

MEETING MINUTES

7:00 PM – July 9, 2007

Present at meeting: Ranjit Ahluwalia
Dennis Marchant
Denise Saunders
Tony Gauvin
Tyler Dunlop

Guest: Victor Waterhouse
Lindsay MacPherson

Absent: Myles Rideout

Meeting was called to order at 7:00pm.

- A. **Previous Minutes:** Council motioned and approved the adoption of the minutes from the June meeting. The following items were resolved from the previous minutes: (I) Myles purchased and activated the new cell phone for the building; (P) Ranjit was unable to find any rose bushes at an affordable price, and now that the season is over he feels it will be very difficult to find any now.
- B. **Open Items from Previous Minutes:** The following items are still outstanding from the previous minutes: (K) Dennis has not met with his neighbours in regards to planting grass on the north side, but will do so during July; (M) Myles and Ranjit have not investigated the leak found in the hallway on the third floor.
- C. **Financial Statements:** There are no outstanding issues in the financial statements, as reported by Denise. All previous issues that were mentioned during the June meeting have been resolved. Denise mentioned that it will be unlikely that the Strata will have sufficient funds in the main account to allow for the retained earnings to be transferred into the contingency fund.
- D. **Outstanding Accounts Receivable:** Ranjit had no update on the status of the ongoing collection efforts against unit 201.
- E. **Doormaster Invoice:** Ranjit reported that Doormaster is continuing to call him in regards to their claim for payment on a disputed invoice. Council has voted to not pay the invoice, which is for work performed on the garage gate while it was under warranty.
- F. **Intercom:** Lindsay, a new owner in the building, attended the meeting to ask that her intercom buzzer be connected. Dennis committed to doing so after the meeting.
- G. **Garburator Installation:** A request was made to have a garburator installed in one of the units. Council approved the request, but noted that the installation must be done by a professional to ensure no damage is done to the plumbing or other units.
- H. **Security:** A bicycle was stolen from the underground parking area. Council reviewed the video tapes and found that the thieves were able to enter at night by waiting outside the garage and entering after a car left the parking area. **It is imperative that all owners watch the parkade gate when entering or leaving the garage to ensure the gate closes completely and no one enters the building.**
- I. **Lighting:** Tyler advised Council that he is ready to install the lighting fixtures throughout the building, beginning next Friday. Myles reported that he was unable to find any companies interested or available to paint the ceilings prior to the lighting work. Denise and Tony will see if they are able to locate any other companies prior to Tyler commencing work next week.
- J. **Pest Control:** Dennis and Ranjit have provided the pest control company with all the information they need to set up the account, and Tony has compiled a list of the apartments which may require treatment. **If you would like your apartment inspected for possible treatment for cockroaches, silverfish, or other insects, please contact: Dennis at xdennisma@hotmail.com, Victor at 778-773-1703, or leave a note in the mailbox of the Strata office on the second floor opposite unit 201.**

