

**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN LMS 531 – CEDARBROOKE VILLAGE**

**DATE HELD:** Tuesday, January 10, 2006  
**LOCATION:** The Pub - 555 West 28<sup>th</sup> Street  
North Vancouver, British Columbia  
**CALL TO ORDER:** 7:00 p.m.

---

**Council in Attendance:**

Harry Carruthers	#412	President
Ginny Martin	#305	Vice President
Bruce Morris	#216	Treasurer
Vicki Parton	#701	Secretary
Maria Malcolm	#803	
Michael Fortney		

**Regrets:** Keith Blyth #404

**Guests:** Iraj Babaei Owner of Neighbouring building lot 543 W.  
28<sup>th</sup> St. North Vancouver,  
Karen Wikberg, Unit 405.

**Also in Attendance:** Duncan Fairfield, Stratawest Management Ltd.

Prior to commencement of the meeting, owner Karen Wikberg, Unit 405, presented to Strata Council a request to have an archway located at the rear of her unit removed at her cost, and have a fence constructed in place of this archway.

Strata Council reviewed Karen's request and asked that a quotation and drawing of the proposed alterations be submitted for review. Karen was then excused from the Meeting at 7:15 p.m.

Guest, Iraj Babaei presented two requests to Strata Council:

1. That the Strata Corporation fence located near the W. 28<sup>th</sup> entrance to Cedarbrooke (lane way) be relocated so that access can be made possible for the parking area for the new development, and
2. There is a need for a connection to the storm sewer which is located in the middle of the driveway entrance to W.28<sup>th</sup> Street to Cedarbrooke Village and that Mr. Babaei would assume all costs associated with this connection required by the City of North Vancouver.

Strata Council discussed Mr. Babaei's request and instructed the Property Manager to have Mr. Babaei submit a drawing indicating the location of the connection to the storm sewer and secondly, to indicate the property line of his lot at 543 W. 28<sup>th</sup> St. Upon receipt, Strata Council will then review the request and provide a letter indicating their approval so that Mr. Babaei can continue with his permit application and submit the letter to the City of North Vancouver.

Mr. Babaei was then excused from the Meeting at 7:25 p.m.

(1) **CALL TO ORDER**

The meeting was called to order at 7:25 p.m.

(2) **PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Martin/Morris)**

That the Minutes of the Strata Council Meeting held October 18, 2005 and December 8, 2005 be adopted as circulated.

**CARRIED**

(3) **UNFINISHED BUSINESS**

a) **Pub License**

Harry Carruthers reported that the Pub license is now in the name of Strata Corporation LMS 531 effective December 13, 2005.

Harry also reported that the Strata Corp is in receipt of a letter from the liquor licensing inspector who noted that a number of issues need to be addressed in order for us to continue with this licence. A meeting with the Social Club will be arranged for discussion in early February.

b) **Holding Companies**

Harry Carruthers reported that lawyer Doug Crawford of Bradford, Crawford and Green are in the process of closing out the two Holding Companies as there are now no longer any assets in either company. Harry will forward a certified copy of the AGM's resolution to windup these companies to Mr. Crawford.

c) **Replacement Windows**

The replacement of windows in various Strata Lots has just begun and will be ongoing.. Satisfaction was expressed by Council Members who have had this work completed.

Owners wanting their windows replaced, at their own expense, are reminded that a 30% deposit is required with a completion date of 2-3 weeks. The contact name and phone number is available on the Cedarbrooke Village website.

d) **Exterior Stair Repairs**

As voted on at the AGM, replacement of breezeway stairs is continuing forward. (Blocks 500, 200 South and 900 South). Harry Carruthers reported that an engineer has provided drawings for the construction of the exterior stairs. This will need to be modified slightly as the gauge of steel for the metal treads is possibly too thick and heavy and there is possibly a lighter gauge available. The engineer will be asked to revise the specs, so they can be provided to contractors for their quotations for the construction of new exterior stairs.

e) **Alterations – Unit #601**

The Property Manager reported that he still has not received copies of permits or final inspections for the plumbing and electrical work done at Unit 601.

It was noted that a lien of \$10,000.00 will be registered against this Strata Lot, if required. The Strata Corporation requires that all plumbing and electrical requests be pre-approved by Council – prior to commencement of work being performed to ensure compliance with local building codes.

(4) **FINANCIAL REPORT**

a) **Financial Statements**

The Financial Statements for the months of October and November 2005 were reviewed by Strata Council. It was then

**MOVED AND SECONDED (Morris/Fortney)**

That the Financial Statements for the months of October and November 2005 be approved as prepared by Stratawest Management Ltd.

**CARRIED**

b) **Accounts Receivable**

It was noted that a large number of Owners are in arrears of their Strata Fees. Reminder letters have been sent by Stratawest Management Ltd. to these Owners. Demand letters have been sent to Owners who have arrears in their Strata Fees of three months or more.

Owners are again reminded that Strata Fees are due and payable on the first of each month and a \$25.00 fine will be assessed for late payment of Strata Fees.

(5) **COMMITTEE REPORTS**

a) **Maintenance Committee**

The Maintenance Committee report was presented to Strata Council by Bruce Morris. This report is attached to these Minutes.

b) **Gardening Committee Report**

Maria Malcolm reported that she will meet with Steve from Lawnhoppers to discuss this year's activities regarding the gardens.

c) **Storage Committee**

The Storage Committee report was deferred until the next Strata Council Meeting.

d) **Social Committee**

Bruce Morris reported that the Social Committee intends to meet with Strata Council to discuss the pub function and license.

e) **Publishing**

Ginny Martin reported that the Cedarbrooke Village Newsletter will be distributed in late January 2006. Ginny also reported that the website will be updated in the near future.

The Cedarbrooke Village website is [www.cedarbrookevillage.com](http://www.cedarbrookevillage.com).

f) **Facilities**

The Facilities report was deferred until the next Strata Council Meeting.

g) **Management Report**

The Property Manager presented events, calls, etc. that occurred over the past month to Strata Council.

(6) **NEW BUSINESS**

a) **2006 Calendar of Events**

The 2006 Calendar of Events is being compiled and will be presented at the next Strata Council meeting.

b) **Coin-O-Matic Contract**

This contract is up for renewal as of November 2005. It was noted that there are options for Strata Council to consider regarding the Coin-O-Matic laundry operations. The Property Manager was asked to contact Coin-O-Matic to have these options summarized for review at the next Strata Council Meeting.

c) **Stevens Plumbing – Boiler Report**

The boiler report by Stevens Plumbing was presented to Strata Council for review. Repairs to the boiler were estimated at \$12,000.00 plus GST. It was then

**MOVED AND SECONDED (Martin/Morris)**

To approve the quotation from Stevens Plumbing for repairs to all boilers at a cost of approximately \$12,000.00.

**CARRIED**

**d) Insurance Recommendations/Deficiencies**

A report was received from BFL Canada Insurance for recommendations for liability issues at Cedarbrooke Village as follows:

- To have fire extinguishers installed in each electrical and boiler room
- All stored paint/combustibles be removed from exposed areas
- GFI (ground fault interceptors) be installed in the laundry room outlets and a recommendation to Owners that they have GFI outlets installed in their units (where outlets are in proximity to water outlets)
- New electrical work be done to current codes
- The boilers be inspected on an annual basis
- The interior mechanical room lights have globe protectors installed.
- A fire monitored alarm system be installed.

The Strata Council will consider each of these items and make recommendations and a plan of action. The Property Manager was then asked to write a letter indicating Strata Council's response to the recommendations.

**e) Office Renovations**

Discussion arose regarding renovating the office, estimated at approximately \$5,000.00. Council is desirous of making various improvements to the office space for more effective monthly council meetings, meeting with trades, property manager, owners, etc. and to create an organized office space for council and staff. Strata Council will obtain further quotations for flooring, new toilets and painting, etc. and then will be discussed and prioritized during budget discussions at the next Strata Council Meeting.

**(7) CORRESPONDENCE**

A letter was received from an Owner regarding inspection of their Unit when it is unoccupied as per the Strata Corporation Bylaws. **Strata Council advises that inspection of unoccupied units is the responsibility of the Owner. If owners are physically unable to access the crawlspace, they are to have someone capable of accessing the crawlspace for a visual inspection and ensure this is done on a regular basis.**

A letter was received from an Owner regarding canceling the use of the gas fireplace if there is an increase in the amount charged to their Strata Lot from \$10.00 per month to \$20.00 per month. As there was no increase in the amount charged for usage of the gas fireplace, gas service will continue.

A letter was received from another Owner regarding usage of their fireplace if there is an increase from \$10.00 per month to \$20.00 per month and as this was not approved at the Annual General Meeting usage of the gas fireplace at this unit will continue at a charge of \$10.00 per month.

A letter was received from an Owner regarding Christmas decorations being installed on Common Property. **Strata Council will discuss this in the near future and advise all Owners as to the policy on Christmas decorations on Common Property.**

A letter was received from an Owner requesting an archway at the end of their patio be removed and a fence installed at this location at the Owner's cost. **Strata Council requested a drawing indicating the present location of the archway and what the proposed alteration would be. This will be discussed at the next Strata Council Meeting.**

(8) **NEXT MEETING DATE**

The next scheduled meeting is Tuesday February 7, 2006 at 7:00 p.m.

(9) **ADJOURNMENT**

There being no further business the meeting adjourned at 9:35 p.m.

---

**STRATAWEST MANAGEMENT LTD.**

#202-224 West Esplanade, North Vancouver, B.C., V7M 1A4 Tel: 604-904-9595/ Fax: 604-904-2323

Assistant: Dawn Martin-Smith, [dmartin-smith@stratawest.com](mailto:dmartin-smith@stratawest.com)

Accountant: Catherine Tocher, [ctocher@stratawest.com](mailto:ctocher@stratawest.com)

## Maintenance Report Jan 10, 2006

Maintenance was pretty quiet during December and January compared to last year. We did have a pump in the pool room cease operations and had to be replaced. In addition the lock on the south gate to Westview broke and had to be replaced. Some residents continued to have problems with the lock and Silverline Security was called and it has been repaired again. If any residents continue to have problems please call Maintenance at 604-988-6010.

The results of an inspection of the complex by the insurance company to point out possible trouble spots was received. Action has commenced to try and satisfy the problems specified.

The BC Safety organization visited the site and inspected all the boilers in the unit and is in the process of issuing us our safety permits.

