

**IMPORTANT INFORMATION** Please have this translated

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**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

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**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** TUESDAY, DECEMBER 15, 2009  
**LOCATION:** LOBBY LOUNGE, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:30 P.M.

Council in Attendance:

Erna Krische	#2201
Gene Chiang	#802
Yuefei (Eric) Xu	#801
Weigang Mao	#1604
Dmitry Itskovich	#1003
Selina Collins	#408
Mark Seong	#1205

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

(1) **CALL TO ORDER**

The meeting was called to order at 7:30 p.m. by Strata Council President, Erna Krische.

(2) **PREVIOUS MINUTES**

It was,

**MOVED AND SECONDED (Chiang/Xu)**

To approve the Minutes of the Meeting held October 22, 2009.

**CARRIED UNANIMOUSLY**

(3) **CARETAKER'S REPORT**

Strata Council reviewed the caretaker's reports and noted that the elevator needs attention. West Coast Elevator Services Ltd. advised to leave the elevator in the fault position until they could attend, as this would assist them with diagnosing the problem.

Strata Council accepted the caretaker's report.

(4) **UNFINISHED BUSINESS**

a) **Deficiencies – RDH Update**

RDH Building Engineering Ltd. advised they were 25-30% complete on the construction details. RDH is currently reviewing options and will be meeting with Strata Council on Tuesday, January 26, 2009 to discuss their approach.

b) **Elevator Insurance Claim**

Due to an on-going lack of interest or attention from the insurance adjuster assigned by the insurer, Linda MacSeafraidh from Stratawest Management Ltd. has been providing the documentation and dealing with the insurance company directly. As previously noted, the denial of coverage has been reversed. Zurich Insurance requested that Vertech Elevator Services Inc., an engineering and consulting firm that provided a more

thorough opinion on the cause of the failure of the freight elevator at Villa Jardin, be requested to provide recommendations to the insurer on the appropriate amount of payment to be made for the overtime work incurred by the elevator service company, and also to review the quote for installing a new motor. The insurer indicated that their responsibility under the policy was to replace that which was originally installed. Should the Strata Corporation wish to install an upgraded model or a different model, any difference in cost would be the Strata Corporation's responsibility. Every effort will be made to see this insurance claim through to its conclusion as quickly as possible.

c) **Legal Opinion**

The legal opinion authorized by the owners at the Special General Meeting held September 17, 2009 is not yet complete. The Strata Council requested that it be made available for the next meeting, if possible.

(5) **FINANCIAL REPORT**

a) **Financial Statements 2008/2009**

Council Treasurer, Eric Xu reviewed the financial statements for September 30, 2009 and October 31, 2009. Mr. Xu asked for details on the legal accounts, which will be provided. Subject to receiving these details, it was

**MOVED AND SECONDED (Xu/Mao)**

To approve the Financial Statements up to and including October 31, 2009.

**CARRIED UNANIMOUSLY**

(6) **CORRESPONDENCE**

Correspondence was issued to a unit owner regarding a water leak. A plumber attended the unit, determined that the issue was an in-suite plumbing problem, therefore correspondence was issued to the owner advising of these findings and their responsibility to repair the damage to the unit below.

Another small leak was monitored, however the matter appears not to have been a leak but simple condensation.

(7) **NEW BUSINESS**

a) **Backflow Preventers**

The backflow preventers at Villa Jardin require annual testing, one failed and was required to be repaired immediately.

b) **Hot Water Tank**

One of the original hot water tanks failed. A quote was received from Latham's and from an alternative company. Strata Council decided to proceed with Latham's, and also to purchase the extended warranty on the hot water tank. The cost of the new hot water tank including installation is approximately \$8,000.00. The additional warranty is approximately \$615.00 plus GST to bring the warranty to a full five years.

c) **Bylaw Amendment**

Management prepared the appropriate forms for execution to register the Bylaw amendment passed at the Annual General Meeting in November 2009.

d) **Strata Corporation's Suite**

The tenant has given notice. Correspondence was received from a person expressing an interest in renting the Strata Corporation's suite at a reduced rent for a period of nine (9) months, after which time, market rent would be paid. Strata Council considered the matter and decided not to proceed with this offer. Crosby Property Management Rental Division will again be obtaining a tenant for this unit. Both previous tenants gave notice due to economic issues. The rent is paid until the end of January 2010. A new tenant will be placed as soon as possible.

e) **Energy-efficient Light Bulbs**

Owners, residents, and occupants are advised that a meeting will be held in the lounge to hand out samples of energy-efficient light bulbs. An owner and a council member work for BC Hydro and will provide the samples to the owners.

f) **Election**

At this point, the Strata Council elected the following positions:

Erna Krische	#2201	PRESIDENT/PARKING/FORMAL GARDEN
Gene Chiang	#802	VICE PRESIDENT/SECURITY
Yuefei (Eric) Xu	#801	TREASURER/SECURITY
Weigang Mao	#1604	MAINTENANCE
Dmitry Itskovich	#1003	MAINTENANCE
Selina Collins	#408	MEMBER AT LARGE
Mark Seong	#1205	MEMBER AT LARGE

(8) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:45 p.m. The next meeting will be held January 26, 2010 at 7:00 p.m. within the Library. RDH Building Engineering will attend this meeting.



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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, OCTOBER 22, 2009  
**LOCATION:** LIBRARY, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

<b>Council in Attendance:</b>	Erna Krische	#2201	PRESIDENT
	Eric Xu	#801	TREASURER
	Gene Chiang	#802	
	Weigang Mao	#1604	

**Regrets:** Eugene Kim #404

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

Strata Council regrets to advise that Jodi Richards has sold her unit. Strata Council expressed appreciation for the dedication and hard work Jodi contributed to Villa Jardin and City in the Park and wishes her well.

**(1) CALL TO ORDER**

The meeting was called to order at 7:10 p.m. by Strata Council President, Erna Krische.

**(2) PREVIOUS MINUTES**

It was,

**MOVED AND SECONDED (Xu/Chiang)**

To approve the Minutes of the Meeting held Thursday, July 23, 2009.

**CARRIED UNANIMOUSLY**

**(3) CARETAKER'S REPORT**

Strata Council reviewed the reports submitted by the caretaker and noted that disposal of large items in the garbage room continues to be a problem. Two moves without proper notice were discussed. Warning letters will be issued.

