

Norfolk Manor – Strata Plan N.W. 2178
Strata Meeting Minutes
7:00pm – January 5, 2009

Present: Dennis Marchant Denise Saunders
 Jason Watkins Douglas Mazariego
 Jordan Storey Lindsay MacPherson

Absent: Johanne Taschereau

Guest: Victor Waterhouse

1. **Minutes:** The minutes from the December meeting were adopted. Dennis apologizes for the delay in distributing them.
2. **Immediate Business (Completed):** Dennis made revisions to the building maintenance instruction guide; Dennis mailed the signed Form A to Pamela Roy at Profile, with a revised copy of the bylaws; A calendar of the Strata meeting dates was distributed to Council members and regular guests (owners can request a copy by contacting Dennis); Dennis has obtained the user manual for the security cameras; Dennis has purchased a move-in kit, it includes dollies, moving blankets and rubber stoppers. If anybody is interested in borrowing any of these items they can contact Dennis or Victor.
3. **Immediate Business (Outstanding for February):** Dennis will obtain a quote to replace the rubber floor in the elevator; Dennis is looking into having Shaw hooked up for the intercom. It is cheaper than what is installed presently but is unknown if it is compatible with a phone line; Dennis and Jason are to install the door stoppers.
4. **Financial Statements:** Denise has briefly reviewed the financial statements but was not able to complete them as they had arrived the day of the meeting. Denise will contact Lynda at Profile if she has any questions.
5. **Outstanding Accounts Receivable:** Council is unable to pursue the reimbursement of legal fees from unit 201. Dennis received an update from the lawyers and was advised that it is unlikely that there will any changes for approximately six months, as the owner has this time period to reimburse the Council for the fees paid on his behalf. Council approved the use of a lawyer to request that maintenance fees in the interim be paid by the bank, and that monthly fines at the new rate will start to accumulate from January 1. Dennis had no update on other outstanding accounts.
6. **Notices to Owners:** Dennis did not distribute the notices regarding the \$25.00 per second stall charge prior to January 1, so the Council will waive the late payment charge for this month. However, the \$25.00 charge is still due. One owner has requested that the fee be waived as he is in the process of removing his car this month and the stall will not be occupied by the end of the month. The request was granted. Dennis also distributed notices to all owners not currently signed up for pre-authorized debit payments.
7. **Electrical Projects:** Council is still waiting for the second floor and parkade overhead light fixtures to be fixed, and for the single ballasts in the parkade to be replaced. Victor would also like to determine why some of the bulbs are burning out at an exceptionally quick pace, and Dennis will see if he can find someone to investigate. Council has decided to look into other options for the electrical work. Council has also decided not to change the exit signs, as per a quote submitted by Tyler.
8. **Bulletin Board:** Council is still getting quotes for a glass covered bulletin board for the laundry room.
9. **Projects and Ceiling Leaks:** Due to the snow and holidays, Dennis has not been able to obtain quotes for the projects underway for 2009. Council will take it up again at the February meeting.
10. **Building Lobby:** The wastebasket for junk mail and a new plant were placed in the lobby. Council would like to thank everybody for their cooperation with putting their junk mail in the basket and not on the table.
11. **Fire Plan:** Council will have fire plan information from Voltech by the end of the month. A fire safety director and deputy were assigned. Dennis is the director and Jason Watkins will be the deputy. Floor wardens were assigned: Jason is third floor warden, Lindsay MacPherson is second floor and Jordan Storey will be first floor.
12. **Noise Complaint:** An anonymous noise complaint was received by Council, but as it was not signed Council will not investigate the matter. As per the new bylaw revisions, all complaints to Council must be signed.