During the extreme rainfall during the past month we have noticed several eaves cannot stand up to the torrent of water coming off the roof but can handle the normal rainfall. If overflows continue in a normal rain storm please call maintenance and we will do what we can to clear the eaves.





**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN LMS 531 – CEDARBROOKE VILLAGE**

**DATE HELD:** Tuesday, February 7, 2006  
**LOCATION:** The Recreation Centre - 555 West 28<sup>th</sup> Street  
North Vancouver, British Columbia  
**CALL TO ORDER:** 7:00 p.m.

---

**Council in Attendance:**

Harry Carruthers	#412	President
Ginny Martin	#305	Vice President
Bruce Morris	#216	Treasurer
Vicki Parton	#701	Secretary
Maria Malcolm	#803	

**Regrets:**

Keith Blyth	#404
Michael Fortney	#508

**Guests:** Mr. & Mrs. Larry Steed, #601

**Also in Attendance:** Duncan Fairfield, Stratawest Management Ltd.

Prior to commencement of the meeting, new Owners Mr. & Mrs. Larry Steed, Unit 601 introduced themselves to Strata Council, completed the pet registration form registering their small dog and were excused from the meeting at 7:10 p.m.

**(1) CALL TO ORDER**

The meeting was called to order at 7:10 p.m. by Council President Harry Carruthers.

**(2) PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Martin/Parton)**

That the Minutes of the Strata Council Meeting held January 10, 2006 be adopted as circulated.

**CARRIED**

**(3) UNFINISHED BUSINESS**

**a) Exterior Stair Repairs**

The Property Manager reported that the engineer has been paid for supplying drawings for the construction of exterior stairs as quoted.

Harry Carruthers advised that he will discuss design options with the engineer so that quotations for the construction of new stairs can be obtained.

It was also noted that the 200 Block south breezeway stair stringers are also rotten and will be added to the list of exterior stairs to be replaced.

**b) 2006 Calendar of Events**

The draft 2006 Calendar of Events was presented by Vicki Parton and will be attached in the Cedarbrooke Village Newsletter.

**c) Coin-O-Matic Contract**

The Property Manager reported that he is in contact with Maxi of Coin-O-Matic Services and was ensured Strata Council would be provided with options regarding the services for laundry facilities at Cedarbrooke Village. To date no summary has been provided and the Property Manager will contact Maxi again to obtain the option summary. This will then be reviewed by Strata Council for the year 2006.

**d) Boiler Repairs**

As stated in the January 10, 2006 Minutes, a report/assessment from Stevens Plumbing regarding the boilers was received. The Property Manager and Strata Council are obtaining additional quotations, opinions and assessment reports on the condition of the boilers, and these reports will be reviewed by Strata Council.

**(4) FINANCIAL REPORT**

**a) Financial Statements**

The Financial Statements for the month of December 2005 was deferred until the next Strata Council Meeting.

**b) Accounts Receivable**

It was noted that a five (5) Owners are in arrears of their Strata Fees. Demand letters have been sent by Stratawest Management Ltd. to these Owners.

**Owners are again reminded that Strata Fees are due and payable on the first of each month and a \$25.00 fine will be assessed for late payment of Strata Fees.**

**(5) COMMITTEE REPORTS**

**a) Maintenance Committee**

Bruce Morris outlined the following items regarding maintenance:

- Approximately 25-30 battery operated smoke alarms are needed for the storage area and laundry rooms. The maintenance staff will check the existing smoke alarms to ensure they are working properly and to install additional smoke alarms where required.
- 200 Block drainage – Bruce reported that the drainage at the 200 Block North Annex is causing problems and will obtain quotations for either re-doing the drainage or have it “snaked” to see if this will solve the problem.
- It was noted there was a pipe leak in the 300 Block boiler which has been repaired by Tibi, the maintenance man.

- Maria Malcolm noted that exterior hoses have not been picked up, tagged and stored for the winter. Also, it would be most appreciated if staff could pick up litter around the complex on a regular basis.

b) **Gardening Committee Report**

Maria Malcolm reported that the gardeners are pruning bushes and trees throughout the complex.

Maria was also asked to contact the gardeners to have them possibly reseed the grass behind the 400 Block as needed.

c) **Storage Committee**

The maintenance staff was instructed to install new locks on the five main storage rooms. This will be completed in the near future.

d) **Social Committee**

Bruce Morris reported that the Social Committee has no report and that a meeting with the Social Club and Strata Council is scheduled for March 2, 2006 at 7:00 pm.

e) **Publishing**

Ginny Martin reported that the Cedarbrooke Village Newsletter has been sent out.

The Cedarbrooke Village website is [www.cedarbrookevillage.com](http://www.cedarbrookevillage.com).

f) **Facilities**

The Facilities report was deferred until the next Strata Council Meeting.

g) **Management Report**

The Property Manager presented events, calls, etc. that occurred over the past month to Strata Council.

**(6) NEW BUSINESS**

a) **Drainage**

Bruce Morris reported that there are drainage problems in the 300 Block north annex. Paul Murray Contracting has provided a quotation in the amount of approximately \$19,000.00 to dig up the existing drainage tiles and install a new drain at a lower depth.

Bruce Morris reported that three other contractors have been contacted to provide quotations and opinions to rectify the problem with the 300 Block drainage.

**b) Insurance Claim - ICBC**

On January 21<sup>st</sup>, 2006 at 12:15 am it was reported that a motor home caused damage to roofs, vehicles and retaining walls in the complex. The insurance adjusters for the Strata Corporation and ICBC are investigating and arranging for repairs.

**c) Garbage Contract**

Waste Services Incorporated (formerly Capital Environmental) presented a renewal contract for garbage services at Cedarbrooke. This will be reviewed by Strata Council.

**d) Window Installation (Caulking)**

It was noted that in a recent window replacement installation the caulking was done poorly and Owners were advised that the contractor will return to redo the caulking on this window and ensure that all caulking on future windows are done in a more professional manner.

**e) Air Vent – Exterior #601**

It was noted that the previous Owner of #601 had installed an exterior vent pipe on the outside of the building which was not approved by Strata Council.

Strata Council will discuss this vent pipe with the Owners of #601 and see if there are other options to conceal or re-install this vent pipe.

**(7) CORRESPONDENCE**

A letter was received from an Owner regarding signage at the front entrance and visitor cards being used by visitors.

Strata Council advises that all signage for the Strata Corporation will be looked at and discussed at a future Strata Council Meeting. Secondly, Strata Council advises that the Bylaw regarding visitors to have a visitor card on the dashboard, was removed from the Bylaws and approved by the Owners and is therefore no longer enforceable or in use at Cedarbrooke Village.

**(8) NEXT MEETING DATE**

The next scheduled meeting is Wednesday March 15, 2006 at 7:00 p.m.

**(9) ADJOURNMENT**

There being no further business the meeting adjourned at 8:40 p.m.

## STRATA COUNCIL MEETING MINUTES

### STRATA PLAN LMS 531 – CEDARBROOKE VILLAGE

**DATE HELD:** Thursday, March 2, 2006  
**LOCATION:** The Social Room - 555 West 28<sup>th</sup> Street  
North Vancouver, BC V7N 2J7

---

**Council in Attendance:** Harry Carruthers #412 President  
Ginny Martin #306 Vice President  
Bruce Morris #216 Treasurer  
Vicki Parton #701 Secretary (minutes prepared by)  
Maria Malcolm #803  
Michael Fortney #508  
**Regrets:** Keith Blyth #404

**Social Club Members in Attendance:**  
Ralph Erickson #215  
Lesley Erickson #215  
Estelle Booth #211  
Doug Maxwell #909

Ginny Martin was appointed Chair of the meeting. Meeting called to order 7:05 PM

**Comments:** *During discussions, several issues arose that require explanation or clarification. All comments contained in a box are reported for clarification of items discussed and do not form part of the minutes of the meeting.*

A meeting overview was presented by Ginny. The intent of the meeting is to determine the best way to maintain our current Friday Night Pub Nights (and special functions) **and** to adhere to the requirements of the liquor licence regulations. The licence is called a Primary Liquor Licence - Club and is now in the name of Strata Plan LMS 531.

*When a member of the Social Club reviewed the present liquor licence, the comment was made that the licence was in the name of the Social Club. This is incorrect. In correspondence from the Liquor Control and Licensing Branch (LCLB) dated December 13, 2005 we were advised that the Liquor Licence had been successfully transferred from Cedarbrooke Apartments Ltd. to Strata Plan LMS 531. The licence that was issued with this correspondence indicates that the Establishment Name is the Cedarbrooke Social Room. This is the name of the location where the liquor licence is being used. This name could have been any name that we chose to call our Social Room. The Establishment Name has no significance with respect to the name of the Licensee, which is Strata Corporation LMS 531.*

**1. Requirements of the Liquor Control and Licensing Branch (LCLB) for Primary Liquor Licences – Club and letter from Liquor Inspector:**

Meeting members agreed that an application would be made to request 2 changes to the liquor licence:

- a) the 'red lined area' be changed to 'green-lined area' and be modified to include the interior of the social room only. This would allow minors to use the social room during periods when the pub is not operating (and the liquor is locked) and to access the men's washroom.
- b) The hours of operation be changed from 9am to 11pm 7 days per week to Friday 5pm to 11pm. The social club would also like to include Saturday 5pm to 11pm. Council is concerned that this may exclude parties with minors from using this facility on Saturdays where there is no liquor being sold. Council will contact the LCLB for clarification if this 'green lined area' can be used for parties with minors during this liquor licensed time. Council will also fill out the request for change application form and send in.

*"club" means a corporation incorporated under the laws of British Columbia*

- (a) that has been in continuous operation as a club for at least one year immediately before the date of its application for a licence under this Act,*
  - (b) that has not less than 50 members,*
  - (c) whose members pay an annual membership fee of not less than \$10,*
  - (d) that has prime objects or purposes of a social, athletic, recreational, fraternal, benevolent or patriotic nature,*
  - (e) that has its own facilities,*
  - (f) that is not operated primarily for pecuniary gain, and*
  - (g) that does not sublet its catering or the sale of liquor,*
- and includes a veterans' club;*

*Council contacted a Senior Licensing Analyst at the LCLB to discuss the possibility of changing the Pub to a 'green lined' area. It was determined that the pub could be changed to a 'green lined' area upon formal application. The result would be that the Pub could be used for non-alcoholic functions during scheduled licence hours provided that all the alcohol was under lock and key.*

*It was also determined that the maximum number of persons allowed in the Pub may be increased from 30 to 42, upon formal application. This will be applied for as well.*

- c) The social club will re-activate the sign-in book and make available for members and guests to register at the Friday Night Pub Night.

