

Norfolk Manor –Strata Plan N.W. 2178
Strata Meeting Minutes
7:00pm –July 8, 2008

Present at Meeting:	Dennis Marchant David Nash	Sarinthu Watkins Johanne Tashereau
Guest:	Victor Waterhouse	
Absent:	Tyler Dunlop Denise Saunders	Dale Fauteux

The meeting was called to order at 7:00pm.

- 1. Minutes:** Council motioned and approved the adoption of the minutes from the June meeting.
- 2. Immediate Business (Completed):** Dale replaced loose door knob in the parkade near the elevator; Dennis and Jason put lock guards on the laundry washroom and Council office doors; Dennis placed no peddlers/agents sign above buzzer pad in front entrance.
- 3. Immediate Business (Outstanding for August):** Tyler is to arrange to put a lock on the switch for the compressor near the hot water tanks; Tyler and Dennis will get the online user's manual for security cameras; Dennis is to arrange with Dale for the new door closer installed on the interior door in the parkade to be adjusted.
- 4. Financial Statements:** All matters are in order from previous month; two cheques were returned by the bank and fees have been charged to Strata, the Council will ensure that the owners reimburse the fees.
- 5. Outstanding Accounts Receivable:** Dennis has collected and deposited the amounts owing from unit 202; for unit 201, Dennis is in the process of scheduling a meeting with the lawyers to sign appropriate documents.
- 6. Interior Hallway Renovation:** Marc will begin work on entrance ramp as early as next week; Dennis will follow up with the company that installed the carpets to see when the project is fully complete. Paolo will be finishing paint touch ups in the following week, and Dennis will arrange for the contract for the baseboard to be signed. Council will address replacing the parkade linoleum, quotes and company will be discussed during July.
- 7. Interior Maintenance:** The Council would like to thank Victor for his daily maintenance and cleaning of the building during the renovation period. The Council would also like to thank Myron and Victor for transporting the baseboards and moldings into the building when it was delivered.
- 8. Exterior Landscaping:** The landscaping project was completed successfully, with thanks to all volunteers from the building; Dennis and Victor seeded the areas at the north end of the building. The south end will not be seeded until after the cracked cement walkway is replaced, and Dennis and Ranjit are in the process of obtaining a quote from Marc. Thanks to Victor and Bruce for watering the grass seed at the north end. Dennis will follow up with the landscaper to not walk on seeded area.
- 9. Covering for Front Vent:** Ranjit obtained a quote and Council will discuss options at the next monthly meeting.
- 10. Parkade and Storage Area Lighting:** Council will follow up with Tyler on this project.

11. **Screens and Window Repairs:** Dennis reported that there are still some apartments that have not been completed and a final time will be arranged with Crystal Glass for these to be done.
12. **Hardship Rental Exemption:** Dennis reported that the owners of unit 102 have their unit up for sale and the renter has left. The weekly fines are no longer being applied.
13. **Power-Washing of Building:** Dennis will provide a quote for power-washing project from a contractor recommended by David, and Johanne will follow up with quotes for graffiti cleanup. Dennis obtained one quote (\$189), but Council felt it was too expensive.
14. **Building Maintenance Plan:** An interior maintenance orientation will tentatively be set for July 26, 2008, and Council will approach several owners to ask them if they would like to attend.
15. **Parking Stalls:** Victor provide a quote at the next meeting to stencil new numbers and lines for parking stalls in the garage.
16. **Elevator Interior and Access:** Council reviewed the suggestion to renovate the elevator interior, and determined it would not be reasonable to replace the walls of the elevator. However, re-doing the floor may be a possibility. Dennis will be able to provide a quote for the elevator project and to also provide a quote for adding a key access option to the parkade.
17. **Storage of Items in Garage:** Dennis wrote a letter to unit 304 to remove the mattress and this request has been fulfilled.
18. **Cell Phone:** Dennis will provide quotes on different cell phone companies in order to review cell phone contract for Strata.
19. **August and Future Meeting Dates:** August meeting will be held on Tuesday, August 5, due to the long weekend. Council will decide in August about moving the September meeting.
20. **Roundtable:** It was noted to Council that crows and other birds are being fed in the rear courtyard of the building. Council reminds all residents that, as per bylaw 14.10, no wildlife, i.e birds, raccoons, or squirrels, are not allowed to be fed on the property.

After having addressed all the items brought forward, Council adjourned the meeting at 8:30pm.

Submitted by,
Norfolk Manor – Plan N.W. 2178 Strata Council

Note: Council meets on the first Monday of each month at 7:00pm in the Strata Office on the second floor, across from unit 201. (This has been temporarily moved to Tuesday, August 5 for the next meeting.) Owners are welcome and encouraged to attend in order to bring their thoughts or concerns to our attention.

