

MEETING MINUTES

7:00 PM – October 2, 2007

Present at meeting:	Ranjit Ahluwalia	Guests:	Victor Waterhouse
	Dennis Marchant		Asim Suhopoljac
	Denise Saunders		Donna Rideout
	Tony Gauvin		David Nash
	Myles Rideout		Douglas Mazariago
	Tyler Dunlop		Johanne Taschereau

Meeting was called to order at 7:05pm.

- A. **Previous Minutes:** Council motioned and approved the adoption of the minutes from the September meeting. The following items were resolved from the previous minutes: (B) Dennis met with one of his neighbours and they decided to wait until next spring to proceed with planting grass on the north side of the building; (B) Myles and Ranjit have not seen any further water damage on the third floor, so will consider the matter closed. They will informally monitor the area where the leak was first spotted and advise Council if it returns; (B) The terracotta plant pot will not be purchased as Asim will be putting a section of fencing where the plant pot was to be placed; (I) The window repair issue will be carried over to the annual general meeting.
- B. **Open Items from Previous Minutes:** The following items are still outstanding from the previous minutes: (B) The opening in the third floor drywall has not been repaired; (N) There was no update on repairing the doorframe in the stairwell leading out of the parking garage.
- C. **Financial Statements:** There are no outstanding issues in the financial statements, as reported by Denise.
- D. **Outstanding Accounts Receivable:** Dennis confirmed that three of the four invoices submitted by the lawyer's office to cover the legal proceedings against unit 201 were included as part of the payment by the unit. The fourth invoice is still outstanding and will be added to the next lien that will be placed against this unit, as no payment has been received for any months since the court-ordered payment was received.
- E. **Apartment for Sale:** It was noticed that one of the units for sale mentions on their MLS listing that pets are allowed in the building, which is contrary to the Strata bylaws. Dennis will review the listing and contact the real estate agent if necessary.
- F. **AGM Motions:** Dennis presented a rough draft of the proposed motions and discussion topics for the upcoming annual general meeting. These were discussed by Council, and Dennis will proceed with preparing a formal document that will be reviewed by Council and submitted to the property management company for approval prior to the AGM.
- G. **Key Purchases:** Two owners purchased extra building keys.
- H. **Missing Doorknob:** It was noticed that a third-floor unit has been missing its doorknob for at least a month. Since this reflects poorly on the appearance of the building's interior, Dennis will deliver a letter to the owner to remind them that it is the responsibility of the owner to have this repaired promptly.
- I. **Third-Floor Leak:** Ranjit noticed a leak coming from a third-floor bathroom. A plumber was called and the bathroom faucets and piping were inspected, but the source of the leak was not found. However, the leak stopped and has not returned. The payment to the plumber will be reimbursed, and Ranjit will contact Profile to arrange for this.
- J. **Insect Update:** Douglas mentioned that he has had no insect problems in his unit since the treatment by Orkin, and Tony has noticed almost none in his unit. Tony provided a booklet to

Council that was given to him by Orkin regarding insect problems. Dennis will include a copy of two pages from the booklet with these minutes, in case any other owners still have any problems that they have not reported to Council.

- K. **Painting Quotes:** Tony has not been able to obtain any new quotes for painting the hallways, but will have some in time for the next Strata meeting. If any owners know of a reliable painting company that might be interested in providing a quote, please pass on the company's contact information to someone on Strata.
- L. **Interest Rate:** Ranjit mentioned that he has seen some banks offering interest rates for money market funds that are higher than the rate we are currently receiving. Dennis will follow up with Profile to ask about the contingency fund investment.
- M. **Invoices:** Several invoices for building repairs and maintenance were submitted and approved.
- N. **Exterior Fencing:** Council and guests expressed their approval and compliments to Asim for the work that was done to up the new fencing. He commented that there is still one section that needs to be put up, which he expects to complete this week. Johanne mentioned that some owners are not closing the southwest corner gate when they enter or leave the property, and Council would like to remind everyone to close the gate after using it. Asim may look into adding a spring to each gate to automatically close them.
- O. **Lighting:** Tyler was able to obtain quotes to replace the lights in the stairwells and the lobby, as well as to add a light at the front entrance so that the faces of visitors will be visible to the cameras before they enter the building. These quotes were approved and Tyler will arrange for work to begin as soon as possible. He will also obtain a quote to replace the lighting in the parking garage.
- P. **Security:** Tyler reported that he confronted a non-resident going through the dumpster bins looking for aluminum cans, and this person refused to leave even after being asked. Council discussed options for resolving this issue, but was unable to decide on a course of action.
- Q. **AGM Date:** Since our representative from Profile Properties is not available on the originally chosen date, Council has moved the date for the 2007 annual general meeting to Wednesday, November 28.
- R. **Cell Phone:** Dennis reported that he removed several unnecessary features from our cellular phone contract, saving Council just under \$10.00 per month. He will also see if Bell will reimburse us for what we paid for the unused features.
- S. **New Strata Members:** Since some Strata members are expected to step down or be unavailable to attend meetings next year, the Council would like to ask owners to consider joining for 2008.