*In accordance with the definition of a "club" (above) it is a condition of the liquor licence that the Strata maintain a membership of at least 50 members, each paying an annual sum of \$10. This membership is mandatory and must be made available to the LCLB upon request. As the liquor licence is in the name of the Strata Plan, the dues must be made to the Strata Plan. Members will be allowed to use the Pub and may invite guests. It will be the role of the social Club to acquire the membership and dues on behalf of the Strata Plan. The membership must be finalized as soon as possible. It was discussed that the Social Club has, in the past, used a sign-in book. This practice must be re-instated immediately. All members and guests must sign-in each visit to the Pub. Guests can only attend if their member is also present.*

Estelle Booth expressed some displeasure about the reduced hours as well as concern about who will be responsible for the private parties etc. when they are not the responsibility of the Social Club. She is also concerned about the cleaning and administration of the social room that is currently handled solely by the Social Club.

## **2. Social Club Liquor Licence**

The Social Club is interested in applying for their own Primary Liquor Licence – Club and will be moving forward on this. If and when the Social Club is granted a Club licence, they would become responsible for its use and maintenance. Strata Council would then, primarily, be involved in the use of the common property.

## **3. Licensee Reporting**

Meeting members agreed that the Social Club will pursue getting memberships and the dues paid – as required.

*See note to item 1. c) above.*

The licensee (Strata Plan LMS 531) is required to file semi-annual Social Services Tax based on liquor sales for that period. The Social Club will submit a financial statement to Baywest Management on the 30<sup>th</sup> of June and 31<sup>st</sup> of December indicating revenue for the period. Baywest will fill in the SS Tax form and issue a cheque for taxes due. The social club will then reimburse the SS Tax to Baywest.

## **4. Renovations**

Ralph Erickson expressed an interest in making some changes and improvements to the interior of the social room: carpet, paint, bar area, heating in the women's washroom, furniture, etc. As the social room facility is common property, renovation plans will need to be pre-approved by the strata council.

## **5. Minutes of Meeting**

Doug Maxwell indicated that minutes of a meeting where council agreed to pursue the transfer of the liquor licence from Cedarbrooke Apartments to Strata Plan LMS531 had not been distributed. Please find attached.

Meeting Adjourned: 8:30 pm

Minutes prepared by Vicki Parton, comments included by Harry Carruthers

---



# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 531 – CEDARBROOKE VILLAGE

**DATE HELD:** Tuesday, January 18, 2005  
**LOCATION:** The Pub - 555 West 28<sup>th</sup> Street  
North Vancouver, British Columbia  
**CALL TO ORDER:** 7:00 p.m.

---

**Council in Attendance:**

Harry Carruthers	#412
Vicki Parton	#701
Shelley Makarowski	#702
Maria Malcolm	#803
Ginny Martin	#306
Bruce Morris	#216
Keith Blyth	#404

Regrets

Minutes Prepared by: Vicki Parton

For approval at the next council meeting (Feb 1<sup>st</sup>, 2005)

### **CALL TO ORDER**

The Meeting was called to order by the President at 7:05 p.m.

### **1. Resolution for Consent to Sell Holding Companies and for the transfer of the Liquor Licence.**

On the advice from Cedarbrooke's lawyer, two resolutions have been prepared (document #'s 1008 and 1018) to complete the selling of the holding companies by the Strata Corporation, when and If required.

In preparation for the sale of the holding companies it was Moved and Seconded (Shelley Makarowski, Ginny Martin) to pass resolutions 1008 and 1018 as presented in the documents and to transfer the liquor licence from Cedarbrooke Apartments Ltd. to the Strata Corporation.

CARRIED

For	5
Against	1 (Bruce Morris)
Absent	1

### **2. Health and Safety Audit**

The health and safety audit was completed Jan 5<sup>th</sup> and the report has been received. Council will review it and address issues raised and develop health and safety policies and procedures.

### **3. Insulation Project**

Two contractors have made inspections at Cedarbrooke to quote on this project: 1 quote has been submitted and one other contractor declined to quote. A third will be received by the end of this week.

### **4. Gardening Contract – Renewal**

Council is in agreement that Lawnhoppers fulfilled the gardening contract last year .

**MOVED and SECONDED** (Ginny Martin, Maria Malcolm) to renew the Lawnhoppers contract for the 2005 year.

**CARRIED - Unanimous**

Meeting Adjourned: 8:30 PM

PURDY'S

**TIME & LOCATION:**

7:00 p.m. – Recreation Room  
555 West 28<sup>th</sup> Street  
North Vancouver, BC

**2006 STRATA COUNCIL**

**PRESIDENT**

Harry Carruthers

**VICE PRESIDENT/COMMUNICATIONS**

Ginny Martin - #306

**TREASURER/MAINTENANCE**

Bruce Morris - #216

**SECRETARY**

Vicki Parton - #701

**LANDSCAPING**

Maria Malcolm - #803

**AT LARGE**

Keith Blyth - #404  
Michael Fortney - #508

**STRATA MANAGER**

Tanya Millage

**BAYWEST MANAGEMENT**

300 – 1770 BURRARD STREET  
VANCOUVER, BC V6J 3G7

Phone: 257-0325

Direct: 714-1530

Direct Fax: 592-3694

Email: [tmillage@baywest.ca](mailto:tmillage@baywest.ca)

**PRESENT:**

Bruce Morris  
Michael Fortney  
Vicki Parton  
Ginny Martin  
Maria Malcolm

**REGRETS:**

Harry Carruthers  
Keith Blyth

Tanya Millage, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by Tanya Millage. A quorum was established.

**(2) ADOPTION OF PREVIOUS COUNCIL MINUTES**

It was moved and seconded to adopt the minutes of the Council meeting of February 7, 2006, with the following amendment:

Section 3 (a), third paragraph should refer to the 300 block, and not the 200 block.

**CARRIED**

**(3) PREVIOUS BUSINESS**

**3.1 EXTERIOR STAIR REPAIRS**

The Vice-President reported that the President will be contacting the Engineer to obtain the amended and final drawings for the stair repairs. Once obtained, quotes will be obtained for the work.

**3.2 LAUNDRY CONTRACT**

Council reviewed a summary of the laundry contract options from Coinamatic. As there is still clarification required, the Manager will request further information from Coinamatic so that a decision may be made at the next meeting. In addition, the Vice President will conduct a

survey of 300 block residents to determine if an additional washer is needed.

\*Maria Malcolm joined the meeting at this time.

**3.3 BOILER REPAIRS**

In follow up to discussion at the last meeting, Council reviewed quotes and a spread sheet provided by the Maintenance Committee pertaining to the boiler repairs and maintenance. As it does not appear that all contractors were quoting on the same items, the Manager will obtain suitable quotes from the contractors so that a decision may be made at the next meeting.

### **3.4 DRAINAGE ISSUES**

The Maintenance Committee explained details of quotes that were received to address the drainage issues under some of the buildings. As Council requires further details on one of the quotes, the Manager will obtain these details for the next meeting.

### **3.5 INSURANCE CLAIM**

Council received correspondence and a quote from the insurance adjuster handling the claim that arose in January due to damage caused to a carport and surrounding area. After review, it was decided to proceed with the quote provided by the adjuster. The adjuster will also be advised that there is one large shrub that requires attention as a result of the damage, and that the Strata Corporation will submit the invoice for that portion, once the landscaping contractor undertakes the work.

### **3.6 GARBAGE CONTRACT**

Council reviewed an additional quote for garbage service. After discussion, it was moved and seconded to accept the contract with WSI for the monthly amount of \$1,050.00 plus GST for a 1 year extension (to Feb 2007) when Smithrite will be considered at that time

**CARRIED**

### **3.7 AIR VENT INSTALLATION**

In follow up to discussions regarding the strata lot that installed a laundry vent onto the exterior of the building without Council approval, it was reported that the President has not yet had the opportunity to view this venting and make recommendations for remedial work.

## **(4) FINANCIAL REPORT**

### **4.1 FINANCIAL STATEMENTS**

Council reviewed the December year-end financial statements that were provided by Stratawest. Council raised concern with the estimated deficit of over \$20,000.00 that was reported. This represents a \$20K gas accrual (estimate for December). The Manager advised Council that in accordance with the *Strata Property Act*, the Strata Corporation is required to eliminate the deficit through this new fiscal year by undertaking prudent spending. Should complete elimination not be possible, additional funding to pay off the deficit will be proposed at the next Annual General Meeting.

It was then moved and seconded to accept the financial statements for the period ending December 31, 2005 as received.

**CARRIED**

## **4.2 ACCOUNTS RECEIVABLE**

The Manager reported that as of the date of the meeting, several owners were in arrears for monthly strata fees. The Manager advised that most were due to the change in Management, and that statements have been forwarded to those that have not set up payment arrangements as yet. The Manager also reported that there are four owners in serious arrears, and Council agreed that those owners should be forwarded demand letters to bring their accounts to date.

**Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.**

## **(5) COMMITTEE REPORTS**

### **5.1 MAINTENANCE REPORT**

The Maintenance committee reported that one owner had reported an issue with the heating within her suite. It was determined that the issued pertained to a faulty thermostat, and the device has since been replaced.

A Council member inquired to the committee as to the status of a hole that located in an area of the driveway in the north east corner. It was advised that this is a City repair, and an inquiry will be made to them. In the interim, Tibi will be requested to place the grate back onto the hole.

### **5.2 LANDSCAPING COMMITTEE**

The Landscaping Committee provided a written report that noted that a clean up of the rhodo's and spring tune up, have begun. Ongoing spring pruning will be undertaken over the next month.

Council members requested that some staking be undertaken on some of the shrubs, and the committee will direct the landscaping contractor accordingly.

### **5.3 SOCIAL CLUB REPORT**

Bruce Morris reported for the Social Club that a potluck will be held for St. Patrick's Day, on March 17. A notice will be posted with the details. In addition, it was reported that the Social Club is currently seeking new furniture for the facility and will be undertaking minor redecorating to spruce up the room. All improvements will be approved by Council prior to the work being undertaken.

There was also discussion on the licensing issue where Council met with the Social Club on March 2. Minutes were prepared and will be distributed.

