

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 555, BALMORAL ON THE PARK, HELD ON MONDAY, JANUARY 28, 2008 AT 6:30 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC

Council in attendance: Steve Tomlin, 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: Jason Morley, Co-President
Louise Larochelle

CALL TO ORDER:

The meeting was called to order by the Strata Council Co-President, Mr. Steve Tomlin, at 6:40 pm.

MINUTES OF THE MEETINGS OF OCTOBER 29 AND NOVEMBER 26, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meetings of October 29 and November 26, 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Form I – Bylaw Amendments

The Co-President confirmed that the Form I – Bylaw Amendments had been signed and forwarded to the management company for registration in the Land Title Office.

Indemnity Agreement Summary

The Co-President tabled the Indemnity Agreement summary updated as of January 14, 2008.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of October, November and December 2007. The Treasurer confirmed 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, November and December 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the receivables report, noting that one strata lot was liened, one strata lot was in arrears of the January 2008 strata fee, and one strata lot was 3 months in arrears of strata fees. The Strata Manager recommended that the strata lot that was 3 months in arrears of strata fees be liened. It was

MOVED AND SECONDED:

That a lien be registered against strata lot 38, and all costs incurred in the collection of the outstanding balance be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

2008 Operating Budget and Strata Fees Notice

The Strata Manager confirmed that the 2008 operating budget and strata fees notice had been distributed to all owners.

Appointment of Auditor

The Strata 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, 2007. The Strata 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.

It was

MOVED AND SECONDED:

That Myers Norris Penny be appointed to audit the Strata Corporation's books for the year ending December 31, 2007.

MOTION CARRIED UNANIMOUSLY

Webnet

The Strata Manager confirmed that the Strata Corporation had received the November and December lease payments.

Corporate Suite

The Strata Manager tabled for Council's information the 2008 property assessment notice, noting that the taxable value was now \$261,000.00.

2) **Staff Report**

Site Inspection Reports

The Strata 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 Strata Manager tabled correspondence confirming approval of the caretaker's vacation request.

Quotation

Security and video upgrades: The Strata Manager tabled a quotation from Best Security in the amount of \$9,080.00 including GST.

Alarm and lighting upgrades: The Strata Manager tabled a quotation from Vancouver Static Industries in the amount of \$2,100.00 + GST.

Alarm installation: The Strata Manager tabled a quotation from Dependable Lock in the amount of \$195.00 + GST.

Council entered into a lengthy discussion regarding various security upgrades, and after discussion it was decided to defer the matter to the February 2008 Strata Council meeting.

Window repairs at strata lot 82: The Strata Manager tabled correspondence from Coast-Pro Contracting, noting that a temporary repair of the window would be \$500.00, and that a completed replacement of the window would be \$3,250.00 + GST. The Strata Manager noted that the temporary repairs had been carried out.

Council reviewed the quotation from Coast-Pro Contracting and requested staff to obtain more details regarding the replacement of the window.

Burnaby Fire Department

The Strata Manager confirmed that the Fire Department had been notified of the current Strata Council members.

Mundie's Towing: The Strata Manager confirmed that the towing company had been notified of the current Council members.

2008 Meeting Schedule

The Strata Manager presented the proposed meeting schedule for 2008, calling for regular Strata Council meetings to be held on January 28, February 25, April 28, May 26, July 28, September 22 and October 27, 2008, and the Annual General Meeting to be held on November 24, 2008.

The Strata Manager noted that a Council member had inquired as to whether the meetings could be changed to another Monday in the month. The Strata Manager noted that it would be difficult for him to change all of the Monday meetings, as he has meetings on Mondays with other Strata Councils. However, the Strata Manager did

advise that if enough notice was given, it may be possible to change one or two of the meetings.

It was then

MOVED & SECONDED:

That the 2008 meeting schedule be adopted as presented.