After having addressed all the items brought forward, Council adjourned the meeting at 8:10pm.

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

Council meets on the first Monday of each month in the Strata office on the second floor, across from unit 201. Owners are welcome to attend in order to bring their thoughts or concerns to our attention.

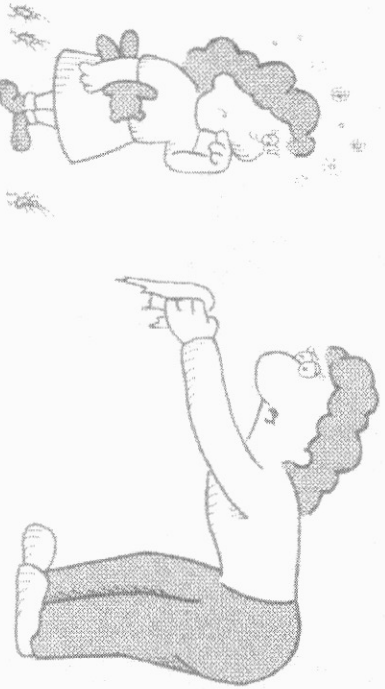
Protecting Your Health

Health Concerns about Cockroaches

Cockroaches may be able to transmit disease to people. But it's not known for sure whether they actually do. For example, cockroaches can carry disease-causing bacteria that are the same ones which cause food poisoning. Cockroaches have these bacteria because they eat almost anything they find, such as food that has gone bad. They can also leave bacteria behind as they crawl around your kitchen or bathroom.

If you are allergic to house dust you may also be allergic to cockroaches. Bits and pieces of cockroach bodies, as well as their feces (which look like specks of black pepper) can become part of the dust in your home. Allergic reactions to cockroaches happen more often to people who have asthma. Children's health especially can be affected as asthma is more common in them than adults.

If you or other family members have allergy symptoms – such as stuffy nose, sneezing, headaches, watery eyes and shortness of breath – and your home also has cockroaches, you may be allergic to cockroaches. About one in 10 people is allergic to cockroaches, and about 50 per cent of people with asthma are allergic to cockroaches.



"I just don't understand why your allergies won't go away..."

FAREWELL TO COCKROACHES

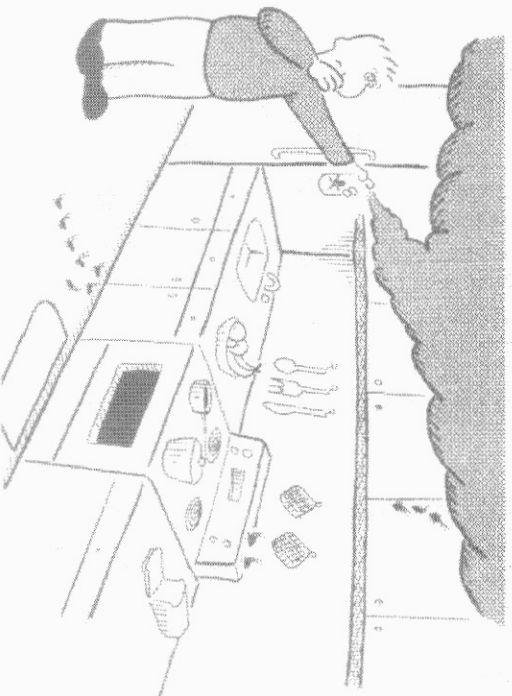
Health Concerns About Pesticides

Pesticides are chemicals used to kill cockroaches and other insects. Some pesticides can be harmful to your health and to the environment, particularly if not used as directed on the label.