#### **5.4 COMMUNICATIONS COMMITTEE**

The Communications Committee, (formerly the Publishing Committee), reported that the March newsletter will be distributed shortly.

#### **5.5 FACILITIES COMMITTEE**

It was advised that a Facilities Committee has not been commenced as yet.

#### **5.6 STRATA MANAGER REPORT**

The Strata Manager reported that Baywest has been undertaking the transition between Management Companies, and the transfer of files.

Council members noted that space will be organized on site to permit the storage of old files. Once space is determined, the files will be transferred to the site.

### **(6) NEW BUSINESS**

#### **6.1 SPRING DUMPSTER & GARAGE SALE**

It is reminded that the spring cleaning dumpster will be arriving on April 21 and will be on site for 10 days. In addition, the garage sale will take place Saturday, April 29<sup>th</sup>. Details will be provided in the March newsletter.

#### **6.2 WINDOW CLEANING & STORAGE SHELVING**

A Council member advised that an owner recently had their windows cleaned by a contractor that produced very favourable results. In addition, a contractor had dropped info cards on storage shelving that his company sells. Further details will be provided to owners in the upcoming newsletter, for those that may be interested.

### **(7) CORRESPONDENCE**

#### **7.1 REPAIR REQUEST**

The Manager provided Council with a repair request from an owner. The owner stated that two bricks on her fireplace are missing, and that repainting of her balcony is required. The owner will be advised that that maintenance committee will investigate the areas and will report to Council if the repairs are Strata responsibilities.

#### **7.2 DRIVEWAY REPAIRS**

Council reviewed an email that was received from an owner reporting that steps leading to the office require repair, and that there is a large hole adjacent to a wall that requires new blacktop. Tibi will be requested to undertake these repairs.

### **7.3 FENCE REPAIR**

An owner requested Council approval to remove a small portion of fence, and a shrub that are possible dangers due to their leaning. Council approved the repair as provided in a drawing submitted by the owner.

### **7.4 BATHTUB REPLACEMENT**

An owner submitted a letter to advise that she will be replacing her tub and taps in the near future. The owner raised concern that the beam that the tub sits on may be rotted and will need replacement while the is removed.

The owner will be requested to advise the maintenance committee when the old tub is being removed so that an inspection may be undertaken. It is thought that the repairs likely due to old caulking that is leaking, and such a repair would the responsibility of the strata lot owner.

### **7.5 REPAIR REIMBURSEMENT**

An owner submitted a note and invoice for a repair to a fence that the owner hired a handyman to undertake. The owner requested reimbursement for the \$40.00 handyman charge. Due to the absence of the President, Council members will determine if authorization was provided to the owner to undertake the repair. If not, the owner will not be reimbursed.

<p><b>FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.</b></p>
--

<p><b>IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.</b></p>
---

### **(8) NEXT COUNCIL MEETING**

The next Council meeting will be held on Tuesday, April 4, 2006 at 7:00 p.m.

### **(9) ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:40 p.m.





## CEDARBROOKE VILLAGE - STRATA PLAN LMS 531

**TIME & LOCATION:**

7:00 p.m. – Recreation Room  
555 West 28<sup>th</sup> Street  
North Vancouver, BC

**2006 STRATA COUNCIL****PRESIDENT**

Harry Carruthers

**VICE PRESIDENT/COMMUNICATIONS**

Ginny Martin - #306

**TREASURER/MAINTENANCE**

Bruce Morris - #216

**SECRETARY**

Vicki Parton - #701

**LANDSCAPING**

Maria Malcolm - #803

**AT LARGE**

Keith Blyth - #404  
Michael Fortney - #508

**STRATA MANAGER**

Tanya Millage

**BAYWEST MANAGEMENT**  
300 – 1770 BURRARD STREET  
VANCOUVER, BC V6J 3G7

Phone: 257-0325  
Direct: 714-1530  
Direct Fax: 592-3694  
Email: [tmillage@baywest.ca](mailto:tmillage@baywest.ca)

**PRESENT:**

Harry Carruthers  
Ginny Martin  
Vicki Parton  
Michael Fortney  
Bruce Morris  
Maria Malcolm  
Keith Blyth

Tanya Millage, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by Tanya Millage. A quorum was established.

**(2) ADOPTION OF PREVIOUS COUNCIL MINUTES**

It was moved and seconded to adopt the minutes of the Council meeting of March 15, 2006 as distributed.

**CARRIED**

**(3) PREVIOUS BUSINESS****3.1 EXTERIOR STAIR REPAIRS**

The President presented the engineered plans and specifications for the 200, 500 and 900 buildings' stair replacements. The Manager will now distribute the plans to three contractors in order to obtain bids on the project.

\* Keith Blyth joined the meeting at this time.

**3.2 LAUNDRY CONTRACT**

The Vice-President reported that she had conducted a survey of residents of the 300 building and it was determined that only one suite is utilizing the laundry

facilities provided.

Council then reviewed the usage details provided by Coinamatic. Based on the details provided and discussion on the current needs of residents, it was moved and seconded to proceed with accepting the Coinamatic proposal for replacement of all 13 sets of machines

CHIN

with updated models of the top load machines. Two members opposed, but the motion was **CARRIED**.

### **3.3 BOILER REPAIRS & MAINTENANCE**

In follow up to discussions at the last meeting, Council first reviewed updated quotes for boiler related repair items. Of the two additional contractors, both visited the site and both provided opinions that many of the items listed by the initial contractor, are not required at this time. Based on this advice, these items will not be undertaken until required.

Council also reviewed three proposals for carrying out preventative maintenance on the mechanical systems. Two of the three contractors suggested that an initial cleaning of the boilers should be undertaken. After review, it was moved and seconded to accept the proposal from Latham's to undertake an initial cleaning at a cost of \$7,020.00 plus GST, and then an annual maintenance at a cost of \$995. plus GST. **CARRIED**

It was decided that that initial cleaning of the boilers will be undertaken in June and the maintenance in September.

### **3.4 DRAINAGE ISSUES**

In follow up to Section 3.4 of the previous minutes, Council reviewed options for addressing drainage issues that are present in some of the buildings' crawlspaces.

After review, it was moved and seconded to attempt the least expensive options first. This will entail Tibi digging trenches in buildings' 200 and 300, (both annexes), and re-instituting the sump pumps missing in the 300 block main building. In addition, a proposal from DMS Mechanical to auger and flush three areas of concern at an hourly rate was also accepted.

**CARRIED**

### **3.5 INSURANCE CLAIM**

The Manager and Council members reported that the insurance claim work would be commencing as soon as weather permits. This is due to some of the work requiring fair weather. In addition, the insurance adjuster has agreed to cover the costs of shrub replacement, and any changes to the fence that are required as a result of the damage.

### **3.6 GARBAGE CONTRACT**

Council reviewed the final proposal from WSI for garbage contract service. As the contractor has now agreed to the terms requested from Council, the Manager will proceed with signing the contract. This contract will be in place until November 2007.

### **3.7 AIR VENT INSTALLATION**

The President advised that he had not had the opportunity to discuss remediation with the owners that had installed an exterior vent for their new laundry machines. Instead, it was decided that the Manager will contact the strata lot owners in question and advise them that

they must provide a proposal for improved venting esthetics by the next meeting, as the current vent is not approved or accepted by Council.

### **3.8 PREVIOUS REPAIR REQUEST**

The Maintenance Committee reported that he and Tibi had viewed the area of missing bricks, (exterior), and deck painting that an owner had requested. It is advised that there are no bricks missing, but there are small corners of bricks that are not whole. It is thought that these have been in this state since the bricks were installed. With regards to the deck repainting, Tibi will be requested to proceed with repainting the deck in the Cedarbrooke colour.

## **(4) FINANCIAL REPORT**

### **4.1 FINANCIAL STATEMENTS**

Council reviewed the January and February financial statements that were provided by Stratawest.

It was then moved and seconded to accept the financial statements for the periods ending January 30 and February 28, 2006 as received. **CARRIED**

### **4.2 ACCOUNTS RECEIVABLE**

The Manager reported that as of the date of the meeting, eighteen owners were in arrears for monthly strata fees totaling \$14,321.26. The Manager also reported that three owners were forwarded demand letters advising that if their accounts are not brought to date within 21 days, liens will be registered against their strata lots. To date, none of these owners have brought their accounts to date. An update will be provided at the next meeting.

**Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.**

## **(5) COMMITTEE REPORTS**

### **5.1 MAINTENANCE REPORT**

The Maintenance committee reported: power washing will be undertaken shortly, several light bulb replacements are being completed with energy efficient bulbs, Tibi has mapped the shut offs for Council members, and that a leaking valve was repaired by Tibi. Council reiterated the desire to have all shut offs identified and tagged in case of emergency.

## **5.2 LANDSCAPING COMMITTEE**

The Landscaping Committee reported: several more rose bushes were stolen from the front entrance way bed and the committee will discuss options of replacement with the landscape contractor; that due to funding limitations, options for addressing the front entrance will be discussed for next year; spring lawn care is underway; the landscape contractor will be undertaking shrub transplants; and that shrub replacement for the area damaged by the motorhome will be decided and undertaken.

## **5.3 SOCIAL CLUB**

Bruce Morris reported that the Social Club is currently seeking new furniture for the pub, and the furniture should be available in coming weeks. Council requested Mr. Morris obtain specifications and photo's from the Club prior to undertaking any upgrades, as it is necessary that Council provide prior approval for any changes.

## **5.4 COMMUNICATIONS COMMITTEE**

The Communications Committee reported that once the required information is obtained, the spring newsletter will be completed and distributed.

## **5.5 STRATA MANAGER REPORT**

The Strata Manager did not provide a formal report.

## **(6) NEW BUSINESS**

### **6.1 STRATA EMPLOYEE ISSUES**

The Maintenance Committee provided a suggestion that Council consider increasing the mileage allowance for Tibi, from the current 25 cent per km that is currently being paid. In keeping with increased gas costs, it was moved and seconded to increase the mileage allowance to 40 cents per km. **CARRIED**

In addition, the Manager will discuss acceptable mileage charges with Tibi.

Council also briefly discussed the need to institute a proper employee contract for Tibi, to ensure fairness to both the employee and the Strata Corporation. Members will work on requirements of the contract over coming months.