*Owners, residents, and occupants are advised that they must book the elevator with the resident manager when moving in or out.*

**(4) UNFINISHED BUSINESS**

**a) Elevator – Insurance Claim/Elevator Contract**

Vertech Elevator Services Inc. provided a report regarding the cause of the elevator failure in 2008, and recommendations for possible courses of action for the Strata Council to take regarding the elevators. Strata Council did not have an opportunity to review the report as it was received at the meeting, so discussion was deferred to the next meeting. In the meantime, the report has been submitted to the insurers for their consideration for coverage under any insurance policies.

b) **Visitor Parking Gate**

The Strata Corporation purchased a new operator for the visitor parking gate, approximately ten months ago. The operator has been problematic, particularly the braking systems. Valley All-Door Distributing Ltd. has attended and provided many man-hours to repair the gate operators. This work has been carried out under warranty and has not been billed. However, Council was concerned about the inconvenience to the residents. Previously, Strata Council insisted that an entire new operator be installed. Valley All-Door Distributing Ltd. provided the Strata Council with a choice of replacing the operator with the same model that was purchased ten months ago, or upgrading to a heavier duty model at a discounted cost of \$1,275.00 plus GST.

It was,

**MOVED AND SECONDED (Krische/Chiang)**

To purchase the upgraded operator at the discounted price offered by Valley All-Door Distributing Ltd., subject to confirming that a one-year warranty will be in place.

**CARRIED UNANIMOUSLY**

Although this information was not available at the meeting, it was subsequently determined that a one year warranty is in place and the new operator was ordered.

(5) **FINANCIAL REPORT**

a) **Financial Statements**

After questions were asked and answered, it was

**MOVED AND SECONDED (Xu/Mao)**

To approve the Financial Statements up to and including August 31, 2009.

**CARRIED UNANIMOUSLY**

b) **T2 and Non Profit Organization (NPO) Tax Returns**

Delayed preparation and delivery of NPO and T2 forms by the current auditing firm, together with an error made in the delivery of the forms to the Strata Council resulted in a fine being imposed for late filing. Management issued correspondence to Revenue Canada requesting reversal of fine. In the meantime, Strata Council directed that the fine be paid. The Strata Council is considering quotes from other auditors who may be able to complete the work in a more timely manner. If Revenue Canada refuses to reverse the fine, Management offered to cover the cost of the \$500.00 fine.

c) **Mortgage Renewals**

The first and second mortgages on the caretaker's suite were renewed. Both were renewed at an annual rate of 3.84% interest.

(6) **CORRESPONDENCE**

Emailed correspondence was received from a potential purchaser requesting permission to install hard surface flooring. Owners are advised to inform their realtors that only the current owner can request alterations to that particular unit. Furthermore, owners are advised to advise their realtors that open houses are not permitted at Villa Jardin. Please be reminded of Bylaw 37.1 which reads:

*"The showing of property for sale is to be by appointment only. There are to be no open houses." Owners are also advised that their real estate agents are expected to know the Strata Corporation Bylaws*

Other correspondence received and issued on behalf of the Strata Corporation was reviewed.

(7) **COMMITTEE REPORTS**

a) **Gardening Committee**

Gardening Committee liaison Erna Krische advised that she removed some dead plants from the urns, and that plans are being considered for winter flowers.

b) **Security Committee**

There were no security issues to report.

c) **Parking Committee**

Parking Committee Chair, Erna Krische advised that one vehicle was required to be towed. Owners are reminded they are not permitted to park in visitor parking.

(8) **NEW BUSINESS**

a) **Legal Opinion**

Further to the Special General Meeting held September 17, 2009, Hammerberg Altman Beaton & Maglio forwarded documents to be executed by the Strata Council allowing access to the records regarding development from the City of Burnaby.

b) **Strata Corporation Budget**

Management prepared a budget for review by the Strata Council. The Council reviewed the budget line by line and approved a final form to be forwarded to The Owners at the upcoming general meeting. Bylaw changes will also be considered and included in the Annual General Meeting notice.

c) **Dryer Duct Booster Fans**

Owners are advised that the booster fans are located within the units and are not common property, therefore are the owner's responsibility to repair, maintain, and replace.

d) **Latham's Recommendation**

Recommendations from the mechanical contractor were discussed and some of the work was ordered.

e) **Rentals**

Owners are reminded that the rental limit has been reached at Villa Jardin. The legislation states that family is defined as parents and children of an owner or parents and children of an owner's spouse. Siblings and cousins do not constitute an exemption from the rental bylaw.

(9) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:50 p.m. The next meeting will be the Annual General Meeting and will be held Thursday, November 19, 2009.



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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, JULY 23, 2009  
**LOCATION:** LIBRARY, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

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<b>Council in Attendance:</b>	Erna Krische	#2201	PRESIDENT
	Gene Chiang	#802	
	Jodi Richards	#905	VICE PRESIDENT
	Weigang Mao	#1604	

<b>Regrets:</b>	Eric Xu	#801	TREASURER
	Eugene Kim	#404	

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Strata Council President, Erna Krische.

**(2) PREVIOUS MINUTES**

It was,

**MOVED AND SECONDED (Richards/Chiang)**

To approve the Minutes of the Meeting held Thursday, June 25, 2009.

**CARRIED UNANIMOUSLY**

**(3) RDH BUILDING ENGINEERING REPORT**

A draft report was forwarded to the Strata Council the day before the meeting. Strata Council reviewed the report, and requested clarifications prior to the report being issued in final form. The Five Year National Home Warranty date is August 4, 2009. Given the long weekend, and the possibility of the date of August 4, 2009 commencing at 12:01 a.m., the report will be issued to National Home Warranty on or before the 31<sup>st</sup> of July 2009 to ensure delivery. Once the report is in final form, it will be available to owners.

(4) **CARETAKER'S REPORT**

Councilor Gene Chiang, in-charge of security, found a young man sleeping in the common area at approximately 3:30 a.m. early morning. Councilor Chiang confronted the young man, and suggested he identify the suite that had provided access and spend the remainder of the night within that unit. The information was not provided and Councilor Chiang escorted the young man from the building. A subsequent search of the fob access records revealed the unit number. Correspondence will be issued warning the unit owner and the tenant, and access to the amenity areas will be denied for one month.

Pet waste continues to be an issue, particularly within the elevators. A roll of paper towels and cleaning solution will be left at the concierge desk. Owners, residents, and occupants are requested to clean up after their pets.