MOTION CARRIED UNANIMOUSLY

2008 Administration Calendar

The Strata Manager provided a copy of the 2008 annual calendar outlining the scheduled activities for the year with respect to general maintenance of the buildings and grounds, and contract renewal dates.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: letters of congratulation sent to all reelected Council members; registration of Indemnity Agreements in the Land Title Office (the Strata Manager noted that a \$50.00 processing fee had been charged back to two owners); concerns about water leakage in ceiling (repairs in progress); receipt of vehicle insurance certificate; request for supplementary parking stall (this owner has subsequently cancelled request); appreciation for carrying out repair; inquiry about property assessment for corporate suite (the Strata Manager noted that 2008 property assessment notice for the corporate suite is now \$261,000.00).



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) Mechanical

Johnson Controls

The Strata Manager confirmed that the service reports from Johnson Controls were on file.

Voltech

The Strata Manager tabled for Council's information the following:

- Annual inspection report
- Authorization to attend to deficiencies (the Strata Manager noted that he anticipate that these repairs would be carried out shortly).

Simson Maxwell

The Strata Manager confirmed that the emergency generator maintenance contract had been renewed with Simson Maxwell for two years.

5) **Insurance**

Request for 2008 Insurance Quotation

The Strata Manager advised that quotations had been requested from several different insurance brokers, and the insurance had been renewed with Coastal Insurance Services. 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.

The Strata Manager also indicated that the policy allowed management to adjudicate claims up to a certain level, which would help to expedite the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

Coastal Insurance Services

The Strata Manager tabled for Council's information the following:

- Request to endorse mortgage holder as loss payee
- Claim settlement for strata lot 22

6) **Landscaping**

Silva Landscaping

The Strata Manager tabled the landscape maintenance report for November 2007.

Request 2008 Landscape Proposals

The Strata Manager advised that he had requested three contractors to quote for the provision of 2008 landscape services and had received two quotes.

Council reviewed the quotations, and after discussion it was

MOVED AND SECONDED:

That Silva Landscaping be retained to carry out the 2008 landscape maintenance proposal.

MOTION CARRIED UNANIMOUSLY

Al's Tree & Garden Services

The Strata Manager tabled correspondence regarding the removal of the fallen pine trees, and noted that this work had been completed.

Letters of Appreciation

The Strata Manager confirmed that letters of appreciation had been sent to the owners of strata lots 7 and 19 for the maintenance of their front entrance planters.

7) Completed Items

The Strata Manager reported that the following items had been completed since the last Council meeting: notices to owners re holiday safety guidelines, painting of garbage room and concerns about grow-ops in building; repair of ballast and lamp holder in P2 level parkade; temporary repairs of window and drying of carpet at strata lot 82; repair of men's urinal in swimming pool washroom; repair of isolation valve in front entrance lobby radiator; installation of backwater valve in strata lot 10; salting of roadways; annual inspection of fire hydrant; elevator inspection (monthly report on file); repair of hose bib in landscaped area; purchase of additional front entrance door keys; winterization of landscape sprinkler system; annual fire inspection; quotations for 2008 landscape services; renewal of emergency generator service contract; quotation for security upgrades.

8) In Progress

The Strata Manager advised that the following items remained in progress: attendance to fire system deficiencies; painting of garbage room floor and hallway; repair of window at strata lot 82.

OTHER BUSINESS:

Recycling and Disposal Regulations

Please find attached the new recycling and disposal regulations for the City of Burnaby. We ask that you take a moment to review these regulations, and if you have any questions about them, please contact the City of Burnaby Engineering Department for further information.

Block Party

The Strata Council is holding a Block Party for all residents at Balmoral on the Park on Monday, March 3, 2008, between the hours of 7:00 pm and 9:00 pm. As this day approaches, a notice will be sent to all owners and residents inviting them to attend and meet your neighbours.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:30 pm, until Monday, February 25, 2008, at 6:30 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

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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.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 555, BALMORAL ON THE PARK, HELD ON MONDAY, FEBRUARY 25, 2008 AT 6:30 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC

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

Keith Loughlin,
Strataco Management Ltd.

