

Norfolk Manor – Strata Plan N.W. 2178
Strata Meeting Minutes
7:00pm – October 5, 2008

Present:	Dennis Marchant Sarinthu Watkins	Denise Saunders Dale Fauteux
Guests:	Victor Waterhouse	Jason Watkins
Absent:	Tyler Dunlop David Nash	Johanne Taschereau

1. **Minutes:** The minutes from the September meeting were adopted.
2. **Immediate Business (Completed):** Tiles installed at parkade level entry; Garbage bins moved inside (the Council would like to thank Vince for assisting in moving the wood strips); Eleven sets of ballasts for the parkade lights have been installed; Security video camera repaired; Voltech completed the winterization of the sprinkler system and installed the lock-out switch for the compressor; Final inspection of the ground-floor access panels was completed and approved; Service package for the Council cell phone was reviewed and upgraded; Problem with the motion sensor in the parkade gate was repaired at no charge to the Council.
3. **Immediate Business (Outstanding for November):** Tyler and Dennis will get the user manual for the security cameras; Dennis will contact the landscaper to ask him to have the bushes by the parkade driveway pruned back; Dennis will compile the notes from the building maintenance education session; 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 and to add an elevator key access option to the parkade.
4. **Financial Statements:** Denise approved of the current month's financial statements, although she was not able to trace the transactions for the payment of the NSF charges and the fines charged to the previous owners of unit 102. She has also not been able to reconcile one month's missing laundry revenue. She will continue to follow up on this issue during October. Dennis advised Council that he has been working with Lynda at Profile to have some transactions reallocated to the correct accounts.
5. **Outstanding Accounts Receivable:** Dennis reported that there has been further communication with the Council's lawyer regarding the foreclosure proceedings against one unit. However, there is the possibility that the Strata will take a \$700 loss due to legal fees that will not be reimbursed when payment is finally collected. Council waived a minor charge outstanding against one owner due to a miscommunication.
6. **Interior Hallway Renovation:** Dennis mentioned that he has spoken with Paulo and that the project is nearly done. Council discussed the progress and agreed to pay Paulo the balance of the quoted fees, with a 10% holdback until everything is complete and approved.
7. **Carpeting on Stairwell Step:** Victor noticed that the carpet had come off of one of the steps in the south stairwell, and it has since been fixed. Council would like to thank Victor for following up on this issue.
8. **Replacement of Door-Closer:** Paulo mentioned to Dennis that the door-closer on the third-floor door to the south stairwell has broken again, and that it would be more effective to replace it rather than repair it again. Victor and Dennis agreed to look at it after the meeting. The door-closer to the parkade entrance is allowing the door to slam shut, and Council discussed various options for repairing it.

9. **Obscenities Scratched on Walls:** Paulo and Dennis have found four separate instances of obscenities having been scratched into newly painted walls. The Council and Victor will watch for new instances of this occurring and will take appropriate action if and when the person responsible is identified.
10. **Trash Dumped by Parkade Entrance:** Dennis found two bags of garbage that had been dumped by the parkade entrance, which were opened and rifled through. Dennis reported that Tyler had checked on the video cameras to see if the person responsible could be identified, but the image was not clear. Council believes that the person was not a resident of the building.
11. **South-End Landscaping:** The project to replace the south-end walkway has not yet commenced. Council decided to wait until 2009 before replacing any of the timbers so that all can be done at once.
12. **Parkade and Storage Area Lighting:** Council approved the invoice for the new ballasts installed in the parkade. It was decided that the project to install new light fixtures in the storage room will be put on hold until 2009. Council agreed to add power outlets in the parkade and possibly in the storage room, and to have the three single ballasts (one of which is burnt-out) in the parkade replaced as soon as reasonably possible.
13. **AGM Meeting Date:** The annual general meeting is tentatively scheduled for Monday, December 1, 2008 at 7:00pm and will be confirmed once Dennis is able to contact Pat at Profile.
14. **Health and Safety Issue:** Dennis advised Council of his discussions with Pat regarding the ongoing significant cleanliness issues in one unit. However, given that foreclosure proceedings are underway against the unit, the Council decided to wait until they are completed before commencing any action.
15. **Storeroom Exit Door:** Victor, Dennis, and Jason will inspect the storeroom door leading directly to the garage which does not close properly.
16. **Detached Heater:** Victor noted that a heater had fallen off the wall on the third floor, and that he will try to reattach it in October.
17. **Storeroom Entrance Door:** Victor mentioned that the door to enter the storeroom is sticking against the new tiles and does not close properly. Jason will borrow a grinder and will try to fix the door.
18. **Time Duration for Dryers:** Victor noted that several residents have requested a half-hour option to be added to the dryers. Dennis will contact Phelps to arrange this.
19. **Detached Light Fixture:** A light fixture on the second floor has come detached and will need to be repaired. Dennis will follow up with Tyler to arrange for this to be completed.
20. **Floor Mats at Entrances:** It was noted that the floor mats at the various entrances do not match. Council will look into replacing all of them in 2009 with a matching set.
21. **Community Newspapers:** Several residents have mentioned to Council that the two community newspapers are no longer being delivered to the building. Council discussed the matter and agreed that five of each will be requested. Dennis will follow up with the two companies.
22. **New Security Cameras:** Dennis received a quote to install three new video cameras (one in the lobby and two in the parkade area) for a price of approximately \$4280. Council will discuss this option for 2009 or later.
23. **Water Running into Parkade:** It was noted that water was now running into the parkade due to the cement ramp installed over the grating. Dennis will discuss with Ranjit and Marc to find a solution to this issue.