(5) **UNFINISHED BUSINESS**

a) **Elevator – Insurance Claim/Elevator Contract**

As previously minuted, the elevator service company, given new information received about the elevators, indicated that major repairs and upgrades are not covered under the regular service agreement. The elevator service company, Westcoast Elevators Ltd., submitted a recommendation that the elevators be changed to standard operating elevators that would provide reliable and long term service.

Strata Corporation filed an insurance claim in an attempt to recover the loss occurred when a major bearing failed in the freight elevator. An elevator consultant was engaged, the cost of which will be covered under the Strata Corporation's insurance policy, to provide a report on the cause of the failure of the bearing to see if there is any coverage available to replace the motor. The report is expected within two weeks. Strata Council decided to wait for the results of the report before taking any further action.

b) **Visitor Parking Gate**

Valley All-Door Distributing Ltd., the contractor who replaced the operator of the visitor parking gate, agreed to install a new, upgraded brake on the gate in order to improve its function. Management will follow up to ensure the work has been done.

c) **Outstanding Special Levy Payments**

Collection letters were sent to a number of owners in arrears for two special levies approved at the Annual General Meeting held in November of 2008. As per the Strata Corporation Bylaws, a fine of \$100.00 will be assessed against each account where the special levy remains outstanding after the date noted on the correspondence issued. Many owners have submitted payment.

d) **Quote for Carpet Repairs**

Strata Council agreed to proceed on a trial basis with a company who submitted a quote to carry out carpet repairs. Two floors will be done so that the method can be tested.

(6) **FINANCIAL REPORT**

a) **Financial Statements**

Approval of the Financial Statements to May 31, 2009 was deferred. Confirmation of the amortization schedule and payment schedule of the first mortgage recently renewed has been requested, but not yet received. Management will continue to pursue the matter. Management is also negotiating renewal of the second mortgage held by Station Hill Park Development Ltd., requesting the same rate as the first mortgage.

(7) **CORRESPONDENCE**

Correspondence was received from a unit owner reporting a bylaw infraction. The matter is being addressed. Correspondence was issued regarding an illegal rental. The matter is being addressed.

Emailed correspondence was received requesting details of the RDH Building Engineering Report. A response will be issued that the report will be available when it is in final form.

(8) **COMMITTEE REPORTS**

a) **Parking Committee**

Parking Committee representative Erna Krische reported on actions taken during the past month.

b) **Gardening Committee**

Gardening Committee representative Erna Krische attended the formal gardening Meeting held in July 2009. The caretakers from Mayfair have volunteered to look after the pool maintenance. The initial rate of \$13.75 an hour for this work was raised to \$15.75 per hour. A list of duties was created. The drainage in the formal garden needs to be improved. A sum of approximately \$1,000.00 was allotted for this work.

The formal garden received \$500.00 for allowing the filming of a Kia commercial.

The contractor servicing the irrigation systems will be requested to attend to ensure maximum watering is attained in compliance with the City of Burnaby Bylaws.

The drain near the parking ramp will be dug up and cleared.

(9) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:10 p.m. The next meeting will be announced.



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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, JUNE 25, 2009  
**LOCATION:** LIBRARY, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

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<b>Council in Attendance:</b>	Erna Krische	#2201	PRESIDENT
	Jodi Richards	#905	VICE PRESIDENT
	Eric Xu	#801	TREASURER
	Gene Chiang	#802	
	Weigang Mao	#1604	

**Regrets:** Eugene Kim #404

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

(1) **CALL TO ORDER**

The meeting was called to order at 7:10 p.m. by Strata Council President, Erna Krische.

(2) **PREVIOUS MINUTES**

It was,

**MOVED AND SECONDED (Chiang/Xu)**

To approve the Minutes of the Meetings held May 21, 2009.

**CARRIED UNANIMOUSLY**

(3) **CARETAKER'S REPORT**

Strata Council reviewed the report submitted by the Caretaker and requested quotes for dealing with the carpeting on certain levels. Strata Council also reminds Owners of Bylaw 5.7 which states: "No pet shall be permitted to urinate or defecate on the common property, or on any balcony or any patio (not including the yard). If any pet defecates on the common property, a balcony or patio, the pet owner shall immediately and completely remove all of his pets wastes from the common property, balcony or patio and dispose of it in a waste container or by some other sanitary means." Owners, residents and occupants are encouraged to advise the caretaker of the date and time they view evidence of animal waste on the common property. This will allow an investigation into who was using the elevator at the time. Strata Council accepted the report.

(4) **UNFINISHED BUSINESS**

a) **RDH Building Engineering Report**

Marcus Dell of RDH Building Engineering advised that the magnitude of costs and scope of work was expected to be completed mid to late July 2009.

b) **Elevators – Insurance Claim**

Management forwarded all the documentation available to the insurance adjuster regarding the elevator bearing failure. Vertech Consulting was approved by the adjuster to provide a report on the reasons why the bearing failed. Despite phone calls and emails, Vertech Consulting has not progressed in providing a report. Pressure will be applied to the insurance adjuster to request that the report be produced in a timely manner.

c) **Common Area Painting**

The lobby was recently painted, however, the wood paneling was not included in the scope of work. A quote was received for completing the oil based paint wood work was approximately \$1,600.00. Strata Council decided to defer the painting at this time

d) **Strata Corporation Mortgage**

Authorization was received to allow the Strata Corporation to renew the mortgage on the Strata Corporation suite. It was

**MOVED AND SECONDED**

To renew the mortgage at a rate of 3.84% for a four year term and to arrange weekly payments if possible.

**CARRIED UNANIMOUSLY**

e) **Visitor Parking Gate**

Strata Council previously directed that due to ongoing problems with the new operator, that the motor and assembly be replaced under warranty. The contractor, Valley All Door, has been replacing parts under warranty. Valley All Door advised that the problem has been with the brakes and that the manufacturer of the Maranaras operator had provided an upgraded brake system under warranty. If the entire operator was changed, the lower quality brakes would be installed. Strata Council considered the matter and allowed Valley All Door to install the upgraded braking system instead of replacing the entire operating unit.

f) **Outstanding Special Levy Payments**

Demand letters were sent to Owners in arrears for the Special Levy approved at the last Annual General Meeting advising that a lien would be placed on their Strata Lots if payment was not received within two weeks of the date of the letter. Pursuant to Bylaws 2.5 and 2.6 which state:

2.5 "A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy."

2.6 "Failure to pay a special levy on the due date will result in a fine of \$100.00 for each contravention of bylaw 2.5."

It was then,

**MOVED AND SECONDED (Richards/Chiang)**

To impose a fine of \$100.00 per Special Levy outstanding against any Strata Lots where payment remained outstanding after the due date specified in the demand letters previously issued.