### **6.2 DECK REPAIR OPTIONS**

A Council member provided a discussion document pertaining to the ongoing and future repair of decks. The discussion includes requirements of the Strata Corporation and owners with respect to the Limited Common Property balconies and patios. Future discussions on the topic will take place until a course of action, if any, is required.

## **(7) CORRESPONDENCE**

### **7.1 MISCELLANEOUS REPAIR REQUESTS**

Council received a letter from an owner requesting that four maintenance and repair items be undertaken. The owner requested the fence in visitor's parking be repaired, that chimney inspections be undertaken, that ants in her unit be addressed, and that the owner's balcony be placed on the replacement list.

The owner will be advised that fence will be repaired, that chimney inspections will be undertaken in the fall, and that she will be added to the deck replacement list. However, the owner will be advised that the Strata Corporation will not address garden-variety ants, and that the owner is encouraged to place traps for the ants.

### **7.2 WASHER/DRYER REPLACEMENT**

An email was received from an owner requesting permission to upgrade her in-suite laundry machines. The owner will be advised that Council permission is not required for this replacement.

### **7.3 MISCELLANEOUS REPAIR REQUESTS**

An owner submitted a letter outlining three items of maintenance and repairs that are required. These were: that ants be addressed in her unit, that a gate be installed in a fence leading to the garden, and advice that the facing on the adjacent balcony is in need of replacement.

The owner will be reminded that she is to supply a Council member with a sample of the type of ants that are present, that Council members will view the fence area to determine if a gate is required, and that the facing on the balcony will be repaired by Tibi.

### **7.4 DECK REPAIRS**

A letter was received from an owner requesting that repairs be made to her balcony railing. The owner will be advised that the maintenance committee will view the area and determine if repairs can be undertaken this year.

### **7.5 GATE REPAIR**

An owner submitted an email requesting that the gate on the north end of the property be repaired due to the gate no longer locking. The owner will be advised that Tibi will make the required adjustments.

### **7.6 WINDOW REPAIR**

The Manager provided Council with a letter from an owner that advised that there is visible rot in their window frames that will require repair prior to the owner undertaking window replacements.

The Manager will contact a contractor to attend to the repair.

<b>REMINDER - FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.</b>
--

<b>IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.</b>
--

**(8) NEXT COUNCIL MEETING**

The next Council meeting will be held on Tuesday, May 2, 2006 at 7:00 p.m. It was further decided that Council meetings would now be held on the first Tuesday of each month.

**(9) ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:00 p.m.

**CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****TIME & LOCATION:**

7:00 p.m. – Recreation Room  
555 West 28<sup>th</sup> Street  
North Vancouver, BC

**2006 STRATA COUNCIL****PRESIDENT**

Harry Carruthers

**VICE PRESIDENT/COMMUNICATIONS**

Ginny Martin - #306

**TREASURER/MAINTENANCE**

Bruce Morris - #216

**SECRETARY**

Vicki Parton - #701

**LANDSCAPING**

Maria Malcolm - #803

**AT LARGE**

Keith Blyth - #404  
Michael Fortney - #508

**STRATA MANAGER**

Tanya Millage

**BAYWEST MANAGEMENT**  
**300 – 1770 BURRARD STREET**  
**VANCOUVER, BC V6J 3G7**

Phone: 257-0325  
Direct: 714-1530  
Direct Fax: 592-3694  
Email: [tmillage@baywest.ca](mailto:tmillage@baywest.ca)

**PRESENT:**

Michael Fortney  
Vicki Parton  
Bruce Morris  
Harry Carruthers  
Keith Blyth

**REGRETS:**

Ginny Martin  
Maria Malcolm

Tanya Millage, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:10 p.m. by Tanya Millage. A quorum was established.

**(2) ADOPTION OF PREVIOUS COUNCIL MINUTES**

It was moved and seconded to adopt the minutes of the Council meeting of April 4, 2006 as distributed. **CARRIED**

**(3) PREVIOUS BUSINESS****3.1 EXTERIOR STAIR REPAIRS**

In follow up to Section 3.1 of the previous minutes, Council received three quotes for undertaking the stair replacements at buildings' 200, 500 & 900. All quotes were based on the specifications provided by an engineering firm.

After review and discussion on possible additions to the work, it was moved and seconded to accept the quote from Penguin Contracting in the amount of \$15,720.00 plus GST. As well within budget, there remains room for additional work that may be required to one of the areas being addressed. **CARRIED**

**3.2 DRAINAGE ISSUES**

In follow up to Section 3.4 of the previous minutes, it was reported that DMS Mechanical undertook successful drainage auguring and flushing to three areas that required such. In addition to these areas, it was advised that buildings' 200 & 300 require drain cleaning in areas under the buildings. As there is some urgency that the drainage issues get resolved, it was decided to proceed with having DMS auger and flush these areas, and to place a camera within the lines to determine the condition of the lines. DMS will also be requested to

provide a schematic of their findings. The cost of the work is on a time and materials basis, so the final cost will be reported once the invoice is received.

It was further noted that Tibi has now reinstalled the sump pumps into the buildings that required such. This should provide assisted drainage for the basement areas of those affected buildings.

\*Keith Blyth joined the meeting at this time.

### **3.3 INSURANCE CLAIM**

It was reported that the contractor undertaking the insurance claim work has almost completed the work as required, and that the landscape contractor has removed the damaged shrub. The Manager will discuss the deductible payment with the insurance agent, as there was previous advice to Council that the Strata Corporation would not be responsible to cover this expense.

One owner provided a concern upon advice from Council Members that the damaged fence will not be replaced. In an effort to address the owner's concerns, while improving the look of this area, it was decided to obtain a quote from the landscape contractor to install an arbour in the area instead. This should provide the privacy for the owner as well as an improved look to the area. A decision will be made once the quote is obtained.

### **3.4 LAUNDRY VENTING**

In follow up to Section 3.7 of the previous minutes, Council received a response from owners of a strata lot that have a laundry vent installed improperly. The owners advised that they would remove the venting in accordance with the Council request. Council members confirmed that the venting has now been removed.

### **3.5 STRATA EMPLOYEE CONTRACT**

It was advised that drafting of a new Strata Employee contract is still in progress.

### **3.6 DECK REPAIR OPTIONS**

It was reported that options for deck repair responsibilities is still in progress, but that further discussion on the matter should be possible for the next meeting.

### **3.7 FENCE GATE**



The Secretary reported that she had viewed the fence area that may require access for the resident to water the surrounding beds and lawn. As it would be of continued benefit to the strata for the owner to continue to water these areas, it was decided to have Tibi install a step to the owner's patio that would allow access to the grounds. It was advised that a gate is not required.

#### **(4) FINANCIAL REPORT**

##### **4.1 FINANCIAL STATEMENTS**

Council reviewed the March financial statements that were provided by Baywest. It was noted that as March was the first month of Baywest preparing the statements, a number of expenses were not showing due to late receipt of some invoices.

It was then moved and seconded to accept the financial statements for the period ending March 31, 2006 with some clarification being required from the accountant at Baywest.

**CARRIED**

##### **4.2 ACCOUNTS RECEIVABLE**

The Manager reported that as of the date of the meeting, seventeen owners were in arrears for monthly strata fees totaling \$11,619.76. The Manager also reported that of the three owners forwarded demand letters warning of liens if their accounts were not brought to date, one paid their account within the allotted time, and two had liens placed. One of those owners has since paid half of the outstanding amount, while the other has made an agreement to pay the entire outstanding amount in mid-May.

The Manager further reported that four additional strata lots have not paid any strata fees since Baywest has taken over the management. Should those accounts not be brought to date by June, demand letters will be forwarded to those owners and their mortgage holders.

**Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.**

#### **(5) COMMITTEE REPORTS**

##### **5.1 MAINTENANCE REPORT**

The Maintenance committee reported that power washing of the east side of the complex has been completed, and that breezeways and other areas will be completed shortly. The committee also provided recommendation that drain clearing be undertaken to problem areas. Council accepts the report for filing and advises that the problem drainage areas will be undertaken as stated in Section 3.2 of these minutes.

## **5.2 LANDSCAPING COMMITTEE**

The Landscaping Committee provided a written report noting several areas that were addressed by the landscape contractor in April, and advising of continued spring items that will be carried out in May. Council accepts the report for filing.

## **5.3 SOCIAL CLUB**

Council inquired as to whether the Social Club has applied for the Society License, and signed up their members as required by the Liquor Board. It was advised that these items have not been undertaken to date. Given that it is necessary for the Social Club to meet these requirements, the Treasurer will contact the Social Club President for an update and report back to council at the next meeting. The President also noted that it is possible to increase the occupancy of the room to 42 persons by application. Lastly, a Council member recommended for the record that the Social Club be more answerable to Council due to the Liquor License being in the name of the Strata Plan and Strata Council being responsible for it.

## **5.4 COMMUNICATIONS COMMITTEE**

The Communications Committee is awaiting committee reports, and will distribute the newsletter for Council approval once those are received.

## **5.5 STRATA MANAGER REPORT**

The Strata Manager reported that Tibi has requested temporary assistance be brought in to assist with some of the repair projects that will be required during the summer. Tibi will be requested to provide a list of which projects require assistance so that Council can determine how much assistance is required.

## **(6) NEW BUSINESS**

### **6.1 BASEMENT FLOOD**

It was reported that a drain backed up in the basement of the 300 block south building on Good Friday. This caused flooding to areas of the basement including locker rooms. A restoration crew and plumber attended to address the situation. The invoice has now been received and Council disputes some of the charges listed. The Manager will advise the contractor that some of the charges are incorrect and must be adjusted prior to payment.

There was confusion with the emergency contact information during this after hour's emergency. The Manager advised that since the incident, the contact sheet has been updated to list the correct contacts for the on-call person.

## **6.2 KITCHEN DRAIN BACK-UP**

It was reported that there was a recent incident of a drain back up into a lower unit kitchen in the 400 block main building. A plumber attended and augured the line, and determined that the issue was most likely a result of poorly garburated food from a unit above. The owner where the back up occurred has requested that the Strata Corporation cover the cost of personal possessions that became damaged from the water. As personal effects are not covered by the Strata Corporation, the owner will regrettably be required to cover the replacements at her own cost.

As a determination that the issue was caused by the suite above, was not made at the time of the incident, it will not be possible to charge the owner back for the plumbing invoice. However, the Manager suggested that in future, Council should ensure that the plumber gains access to an above unit at the time so that the source may be investigated.