- K. **Painting:** Tony brought a painting to the meeting and suggested that it could be hung near one of the entranceways. Council discussed the idea and chose not to hang the painting. Tony took the painting with him.
- L. **Real Estate Sign:** One of the real estate “sold” signs has been in front of the building for several weeks, and Victor will call the agent to have it removed.
- M. **Rooftop Antenna:** There is no update on the previous agreement to have a communications antenna installed on the building’s room.
- N. **Window Repairs:** Council has been contacted by more owners regarding cracked and foggy windows. Council has decided that repairs will go ahead in September. **If you would like any of your cracked, leaking, or foggy windows to be repaired, please contact: Dennis at xdennisma@hotmail.com, Victor at 778-773-1703, or leave a note in the mailbox of the Strata office on the second floor opposite unit 201.**
- O. **First-Floor Repairs:** One of the units damaged by the leaking brickwork has contacted Council to arrange for repairs. Ranjit will be in touch with the other affected owners and will arrange for all units to be repaired at the same time.
- P. **Southwest Corner Work:** Work has begun on the southwest corner to replace the rotting wood with brickwork to match the work done on other areas of the building. Arrangements have not yet been made to install fencing on top of the bricks.
- Q. **Chimney Cleaning:** Council discussed whether or not it is required that all chimneys be cleaned on an annual basis. Dennis committed to contacting the Strata’s property management company to ask if this is needed.
- R. **August Meeting:** Since the first Monday of August falls on BC Day, Council decided to move the meeting to Monday, August 13th.
- S. **Invoices:** Ranjit submitted several invoices for payment, all of which were approved. Dennis also advised Council that he will be mailing his receipts to Profile for reimbursement, which was also approved.
- T. **Lighting Invoice:** Tyler advised Council that he would like to be paid half of the contract upfront. After discussing the request, Council approved the request to pay up to \$2500 in materials and other required items. Tyler will contact Dennis to get the mailing information for where the invoice needs to be sent for payment.
- U. **Property Gates:** Council would like to remind all residents to close the gates at the south and north ends of the property. This will improve the building’s security and make our property less inviting to people wanting to cut through.

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

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.

1703) or leave a note under Tony's door (unit 310) with a brief description, and an appointment with the extermination company will be made.

- N. **Painting of Hallways:** Tony will obtain some quotes to get the hallways professionally painted, so that planning can begin on completing this task.
- O. **Windows:** It is expected that the date to have all cracked or foggy windows reviewed will be in late September. Dennis will notify all owners several weeks ahead of time.
- P. **Garbage Bin Locks:** Tyler reported to Council that based on his reviews of the surveillance cameras, the building's outside garbage bins are attracting a number of scavengers on a daily basis. Some of these people then wait until a car leave the parking garage and then enter before the gate closes. **Council strongly requests that all owners pause to ensure the gate closes securely before leaving the parking ramp area. Council has noticed that there are still some owners that leave without checking the area, which has led to several thefts of residents' property.** In order to deter some crimes of opportunity, Council will investigate putting locks on the bins. While it may be an inconvenience to some, it will improve the overall security for the building. Ranjit will contact the garbage bin company to discuss the various options.
- Q. **Lighting:** Council would like to thank Tyler for the excellent work in replacing the hallway lighting. Tyler will look into replacing the stairwell lights as well, and will also purchase matching cool white bulbs for the pot-lights in the lobby area. Victor will install the bulbs once Tyler gets them.
- R. **Chimney Cleaning:** Dennis contacted the building's insurance company, who stated that even though chimney cleaning is not required, it is highly recommended. Tyler suggested that this year's chimney cleaning be scheduled to coincide with the next annual fire alarm test, to make these maintenance tasks more convenient for owners.
- S. **Building Update:** Dennis reported that he delivered a welcoming package to the new owner on the first floor, and provided new keys and fobs to two third-floor owners.
- T. **Possible Graffiti:** As there is a potential that the new southwest corner wall could be a target for graffiti, Victor will look into various options available for removing spray paint.
- U. **Bike Locked to North-Side Fence:** Victor will speak with the owner of the bicycle that is being locked to the fence at the north side of the property and recommend that it be moved inside the building, as it is a strong target to be stolen.
- V. **Hillcrest Plumbing Account:** Denise will complete the form necessary to open a credit account with Hillcrest Plumbing.
- W. **Lockers and Parking Stall Numbers:** Dennis committed to begin compiling a list of all lockers and parking stall numbers in early November, to complete the list prior to the Annual General Meeting in December.
- X. **Repositioning Surveillance Cameras:** Ranjit and Tyler discussed the options for pointing some cameras in different directions so as to improve the camera angles. They will also investigate the costs of adding another camera above the parking garage to obtain better images of people entering the garage from the garbage bin area.
- Y. **First-Floor Leak Repairs:** Ranjit obtained quotes for replacing the carpet in one first-floor unit partially damaged by the leaking brickwork, and will discuss with the owner on sharing the costs between the owner and Council.
- Z. **Invoices:** Ranjit submitted invoices for maintenance work and the plumbing repairs, all of which were approved.