**CARRIED  
4 IN FAVOUR  
1 OPPOSED**

**(5) FINANCIAL REPORT**

**a) Financial Statements**

Strata Council Treasurer Eric Xu reviewed the financial statements for April 30, 2009. After questions were asked and answered it was,

**MOVED AND SECONDED (Xu/Richards)**

To approve the Financial Statements to April 30, 2009.

**CARRIED UNANIMOUSLY**

Treasurer Eric Xu discussed the Financial Statements to May 31, 2009. After questions were asked and answered it was,

**MOVED AND SECONDED (Xu/Mao)**

To approve the Financial Statements to May 31, 2009.

**CARRIED UNANIMOUSLY**

**(6) CORRESPONDENCE**

Owners are advised that anonymous correspondence will not be acknowledged.

**(7) NEW BUSINESS**

**a) Audited Financial Statements**

The final audited Financial Statements for the year ending September 2008 are available to the Owners by borrowing a copy from the caretaker and copying at your own expense or from Stratawest Management Ltd. at a cost of \$0.25 per page.

**(8) ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:25 p.m. The next meeting will be July 23, 2009.



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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, MAY 21, 2009  
**LOCATION:** LIBRARY, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

<b>Council in Attendance:</b>	Erna Krische	#2201	PRESIDENT
	Jodi Richards	#905	VICE PRESIDENT
	Eric Xu	#801	TREASURER
	Gene Chiang	#802	
	Weigang Mao	#1604	
	Eugene Kim	#404	

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.  
Marcus Dell, RDH Building Engineering Ltd.  
James Bourget, RDH Building Engineering Ltd.

**(1) CALL TO ORDER**

The meeting was called to order at 7:10 p.m. by Strata Council President, Erna Krische. Strata Council President Erna Krische advised that Antina Lin resigned from Council due to other commitments. Strata Council thanked Antina for her contribution to the Strata Council over the past two years.

**(2) GUEST BUSINESS – RDH BUILDING ENGINEERING LTD.**

Marcus Dell and James Bourget attended from RDH Building Engineering to provide Strata Council with an update on the ongoing investigation into the building systems at Villa Jardin. RDH Building Engineering provided slides of their findings, and that they had engaged a structural engineer, Ed Thiessen, of RDH Building Engineering, to attend and review the balconies for structural concerns. Ed Thiessen provided an opinion that the cracks in the balconies do not pose a structural risk at this time. RDH Building Engineering provided a solution to dealing with the balcony cracks that involves additional waterproofing at the outward edges of the balconies and decks. RDH Building Engineering further reported that waterproof membrane in exposed areas, including the roof and some deck areas, were failing prematurely. RDH Building Engineering advised that a supplier was interested in trying a new product designed to stop parkade leaks. The company agreed to demonstrate their product at no cost so that RDH Building Engineering could view the results. RDH Building Engineering offered this free Service to the Strata Council, who agreed to have the work carried out at no cost. RDH Building Engineering assured the Strata Council that the product was similar to accepted products currently in use, and did not deviate from standard practice. RDH Building Engineering advised they would provide the written report on their findings, together with their

recommendations within 6 – 7 weeks. Strata Council will arrange to have an information meeting for the owners once the report is received.

(3) **PREVIOUS MINUTES**

It was,

**MOVED AND SECONDED (Richards/Xu)**

To approve the Minutes of the Meetings held March 26, 2009, and April 23, 2009.

**CARRIED UNANIMOUSLY**

(4) **CARETAKER'S REPORT**

Strata Council reviewed the report submitted by the Caretaker for April 2009. Strata Council accepted the report.

(5) **UNFINISHED BUSINESS**

a) **Fire Safety Inspection**

The outstanding suites have been tested and the inspection is complete.

b) **Elevators – Insurance Claim**

The insurance claim filed subsequent to the failure of a bearing in the freight elevator late in 2008 has been re-opened, and a new adjuster assigned. Strata Council directed that an elevator consultant be engaged on behalf of the Strata Corporation. Michael Chadney of Vertech Elevator Services Inc. was engaged by the Strata Corporation to provide an opinion as to the cause of the failure of the bearing and to provide professional advice on how to proceed to ensure long term functioning of the elevator motor. A meeting took place with the insurance adjuster, Mr. Chadney from Vertech Elevator Services Inc., the owner of Westcoast Elevators Ltd., Strata Council Members Gene Chiang and Erna Krische, and Linda MacSeafraidh of Stratawest Management Ltd. A sound bearing was provided to the insurance adjuster, as well as the collapsed bearing. Further information will be gathered and provided to the insurance adjuster. Vertech Elevator Services Inc. will be forwarding a report in due course. Coverage is not clear in this matter, however every effort will continue to be made to have the Strata Corporation insurers cover the elevator failure.

c) **Recessed Sprinkler Heads**

Sprinkler heads in the main lobby have been recessed, and the drywall has been repaired. The area has been painted however there was a concern raised about matching of the colour. This will be investigated.

d) **Plants for Urns**

Although the quote was not available at the meeting, Management will forward the quote to the Strata Council for perennials in the urns as soon as possible. A decision will be made by email.

e) **Common Area Painting**

The upgrade to the common areas has been carried out. A misunderstanding on the quote excluded the wood walls, which required oil based paint. An additional quote will be requested for painting the wood walls. It is not expected that this additional work will be costly.

f) **Illegal Rentals and Rental Bylaws**

The owner who has rented his unit in contravention of the Strata Corporation Bylaws was offered an opportunity for a hearing with the Strata Council. The owner did not respond. Fines of \$200.00 per week continue to be applied against the owner's account. Strata Council discussed the rental bylaw at Villa Jardin and will meet in June to discuss possible bylaw changes for the upcoming Annual General Meeting.

g) **Quote for Fobs on Common Area Rooms**

Blue Mountain Technologies provided a budget figure of approximately \$1,500.00 per door to install card readers on the amenities rooms. Strata Council deferred discussion on this matter.

h) **Visitor's Gate**

The new operator has been problematic. There was a concern that the operator was not adequate for the use at Villa Jardin. However, Valley All Door has advised that the operator is adequate for the amount of openings and closings at Villa Jardin. The manufacturer of the operating unit has been supplying parts for the unit under warranty. Valley All Door advised that they would install a new motherboard, but if this did not address the problem, they would install a new unit and pursue their own recourse against the manufacturer.