One way to try to get rid of cockroaches is to hire a licensed exterminator to spray your house or apartment with a pesticide. However, cockroaches can build up a resistance to a particular chemical over time. More frequent application may be needed to do the job, or a different, more toxic pesticide may be needed to do the job.

Even if one pesticide continues to kill the insects, you may still have a problem. Unless you get rid of the things that cockroaches need to survive, they will keep coming back and you will need to spray again and again.

Using pesticide sprays indoors can be a health risk. The chemicals can remain inside your home for a long time, especially if the windows are closed. Because we spend a lot of time indoors it's easy to come in contact with these pesticides.



"I don't get it. I spray every week and they keep coming back!"

FAREWELL TO COCKROACHES

An amendment was made to the resolution, motioned by unit 303 and seconded by unit 314, and was defeated, with 6 units in favour and 20 opposed.

- K. **Resolution #5:** A resolution was made by unit 314 and seconded by unit 303 to allow Council to levy a fine against any Strata unit where the occupant leaves the underground parking area without waiting for the gate to close. The resolution was defeated, with 19 units in favour and 7 opposed.
- L. **Strata Council Board Members:** Ranjit indicated that he will not be running for election for the 2008 year. Council thanked him for his commitment and leadership for all the years he has volunteered his time on Council, and the owners offered their appreciation as well. Tony had previously advised Dennis that he would also not be available to run for Council, and the Council would like to thank him for his contributions. Two new members put their names forward to join Council: Dave Nash and Dale Fauteux. Dennis noted that two owners not present at the meeting had expressed their interest in joining Council but were not able to attend the meeting. It was motioned and seconded that Dave and Dale, as well as the three returning members, be elected to make up the 2008 Strata Council. Council would be able to appoint the non-present members at the next monthly meeting.
- M. **Open Discussion:** Owners discussed the painting resolution, and a general consensus was reached that the project should go ahead, but that the owners would like to see a comprehensive package. This would include painting the hallways, repairing any cracks or holes in the walls, replacing the carpeting, and completing other cosmetic work. It was generally agreed that the sum previously proposed to be collected would not be sufficient to complete this work. A Special General Meeting would need to be called in the early spring once a comprehensive quote package has been obtained. One owner mentioned that the door at the northeast corner of the building still allows water to leak into the building, and Council will add this to their list of projects for the upcoming year. Another owner requested an update on the plan to repair the cracked and foggy windows around the building, and a total of seven units stated that they had windows in need of repair. Council will choose a date in early 2008 to have this work done.
- N. **Adjournment:** The motion to adjourn the meeting was made at 8:10pm by unit 314, seconded by unit 312.

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MEETING MINUTES

7:00 PM – December 3, 2007

Present at Meeting: Dennis Marchant Myles Rideout
 Denise Saunders Johanne Taschereau
 Tyler Dunlop Dale Fauteux
 David Nash

Guests: Bruce Roque

Meeting was called to order at 7:00pm.

- A. **Previous Minutes:** Council motioned and approved the adoption of the minutes from the November meeting. The following items were resolved from the previous minutes: (K) Victor arranged for the old fencing to be removed at no cost; (R) Dennis purchased the coin rolls needed.
- B. **Open Items from Previous Minutes:** The following items are still outstanding from the previous minutes: (Bi) There was no update on repairing the doorframe in the stairwell leading out of the parking garage, but Victor and Tyler mentioned that it is getting worse and needs to be pulled hard in order to close properly. Dennis will try to contact the building handyman to get it repaired; (Bii) Bell was not contacted about getting the unused features from the cell phone contract reimbursed; (I) Profile was not notified regarding the new payment reimbursement process; (J) Profile was also not contacted regarding the status of the late fees; (L) Dennis had not been able to contact ICBC about the anti-auto theft signs for the parking garage.
- C. **Financial Statements:** There are no outstanding issues in the financial statements, as reported by Denise. The reimbursement issue from the November statements was successfully resolved, with all necessary payments having been made.
- D. **Outstanding Accounts Receivable:** Council received an email from Profile informing us of the status of unit 201's account. Council discussed the matter and voted in favour of commencing the lien process once again. Dennis will notify Profile of this decision and ask them to begin.
- E. **Council Administration:** As the first meeting of with the new members, the Council appointed positions for the 2008 term. Tyler and Johanne were formally appointed onto the Council. Dennis will hold the position of President, Denise will continue as Treasurer, Dave will fill the Secretary's role, Tyler will continue to take care of the security cameras, and Myles will be the contact person for any pest control issues. The Council has

chosen to move the meeting forward to 6:30pm, and will continue to hold them on the first Monday of each month.

