

***Minutes for Annual Meeting Held Monday, May 2nd, 2011***

We held our annual strata meeting with all members present. The following points were discussed:

1. A change in officers was agreed upon:

SECRETARY- Liz Nicki

TREASURER- Alice Gyton

VICE PRESIDENT- Diane Stinton

PRESIDENT- John Hardwick

Minutes from 4 previous meetings were reviewed by all and approved by Alice, seconded by John.

2. Financials:

Alice proposed the approval of Fiscal 2011 financial statements. Approved by John, seconded by Mark.

Alice proposed preliminary operating and capital budgets for Fiscal 2012. It was decided to maintain the present operating and capital funds (including the current strata fees) and use a special assessment to finance the paint job. Approved by John, seconded by Mark. Alice will inform members of their special assessment amount and it was agreed to pay this to Alice within the week.

3. Reimbursements: Any costs incurred by strata members for house expenditures will be emailed to all members of strata to ensure everyone is aware. Anything above \$50 in value must be approved by all members of strata. We now require 2 signatures for cheques.

4. Monthly Maintenance was reviewed. Alice reminded everyone to break down cardboard for recycling and to shovel the front sidewalk as well as strata walkways when snowy. Diane will be away in June and so will switch her June monthly duties with Toby/Liz for their September month. Grass cutting, weeding and ivy trimming is to be done by the strata members scheduled for that month.

5. Quiet time will continue to be from 10 pm to 7:30 daily.

6. Record Keeping: Minutes and financial statements for the strata must be kept for 6 years according to the strata act. Alice has organized these 6 years of records and will keep these in her home.

7. New windows on west wall: Toby/Liz will obtain a lawyer's letter stating that their unit (3456) is responsible for the maintenance and repair of their 2 new windows (plus envelope) which were recently installed on their west wall.

8. Ongoing maintenance/safety:

Alice reminded strata that chimneys should be cleaned regularly. All owners agreed that if they were planning to use their chimneys they needed to have them cleaned regularly. As not all units use their fireplaces individuals will arrange and pay for this themselves.

Dryer ducts also need to be cleaned regularly for safety, and Alice will arrange for a company to clean all of the ducts in the building. Agreed by all.

9. Sprinkler system: has not been inspected for years. John/Lena recently had sprinklers replaced because the present sprinklers were outdated. Strata will pay for their replaced sprinklers and Mark will arrange for the 3 remaining units to have their sprinkler systems and fire alarms inspected.

10. New Fence: The East wall fence at the back is rotten, Mark and Alice would like a new solid privacy fence which strata agreed to. Mark will install the fence which will cost approx. \$300 for 3 cedar panels. Alice /Mark will replace the broken fence cap at this time as well.

11. Additional garden items:

-John/Lena will look into a small hedge to cover concrete in front of their bedroom window and get back to us on price, hopefully no more than \$200.

-Alice will look into planter for back patio.

-John and Mark will discuss whether to proceed with back gates.

-John/Lena will get sign to keep mailman off lawn.

-Strata will budget \$100 for annual bulbs, will discuss in fall re planting.

John/Lena's lattice is rotten, John will pick up new lattice and Liz will ask painters to install.

-John/Lena would like to improve the appearance of their front entrance. They will look into pricing rocks/plants to replace present rocks.

-John will look into fixing bricks alongside his patio stairs.

18. Blinds: Strata agreed to replace venetian blinds with 2 inch wood/composite shutters within next several months. Each member will pay for their own shutters.

19. Outdoor lighting: John/Lena will install solar lights along pathway which will hopefully improve lighting. Strata approved.

20. Lighting: Alice has found some nice lights from home depot. She will order 4 post lights with 4 bases, 1 hanging light (for Alice/Mark's place) and 2 sconce lights (for Toby/Liz's and Diane's places). John/Lena will look into wall mount light for their front door. Liz will ask Eric the painter to install these new lights, to remove the 2 lights on garage and to give John his sensor light back.

21. Vapour in windows: John/Lena will look into cost of replacing or fixing windows which have vapor damage for both their suite and Liz/Toby's suite and Alice and Marks suite.

23. House Painting: Liz will let Eric know that we wish all doors on garage to be niveous along with niveous trim. Only front doors will be black. Will also ask him to replace/fix any rotten wood around the doors of the storage lockers.

24. Rental of unit: Diane requested permission to rent her place for 3 months when she and Zadi go to Kenya yearly. It is too late for this year but she would like to rent her place for next year. We discussed that our strata by-law prohibits rentals and we do not wish to change this by-law. We would like to help her if we can so she will look into a possible solution through CHOA.

25. Trees: Cherry and apple trees at back need to be trimmed, Liz will ask Davey trees to trim them. Liz will look into fertilizing all 4 trees- 3 cherries, 1 apple.

26. Gutters: John/Toby/Mark will clean gutters in fall.

The meeting was adjourned.