(6) **FINANCIAL REPORT**

a) **Financial Statements**

Strata Council Treasurer Eric Xu reviewed the financial statements for February 28, 2009. After questions were asked and answered it was,

**MOVED AND SECONDED (Xu/Richards)**

To approve the Financial Statements to February 28, 2009.

**CARRIED UNANIMOUSLY**

Eric Xu discussed the Financial Statements to March 31, 2009. After questions were asked and answered it was,

**MOVED AND SECONDED (Xu/Mao)**

To approve the Financial Statements to March 31, 2009.

**CARRIED UNANIMOUSLY**

b) **Strata Corporation Mortgage**

Despite hopes that the developer would respond to correspondence and other communications regarding the Strata Corporation mortgage, the matter remains outstanding. If there are no other options, Management will attend the offices of Station Hill Park Development Ltd.

c) **Outstanding Special Levy**

It was noted that a number of owners remain outstanding on payment of the special levies raised at the last general meeting to cover the costs of the RDH Building Engineering investigation and the installation of security cameras. Owners, residents, and occupants must forward payment for these special levies in a timely manner. It costs the Strata Corporation funds to send out reminder letters on a monthly basis. Please pay your levies. Failure to comply may result in formal demand letters being issued, and subsequently liens being filed against your units.

(7) **CORRESPONDENCE**

Email correspondence was received from a unit owner regarding various issues, including availability of the Strata Corporation Bylaws. Owners are advised that copies of the updated Strata Corporation Bylaws are available from the caretaker. Owners can borrow the updated copy and make their own copies as they wish. A PDF version of the Strata Corporation Bylaws is available through the caretaker. Please email [BCS907@shaw.ca](mailto:BCS907@shaw.ca).

(8) **COMMITTEE REPORTS**

a) **Building Committee**

The Building Committee discussed the carpets that have not yet been repaired, the matter will be deferred to the next meeting.

(9) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:15 p.m. The next meeting will be June 25, 2009.

**IMPORTANT INFORMATION** Please have this translated

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## **STRATA COUNCIL MEETING REPORT STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, APRIL 23, 2009  
**LOCATION:** LIBRARY, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

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<b>Council in Attendance:</b>	Erna Krische	#2201	PRESIDENT
	Jodi Richards	#905	VICE PRESIDENT
	Eric Xu	#801	TREASURER

<b>Regrets:</b>	Gene Chiang	#802
	Weigang Mao	#1604
	Eugene Kim	#404
	Antina Lin	#207

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

**(1) CALL TO ORDER**

The meeting was called to order at 7:10 p.m. by Strata Council President, Erna Krische.

**(2) PREVIOUS MINUTES**

Approval of the previous minutes was deferred to the next meeting.

**(3) CARETAKER'S REPORT**

Strata Council reviewed the report submitted by the Caretaker and accepted same.

**(4) UNFINISHED BUSINESS**

**a) Exterior Deficiencies – Warranty Committee**

RDH Building Engineering Ltd. attended and carried out testing on some of the suites that were noted as being problematic in the RDH Building Engineering building condition assessment report. RDH is preparing specifications on how to complete repairs.

Strata Council agreed to carry out caulking around a unit that had reported water ingress for some time. This work was not able to be carried out last year, as the weather turned quickly and was not dry enough to apply caulking.

The contractor engaged to mitigate this ingress acknowledged that although every effort would be made to locate the area where the water was coming in, the work may not address the issue permanently. As RDH Building Engineering is currently carrying out additional investigation in this area, the work ordered last year has been cancelled.

b) **Fire Safety Inspection**

One particular unit has consistently denied access to the unit for the annual fire safety testing. As previously minuted, the Strata Corporation will have no option but to enter by way of a locksmith should the unit owner not provide access. This is scheduled for May 5, 2009.

c) **Elevators – Insurance Claim**

Management contacted John Gunn Elevators, the engineers who provided a report for the insurance company, and advised that the indicators alleged in the report did not exist when the elevator failed. Management will follow-up with the insurer, as the report appears to have been written for the benefit of the insurance company.

d) **Recessed Sprinkler Head**

Strata Council received a quote for recessing the sprinkler heads in the main lobby and approved that the sprinkler head located in the doorway leading to the elevator be recessed.

e) **Plants for the Urns**

Selection of plants for the urns will be deferred until the next meeting.

f) **Common Area Painting**

Painting in various sections of the common areas has been approved. The painter is on holidays and will address this as soon as possible upon his return.

g) **Illegal Rental – Bylaw Infraction**

Discussion on how to proceed with the illegal rental will be deferred to the next meeting.

h) **Quote for Fobs and Common Area Rooms**

This quote has been requested and hopefully will be forwarded shortly.

(5) **FINANCIAL REPORT**

a) **Financial Statements**

The Financial Statements to February 2009 were deferred to the next regularly scheduled Strata Council Meeting. Station Hill Park Development Ltd. did respond regarding the Strata Corporation mortgage. Management forwarded a draft letter allowing the Strata Corporation to deal with the renewal. Management will follow up on obtaining the proper documentation.

(6) **CORRESPONDENCE**

Correspondence was received from one unit owner regarding a leak and the matter is being addressed.

Correspondence was received from a unit owner requesting information on the ongoing engineering investigation. A response will be issued.

Correspondence was received regarding excess noise emanating from a unit. Correspondence will be issued.

(7) **COMMITTEE REPORTS**

a) **Gardening Committee**

Council President Erna Krische advised that the gardening committee was questioning the attention to the grass and if the aerating was completed. Management confirmed that the liming had been carried out and extra fertilizer would be used this year as the snow caused damage to the lawns.

b) **Building Committee**

John Yun agreed to touch up the paint in the elevators. Strata Council thanked Mr. Yun for his contribution.

c) **Garage Gate**

Strata Council requested that information on the gate motor that was installed be obtained to ensure it was the appropriate model for Villa Jardin, a building of one hundred and seventeen units. The visitor gate has been very problematic, and while the overtime visits are not being charged when it involves the new motor, it remains an inconvenience to the owners. Management was instructed to follow up on possible replacement of the new motor under warranty. The emergency procedures to open the gate when it is stuck shut are also to be investigated.

(8) **NEW BUSINESS**

Cleaning of the condensing unit will be deferred to the next meeting.

(8) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:40 p.m. The next meeting will be May 21, 2009.