After having addressed all the items brought forward, Council adjourned the meeting at 10:00pm.

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

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MEETING MINUTES

7:00 PM – September 3, 2007

Present at meeting: Ranjit Ahluwalia
Dennis Marchant
Denise Saunders
Tony Gauvin

Guests: Victor Waterhouse

Absent: Tyler Dunlop
Myles Rideout

Meeting was called to order at 7:05pm.

- A. **Previous Minutes:** Council motioned and approved the adoption of the minutes from the August meeting. The following items were resolved from the previous minutes: (V) Denise completed the credit application for Hillcrest Plumbing.
- B. **Open Items from Previous Minutes:** The following items are still outstanding from the previous minutes: (Bi) Dennis has not met with his neighbours in regards to planting grass on the north side, but will do so during September; (Bii) Myles and Ranjit have not been able to investigate the leak in the hallway on the third floor since it has not been raining; (G) The terracotta plant pot for the front walkway area was not purchased; (K) Tyler has been on vacation, so the lights in the parking garage were not inspected; (L) The hole in the third floor drywall has not been repaired; (Q) Tyler has been on vacation, so the replacement lights for the lobby have not been purchased.
- C. **Financial Statements:** There are no outstanding issues in the financial statements, as reported by Denise.
- D. **Outstanding Accounts Receivable:** The funds paid by unit 201 have appeared in the Strata's main bank account, but the lawyer's fees which will be charged to the unit do not appear on the accounts receivable report. Dennis will contact Profile to ask about this.
- E. **Building Cell Phone:** Victor asked about the building's cell phone plan, and Dennis committed to looking into it to see if there are any cheaper alternatives. Denise mentioned that the plan costs approximately \$50.00 per month.
- F. **Graffiti Spray:** Victor found several types of graffiti spray that can be purchased from Home Depot. He will buy some if necessary.
- G. **Insect Update:** Tony reported that four units were checked for insects, and two of them required spraying. The company (Orkin) will provide Tony with some brochures that describe the types of insects that can commonly be found in our type of building, and these brochures will be distributed with the October minutes.
- H. **Painting:** Tony was not able to obtain quotes for painting the hallways, but he will in time for the October meeting. The painting is not expected to proceed until after being put to a vote at the Annual General Meeting.
- I. **Windows:** One more unit has reported a cracked window. Council will discuss further during the October meeting as to when the repairs can be scheduled for.
- J. **New Bylaw (for AGM):** Council discussed the idea of imposing fines on residents that allow unknown people to enter via the parking garage gate. This would encourage owners to ensure that the gate shuts completely after the resident leaves the building. This idea will be discussed further prior to the AGM and may be put forward as a new bylaw if agreed to by the owners.

- K. **Annual General Meeting Date:** The Annual General Meeting is tentatively scheduled for Monday, November 26, 2007, to be held in the Strata Council office at 7:00pm. As Council would like a representative from Profile, our property management company, to chair the meeting, this date will be dependant on their schedule. Dennis will contact Profile to confirm the date.
- L. **Southwest Corner:** Gravel was added above the drainage pipe, and this completed the work that was contracted for building the wall. Council will discuss how to proceed with the landscaping for the area during the October meeting. There has not been an update from Asim regarding when the fencing work will begin.
- M. **Garbage Can Lock:** Ranjit checked with the company that manages the garbage dumpsters, and determined that we cannot put a lock on the lids since they are made of plastic.
- N. **Bent Door Frame:** The frame for the door to the stairwell leading out of the parking garage is bent due to an attempted break-in, and now the door does not open or close properly. Ranjit will arrange for Mark to try to repair it when he returns to complete various other repairs around the building.
- O. **Invoices:** One invoice was submitted for maintenance, and Council approved it for payment.

After having addressed all the items brought forward, Council adjourned the meeting at 8:40pm.

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

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