**All residents are reminded to ensure proper garburator use at all times. This includes ensuring that items such as tea bags or coffee grounds are not placed into the device, and that only small amounts of food waste are placed at one time. Finally, it is advised that it is necessary to continue run the water into the drain for 10 seconds after the device has been shut off. Please note that all future blockages will be inspected by a plumber to determine cause and if found, all charges will be billed to the owner.**

## **6.3 ROOF INSPECTIONS**

In accordance with approval from owners at the previous AGM, proposals were received from roofing inspection companies to provide for full roof assessments at Cedarbrooke. As one company has provided previously favourable work for the complex, the President will obtain clarification on their proposal to determine what items are included. Once obtained, Roof-Tech will be provided with approval to proceed with the assessment.

## **6.4 STORAGE ROOM ACCESS**

In response to an inquiry from an owner, a discussion took place on whether owners with items stored in the common storage rooms should receive keys. The owner in question had suggested that owners should be permitted to access the rooms at their own convenience instead of having to make appointments with the storage committee members.

After discussion it was decided that current access provisions to the rooms are as stated within the rules that were approved by owners. Therefore, keys will not be provided to individual owners. Please note the following Bylaw – Section 41, 8:

- (8) With respect to the common storage rooms:
  - (a) no flammables, i.e. oil based paint, thinners, propane, gas, etc.
  - (b) no upholstered furniture, no bed mattresses, etc.
  - (c) no carpets or underlay.
  - (d) no empty boxes; boxes can be flattened and stored in lockers.
  - (e) large boxes must be filled and sealed.
  - (f) all items to be clearly labeled with owners name and unit number.
  - (g) only owners/residents who live in Cedarbrooke may have items stored.
  - (h) the strata council or storage committee reserves the right to limit space, allotment, length of time certain items are to be stored,
  - (i) appliances in working order may be stored,
  - (j) patio furniture, steamer trunks and large suitcases may be stored,
  - (k) other items may be approved by the Storage Committee
  - (l) Owners shall have access to the common storage rooms:
    - (i) only in the presence of a member of the Storage Committee or, in the absence of such a member, the owner's Block Captain, who shall have the right to inspect the goods to be stored or moved.
    - (ii) Upon at least 48 hours notice

## **6.5 SGM**

Council noted the need to proceed with conducting a Special General Meeting to legally address the winding up of Cedarbrooke Apartments and Cedarbrooke Holdings. The Manager will consult her schedule to determine when a meeting will be possible, and booking arrangements will be made for a date in June.

## **6.6 POOL OPENING**

Council Members noted that the pool will be opening in mid May for the season. A list of requirements for the pool maintenance and opening was provided to the Manager to pass along to Tibi.

## **(7) CORRESPONDENCE**

## **7.1 AGM MINUTES**

A letter was received from a tenant who was requesting clarification on whether tenants are to receive minutes of meetings, and inquiring as to the procedure for corresponding with Council members.

The tenant will be provided with a copy of the AGM minutes that were unintentionally not delivered, and will be advised that Council does provide minutes of the meetings. The tenant will also be advised that all residents should communicate routine issues with Council via the Strata Manager.

## **7.2 BALCONY RAILING REPAIRS**

Two separate emails were received from owners requesting that balcony railings be addressed. Tibi will be requested to investigate the repair requests and undertake if required.

<b>REMINDER -- FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.</b>
---

<b>IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.</b>
--

## **(8) NEXT COUNCIL MEETING**

The next Council meeting will be held on Tuesday, June 6, 2006 at 7:00 p.m.

## **(9) ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:50 p.m.



**CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****TIME & LOCATION:**

7:00 p.m. – Recreation Room  
555 West 28<sup>th</sup> Street  
North Vancouver, BC

**2006 STRATA COUNCIL****PRESIDENT**

Harry Carruthers

**VICE PRESIDENT/COMMUNICATIONS**

Ginny Martin - #306

**TREASURER/MAINTENANCE**

Bruce Morris - #216

**SECRETARY/LANDSCAPING**

Vicki Parton - #701

**STORAGE COMMITTEE**

Keith Blyth - #404

**SOCIAL COMMITTEE**

Michael Fortney - #508

**STRATA MANAGER**

Tanya Millage

**BAYWEST MANAGEMENT**  
**300 – 1770 BURRARD STREET**  
**VANCOUVER, BC V6J 3G7**

Phone: 257-0325

Direct: 714-1530

Direct Fax: 592-3694

Email: [tmillage@baywest.ca](mailto:tmillage@baywest.ca)

**PRESENT:**

Harry Carruthers  
Vicki Parton  
Keith Blyth  
Ginny Martin  
Michael Fortney  
Bruce Morris

**REGRETS:**

Maria Malcolm

Tanya Millage, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by the Council President. A quorum was established.

**(2) ADOPTION OF PREVIOUS COUNCIL MINUTES**

It was moved and seconded to adopt the minutes of the Council meeting of May 2, 2006 as distributed. **CARRIED**

**(3) PREVIOUS BUSINESS****3.1 EXTERIOR STAIR REPAIRS**

In follow up to Section 3.1 of the previous minutes, the Manager reported that Penguin Contracting has scheduled the commencement of the stair replacements for June 19. Prior to the contractor ordering the stairs, the Manager will verify with the City whether it is a Building Code requirement that the new stairs contain closed risers. If not a requirement, the costs for the project could be reduced. An update will be provided for the next meeting.

\*Bruce Morris joined the meeting at this time.

**3.2 DRAINAGE ISSUES**

In follow up to Section 3.2 of the previous minutes, it was reported that DMS Mechanical has undertaken drain auguring and flushing to the 300 and 200 buildings, and provided a hand written report on the findings. While the contractor noted that many areas were cleared successfully, there are areas that will require further work or investigation. As Council wishes to complete this project, the contractor will be requested to

attend a site meeting with Council to review the issues still facing some of the drainage areas. Council will then be in a better position to determine a resolve to the issues.

In addition, it was reported that the invoice for clearing drains in the 400 and pool buildings as well as the one driveway drain in April was received. The cost to have the four drains cleared totaled \$399.96 including taxes.

### **3.3 INSURANCE CLAIM**

In follow up to Section 3.3 of the previous minutes, it was reported that the insurance claim repairs have been completed with the exception of the fence replacement, (noted below), and that the insurance company will be seeking recovery of all costs from the driver who was charged.

In the interim, the insurer has advised that they will contribute \$419.90 of the \$1,100 cost of the arbor that is to replace the fence in front of the 1200 building. It was noted that Council was previously advised that the insurer would cover \$837.80 of this cost due to this being the figure to replace the fence, as is. Therefore, the Manager will discuss this matter with the insurance adjuster to attempt to receive the previously agreed amount. Despite the cost, Council will proceed with having the landscape contractor build and install the new arbor.

### **3.4 STRATA EMPLOYEE CONTRACT**

It was reported that members have been working on a draft copy of a new employee contract and duties. The new documents would ensure clarification for both the Strata Corporation and the employee, Tibi Kosa. The draft proposal will be reviewed at the next meeting.

### **3.5 DECK REPAIR OPTIONS**

A discussion report on whether the Strata Corporation is bound to continue with extended deck alteration repairs was undertaken and provided by Michael Fortney. It was then moved and seconded to accept the report, and Council extended appreciation to Mr. Fortney for undertaking the project.

After detailed discussion on the growing costs of repairing these limited common property decks that have been extended into common property over the years, it was decided to first obtain a legal opinion on the Strata Corporation's requirements to repair these improvements that were made for the sole benefit of those individual strata lot owners. The Manager will attempt to obtain the legal opinion for the next meeting. In the interim, no further deck repairs will be undertaken on ground level decks that have been extended.

### **3.6 FENCE GATE**

In follow up to Section 3.7 of the previous minutes, Council received correspondence from the owner who was requiring access to the adjacent garden in order to water the plant beds. As there appears to have been some misinterpretation on the matter, it is clarified that the balcony railing that is in need of repair will be repaired, and that a gate and step will also be installed.

### **3.7 ROOF INSPECTIONS**



In follow up to Section 6.3 of the previous minutes, the President reported that he had received clarification from the roofing inspector as to which areas are to be inspected. As the quote is a year old, the contractor will update the quote. If in order, the President will provide approval for Roof-Tech to proceed with the inspections.

### **3.8 POOL OPENING**

As most are aware, the pool has now been opened for the season. A number of repairs and preparations were undertaken prior to opening, but repair to the women's shower floor is still pending. As the scope of the repair may be extensive, a quote will be sought for the item..

**In accordance with reports from residents, it is reminded that residents may have a maximum of two guests at the pool, and that pool users that are under 14 years of age must be accompanied and supervised by an adult that is over 19 years old.**

## **(4) FINANCIAL REPORT**

### **4.1 FINANCIAL STATEMENTS**

The Manager reported that the Baywest Accounting Manager is in the working to resolve the issue of the asset reporting for the holding companies. Background information is being obtained, and the issue should be completed within the June statements.

It was then moved and seconded to accept the financial statements for the period ending April 30, 2006 pending the resolve of the above noted issue. **CARRIED**

### **4.2 ACCOUNTS RECEIVABLE**

The Manager reported that as of the date of the meeting, thirteen owners were in arrears for monthly strata fees totaling \$9,934.00. The Manager also reported that of these, three more owners will be forwarded demand letters to bring their accounts to date, or liens will be registered against their strata lots.

In addition, it was noted that one owner in serious arrears has confirmed a payment plan to eliminate the serious arrears of his strata lot. Council accepted the payment plan.

**Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.**

## **(5) COMMITTEE REPORTS**

### **5.1 MAINTENANCE REPORT**

The Maintenance committee reported details of the drain clearing that was undertaken, and recommended that further repairs be undertaken to address the issues. It was further reported that a leak from a stack of kitchen drains is occurring in the 400 building. The plumber that undertook the initial drain clearing will be brought in to investigate the issue due to the leak being behind the wall of a unit. An update will be provided at the next meeting.

## **5.2 LANDSCAPING COMMITTEE**

In the absence of the Landscaping Committee Chair, the President advised that Maria Malcolm has regrettably tabled her resignation from Council and the committee. Ms. Malcolm advised that she will be moving from the complex, and other time commitments will not enable her to commit to her Council duties prior to moving. Council wishes to thank Maria for her valuable contribution over the past year and a half.