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## **STRATA COUNCIL MEETING MINUTES STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, MARCH 26, 2009  
**LOCATION:** LIBRARY, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

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**Council in Attendance:** Erna Krische #2201 PRESIDENT  
Eric Xu #801 TREASURER  
Gene Chiang #802  
Weigang Mao #1604  
Eugene Kim #404

**Regrets:** Jodi Richards #905 VICE PRESIDENT  
Antina Lin #207

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

### **(1) CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by Strata Council President, Erna Krische.

### **(2) PREVIOUS MINUTES**

It was,

### **MOVED AND SECONDED (Krische/Chiang)**

To approve the Minutes of the Meeting held October 28, 2008 as previously circulated.

**CARRIED UNANIMOUSLY**

### **(3) CARETAKER'S REPORT**

Strata Council reviewed the Caretaker's Report. Of particular note was the fact that the Strata Council President, Erna Krische found three men asleep in the lounge at 7 a.m. on the morning of March 13, 2009. The new security cameras assisted in identifying the suite that provided access. Correspondence will be issued to this suite denying permission to use the Strata Corporation common area amenity rooms for a period of three months.

Owners, residents, and occupants are advised that the suppliers of the garage remote control units have advised that the cost has increased to \$60.00 per unit.

An owner offered to work in building touching up the elevator molding and other little jobs. Council Member Gene Chiang also agreed to provide assistance in this area. The owners are thanked for their interest and volunteering to work at Villa Jardin. The caretaker's reports were accepted by the Strata Council.

(4) **UNFINISHED BUSINESS**

a) **Exterior Deficiencies – Warranty Committee**

Warranty Committee members suggested that their interest in the warranty was to ensure that RDH Building Engineering Ltd. completed the report on or before June 30, 2009. This is for two reasons. One, so that it is submitted prior to the five-year warranty for water ingress. Secondly, so that an idea of the work that is required to be done can be quantified.

b) **Fire Safety Inspection**

Two units remain outstanding for the fire safety inspections. Further correspondence will be issued to these units. Should they not comply, a locksmith will be engaged to provide access to the unit on May 5, 2009.

c) **Elevators – Insurance Claim**

At the previous meeting, Strata Council directed that management review the operating manual for the elevator to see if greasing a bearing located on the inside of the motor is considered maintenance. Management did carry out this review and greasing a bearing was not included on Richmond Elevators maintenance schedule. This was forwarded to the engineering firm that made a report to the Strata Corporation Insurer saying that this was a maintenance item. Management will follow up on the matter.

d) **Quote for Recessed Sprinkler Head**

This quote for recessing the sprinkler heads in the lobby to guard the sprinkler heads against possible damage during move-ins and move-outs remains outstanding. Although this information was not available at the meeting, Fire-Pro Fire Prevention has promised to attend to this quote Monday April 6, 2009.

e) **Camera Installation**

The installation of the cameras is complete. As noted above, the new cameras have already assisted with dealing with issues within the building.

f) **Power Flushing – 9<sup>th</sup> Floor**

A unit on the 9<sup>th</sup> floor reported gurgling sounds and back up into the kitchen sink. The unit owner attempted to auger the area directly, however, this did not address the problem. Latham's attended and provided a price to install a clean-out and power flush the areas. Management obtained a secondary quote at just over half the cost. The work was carried out, and the line is now clear. Owner, residents and occupants are advised they must not pour grease down the sinks. This causes the piping to block and will cause back-ups to units.

g) **Illegal Rental – Bylaw Infraction**

As previously minuted, a particular owner rented their unit without permission. The Strata Corporation rental limit has now been reached. Strata Council is very concerned about this illegal rental, and directed that further correspondence and action be taken. Correspondence will be issued, weekly fines are being applied.

h) **Door Handles**

Various repairs to door handles in the common areas have been carried out.

i) **Fitness Equipment**

Maintenance has been carried out on the fitness equipment and everything is in working order.

(5) **FINANCIAL REPORT**

a) **Financial Statements**

The Financial Statements to February 2009 were deferred to the next regularly scheduled Strata Council Meeting. Management is arranging to obtain authority to deal with the Strata Corporation Mortgage from the developer by email. It is hoped that a response will be received shortly. The 2008 audit was approved by Strata Council Treasurer Eric Xu. Copies are available through Stratawest Management Ltd.

(6) **CORRESPONDENCE**

Correspondence was received from one unit owner regarding installation of convex mirrors. A response will be issued.

Correspondence was received from a unit owner requesting permission to rent. As the rental pool is full, this has been denied.

Correspondence was received from a tenant regarding a pet. A response will be issued.

Correspondence was received requesting extended visitor parking usage. As the request was for several months, this will be denied and the owner will be directed to a private rental instead.

(7) **COMMITTEE REPORTS**

a) **Security Committee**

Quotes will be obtained for installing fobs on the common area amenity rooms. This will be put forward to the owners at the next general meeting.

b) **Maintenance**

Some owners have indicated that the cleanliness of the building is a concern. Strata Council considered that while the lobby tiles are clean, they do need polishing. Management obtained a quote previously for

polishing the lobby tiles, however the cost was quite high. Strata Council Member Eugene Kim offered to assist in locating a contractor who might be able to carry out this work.

c) **Gardening Committee Report**

The formal garden committee agreed that more accountability as to the costing of the formal garden area was required. The caretaker at Belgravia has been carrying out the work of clearing the pools and changing various filters. The caretaker indicated that he is no longer interested in carrying out this work, which amounts to approximately 75 hours annually. Belgravia suggested that one of the other caretakers might be interested in doing this work. There is a moderate wage available.

An owner offered to investigate the cost of evergreens in the planters and/or other perennials that would be suitable. Strata Council forwards their thanks to the owner for volunteering his time. Once the plants are identified, they will be priced.

d) **Bylaw Committee**

Some Bylaw changes are being considered including closing the amenity rooms from 1 – 6 a.m. Other suggestions are that residents only can use the exercise equipment, and that visitor parking be limited to two weeks.

e) **Common Area Painting Quote**

A quote in the approximate amount of \$2,200.00 was received for various touch-ups and painting throughout the common areas of the building. This quote was approved.

(8) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be April 23, 2009.

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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, FEBRUARY 26, 2009  
**LOCATION:** LIBRARY, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

**Council in Attendance:** Erna Krische #2201  
Weigang Mao #1604  
Eric Xu #801  
Gene Chiang #802  
Jodi Richards #905  
Antina Lin #207

**Regrets:** Eugene Kim #404

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

**(1) CALL TO ORDER**

The meeting was called to order by Strata Council President, Erna Krische at 7:10 p.m.

