

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 555, BALMORAL ON THE PARK, HELD ON MONDAY, SEPTEMBER 15, 2008, AT 6:30 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC**

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

Keith Loughlin,  
Strataco Management Ltd.

Absent with leave: Brian Yakura, Co-Vice President

**CALL TO ORDER:**

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

**MINUTES OF THE MEETING OF JULY 28, 2008:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of July 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 September 5, 2008.

Cascadia Tower

The Co-President tabled the following: wireless mobile proposal; acceptance in principle of proposal subject to review by legal counsel. The Strata Manager noted that legal counsel had been on holiday and that he had left legal counsel a message regarding review of the proposal.

**STRATA MANAGER'S REPORT:**

1) **Finance Report**

Financial Statements

The Strata Manager tabled the financial statements for the months of July and August 2008. 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 July and August 2008 be adopted as distributed.

***MOTION CARRIED UNANIMOUSLY***

**Receivables Report**

The Strata Manager reviewed the receivables report, noting that three strata lots were liened

**Collections**

**Strata lot 39:** The Strata Manager tabled for Council's information the following: outstanding account; Notice of Hearing, Order Nisi; Royal Bank re: lien registration; Alpine Credits re: lien registration; Servedio re: lien registration.

**2009 Operating Budget, Draft #1 & 2009 Capital Plan #1:**

The Strata Manger tabled the first draft of the 2009 Draft operating budget and Capital Plan. The Strata Manager noted that the first draft of the budget called for a 5.3% increase in strata fees. The Strata Manager noted that this increase included the following: 10-15% increase for the insurance premium; 10% increase of heating fuel costs; \$21,300.00 contribution to the Strata Corporation's reserve fund; 2008 deficit recovery of \$4,200.00 due to increased heating fuel and electricity costs for 2008.

The Council reviewed the budget and accepted it in principle and requested staff to bring updated figures to the next Strata Council meeting.

**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 approving the caretaker's vacation request.

**Canadian Pest Control**

The Strata Manager tabled the service report for August 2008.

**Quotation**

**Window cleaning:** The Strata Manager advised that he had requested four contractors to provide quotations and had received two. Council reviewed the quotations and after discussion, it was

**MOVED AND SECONDED:**

That the quotation from Milner's Window Cleaning be accepted in the amount of \$675.00 + GST for the cleaning of the inaccessible windows.

***MOTION CARRIED UNANIMOUSLY***

**3) Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: use of the Tartan Room for dancercise sessions (the Strata Manager noted that there had been no further response from this owner regarding Council's response to this request); request to rent parking stall and request for reimbursement of towing charges; interim approval to install laminate flooring; receipt of vehicle insurance; noise bylaw infraction and denial of noise bylaw infraction; inquiry about satellite dish; damage to items in storage room and request for reimbursement; concerns about cleanliness of balcony of unit.

Council reviewed the correspondence as follows:

Strata lot 14 – request for reimbursement of towing charges: The Strata Council reviewed this owner's request and noted that the owner had indicated in his letter that he had been warned a number of times to remove his vehicle and the most recent warning advised that there would be no more warnings, and if there were further infractions his vehicle would be towed. It was then

MOVED AND SECONDED:

That this owner's request for reimbursement of towing charges be denied.

*MOTION CARRIED UNANIMOUSLY*

Strata lot 18 – request to install laminate flooring: The Strata Council reviewed this owner's request and after discussion it was

MOVED AND SECONDED:

That this owner's request to install laminate flooring be approved in accordance with the Strata Corporation's specifications.

*MOTION CARRIED UNANIMOUSLY (5 in favor; 0 opposed; 1 abstained) It was noted that this request was made by Council member Larochelle and she abstained from the discussion and voting of the resolution.*

Strata lot 40 – request to install laminate flooring: It was

MOVED AND SECONDED:

That this owner's request to install laminate flooring be approved in accordance with the Strata Corporation's specifications.

*MOTION CARRIED UNANIMOUSLY*

Strata lot 76 – request for reimbursement of damaged items in storage unit as a result of drain pipe leak: The Strata Manager noted that although this owner did not have invoices for the damaged items, he produced an affidavit signed by a notary public affirming the value of the goods.

The Council then reviewed the information provided and after discussion it was

MOVED AND SECONDED:

That this owner's request be approved.

*MOTION CARRIED UNANIMOUSLY*



**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 advised that the service reports were on file and tabled for Council's information the contractor's certificate of insurance.

City of Burnaby

The Strata Manager tabled for Council's information the backflow prevention assembly test report and noted that it had been forwarded to the City of Burnaby.

Quotation for Swimming Pool Drain Deck Piping

The Strata Manager advised that he had requested three contractors to provide quotations for this repair work and had received one.

The Council then reviewed the quotation and after discussion it was

**MOVED AND SECONDED:**

That C.B. Hodgson be retained to carry out the pool drain deck piping repairs at a cost of \$1,275.00 + GST

*MOTION CARRIED UNANIMOUSLY*

Fujitec Elevators

The Strata Manager tabled correspondence regarding the theft of keys; however, he noted that the keys did not identify the building as being Balmoral on the Park.

5) **Landscaping**

Silva Landscaping

The Strata Manager tabled the landscape maintenance report for July 2008.

6) **Completed Items**

The Strata Manager reported that the following items had been completed since the last Council meeting: quotation for drain pipe repairs (swimming pool); quotation for window cleaning; installation of backflow preventor valve for landscape irrigation system; repair of coupler on heat pump #1; removal of items from visitor parking to landfill; touch up painting at various locations; painting of garbage room and hallway floors leading to visitor parking area.

7) **In Progress**

The Strata Manager advised that the following items remained in progress: window cleaning; repair of swimming pool deck drains.

**OTHER BUSINESS:**

Bylaws, Rules and Regulations

A Council member suggested that a number of amendments be made to the bylaws. Council briefly discussed these proposed amendments and requested that they be brought forward at the October 27, 2008, Council meeting

Pool

If there are any concerns with the swimming pool please leave a message with Christel Mosly, the onsite caretaker.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:40 pm, until Monday, October 27, 2008, at 6:30 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

**STRATACO MANAGEMENT LTD.**

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