Norfolk Manor –Strata Plan N.W. 2178
Strata Meeting Minutes
7:00pm – November 3, 2008

Present:	Dennis Marchant Sarinthu Watkins Johanne Taschereau	Denise Saunders David Nash
Guests:	Victor Waterhouse Ranjit Ahluwalia Lindsay MacPherson	Jason Watkins Jordan Storey Christine Wiesendahl
Absent:	Tyler Dunlop	Dale Fauteux

1. **Minutes:** The minutes from the October meeting were adopted.
2. **Immediate Business (Completed):** The half-hour time option was added to all of the dryers; A small groove was cut into the cement in the grating below the parkade gate to limit the amount of water running into the parkade; Dennis has contacted the landscaper about pruning the bushes by the parkade; Sanding of the storeroom entrance door has been done; The heater on third floor wall has been reattached; Dennis has arranged for five copies of each of the Coquitlam Now and the Tri-City News to be delivered to the building; Dennis and Jason sanded the bottom of the storeroom entrance door and some of the fire doors so that they will close properly.
3. **Immediate Business (Outstanding for December):** Tyler, Jordan, and/or Dennis will get the user manual for the security cameras; Victor will provide a quote to repaint the parkade stall lines and numbers; Dennis will obtain a quote to replace the rubber floor in the elevator.
4. **Financial Statements:** Denise approved of the current month's financial statements. As no new information was forthcoming regarding the laundry machine money and NSF cheque reimbursements, Council has decided to consider these matters resolved.
5. **Outstanding Accounts Receivable:** Dennis reported that there has been further communication with the Council's lawyer regarding the foreclosure proceedings against one unit. Foreclosure has been approved by the owner's bank. However, as per the lawyer's recommendation, the Council has approved a motion to not attempt to collect on one plumber's invoice charged against the unit, although the charge will remain on the owner's account so that a future attempt to collect may be made. As well, a notice of appearance for the lawyer has been approved on behalf of the Council. The Council briefly discussed the option of purchasing the unit from the bank for use as a caretaker's suite or rental apartment. This option will be tabled until a future meeting when more information is available.
6. **Interior Renovation:** A review of Paulo's work found a few minor problems and they will be fixed by week's end. Council is getting quotes on replacing signage around building and replacing exit signs. Paulo was also asked to paint the fire extinguisher boxes and heaters white to match the trim colour. Thanks to David for replacing all the doorknobs. Council also voted to accept an artificial tree donated by Ron, and discussed the possibility of putting it with some chairs and a table in the lobby area.
7. **South-End Landscaping:** There is no update on this project as the person who will be redoing the walkway is unavailable until early 2009.

8. **Bulletin Board:** A corkboard was hung up in the laundry room. Council approved the purchase of a new one with a glass or transparent front so that notices can be posted.
9. **Minor Projects:** Dennis and Ranjit replaced the bulb above parkade entrance, but the light still does not work. An electrician will be brought in to repair the fixture. Tyler will be contacted to arrange for the light fixture on the second floor to be re-installed and for other minor electrical work around the building to be completed before the AGM.
10. **Parkade Key Access:** Dennis obtained a quote of approximately \$700 to install a key access to the parkade level in the elevator. This option was discussed and will be brought up at the AGM.
11. **Fire Plan Quotes:** Dave is in the process of obtaining quotes from three sources for the fire plan that is required for February 2009.
12. **Other Quotes:** Dennis will get quotes for the missing railing on the aluminum fencing at south end and to replace the roof access hatches.
13. **Northeast Door Floor Mat:** The northeast door has no floor mat. Victor will pick one up prior to the next Council meeting.
14. **Phone Plan:** Dennis will look into other phone plans as Telus is charging \$55 a month for the landline connected to the intercom.
15. **Visitor Parking:** Council will turn two of the empty parking stalls in parkade into visitor parking. Please contact Dennis if you have a guest that would like to park their car in the parkade overnight on a temporary, short-term basis and he can advise you which stalls are available.
16. **Discussion of AGM Agenda and Budget:** Council and guests discussed the proposed resolutions on the draft copy of the AGM agenda and budget distributed.

After having addressed all the items brought forward, Council adjourned the meeting at 9:05pm.

Submitted by,
Norfolk Manor – Plan N.W. 2178 Strata Council

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**Reminder to All Owners and Residents:
The 2008 Annual General Meeting will be held on
Monday, December 1, 2008
At 7:00pm in the Council Office (opposite 201)**