**(2) PREVIOUS MINUTES**

It was,

**MOVED AND SECONDED (Richards/Chiang)**

To approve the Minutes of the Meetings held December 4, 2008 and January 22, 2009 as circulated.

**CARRIED UNANIMOUSLY**

**(3) CARETAKER'S REPORT**

Strata Council reviewed report provided by the caretaker and accepted the report.

**(4) UNFINISHED BUSINESS**

**a) Exterior Deficiencies**

RDH Building Engineering Ltd. attended the building and accessed eight suites as part of their investigation into how to address the issues that were discovered in the Building Condition Assessment Report. The work is continuing. The Warranty Committee will meet shortly.

b) **Fire Safety Inspection**

Some suites that did not provide access during the first two attempts to have the in suite safety devices tested contacted FirePro Fire Protection Ltd. and arranged for the testing at their cost. Several other suites did not; one of these suites has not provided access for over three years. This places the entire building at risk. A final demand for entry will be made to this suite. If access is not provided, management will arrange a locksmith and enter the suite to have the in suite devices tested. This will be done at the unit owner's cost.

c) **Insurance Claim for Elevator Failure**

The insurance adjusters assigned to the claim commissioned a study from John Gunn Elevators, engineers in the field of elevator performance. The report denied the claim. Management was directed to investigate the maintenance manual for the elevator, and if possible, challenge the report.

d) **Quote for Convex Mirrors**

Strata Council considered a quote of \$560.00 (plus GST) for the installation of two additional convex mirrors in the parking garage. Strata Council discussed the matter, and decided against the installation due to the expenses incurred by the Strata Corporation this year. However, owners, residents and occupants who feel strongly about the installation of more convex mirrors are encouraged to submit their opinion on this matter to the Strata Corporation mailbox.

e) **Electrical Concerns – Roof Lights**

An investigation was made into the malfunctioning of the roof lights. The roof lights were controlled by a photocell, which did not have sufficient amperage to power the lights. A timer was installed and this should address the problem.

f) **Games Room Heat**

The heat failed in the games room. Attempts were made to discover the cause. After a thorough investigation by Latham's, an electrician was called to investigate the problem. It was eventually discovered by Latham's on a second visit that the breaker serving the games room had been mislabeled from original installation. The heater is now functioning properly.

g) **Security Cameras**

The owners approved the installation of additional security cameras, funded by way of special levy, at the Annual General Meeting held November 20, 2008. Although only approximately half the Special Levy funds have been collected, Strata Council directed that the cameras be installed.

(5) **FINANCIAL REPORT**

i) **Financial Statements**

Strata Council Treasurer Eric Xu reviewed the financial statements for November 30, 2008, December 31, 2008 and January 31, 2009. After questions were asked and answered, it was

**MOVED AND SECONDED (Xu/Chiang)**

To approve the Financial Statements up to and including January 31, 2009.

**CARRIED UNANIMOUSLY**

ii) **Audit 2008**

Strata Council Treasurer Eric Xu requested that the approval of the audit for 2008 be deferred to the next meeting.

iii) **Levelton Engineering Invoice**

Levelton Engineering submitted an invoice for work completed at the request of a previous Strata Council President over a year after the work was carried out. The invoice was for attending a meeting with Strata Corporation Lawyer, Stephen Hamilton of Hammerberg Altman Beaton and Maglio, a previous Strata Council President, and a previous Strata Council Member by way of telephone conference call. Additional hours were charged for responding to questions posed by the previous Strata Council. The amount of the invoice was \$1,540.88. Strata Council took a vote on payment of the invoice, the result of the vote was four (4) in favour one (1) opposed and one (1) abstained. The invoice will be submitted for payment.

iv) **On-Line Banking**

Management presented an option to the Strata Council to provide on-line banking to the owners of Villa Jardin. One bank charges a flat monthly rate of \$25.00 plus \$1.25 per bill payment and also a possible initial set up fee of \$125.00 to provide this service. The Strata Council considered the matter, and felt that pre-authorized payment was available to the owners. Furthermore, owners can issue cheques for special levies. This is less expensive to the Strata Corporation than providing on-line banking. The offer was refused.

(6) **CORRESPONDENCE**

Correspondence was received from a unit owner concerning recycling and fitness equipment. The matters will be addressed, and a response will be issued. The owner also requested a clean up of tiles and pieces of carpet stored in one of the locker rooms. The tiles belong to the Strata Corporation, as does the carpeting. Strata Council directed that the purchase of shelves be investigated as a way to store the products in a tidier manner.

Correspondence was received regarding concern about an animal. Correspondence will be issued to the unit owner.

Correspondence was issued to a unit owner whose in suite plumbing fixture failed, causing water egress to the unit below. Owners are advised that the Strata Corporation is not involved in water leaks caused by in suite fixtures to units below if the damage is below the Strata Corporation deductible amount of \$2,500.00. Management offered to assist in these matters, by issuing correspondence and contacting the other parties, however, the Strata Corporation will not fund the repairs and bill them back to the units. This decision results from a recent court case with Wawanesa Insurance, where the owner was found to be responsible under the *Strata Property Act*. Owners are encouraged to obtain in suite insurance coverage including liability, and coverage for the Strata Corporation deductible.

Correspondence was issued to a unit owner in contravention of the rental bylaws. The owner rented the suite without permission. The tenant moved in without booking the elevator. The Strata Corporation issued a fine of \$500.00 initially as per the bylaws of the Strata Corporation and a \$200.00 fine for not booking the elevator. Strata Council discussed the matter and decided to apply Bylaw 29, Continuing Contravention, which reads: "Except where specifically stated to be otherwise in these bylaws, if an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed once every 7 days." The unit will be fined \$200.00 weekly until the tenancy is terminated.

(7) **COMMITTEES**

a) **Warranty Committee**

As noted above the Warranty Committee will meet within a couple of weeks.

b) **Gardening Committee**

Gardening Committee representative Erna Krische advised that a Formal Gardening Meeting will be held on March 24, 2009. The Committee is looking for a host for the meeting. Council President Erna Krische advised that should no other building come forward, Villa Jardin would invite the other Gardening Committee Members to meet at the Villa Jardin. Erna further advised that flowers were put in the urns at the front, perhaps a bit early. The plants will have to be replaced in May. The gardening contractors provided service at the same cost as last year. Evergreens were proposed last year. Management will look up the quote for the evergreens before the next meeting.

c) **Parking Committee**

Parking Committee Member Erna Krische advised that one car parks outside on a regular basis and has been regularly warned. A tow truck was called however the car left just before the tow truck arrived. Strata Council discussed the installation of a sign in the visitor's parking area saying "Visitors Parking Only". This was deferred to the next meeting.