- F. **Lighting:** Tyler reported that the previous lighting work was complete. He will prepare a new quote for replacing the ballasts in the parking garage by the next Council meeting. Denise reported that there has not yet been any financial savings due to the energy efficient lights used, but that there may be a rebate at the end of the year. Dennis will purchase light bulbs through his work so that Victor will have replacements.
- G. **Hot Water:** Johanne reported that sometimes there is a five-minute delay before she is able to get hot water in her unit. Dennis will contact the owner of the unit above hers to see if they are having the same problem.
- H. **Drywall by Stairwell at Front Entrance:** It was mentioned that the drywall covering the concrete wall at the front entrance steps is starting to turn green. Council discussed the issue and decided to table the issue until the spring, when other landscaping and exterior maintenance work will be done.
- I. **Maintenance Invoice:** An invoice for building maintenance was submitted and approved.
- J. **Shovelling of Snow:** Victor mentioned that he had the assistance of Ron and two other residents to shovel snow the previous weekend, and Dale noted that he had also performed some shovelling work on Saturday evening. Council would like to thank these owners for taking the initiative, and appreciates their efforts. In the future, Dennis, Tyler, and Dale volunteered to be responsible for shovelling snow around the building. Dennis mentioned that he is aware of two other owners that may be interested in assisting. Victor advised that the building is low on salt and would need more bags prior to the next snowfall, and Dennis confirmed that he will purchase some.
- K. **Washer/Dryer Contract:** Victor advised that one of the dryer doors is missing a piece that would allow it to close properly. Dennis will contact the company that owns the appliances to see if the service contract will cover a visit to replace the piece. Myles suggested that Council investigate purchasing the appliances, which would save the Strata the cost of the lease each month. Dennis and he will look into getting quotes to purchase commercial equivalents to the units currently installed.
- L. **Repair Projects:** Council discussed two major projects: painting and carpeting the hallways, and replacing the windows and sliding doors. It was noted that replacing the windows and doors would result in an energy savings to each owner on their utility bills, but Council does not have any quotes on how much this would cost. Myles offered to obtain a preliminary quote in time for the next meeting. Council decided to proceed with

requesting quotes for the wall repairs, painting, and carpeting, and will discuss the costs and benefits of each at the January meeting.

- M. **Project List:** Dennis volunteered to create a project list of all tasks that will be undertaken during 2008, and will present this at the next meeting.
- N. **Rentals:** Given the passage of the resolution at the annual general meeting to remove the rental bylaw, Council will need to determine how this will affect the current owners. Dennis will contact Profile to obtain more information on the matter, and will present this at the next meeting.
- O. **Keys:** A former owner who recently sold had been in possession of keys to the utility rooms in the building, and it is not known if Ranjit was able to recover them. Dennis will confer with Ranjit prior to the January meeting to get an update on this. Keys to the Strata office and other areas in the building will be provided as needed to the new Council members. The idea was raised that Strata should be in possession of a copy of a key to each unit in the building in case of an emergency, but it was not known if the Council can legally request this. Dennis will contact Profile to find out more information, and the topic will be discussed at the next meeting.
- P. **New Owners:** Two new owners have moved into the building, and Dennis will contact them to find out their phone numbers in order to program the intercom and welcome them to the building.
- Q. **Water Leak:** Dennis reported that there are two minor water leaks in the building, both in need of immediate attention. He will get in touch with the owners and arrange for a plumber to come as soon as convenient. Council discussed setting up an account with a plumbing company that can be used on a regular basis for minor repairs.
- R. **Exit Signs:** It was reported that two Exit signs, one in the parking garage and one on the third floor, are burnt out. Victor will be asked to see if these can be repaired.
- S. **Parking Gate:** Council noted that the problem with the loose screw (identified in the November minutes by Ranjit) has become a recurring problem. Dennis had already been working on it, and expects to have it resolved within a week.
- T. **Review of 2007 Accomplishments:** Tyler noted that no review had been done of the items accomplished during 2007. Dennis will prepare a preliminary draft in time for the January meeting, and Council will add a completed version to the next minutes so that all owners can review it.

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

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