

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 555, BALMORAL ON THE PARK, HELD ON MONDAY, JANUARY 29, 2007, AT 6:30 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC

Council in attendance: Steve Tomlin, Co-President
Jason Morley, Co-President
Dejan Maksimovic, Co-Vice President
Brian Yakura, Co-Vice President
Jake Fiddick, Treasurer
Patti Adams
Louise Larochelle

Keith Loughlin,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council Co-President, Mr. Steve Tomlin, at 6:30 pm.

DELEGATION:

The owner of strata lot 20 addressed the Council regarding his concerns about rainwater on his balcony. Council discussed possible ways to alleviate this situation. Various options were considered. The Co-President then thanked the owner for appearing before Council and advised that various options would be investigated with a contractor.

CONFIRMATION OF STRATA COUNCIL OFFICERS:

The following officer positions were confirmed:

Co-Presidents	Steve Tomlin, Jason Morley
Co-Vice Presidents	Dejan Maksimovic, Brian Yakura
Treasurer	Jake Fiddick
Members-at-Large	Patti Adams, Louise Larochelle

MINUTES OF THE MEETING OF OCTOBER 30, 2006:

It was

MOVED AND SECONDED:

That the minutes of the meeting of October 30, 2006 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Indemnity Agreement Summary

The Co-President tabled the Indemnity Agreement summary which had been updated as of December 14, 2006.

Bylaw Amendments (Form I)

The Co-President confirmed that the Form I to register the bylaw amendments had been signed and was being processed by management.

Management Contract

The Co-President confirmed that the management contract addendum reflecting the change in fees had been signed, and advised that the management contract had been amended to comply with the Real Estate Services Act.

It was then

MOVED AND SECONDED:

That the management contract be approved as presented.

MOTION CARRIED UNANIMOUSLY

Donation

The Co-President advised that Mrs. Dancs had passed away and recommended that a donation be made to Burnaby Hospital Foundation in the amount of \$100.00. It was

MOVED AND SECONDED:

That staff be authorized to make a donation to Burnaby Hospital Foundation in memory of Mrs. Dancs.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statement

The Manager tabled the financial statements for the months of October and November 2006. The Treasurer advised that he had reviewed the financial statements along with the supporting documentation and recommended their approval. It was

MOVED & SECONDED:

That the financial statements for the months of October and November 2006 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Manager reviewed the receivables report, noting that one strata lot was one month in arrears of strata fees and two strata lot were three months in arrears of strata fees. The Manager recommended that the strata lots three months in arrears of strata fees be liened. It was

MOVED AND SECONDED:

That a lien be registered against strata lot 21, and all costs incurred in the collection of the arrears be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

It was

MOVED AND SECONDED:

That a lien be registered against strata lot 39, and all costs incurred in the collection of the arrears be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

RBC Royal Bank

The Manager tabled correspondence regarding a correction made by the bank to the Strata Corporation's account.

2007 Operating Budget and Strata Fees Notice

The Manager confirmed that the 2007 operating budget and strata fees notice had been distributed to all owners.

Appointment of Auditor

The Manager tabled a memorandum from staff recommending that the Strata Corporation consider an independent review of the books of account for the fiscal year ending December 31, 2006. The Manager noted that such a review serves to verify the accuracy of the accounting records, and provides a measure of assurance to the owners that their funds are accounted for. While the Council may believe that a review is necessary only every second or third year, or that the statements are thoroughly scrutinized by Council and therefore review by an outside party is not required, staff will recommend an annual review as a matter of course, to satisfy its fiduciary obligation to the client. Council discussed the recommendation, after which it was

MOVED AND SECONDED:

That Kenneth R. Welwood of HKM Partners be appointed to carry out the audit for the fiscal year ending December 31, 2006.

MOTION CARRIED UNANIMOUSLY

Corporate Suite

The Manager tabled the following for Council's information:

- 2007 property assessment for suite (\$186,100.00);
- advice of termination of tenancy effective December 31, 2006;
- confirmation that new tenants will be taking up residency on February 1, 2007.

Phelps Laundry

The Manager tabled a memo previously distributed to Council, along with the laundry machine lease. The Council reviewed the proposed renewal of the laundry machine lease with Phelps, and after discussion it was

MOVED AND SECONDED:

To approve the laundry machine lease, option #3, (5 year contract, with a slide change of \$1.25 per load).

MOTION CARRIED UNANIMOUSLY

2) **Staff Report**

Site Inspection Reports

The Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be addressed by staff or presented to the Council for decision.

Coast Pro Contracting

The Manager tabled correspondence regarding the following:

- caulking failures at strata lots 60 and 65;
- request for repairs and quotation to caulk "05" and "06" drops (the Manager noted that this work and quotations were pending as a result of the inclement weather over the past two months).

Overhead Door

The Manager tabled the following for Council's information:

- authorization to repair gate (done);
- request to revisit quotation for the installation of second parkade entry gate (the Manager noted that this quotation was pending).