13. **Dangerous Goods in Parkade:** Council will be distributing notices for dangerous liquids stored in the parkade.
14. **Smoke Alarm Testing:** Dennis to follow up with Voltech to choose a date for the smoke alarms and other fire prevention systems to be tested. As well, Voltech to be asked to investigate why the stairwell emergency lights did not stay on during the power outage.
15. **Unlocked Bank of Mailboxes:** The bank of mailboxes was not locked after the mail was delivered on December 23. Dennis contacted Canada Post to find out why. They apologized and said it was likely due to human error. As this has never happened previously, Council will not pursue the matter.
16. **Security Cameras:** The security cameras stopped working after the power outage. Tri-Star has been called in to repair the system, and it is to be repaired by next Monday.
17. **Change Machine in Laundry Room:** It was suggested to Victor by an owner that a change machine be installed in the laundry room. Council discussed the idea, but decided against it.
18. **Snowfall:** Council to thank Reno, Ron and everybody else for volunteering to shovel snow outside, and Council purchased Tim Horton's gift cards as compensation. Council discussed the idea of purchasing a snow blower for building use. It will be looked in to for next winter. Council was unable to find bags of salt to buy when the driveway and walkways were icy, but has since purchased 28 bags of salt so the building will be prepared should there be another icy period.
19. **Carts in Building:** It was noticed that marks from carts have been made on several walls and in the elevator. Although Victor has been able to clean them off, Council would like to ask anyone using a cart to take care to avoid the walls when inside the building.
20. **Weather Barrier:** A resident asked if there is any risk of the building's weather barrier envelope at the base of the foundation cracking due to the cold temperature and the weight of the snow against the building. Dennis called Charlie, who performed the work, and he advised that the material is approved for cold temperatures and that there is no risk of cracks forming.
21. **Wet/Dry Vacuum:** Council has decided to purchase a new Shop-Vac wet/dry vacuum. Council is looking into prices.
22. **Second-Floor Leak:** A pipe burst prior to Christmas in the hallway on the second floor and caused a minor flood on the first floor. No damage was reported from any units, except for the second floor unit where the plumber had to cut a hole in the wall to access the pipe to make the repair. Paulo has been in to fix the holes and the water damage in the hallway. The Council would like to thank Jesper, Myron and Dave for their assistance in shutting off the water and alerting Council to the problem.
23. **Waste Containers:** Council would like to thank those residents that had the patience to hold their garbage in their units instead of piling it beside the overflowing garbage bins in the parkade. The waste disposal and recycling services were not able to empty the bins according to their regular schedule due to the snow. Council is looking into not having to pay for December since the services were not used. Council would also like to thank Reno for cleaning up the overflowing bags.
24. **Man Door and Parkade Entrance Door:** The man door in the parkade gate and the door entering the building from the parkade have not been closing properly. Victor will investigate. Victor will also look into getting a kick plate for the entrance door from the parkade.
25. **Elevator:** Dennis will call to see about why the elevator does not open properly from time to time. It was suggested that the elevator may need to be recalibrated.
26. **Snow shovels:** Council will purchase new shovels as soon as any are available.
27. **Windows:** Council will look into how much it might cost to replace the windows in all the units, and if the quote is reasonable may put this forward at the subsequent AGM. Douglas and Jordan will investigate.
28. **Maintenance Contract:** Council discussed a motion put forward by Dennis to increase the amount paid for monthly maintenance and cleaning in the building. Council approved an increase to \$600.00 per month. The excess over what was originally budgeted will be taken from the interior repairs account.

After having addressed all the items brought forward, Council adjourned the meeting at 8:35.

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. Owners are encouraged to attend in order to bring their thoughts and concerns to the Council's attention.

Norfolk Manor –Strata Plan N.W. 2178
Strata Meeting Minutes
7:00pm – February 2nd, 2009

Present:	Dennis Marchant	Jason Watkins
	Johanne Taschereau	Douglas Mazariego
	Jordan Storey	Lindsay MacPherson
Absent:	Denise Saunders	
Guest:	Victor Waterhouse	Ranjit Ahluwalia

The meeting was called to order at 7:02 pm.

1. **Minutes:** The minutes from the January meeting were adopted.
2. **Immediate Business (Completed):** It was confirmed that the bylaws were registered with the Land Titles Office; Shaw has installed the new phone line for the intercom, saving the Strata approximately \$30.00 per month; Council has purchased a new wet/dry vacuum cleaner; The security camera system was repaired, and the mouse connection to the computer was also fixed and now works properly.
3. **Immediate Business (Outstanding for March):** Dennis will obtain a quote to replace the rubber floor in the elevator; Dennis and Jason are to install the door stoppers; Dennis is to purchase new snow shovels.
4. **Financial Statements:** Denise provided Dennis with a brief review of the statements, and had noticed some errors that were made in the financial statements. She will follow up on them. Council discussed various options for how to reduce the number of errors in the monthly statements. Dennis followed up with Waste Management and we are to get a credit for the missed pick-ups in December for the garbage bins. As well, one building invoice was double-paid by Profile in December, and Denise is to confirm if this is reflected in our accounts. The December 31 financial statements showed that there are some funds remaining in the hallway repair fund, but Dennis believes that the amount is incorrect. He will review and contact Profile with any necessary changes.
5. **Outstanding Accounts Receivable:** Legal proceedings with unit 201 are still ongoing, although the lawyer advised Dennis that it is unlikely that any resolution will occur for approximately six months. Late payment fines for the maintenance fees are being applied at the new rate effective February 1. Dennis was informed that arrangements must be made to collect the fees now outstanding from the bank, and the lawyer is in the process of making these arrangements. Dennis will ask if a lien should be applied. Dennis will follow up if there are any accounts outstanding from other owners as of the December 31 statements.
6. **Parking Stalls:** Two owners cancelled their second parking stalls, and this information was given to Profile. If any owner was incorrectly billed for a second stall in January, please contact Dennis. Those owners continuing to use a second stall must ensure arrangements are made with Profile to have the monthly payments increased to include the \$25.00 charge. Dennis will also look into the bylaw concerning storage insurance for any cars not insured for driving.
7. **Electrical Projects:** The second floor and parkade overhead light fixtures were fixed, and the single ballasts in the parkade were replaced. Victor would like to determine why some of the hallway fixture bulbs are burning out at a very quick pace, and Council decided to try installing the older style of light bulbs as a test. A quote is has been received to put in the electrical outlets in the parkade. Council will look into other options and possibly other electricians as the quotes have been higher than expected. Council also received a quote to replace and upgrade the lights in the parkade. Council is interested in the idea but has put it on hold until quotes for other building projects have been received.
8. **Balcony Lights and Electrical Outlets:** Dennis and Lindsay will obtain a quote to install electrical outlets and lights on balconies. Depending on the cost, this may be discussed as a major project for 2010 at the year-end annual general meeting.
9. **Bulletin Board:** Dennis found several quotes for enclosed bulletin boards for the laundry room from the Grand & Toy catalogue, and small ones with no lock start at \$450.00 each. Council has decided not to pursue this. There is currently a bulletin board in the laundry room should anybody want to post notices.
10. **Ceiling Leaks:** One new quote for concrete repairs was received, and Dennis followed up with Polycrete regarding Ranjit's questions from last meeting. Council is waiting for two more quotes to arrive before proceeding with making the necessary repairs.