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

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 – 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)**

MEETING MINUTES

7:00 PM – December 1, 2008

Norfolk Manor 2008 Annual General Meeting

Council Members Present:	Dale Fauteux Sarithu Watkins Johanne Taschereau	David Nash Dennis Marchant
Absent:	Denise Saunders	Tyler Dunlop

- A. **Call to Order:** Meeting was called to order at 7:08pm. Meeting was chaired by Pamela Roy of the building’s property management company, Profile Properties.
- B. **Attendance:** Attendance was taken as residents arrived. Total attendance was 15 units represented in person and 8 proxy ballot forms received by Council, for a total of 23 of the 42 units. The necessary quorum was achieved.
- C. **Approval of Agenda:** The agenda, which was distributed to all owners in early November, was approved.
- D. **Adoption of Minutes:** The minutes from the 2007 Annual General Meeting and the 2008 Special General Meeting were adopted.
- E. **Report on Insurance:** Pamela Roy provided a brief report on the insurance carried by Strata. It provides general coverage as well as some water, earthquake, and flood damage, as well as liability insurance for the Strata Council. Requests for specific information regarding this policy can be made directly to the Council. The deductible is currently \$2500, but Council will investigate the option of increasing this to \$5000 or \$10,000 before it is renewed in early February.
- F. **Resolution #1:** A resolution was made by unit 112 and seconded by unit 313 to contribute an additional \$20,000 as well as any accumulated retained earnings (less any current year’s deficit) to the Strata contingency fund. This resolution passed with 1 abstention.
- G. **Budget for 2008:** The proposed budget for 2009 was distributed to all owners prior to the AGM with the agenda, and was motioned for acceptance by unit 101 and seconded by unit 112. There was a vote to increase the elevator budget from \$2300 to \$2500. The amount of \$200 would be removed from the exterior repairs and projects account to offset the increase and to maintain the ending surplus at \$0.00. It was also noted that even though \$1400 has been budgeted for the pest control account, the Council may choose not to renew the contract if it is not sufficiently used. The budget was approved unanimously.
- H. **Resolution #2:** A resolution was made by unit 211 and seconded by unit 311 to correct all errors in spelling, grammar, and punctuation found in the most current version of the bylaws, without changing any of the meanings or intents. This resolution passed.
- I. **Resolution #3:** A resolution was made by unit 214 and seconded by unit 102 to amend the complaint submission bylaw to state: “Any owner wishing to make a

complaint against the Strata Corporation or another owner, occupant, or tenant must do so in writing. All complaints should be addressed to the Council and must be signed by the owner submitting the complaint, but the complainant is permitted to request to remain anonymous. This resolution passed with 1 opposed.