City of Burnaby

The Manager tabled correspondence regarding the following:

- inquiry about installing metal storage containers in parking stalls;
- response from City advising that metal storage containers do not meet the building code construction requirements and therefore would not be permitted;
- Burnaby Fire Department advised of names of Council members.

Mundie's Towing

The Manager tabled for Council's information the towing authorization for 2007.

2007 Administrative Calendar

The Manager provided a copy of the annual calendar outlining the scheduled activities for the year with respect to general maintenance of the building and grounds, and contract renewal dates.

2007 Meeting Schedule

The Manager tabled the draft 2007 meeting schedule, noting that Strata Council meetings were scheduled for January 29, February 26, April 30, May 28, July 30, September 24 and October 29, and the Annual General Meeting was scheduled for November 26, 2007. Council reviewed the draft meeting schedule, and after discussion it was

MOVED AND SECONDED:

That the 2007 meeting schedule be approved as presented.

MOTION CARRIED UNANIMOUSLY

3) **Correspondence**

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new tenant; congratulations to re-elected Council members; requests to 23 owners to remove storage items from parking stalls; receipt of vehicle insurance certificate; authorization to rent unit under hardship provision of Strata Property Act; registration of Indemnity Agreement in Land Title Office; concerns about noise bylaw infraction (no further reports); loss of building key; concerns about unit for sale being listed as a two bedroom unit and notification to real estate agent that unit is a one bedroom unit.

The Council reviewed the correspondence and requested staff to respond to the owner of strata lot 48 regarding his concerns about the storage of items in his assigned parking stall.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) **Landscaping**

Silva Landscaping

The Manager tabled for Council's information the landscape maintenance report for November 2006.

2007 Landscape Maintenance

The Manager advised that he had requested three contractors to provide proposals for 2007 landscape maintenance, and had received two. The Council reviewed the quotations and after discussion it was

MOVED AND SECONDED:

That the 2007 landscape maintenance contract be awarded to Silva Landscaping.

MOTION CARRIED UNANIMOUSLY

Staff were requested to ask Silva Landscaping to be prudent in the use of leaf blowers.

5) **Insurance**

Coastal Insurance Services

The Manager tabled correspondence regarding a premium increase in 2006 of \$275.00, as a result of the revised CRN of the building totaling \$14,125,000.00

2007 Policy Renewal

The Manager advised that the 2007 insurance policy had been renewed with Coastal Insurance Services at a premium of \$12,637.00, and provided a copy of the certificate of insurance. A copy of the certificate is attached to the minutes for the information of the owners. Please note in particular the water loss deductible.

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

Owners are further reminded to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

6) **Mechanical**

Fire System

Voltech Electric: The Manager tabled for Council's information correspondence authorizing the contractor to proceed with the fire inspection, and noted that the inspection had been completed and the report was pending.

Fraser Valley Fire Protection: The Manager tabled for Council's information confirmation of the three year fire hydrant inspection agreement.

Johnson Controls

The Manager advised that the service reports from the contractor were on file, and tabled a report on the garbage room fan as well as a report on the backflow preventor valve.

7) **Completed Items**

The Manager reported that the following had been completed since the last Council meeting: notice to owners regarding annual fire inspection and holiday safety guidelines; annual fire inspection; cleaning of garbage chute room; flowers in memory of Stella MacDonald sent to family; repairs to corporate suite and rental of suite to new tenants; monthly elevator inspection (reports on file); rekeying of building.

8) **In Progress**

The Manager advised that the following items remained in progress: quotation for recaulking exterior of building on "05" and "06" drops; repair to exterior caulking at strata lots 60 and 65; quotation for second parkade gate; repair of subroof flashing outside strata lot 61.

In reviewing the completed and in progress items, it was noted that there was a leak by parking stall #103, and that concerns had been expressed about the placement of the refuse removal bins on Willingdon Avenue by the City of Burnaby during garbage pick up days.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm, until Monday, February 26, 2007, at 6:30 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

STRATACO MANAGEMENT LTD.

**8553 Commerce Court
Burnaby, BC
V5A 4N4**

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 555, BALMORAL ON THE PARK, HELD ON MONDAY, FEBRUARY 26, 2007, AT 6:30 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC

Council in attendance: Steve Tomlin, Co-President
Jason Morley, Co-President
Dejan Maksimovic, Co-Vice President
Brian Yakura, Co-Vice President
Jake Fiddick, Treasurer
Patti Adams

Keith Loughlin,
Strataco Management Ltd.

Absent with leave: Louise Larochelle

CALL TO ORDER:

The meeting was called to order by the Strata Council Co-President, Mr. Steve Tomlin, at 6:45 pm.

MINUTES OF THE MEETING OF JANUARY 29, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meeting of January 29, 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Revised Management Contract

The Co-President confirmed that the revised management contract had been signed.