Absent with leave: Steve Tomlin, Co-President

CALL TO ORDER:

The meeting was called to order by the Strata Council Co-President, Mr. Jason Morley, at 6:40 pm.

MINUTES OF THE MEETING OF JANUARY 28, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of January 28, 2008 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 January 30, 2008.

Memo to Council – Block Party

Council member Larochelle reported that a notice had been distributed to all owners and residents for the wine and cheese party to be held on Monday, March 3, 2008, between 7:00 and 9:00 pm in the Tartan Room.

Memo to Council – Security Upgrades

The Council Co-President reviewed a number of proposals for security upgrades, and after discussion it was decided to survey the owners regarding the various proposed upgrades and associated costs. It was noted that staff would prepare a draft survey document for the Council to review before distributing it to the ownership at large.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statement for the month of January 2008. The Treasurer advised that he had reviewed the financial statement along with the supporting documentation and recommended its approval. It was

MOVED & SECONDED:

That the financial statement for the month of January 2008 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the receivables report, noting that one strata lot was liened, one strata lot was in arrears of the February 2008 strata fee, and one strata lot was three months in arrears of strata fees. The Strata Manager recommended that the strata lot three months in arrears of strata fees be liened. It was

MOVED AND SECONDED:

That a lien be registered against strata lot 38, and all costs incurred in the collection of the outstanding balance be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

Appointment of Auditor

The Strata Manager tabled for Council's information the confirmation letter to Meyers Norris Penney appointing them as auditors.

Corporate Suite

The Strata Manager tabled for Council's information the most recent loan account statement.

2) Staff Report

Site Inspection Reports

The Strata 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 Strata Manager tabled correspondence requesting clarification of the quotation for window repairs at strata lot 82, and noted that temporary repairs had been carried out and no further leaks had been reported since then.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new owner; receipt of vehicle insurance certificate; key for bicycle room; noise bylaw complaint and items on balcony.

In reviewing the correspondence, the Strata Manager noted that he had not received any further written complaints regarding noise bylaw infractions.



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) **Mechanical**

Johnson Controls

The Strata Manager confirmed that the service reports from Johnson Controls were on file, and indicated that he had received two quotations from the contractor: for repairing the pressure differential valves in the boiler room (\$1,300.00 + GST), and for replacing the sump pump (\$4,300.00 + GST). After review, Council requested to staff to contact Council member Tomlin (an operating engineer) to discuss the quotations.

BC Safety Authority

The Strata Manager tabled for Council's information the boiler and pressure vessel operating permits.

Fire System

The Strata Manager tabled correspondence confirming that the fire system deficiencies had been repaired by Voltech, and correspondence confirming that an elevator key had been provided to the Burnaby Fire Department by the elevator contractor.

5) **Landscaping**

The Strata Manager tabled correspondence confirming acceptance of the 2008 contract proposal from Silva Landscaping, and noted that letters of appreciation had been sent to the unsuccessful bidders.

6) **Completed Items**

The Strata Manager reported that the following items had been completed since the last Council meeting: notice to owners regarding new recycling and disposal regulations; copy of 2008 insurance certificate provided to all owners; Silva Landscaping retained for 2008 landscape year; repair of fire system deficiencies; key for elevator provided to Burnaby Fire Department; appointment of auditor; painting of garbage room floor and hallway; temporary repairs to window at strata lot 82; replacement of ballast and lamps in elevator.

7) **In Progress**

The Strata Manager advised that the following items remained in progress: request for clarification of repairs to window at strata lot 82; purchase of air purifier for front entrance lobby.

OTHER BUSINESS:

Block Party for Residents and Owners

The Block Party for residents and owners is scheduled for March 3, 2008 in the Tartan Room, between the hours of 7:00 and 9:00 pm (wine and cheese to be served).

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:30 pm, until Monday, April 28, 2008, at 6:30 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

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