- J. **Resolution #4:** A resolution was made by unit 214 and seconded by 102 to amend the bylaws to include expense reimbursement bylaw 5.8. It states “Any payment or reimbursement of expenses must be co-signed for approval by a member of the strata council. Any payment to a member of the Strata Council must be co-signed for approval by at least one other member of the council.” This resolution passed.
- K. **Resolution #5:** A resolution was made by unit 205 and seconded by unit 212 to change the current barbecue bylaw. It will now state “Barbecues are allowed only with written permission of the council. Any damage to a Strata lot or common property resulting from the use of the barbecue must be repaired immediately to the satisfaction of the council, and all costs for the repairs are the responsibility of the owner. Propane tanks may not be stored inside the building or in the parkade, and the owner of the Strata lot must keep a fire extinguisher within reasonable access of the barbecue.” This resolution passed with 19 in favour and 4 opposed.
- L. **Resolution #6:** A resolution was made by unit 101 and seconded by unit 309 to prohibit the use of lockboxes or any other means of leaving building access keys on the exterior of the property. This resolution passed.
- M. **Resolution #7:** A resolution was made by unit 313 and seconded by unit 102 that any owner, occupant, or tenant of a Strata lot shall not deposit household refuse, garbage or other waste material other than in containers provided for the purpose or as instructed by the Council. All garbage must be tied and enclosed in suitable plastic garbage bags and neatly placed in the containers and any large objects or furniture may not be discarded in the containers. All recyclable material must be disposed of in their appropriate container, in compliance with the local guidelines on recycling. This resolution passed with 1 opposed.
- N. **Resolution #8:** A resolution was made by unit 211 and seconded by unit 111 that if an infestation is found that the Council can reasonably determine is due to the actions or negligence of the owner, occupant or tenant, the Council shall be at liberty to contract pest control services to treat the infested areas and to charge the expense to the owner, occupant or tenant involved. This resolution passed.
- O. **Resolution #9:** A resolution was made by unit 102 and seconded by unit 311 that approval must be obtained from Council prior to installing any kitchen appliance or bathroom fixture that would use a high level of water pressure. This resolution passed.
- P. **Resolution #10:** A resolution was made by unit 211 and seconded by 309 to only have realty signs hung from the sign post provided at the front of the building. This resolution passed.
- Q. **Resolution#11:** A resolution was made by unit 102 and seconded by unit 101 that the Strata Corporation liability bylaws 13.1 and 13.2 be removed. They contradict Insurance Act in regards to the liability of the Strata Corporation for replacing or repairing damage to a unit and are not enforceable. This resolution passed.

- R. **Resolution #12:** A resolution was made by unit 211 and seconded by unit 311 to correct bylaw 13.4 so that it complies with the Insurance Act. This motion passed.
- S. **Resolution #13:** A resolution was made by unit 303 and seconded by 314 to remove the pet-related bylaws that are no longer relevant. This resolution passed.
- T. **Resolution #14:** A resolution was made by 102 and seconded by 312 to remove several bylaws regarding rentals that are no longer relevant. Bylaw 20.8 will become 20.2 and read "The Council shall not approve a request by an owner to rent his/her Strata lot on the grounds of hardship for a period exceeding one year, as covered by section 144 of the Strata Property Act. The owner is permitted to make another request to the Council no later than two months prior to the expiration of the approved time period." This resolution passed.
- U. **Resolution #15:** A resolution was made by unit 108 and seconded by 102 to increase the move-in fee to \$100. Along with this increase Strata would put together a move-in kit for the use of anybody moving in to the building. This resolution passed with 5 opposed.
- V. **Resolution #16:** A resolution was made by unit 312 and seconded by 102 to change the late payment fee to \$100 per incident. This resolution passed with 4 opposed.
- W. **Resolution #17:** A resolution was made by 102 and seconded by 108 to amend bylaw 24.2 regarding written warnings so that it complies with the Strata Property Act. This resolution passed.
- X. **New items and Open Discussion:**
- Effective January 1, 2009, any owner renting a second parking stall in the underground parkade will be assessed a charge of \$25.00 per month. This charge is permitted by bylaw 15.4, and owners that will be charged this fee will be advised in December.
 - Chimney cleaning will now be done every other year (beginning in 2010), and the charges will be covered out of the operating budget instead of billing each owner.
 - Each Strata lot is entitled to two building keys, one laundry/storage room access key and one parkade gate remote fob. Additional building and access keys can be obtained for a refundable \$50.00 deposit and additional fobs can be purchased at a non-refundable cost of \$30.00.
 - Owners are reminded that all construction work must be done within the Strata unit and must adhere to bylaws regarding noise and cleanliness.
 - It was discussed as to whether a key access system to the parkade should be installed in the elevator. The Council will obtain quotes regarding a key fob access system for the building before proceeding.
 - The Council would like to extend a huge thank you to Victor and Reno for all the hard work they put into maintaining the building.
- Y. **Strata Council Board Members:** The Council would like to extend a thank you to the previous year's Council for all of their hard work. The owners voted that Denise Saunders, Johanne Taschereau, and Dennis Marchant would return to Council.

They will be joined by Jason Watkins, Jordan Storey, Lindsay MacPherson, and Douglas Mazariego.

- Z. **Adjournment:** The motion to adjourn the meeting was made at 8:30pm and approved.

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

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