(8) **NEW BUSINESS**

a) **Plumbing Concerns in a Certain Unit**

A certain unit is experiencing gurgling under the sink. An attempt was made to auger the pipe twice, however, this was not successful. Latham's submitted a quote of over \$2,000.00 to repair the piping under the sink. Strata Council directed that a competitive opinion and quote be obtained.

b) **Wood Door Leading to Exercise Room**

It was noted that the handle on the wood door leading to the exercise room needs repair. This will be carried out.

(9) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:00 p.m. The next meeting will be Thursday March 26, 2009.



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**STRATA COUNCIL REPORT**  
**STRATA PLAN BCS 907 – VILLA JARDIN**

**DATE HELD:** THURSDAY, JANUARY 22, 2009  
**LOCATION:** LIBRARY, VILLA JARDIN,  
6833 STATION HILL DRIVE,  
BURNABY, BRITISH COLUMBIA  
**CALL TO ORDER:** 7:00 P.M.

**Council in Attendance:** Erna Krische #2201  
Weigang Mao #1604  
Eric Xu #801

**Regrets:** Gene Chiang #802  
Jodi Richards #905  
Antina Lin #207  
Eugene Kim #404

**Also in Attendance:** Linda MacSeafraidh, Stratawest Management Ltd.

(1) **CALL TO ORDER**

The meeting was called to order by Strata Council President, Erna Krische at 7:00 p.m.

(2) **PREVIOUS MINUTES**

The approval of the minutes of December 4, 2008 was deferred to the next meeting.

(3) **CARETAKER'S REPORT**

Strata Council read the caretaker's report and noted any items that required action.

(4) **UNFINISHED BUSINESS**

a) **Exterior Deficiencies**

RDH Building Engineering has indicated they will commence the work at Villa Jardin in the first two weeks of February, weather permitting. Strata Council's goal is to get repairs going this year. A strata council member noted that the five year warranty expires in the summer of 2009. Management will bring these dates to the attention of the Strata Corporation lawyer and engineer, and ask both to provide advise and direction in this matter.

b) **Fire Safety Inspection**

Thirteen (13) suites did not provide access. Management will take action to ensure that the fire safety systems are properly certified.

c) **Elevators**

An insurance claim was filed when the elevator was out of service. The damage to the elevator resulted from a sudden and unexpected loss. However, since the claim was filed, the elevator service company was able to get the elevator running. The insurance company hired John Gunn Consultants, elevator engineers, to provide an independent report in the matter. This is outstanding.

d) **Quote for Convex Mirrors**

A quote was received for additional convex mirrors in the parkade. This quote was in the amount of \$560.00 plus GST. A decision on the installation was deferred until the next meeting.

e) **Games Room**

The mechanical contractors were called to investigate the lack of heat in the games room and the ladies washroom. The breaker serving the heating unit in the games room is functioning and powered. The heating unit does not show any evidence of having any power. The break is between the breaker and the heating unit. As a result of the recent snowstorms and bad weather, the trades have been prioritizing; the work in repairing the heat to the games room will be carried out as soon as possible.

f) **Roof Lights**

Mott Electric was engaged to investigate the problem with the roof lights and the pool lights. Although almost \$2,000.00 was expended, the problem has not been addressed. Previously, Norben Electric Ltd. was the electrical contractor employed at Villa Jardin. Norben Electric Ltd. had indicated Villa Jardin was outside their service area and that they could no longer attend the building. Management approached Norben Electric Ltd. and requested that they return, as their electricians appear to be more experienced. Norben Electric Ltd. has been contracted to attend to the heating problem in the games room. Management will discuss the work done by Mott with Norben and forward the information to Strata Council for their direction.

(5) **FINANCIAL REPORT**

Approval of the Financial Statements has been deferred to the next meeting.

(6) **CORRESPONDENCE**

Correspondence was received from a unit owner regarding an in suite plumbing problem, a response will be issued.

(6) **COMMITTEES**

a) **Gardening Committee**

The gardening committee was not satisfied with the winter flowers planted in the urns. An invoice has not been issued for these winter pansies.

(7) **NEW BUSINESS**

a) **2009 Assessment**

The 2009 Assessment for the Strata Corporation suite was received and it was in the amount of \$302,000.00.

b) **Garage Door Opener**

A new motor was required in the visitor gate. The cost was \$1,725.00 plus GST.

c) **Steam Rooms**

Strata Council received a report that the steam rooms were not functioning. The problem was that the timers were not correct. This has been addressed. Owners, residents, and occupants are advised it will take 10 to 15 minutes for the steam to build up in the steam room. When the equipment is activated twice, the steam room turns off. The correct procedure is to press once. The red light will come on, indicating the unit is functioning, then the residents are to wait for the unit to build up steam.

d) **Security**

If you lose your fobs or remote controls, please report it right away so they can be deleted from the system. Also, please do not leave remotes in your vehicle. There was a break-in on December 29, 2008. Several cars were broken into. On December 31, 2008 another break-in was reported. A strata council member viewed the situation, and called the council member responsible for security. This council member was at that time reviewing the photographs from the security cameras from the previous incident with another council member. The three council members met at the front of the building and noticed the two men seen in the pictures walking up from the visitor gate. The suspects appeared to have been trying to gain entrance through the visitor gate. When they found that closed, they came around to the front doors, again appearing to try to gain access. The three council members recognized them, one council member called 911. The two suspects walked away towards the sky train, the three

council members followed them. There were police at the sky train however, they had been assigned another task. The two suspects got on the sky train and moments later the car in response to the 911 call arrived. The suspects escaped, however, the strata council members managed to stop an attempted break-in!

e) **Recycling**

Cardboard boxes must be flattened and placed in the cardboard bin. Please do not put garbage in the recycling bins. Recently discarded fitness equipment and a barbeque were left in the recycling bin area. Owners must dispose of these items themselves. Please contact Burnaby Sanitation at 604-294-7210 or on-line at the City of Burnaby website – go to departments, choose engineering and access the sanitation and recycling pages.

f) **Snow Clearing**

Council thanked the volunteers for their assistance in clearing the snow. A recommendation was made to consider purchasing a snow blower. This will be considered in the fall.

(7) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:20 p.m. The next meeting will be Thursday February 26, 2009.