11. **Elevator Key Access:** Dennis obtained an informal quote from Tri-Star (the company that installed the video cameras) to add key fob access to all doors in the building. They estimated it would be at least \$3500 for a single door, and would increase as more doors and more wiring are added. Council has decided not to go ahead with this. Council has however decided to go ahead and add a key access in the elevator to get to or from to the parkade, which will cost \$700. Dennis will make the arrangements.
12. **Projects for February:** Dennis and Lindsay will obtain quotes from several tree removal companies for removing five trees on the property and pruning the trees on North Road and along the driveway. Council will also clean out the Strata office. Council discussed the option of obtaining quotes to replace the doors on the electrical closets and for some minor touch-up work on the trim and paint in the hallways that was not satisfactorily completed by Paulo.
13. **Fire Plan:** The fire plan was approved by the City of Coquitlam, and the updated map diagrams need to be affixed to the area by the elevator on each floor. Dennis will make arrangements.
14. **Bylaw Distribution:** The updated bylaws have been approved and registered, and Council will print a copy to be distributed to each owner.
15. **Smoke Alarm Testing:** Dennis received the notice for the annual fire and safety alarm testing, and it will take place Wednesday, February 25. It was confirmed by the fire department that unit needs to be tested. Notices will be sent out to let everybody know the details and arrangements can be made for those not able to be home during the testing.
16. **Dangerous Goods in Parkade:** Dennis has not yet distributed notices to specific owners regarding the cleanliness of their stalls. Victor has disposed of some items, and will discuss with Dennis how to proceed with the other items.
17. **Strata Insurance:** Dennis obtained a quote for the new insurance policy, and the Council approved the new policy with the higher deductible. A notice will be sent out to communicate the change in the deductible to all owners.
18. **Doors:** Council believes that the door in the parkade gate and the inner door entering the building from the parkade are not closing properly due to the cold weather. Anybody using the man door in the parkade gate is asked to make sure the door is completely closed as the main gate will not open if the door is not shut. Jason and Dennis will look into the third-floor south stairwell door that does not close properly.
19. **Kick Plate:** Victor will install a kick plate to protect the bottom of the parkade entrance door.
20. **Elevator:** Dennis called to have the elevator recalibrated. They came once but they will be called in again as it is still not lining up properly with the parkade floor. Council discussed the option of installing a battery that would automatically open the doors in case of a power outage, but Dennis received a quote of approximately \$5000 from Richmond Elevator and chose not to proceed. Dennis will ask Richmond Elevator if any other options exist.
21. **Access Panel Keys:** Keys to the ceiling access panels were given to several first-floor owners, as well as to Lindsay, so that they can open the panels and shut off the water in case of a plumbing leak. Dennis and Ranjit will look for a moisture meter that could be installed in the first-floor south hallway.
22. **Parking Bylaw Enforcement:** Dennis and Victor called the City of Coquitlam bylaw enforcement department to see if the parking regulations can be enforced for the cars parking illegally on the corner of Cochrane and North Road. Council would like to recommend that any other owners bothered by this issue should contact the City of Coquitlam Bylaw Enforcement division at 604-933-7387.
23. **Garbage Pick-up:** Garbage pick-up has been moved to Tuesday and Friday, and the blue recycling containers will still be picked up on Wednesday.
24. **Laundry Room:** For safety reasons, Council will look into getting a window put in the laundry room door.
25. **Windows:** Dennis will discuss with Pat if the bylaws regarding the windows and skylight conflict with the Strata Act.
26. **Landscaping:** Work will commence on the southwest corner once Marc returns in mid-April.
27. **Lockbox:** A lockbox was noticed on the north fence, and Dennis and Victor will have it removed.

After having addressed all the items brought forward, Council adjourned the meeting at 9:00pm.

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

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