Burnaby Hospital Foundation

The Co-President tabled correspondence confirming a donation to the Foundation in memory of Mrs. Dancs.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Manager tabled the financial statements for the months of December 2006 and January 2007. The Treasurer advised that he had reviewed the financial statements along with the supporting documentation and recommended their approval. It was

MOVED & SECONDED:

That the financial statements for the months of December 2006 and January 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Manager reviewed the receivables report, noting that two strata lots were one month in arrears of strata fees and one strata lot was five months in arrears of strata fees. The Manager noted that a lien was in the process of being registered in the Land Title Office against strata lot 39, which was now five months in arrears of strata fees. The Manager noted that it had not been necessary to register a lien against strata lot 21 as the account had been brought up to date as of January 31, 2007.

Appointment of Auditor

The Manager tabled correspondence confirming the appointment of Kenneth R. Welwood, Chartered Accountant, to proceed with an audit of the Strata Corporation's books for the period ending December 31, 2006.

Terasen Gas

The Manager tabled for Council's information correspondence regarding the rates for January 2007.

2) **Staff Report**

Site Inspection Reports

The Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be addressed by staff or presented to the Council for decision.

Caretaker

The Manager tabled the following for Council's information:

- Council appreciation for work carried out related to repair and renting of corporate suite;
- summary of costs for repairs to corporate suite;
- request by tenants of corporate suite for dishwasher and parking stall.

In reviewing the request from the tenants for a parking stall, the Manager noted that a rental parking stall had been assigned to them.

Council gave consideration to the installation of a dishwasher in the corporate suite, and after discussion staff were requested to obtain a quotation for this installation.

Quotation

The Manager tabled correspondence requesting a quotation for the installation of a drip tray by parking stall #103 and noted that the quotation was pending.

Repairs to Sub-roof by Strata Lot 61

The Manager tabled correspondence regarding the following:

- request for access to strata lot;
- follow up request for access to strata lot to repair flashing on sub-roof.

Coast-Pro Contracting

The Manager tabled a follow up letter regarding exterior repairs and a quotation for additional repairs.

City of Burnaby

The Manager tabled for Council's information correspondence expressing concerns about refuse removal, and noted that a response had not been received from the City.

Corporate Suite – Soap Suds in Washing Basin

The Manager tabled for Council's information the following:

- report from caretaker
- report from Hodgson Plumbing

In reviewing the report from Hodgson Plumbing the Manager noted that the report confirmed that clothes washing machines had been hooked up to basin fixture drains in two suites, and that they were not plumbed in accordance with the B.C. Plumbing Code as the fixture drain was too small and the basin stack had been sized in accordance with the fixture units going into it based on the original design at the time of construction of the building.

Owners are reminded that they should not connect clothes washing machines to basin fixture drains. This is a violation of the B.C. Plumbing Code as the original design of the building does not allow for a properly sized vertical pipe. Owners are encouraged to use the laundry facilities provided by the Strata Corporation and requested to unhook any clothes washing machines hooked up to basin fixture drains.

3) Correspondence

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: appearance before Council; permission to store bicycles in parking stall; concerns about plumbing problem (resolved); receipt of vehicle insurance; authorization to rent parking stall.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) Landscaping

The Manager tabled correspondence confirming acceptance of the 2007 contract proposal from Silva Landscaping, and noted that letters of appreciation had been sent to the unsuccessful bidders.

5) **Mechanical**

B.C. Safety Authority

The Manager tabled for Council's information the boiler and pressure vessel certificates.

Johnson Controls

The Manager advised that the service reports from the contractor were on file.

Fire System

The Manager tabled the following for Council's information:

- inspection report
- deficiency report
- authorization to attend to deficiencies (in progress)

6) **Legal**

Kahn Zack Ehrlich Lithwick

The Manager tabled the following for Council's information:

- request to review laundry room lease with Phelps Laundry
- renewal of 5 year contract

Webnet

The Manager tabled the following for Council's information:

- signed contract
- drawing of antenna
- confirmation that antenna was installed on February 7, 2007

7) **Completed Items**

The Manager reported that the following had been completed since the last Council meeting: cleaning of common area hallway carpets on the 6th, 9th, 14th and 22nd floors; annual check of fire hydrant; repair of lock on P2 parkade entrance door; installation of Webnet antenna; monthly elevator inspection (reports on file); monthly mechanical inspection (report on file); appointment of auditor; renewal of laundry machine contract (subject to review by legal counsel).

8) **In Progress**

The Manager advised that the following items remained in progress: quotation for repair of exterior caulking on "05" and "06" drops; repair of fire system deficiencies; quotation for second parkade entrance gate (follow up letter sent); repair of sub-roof flashing by strata lot 61.

OTHER BUSINESS:

Notice of Hearing – 2007 Property Assessment Review Panel

A Council member tabled a notice of hearing, wherein the Assessor has recommended to the Assessment Review Panel that there be an increase in actual land value for NW 555 of

\$33,000.00. After discussion it was decided that Council member Fiddick would contact the 2007 Property Assessment Review Panel to make arrangements to attend the hearing.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:30 pm, until Monday, April 30, 2007, at 6:30 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

STRATACO MANAGEMENT LTD.

8553 Commerce Court

Burnaby, BC

V5A 4N4

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc