being addressed with the Property Manager.
- 8950 GP regarding a piece of loose siding at another unit, the property line, and a fence; repairs will be given to Westar and the other matters will be followed up on.
- 3371 GD regarding concerns over the gardeners and clean up after the storm, as well as reconsideration of the soil, which has been addressed.
- 3264 GD requesting that the Council reconsider their soil decision, which has been addressed.
- 3247 GD requesting permission to install a kitchen vent, which was approved.

There being no further business to discuss, the meeting was terminated at 8:50 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 June 1st, 2010 at 6:30 PM at the Village Daycare.



Sandra Sidema

Property Manager

BAYSIDE PROPERTY SERVICES LTD.

Sperling Plaza, Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct: 604.629.8760

Office: 604.432.7774 (24 hours - after office hours, emergencies only please)

Fax: 604.430.2698

Email: sidema@baysideproperty.com

*attention Fernanda
FROM: Peter Barnsdale*

**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.



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com

Summary Of Coverages

NAMED INSURED: The Owners of Strata Plan NW 58 Simon Fraser Village
LOCATION: 3202-3377 Ganymede Drive, 8902-8950 Ganymede Place & 8901-8962 Orion Place,
Burnaby BC V3J 1A2
POLICY TERM: June 1st, 2010 to June 1st, 2011
SUMMARY FOR: Bayside Property Services Ltd.

\$24,166,700 **All Property - "All Risks"** including Guaranteed Replacement Cost and Blanket Bylaws. Subject to a \$2,500 Deductible except for \$5,000 Water Damage Deductible, \$5,000 Sewer Backup Deductible, \$10,000 Flood Deductible and 10% Earthquake Deductible

REPLACEMENT Blanket Exterior Glass - subject to a \$100 Deductible for Residential or \$250 Deductible for Commercial Units. ****Provided by Kristo's Glass Company Ltd. (604-251-5931)****

\$5,000,000 **Commercial General Liability** - including Broad Form "occurrence" Property Damage, Medical Payments \$2,500/\$25,000, Cross Liability Clause, Personal Injury (nil participation), Non-Owned Automobile Liability, Contingent Employer's Liability, Contractual Liability, Employees as additional named insureds including any Property Management firms while acting on behalf of the Corporation, subject to a \$500 Deductible per occurrence. **\$10,000,000 General Aggregate Limit.**

\$2,000,000 **Directors & Officers Liability - (Errors & Omissions), TO INCLUDE PROPERTY MANAGERS AS ADDITIONAL NAMED INSUREDS.**

\$10,000 **Condominium Discrimination Defense Costs** - Covers legal defense costs for non compensatory damages from an unsuccessful action or complaint. \$25,000 aggregate.

\$1,000,000 **Pollution and Remediation Legal Liability** - subject to a \$10,000 Retention.

\$100,000 **Volunteer Accident Insurance Plan** - Accidental Death and Disability for owners who perform work on a volunteer basis. Subject to a 7 day Waiting Period, Maximum 52 Weeks.

Comprehensive Dishonesty, Disappearance and Destruction

\$10,000 **Employee Dishonesty - Form A**

\$5,000 **Loss Inside/Outside the Premises, Money Orders/Counterfeit Paper Currency/Depositors Forgery.**

\$24,166,700 **Equipment Breakdown** - insuring all Fired & Unfired Pressure Vessels & Refrigeration Systems, Electrical & Mechanical Equipment, Repair or Replacement. Subject to \$1,000 Deductible and a 24 hour waiting period for Business Interruption (if applicable). **INCLUDES:** Hot Water Supply & Storage Tanks, Pool Boiler and Filter Tanks, all Electrical Motors, Fans, Tanks, Pumps, Compressors, Switchgear, Switchboard, A/C Units, Intercom, Phone and Security Systems.

This is a generalized resume of coverages for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

Date: May 1st, 2010

E/OE/ME