Council then discussed whether it would be of benefit to replace this seventh member, and who would take on the Landscaping Committee. After discussion it was decided that the remaining six members are sufficient to carry out the duties of Council. It was further moved and seconded to elect Vicki Parton as the new Landscaping Committee Chair for the remainder of the fiscal year. Upon Ms. Parton's acceptance, the motion was **CARRIED**.

## **5.3 SOCIAL CLUB**

The President reported that he had spoken to the Social Club Chair to invite him to this evening's meeting. The Social Chair regrettably could not attend due to other commitments, but would like to attend the next meeting. Council looks forward to an update from the Social Club as to the status of several pending issues including the application for the Society License.

It was decided to elect a Social Committee Chair from Council to draft and make recommendations for the Committee's terms of Reference, coordinate non pub events and liaise with owners. It was a unanimous decision of Council to elect Michael Fortney to this position. Mr. Fortney will review the current booking form as well, and present to Council for approval at the next meeting.

## **5.4 COMMUNICATIONS COMMITTEE**

The Communications Committee reported that the upcoming newsletter would be distributed shortly. Item to be included, were obtained from members during the meeting.

## **5.5 STORAGE COMMITTEE**

The Storage Committee Chair advised that concerns have been raised from some residents with respect to lack of access into the common storage rooms when they require such. Residents are therefore reminded that anyone on the storage committee may be contacted to provide access into these rooms, with 48 hours notice. Access does not need to be provided from the committee persons in the residents' respective building, but can be from anyone on the committee.

## **5.6 STRATA MANAGER REPORT**

The Strata Manager reported that Tibi has confirmed that there are several projects that require assistance to complete. Mr. Kosa has determined that he will require assistance for two weeks in August to complete such projects as railing replacements and high gutter repairs. Council accepts this requirement, and a helper will be obtained for the projects.

### **(6) NEW BUSINESS**

#### **6.1 EMPLOYEE VACATION**

Council received advice from Tibi Kosa that he will be taking one week's holiday in early August. Council accepts the advice.

### **(7) CORRESPONDENCE**

#### **7.1 FLOOR REPAIRS & RENTAL REQUEST**

Two letters were received from an owner with respect to repairs that are required to her hardwood flooring as a result of building settlement, and the request to rent her unit.

With respect to the hardwood flooring repairs, the lawyer undertaking the legal opinion will be requested to address this issue as well. It was noted that this repair would be very extensive and costly for the Strata Corporation due to several strata lots having the same issue.

With regards to the rental request, the owner will be provided with approval to rent her unit due to the number of current rentals being below that of the rental restriction number. The owner will have 90 days to obtain a tenant, or she will be required to request approval once again.

#### **7.2 DECK REPAIRS**

Several letters were received from owners requesting that deck repairs be undertaken on their ground level decks. (See 3.5 above). As these decks are all extended wooden decks, repairs will not be undertaken until the legal opinion is received from a strata lawyer. If it is determined that the Strata Corporation must undertake these repairs, the projects will be completed during the summer months.

#### **7.3 EXTERIOR REPAIRS**

Council received correspondence from multiple residents requesting various exterior repairs be addressed. These included sidewalk cracks that require repair, a breezeway railing that is in need of replacement, and areas of the carport that require painting.

Of these: the breezeway railing and the carport painting will be placed onto Tibi's list of repairs, but it was noted that the sidewalk crack is not considered a safety issue at this time and will therefore not be repaired this year.

## 7.4 SKUNKS

Three letters were received from owners requesting that Council address the skunk issue that is currently present. As it is Council's opinion that traps are both expensive and ineffective, it is advised that traps will not be placed this year. However, Tibi will be directed to block off the areas under buildings that these animals are nesting in. It is hoped that this will discourage their visits.

## 7.5 RENTALS & FENCE REPLACEMENT

Two letters were received from an owner commenting on rentals within the complex, and requesting that the fence at the 1200 building be replaced. The owner's comments on rentals will be acknowledged, and she will be advised that the new arbor will be proceeding shortly.

## 7.6 NOISE COMPLAINT

An email was received from an owner issuing a complaint regarding specific residents that are very noisy when they leave the pub on Friday nights. As this issue has been ongoing, the Manager will forward a warning letter to the owners identified.

**REMINDER -- FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.**

**IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.**

## (8) NEXT COUNCIL MEETING

The next Council meeting will be held on Tuesday, July 4, 2006 at 7:00 p.m.

## (9) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:05 p.m.

*Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.*

**CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****VENUE**

Delbrook Recreation Centre  
600 West Queens Road  
North Vancouver, BC

**STRATA COUNCIL  
2006****PRESIDENT**

Harry Carruthers

**VICE-PRESIDENT /  
COMMUNICATIONS**

Ginny Martin

**TREASURER / MAINTENANCE**

Bruce Morris

**SECRETARY / LANDSCAPING**

Vicki Parton

**STORAGE**

Keith Blyth

**SOCIAL**

Michael Fortney

**STRATA MANAGER**

Tanya Millage  
**BAYWEST MANAGEMENT**  
# 300 -1770 BURRARD ST.  
VANCOUVER, BC V6J 1M8  
Email: tmillage@Baywest.ca  
Phone: 604-257-0325  
Fax: 604-736-5044  
Direct Line: 604-714-1530

**PRESENT:**

51 Strata Lots Represented  
15 In Person  
36 By Proxy

Tanya Millage, Baywest Management Corporation

**(1) CALL TO ORDER**

The President called the meeting to order at 7:05 pm.

**(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES**

A total of 131 strata lots were eligible to vote at this Special General Meeting. The *Strata Property Act* requires one third of the owners eligible to vote be present in person or by proxy to constitute a quorum. A quorum in this instance would require representation from 44 strata lots. As there were 51 strata lots represented, 15 in person and 36 by proxy, the meeting was declared competent to proceed with the business at hand.

**(3) PROOF OF NOTICE OF MEETING**

It was moved by #315 and seconded by #915 that proper notice of meeting had been provided according to the requirements of the *Strata Property Act*.

FIFTY-ONE (51) IN FAVOUR, NONE (0) OPPOSED, NONE (0) ABSTAINED CARRIED

**(4) CONSIDERATION OF 3 / 4 VOTE "A" – TRANSFER OF SHARES****BE IT THEREFORE RESOLVED:**

On a ¾ vote by the owners of Strata Plan LMS531 that the Strata Corporation LMS 531 sell, transfer, assign and ratify the sale, transfer, and assignment of all the issued shares in Cedarbrooke Apartments Ltd. (being One Common Share) to John Gregory for the sum of TWENTY THOUSAND (\$20,000.00) DOLLARS.

It was moved by #601 and seconded by #807 to approve ¾ Vote "A" as presented.

The President provided those in attendance with a brief history of the holding companies, and explained the rationale behind the proposal. The President described the involvement of cost and administration that would be necessary in continuing retain the holding companies, and noted that as

these involvements would not be of benefit to the Strata Corporation, Council is recommending the sale as offered by John Gregory.

Following discussion and questions, a vote was called to approve  $\frac{3}{4}$  Vote "A" as presented.  
FORTY-SEVEN (47) IN FAVOUR, FOUR (4) OPPOSED, NONE (0) ABSTAINED CARRIED

**(5) CONSIDERATION OF 3 / 4 VOTE "B" – ALLOCATION OF FUNDS**

*BE IT THEREFORE RESOLVED:*

*On a  $\frac{3}{4}$  vote by the owners of Strata Plan LMS531 that the Strata Corporation LMS 531 transfer the sum of TWENTY THOUSAND (\$20,000.00) DOLLARS received for the sale of Cedarbrooke Apartments Ltd. to the 2006 Operating Budget to offset the 2005 deficit.*

It was moved by #306 and seconded by #404 to approve  $\frac{3}{4}$  Vote "B" – Allocation of Funds as presented.

The President explained the deficit that has been retained in the operating budget as result of large unforeseen gas expenditures at the end of the 2005 fiscal year.

As there were no further questions, a vote was called to approve  $\frac{3}{4}$  Vote "B" – Allocation of Funds as presented.

FIFTY-ONE (51) IN FAVOUR, NONE (0) OPPOSED, NONE (0) ABSTAINED CARRIED

\* While no new business was placed on the agenda for this special meeting, owners did discuss the following matters:

- An owner suggested that Council consider holding the AGM after the fiscal year has ended so that the year-end financial figures could be gained prior to owners voting on the budget. The owner was advised that the AGM is held just prior to the end of the fiscal year so that new maintenance fees and project funding are in place for the beginning of the new year.
- An owner suggested that due to the high gas costs, consideration be given to individual metering for gas fireplaces. The owner was advised that this proposal was made at the last AGM, with no success.
- The President announced the resignation of Council Member, Maria Malcolm due to her moving from the complex in August.

**(6) ADJOURNMENT**

There being no further business, it was moved and seconded to adjourn the meeting at 7:45 p.m.

*Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.*

**CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****TIME & LOCATION:**

7:00 p.m. – Recreation Room  
555 West 28<sup>th</sup> Street  
North Vancouver, BC

**2006 STRATA COUNCIL****PRESIDENT**

Harry Carruthers

**VICE PRESIDENT/COMMUNICATIONS**

Ginny Martin - #306

**TREASURER/MAINTENANCE**

Bruce Morris - #216

**SECRETARY/LANDSCAPING**

Vicki Parton - #701

**STORAGE COMMITTEE**

Keith Blyth - #404

**SOCIAL COMMITTEE**

Michael Fortney - #508

**STRATA MANAGER**

Tanya Millage

**BAYWEST MANAGEMENT**  
**300 – 1770 BURRARD STREET**  
**VANCOUVER, BC V6J 3G7**

Phone: 257-0325

Direct: 714-1530

Direct Fax: 592-3694

Email: [tmillage@baywest.ca](mailto:tmillage@baywest.ca)

**PRESENT:**

Harry Carruthers  
Vicki Parton  
Michael Fortney  
Bruce Morris  
Keith Blyth  
Bruce Morris

Tanya Millage, Baywest Management Corporation  
Ralph Erickson, Social Club President

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by the Council President. A quorum was established.

**1.1 GUEST – RALPH ERICKSON, SOCIAL CLUB**

The Social Club President attended the meeting to address Council on Social Club issues. Mr. Erickson reported that the Social Club has purchased new tables and chairs for the recreation room at a \$400 cost to the Social Club, that the piano has been removed from the room to make way for a table that would be more accommodating. The Social Club also has plans for redecorating with new carpet, a new sink, new cupboards and a new bar surface. As previously requested by Council, the Social Club is now requesting Council approval to undertake the changes, and is requesting Council undertake minor repairs to the plumbing. The Social Club also raised concern that they were being unfairly blamed for noise and other issues during social room functions.

