

Norfolk Manor –Strata Plan N.W. 2178
Strata Meeting Minutes
7:00pm – May 4, 2009

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

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

- Minutes:** The minutes from the April meeting were adopted. Dennis and Lindsay apologize for the delay in distributing them.
- Immediate Business (Completed):** A window was added to the laundry room door; The exit signs and the balance of the parkade ballasts were replaced; One of the ballasts in the laundry room was repaired; The pest control service contract was cancelled, effective June 2009; The hallway touch-up work was completed and the invoice was approved; Lindsay left a new access key to the maintenance rooms with BC Hydro.
- Immediate Business (Outstanding for June):** Johanne located a moisture meter for the first floor south hallway, and Dennis will purchase more and have them installed; Victor to arrange for carpeting in south stairwell to be repaired.
- Financial Statements:** Denise advised that there were no major discrepancies in the March financial statements, although there was no supporting invoice for maintenance done on the laundry equipment. Denise will follow up with Lynda to obtain this document. She also commented that the monthly reconciliations have become easier as Profile now provides full bank account statements with the month-end financials. Dennis noticed two minor problems in the formatting of the financial statements and will contact Lynda to have them corrected. A two-year contract with Waste Management was signed for the garbage disposal service.
- Outstanding Accounts Receivable:** Pat from Profile strongly recommended that a lien be placed on unit 201 in order to ensure that the unpaid maintenance fees are collected, given that it will likely be a court-ordered sale. Council approved placing a lien on unit 201. Johanne will see if she can place the lien on behalf of the Council, and if not successful then it will be placed via Profile. Dennis will obtain a summary of the unit's outstanding charges.
- Special General Meeting:** Council briefly discussed the SGM held in early April and would like to extend their appreciation to Pia for hosting the very informative insurance session for the attendees at the meeting.
- First-Floor Fire:** The restoration work is underway. The City inspected the work in her unit and will be in contact with the restoration company to review some items. Dennis clarified some issues with Profile and will formally notify the owner of the fine, insurance deductible reimbursement, and Voltech charges levied against her unit.

8. **Landscaping Service Contract:** Council is still looking into quotes from other landscaping companies to make sure we are getting the best price. Jason had previously stated he may be able to find a company offering a comparable service.
9. **Parkade Issues:** Victor identified at least six cars in the parkade that may not have storage insurance. Notices regarding this will be sent out in early May, with a follow-up at the end of the month. Dangerous good and other items stored in the parkade will be disposed of. As well, the Council would like to remind owners not to leave items outside of the garbage bins. Effective immediately, Council will enforce the bylaw to ensure that items are properly disposed of.
10. **Parkade Gate Rollers:** Dennis received a quote of \$3430 from Kal to replace the rollers in the parkade gate with steel ones. The ones currently used have broken twice in the past year and the cost to replace them has been about \$400 each time. Dennis will request a breakdown of the quote and alternative options will be discussed at the next meeting.
11. **Driveway Pruning:** Landscapers have pruned the bushes along the driveway to improve visibility onto Whiting Way.
12. **Storage Room Cleaning:** Dennis will make arrangements to clean up the storage room by the end of the month.
13. **Building Maintenance Projects:** Dennis will obtain quotes to re-paint the parking stall lines in the parkade and to power-wash the building.
14. **Hallway Projects:** Dennis received a quote from Paulo for approximately \$1400 to replace the doors for the electrical closets, put in locks that would be flush with the door, paint the handrails in the stairwells and landings, and re-affix the handrails to the walls where needed. Council approved the work. It was also suggested that the strikers be removed from the fire doors, so that residents would not have to turn the doorknobs to open the doors. However, this is not allowed as per the fire code. Council discussed the suggestion from the SGM to replace the doors for all the units, but decided to wait until after other projects are complete before pursuing this idea.
15. **Parkade Ceiling Leak:** The membrane replacement project is complete and was tested by Charlie. He will provide a warranty for six months on the work. The invoice was approved for payment.
16. **Water Tank Replacement Invoice:** Dean submitted an invoice for \$2000 (plus tax) for the replacement of the hot water tank. Council felt this charge is too high. Dennis will discuss with Dean to see if it can be reduced.
17. **Fire Inspections:** Council to get quotes to get comparable quotes to correct the deficiencies found by Voltech, as well as finding out costs for annual servicing and how much it would cost to replace the fire alarm system for the building. Dennis will make arrangements with Lindsay. As well, Lindsay reported on the fire inspection conducted by the City at the end of April. The building failed the inspection, due primarily to the deficiencies found by Voltech. Once these are resolved, it is expected that the building will pass the re-inspection.
18. **Security Issue:** Council would like to remind all owners that for the safety and security of the building, the gate at the south end of the property connecting North Road to Whiting Way should be shut completely so that it locks and prevents trespassers from entering the property.
19. **Landscaping:** Marc has returned from his vacation and has been in touch with Dennis. He will start on the replacement of the walkway by the first week of May. He mentioned that the walkway would cost approximately \$600 more because the existing walkway is

thicker than anticipated and therefore more difficult to properly remove. Council approved the extra cost. He was also advised that the next projects will be to replace some of the rotting timbers around the property and replace the walkway leading from the courtyard to Whiting Way. As well, Dennis, Jason, and Jordan did some landscaping work in the northwest corner by planting grass and adding bushes around the vent in front of unit 101.

20. **Pest Control Contract:** Dennis will see if the pest control company can be brought in to perform some preventative service in specific areas of the building before the contract expires in June.
21. **New Projects:** Council briefly discussed some of the new projects to commence. Dennis will investigate the idea of adding a bike lock rack to the parkade and will collect ideas for redesigning the courtyard area. Council also discussed the idea of repaving the driveway, and this will be discussed further at the next meeting.
22. **Financial Statement Accounts:** Dennis talked to Lynda about the proposal that the financial statements be reformatted to show savings for specific projects within the Contingency Reserve Fund. However, the idea was not pursued as it would be overly complex and make the withdrawal process more difficult as individual resolutions would be required for each account.
23. **Lock on Whiting Way Fence:** It was agreed to proceed with putting a lock on the gate on the northeast corner fence, and Ranjit suggested reinforcing the gate so it won't break again. However, the company that was previously recommended has declined to take on the work. Council will look for a new company that can perform the repairs.
24. **Cracked Glass:** Douglas noticed that the glass in the awning above the main entrance is cracked. Dennis will investigate and determine if it requires replacement.

After having addressed all the items brought forward, Council adjourned the meeting at 9:10.

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.