Council made several inquiries pertaining to the status of the licensing process that the Social Club was desirous of undertaking, the current licensing particulars and the ownership of items within the room. Council also advised

the Club President that prior Strata Council approval must be sought to make any changes to the room given that the Strata Corporation, and not the Social Club, owns the room. Council also clarified that it was the Social Club's intention in becoming a registered society so that in future, they can obtain a Liquor License – Club. There has been no application or action on this to date. In the mean time, the Social Club must provide a list of all its members to Council, and must adhere to all licensing requirements.

After Mr. Erickson vacated the meeting, Council decided to provide approval for only the new table and chairs with conditions. The Manager will forward a letter to the Club President outlining the requirements that must be satisfied.

**(2) ADOPTION OF PREVIOUS COUNCIL MINUTES**

It was moved and seconded to adopt the minutes of the Council meeting of June 6, 2006 as distributed. **CARRIED**

**(3) PREVIOUS BUSINESS**

**3.1 EXTERIOR STAIR REPAIRS**

In follow up to Section 3.1 of the previous minutes, the President reported that the stair project is slightly behind schedule due to investigation into whether the stair risers must be closed in accordance with Building Code. The President has spoken to a City inspector and has determined that the possibility of installing open risers exists. A Council member will therefore apply for the permit and submit the required documentation. Once the permit is obtained, the contractor can begin the replacements.

**3.2 DRAINAGE ISSUES**

In follow up to Section 3.2 of the previous minutes, it was reported that DMS Mechanical attended a site tour with Council members to outline the proposal for addressing the drainage issues. The contractor recommends tying the downspouts on buildings 200 and 300 back into the catch basins as previously designed. The cost to undertake this work would be for two drainage techs over two full days.

After review, it was moved and seconded to accept the quote from DMS Mechanical at a cost of up to \$3,000 to undertake the drainage repairs. **CARRIED**

**3.3 INSURANCE CLAIM**

In follow up to Section 3.3 of the previous minutes, Council received advice from the Insurance Adjuster confirming that the insurer will cover \$839.00 of the cost to install the arbour in replacement of the fence damaged by the vehicle.

The Landscape Chair will follow up with the contractor to undertake the project.

**3.4 STRATA EMPLOYEE CONTRACT**

Council members reported that the employee contract has not been completed for review as yet. Further discussion should be possible for the next meeting.



### **3.5 DECK & FLOOR REPAIRS**

Council reviewed two opinions received from a lawyer specializing in Strata matters. The legal opinions were in response to a Council inquiry into extended deck repairs and hardwood repairs in suites.

With regards to the hardwood repairs, the lawyer advised that the Strata Corporation is required to undertake repairs to original flooring if the damage is caused by a deficiency or failure in a building component. As it is Council's opinion that the cause of some hardwood buckling is due to natural settlement that occurred previously and not to a failure, it is not thought that the Strata Corporation is responsible to repair the floors at this time. However, Council will contact a professional surveyor to inspect the crawl space to determine if any leveling is required. The owner previously requesting repair of the hardwood floor will be advised of the decision.

The second opinion dealt with the repair of extended ground level decks. The legal opinion stated that the Council is responsible to repair common property at all times, and limited common property repairs that occur less often than once per year in the absence of a written agreement from the strata lot owner. It was noted by Council members that the recent requests to repair decks came from strata lots that do not have such agreements. After a lengthy discussion, it was decided to provide those strata lot owners with an option to repair the decks. The owners will be advised that the Strata Corporation will undertake repair of the decks, but the deck sizes will be returned to the Limited Common Property size indicated on the registered Strata Plan, due to the current decks extending into common property. Alternatively, the owners may repair the decks at their own undertaking and cost, but these owners will be required to sign an agreement taking responsibility for the decks. While Council feels that some owners may be unhappy with this decision, it is Council's intention to ensure that the Strata Corporation is not undertaking costly repairs that are not warranted. The Manager will respond to those owners that requested deck repairs recently.

### **3.6 ROOF INSPECTIONS**

In follow up to Section 3.7 of the previous minutes, it was reported that Roof-Tech has begun inspections of the cedar roofs and will provide a sampling of the carport roofs in the report. It is hoped that the inspection report will be provided for the next meeting.

### **3.7 SHOWER FLOOR REPAIR & POOL INSPECTION**

In follow up to Section 3.8 of the previous minutes, the Manager provided Council with two quotes to undertake repair of the women's shower floor. One contractor would only provide an estimate based on time and materials due to the unknown condition of the support under the shower base. The other contractor provided a firm quote that would include repair of a limited amount of unseen damage. After review, it was moved and seconded to accept the quote from NewStone Technologies in the amount of \$1,450 plus GST. **CARRIED**

Council also received the annual pool inspection report from the City of North Vancouver. The pool has passed inspection, but it was noted that painting of the stairs is required prior to

the opening in 2007. Council is investigating the stair painting that would be undertaken once the pool closes for the season.

#### **(4) FINANCIAL REPORT**

##### **4.1 FINANCIAL STATEMENTS**

The Manager reported that the changes to the financial statements to properly reflect the holding companies would be shown in the June statements.

It was then moved and seconded to accept the financial statements for the period ending May 31, 2006 pending the resolve of the above noted issue. **CARRIED**

##### **4.2 ACCOUNTS RECEIVABLE**

The Manager reported that as of the date of the meeting, thirteen owners were in arrears for monthly strata fees totaling \$11,799. The Manager also reported that of these, one further strata lot has had a lien registered. A second strata lot will have a lien placed if an agreed extension is not met. In addition, an owner that had previously provided a payment plan has not met the first payment. The Manager will follow up with that owner, and if no payment is made, a lien will be placed onto the unit.

**Owners are once again reminded that Strata fees are due on the first of every month, without invoice. A \$25.00 late penalty will be charged on late payments. Additionally, a lien will be placed against the title of strata lots if the strata fees over \$1,000. The lien charge is \$ 400.00 plus g.s.t. which will be charged to the delinquent owner's account.**

#### **(5) COMMITTEE REPORTS**

##### **5.1 MAINTENANCE REPORT**

The Maintenance committee reported gutter upgrades are required to some of the gutters on various buildings. The President advised that he will contact the Leaf Guard contractor to obtain pricing for the upgrades.

The committee also suggested that a helper(s) be obtained for Tibi during the two-week period in August. This person could assist with areas of exterior painting. In response to Council inquiries, the committee will provide Council with details of what is needed for the period.

##### **5.2 LANDSCAPING COMMITTEE**

The Landscaping Committee reported that 3 new planters were purchased for the pool area with the help of many volunteers and flowers were planted in the pool area. 2 Rose bushes were replaced at the front entrance. Lawnhoppers is working around the perimeter of the property – trimming trees and bushes away from the buildings and gutters. Weed control was

started last Thursday and will continue this Thursday – weather permitting. Residents with requests are reminded to contact the gardening committee by email or note in the gardening mailbox.

### **5.3 SOCIAL COMMITTEE**

The Social Committee reported that he has reviewed the existing booking form, and will be providing a draft form with recommended changes at the next meeting. Once a new form is decided upon, residents will receive the new form for their files.

### **5.4 COMMUNICATIONS COMMITTEE**

The Communications Committee requested Council input for the upcoming newsletter. Once completed, the newsletter will be distributed.

### **5.5 STORAGE COMMITTEE**

The Storage Committee Chair did not provide a formal report.

### **5.6 STRATA MANAGER REPORT**

The Strata Manager provided Council with copies of letters that were sent to owners recently with respect to balcony storage and items, vehicle insurance requirements, behaviour at the pool, and a door replacement.

## **(6) NEW BUSINESS**

### **6.1 EMERGENCY REPORT**

Council received a copy of the emergency report generated after a complaint was received about a noisy pump and water running in the 300 building north annex. The site staff attended to the issue the next day and reported that the noise was caused from the sump pump hose being blocked, (someone removed a 2X4 from under the lid of the catch basin). The problem was addressed at that time.

## **(7) CORRESPONDENCE**

### **7.1 DECK REPAIR CLARIFICATION**

An email was received from an owner who wished to clarify to Council that her deck is not one of the extended ones as noted in the reply to her request to have her deck repaired. The Manager was directed to confirm the size of this deck on the strata plan and advise the owner accordingly.

### **7.2 RENTAL REQUEST**

Council received an email from an owner requesting permission to rent his unit for a short period of time. As there is currently one rental space available, the Manager will provide the

owner with approval to rent at this time. Owners are advised that this rental now brings the number to the limit of five. Therefore, further rentals will not be permitted without hardship requirements being met.

### **7.3 PARTY COMPLAINT**

Council received two complaints from owners reporting infractions that occurred during a recent social room booking. The owners noted overcrowding, extended time in the pool, and noise.

The offending owner will be provided with a warning letter on the matter, and owners are advised that the social committee will strictly enforce all future bookings.

One of the owners also inquired as to the status of the one Cedarbrooke owned rented parking stall, and repairs to an area of fence. The owner will be advised accordingly.

### **7.4 CITY OF NORTH VANCOUVER**

Council reviewed a letter received from the City of North Vancouver, which advised of the drainage upgrades being made at the entrance to the property. It is noted that the upgrades are now underway, and the City will be undertaking all required repairs.

**REMINDER -- FOR GREATER EFFICIENCY AT MEETINGS AND TO ENSURE YOUR ISSUES ARE ADDRESSED, RESIDENTS ARE ADVISED THAT THE CUT OFF FOR RECEIVING CORRESPONDENCE IS ONE WEEK PRIOR TO THE NEXT MEETING.**

**IN ADDITION, RESIDENTS ARE REQUESTED TO FORWARD ALL CORRESPONDENCE TO THE STRATA MANAGER, RATHER THAN DROPPING TO A COUNCIL MEMBER. THIS WILL ENSURE INCLUSION ON THE AGENDA. SUCH CORRESPONDENCE MAY BE MAILED, PLACED IN THE OFFICE BOX, EMAILED, OR FAXED.**

### **(8) NEXT COUNCIL MEETING**

The next Council meeting will be held on Tuesday, August 1, 2006 at 7:00 p.m.

### **(9) ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:55 p.m.

*Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.*