

**STRATA COUNCIL MEETING MINUTES      TUESDAY, JANUARY 16, 2007**  
**CEDARBROOKE VILLAGE - STRATA PLAN LMS 531**

**LOCATION:**

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

**PRESIDENT/MAINTENANCE/  
CAPITAL PROJECTS**

*Harry Carruthers*

**VICE PRESIDENT  
/COMMUNICATIONS**

*Ginny Martin*

**TREASURER/GARDENING**

*Michael Fortney*

**SECRETARY/FACILITIES**

*Barbara Moi*

**AT LARGE  
MAINTENANCE /CAPITAL  
PROJECTS**

*Vicki Parton*

**MAINTENANCE /CAPITAL  
PROJECTS / GARDENING**

*Wes Pretty*

**FACILITIES**

*Paul Robson*

**STRATA MANAGER**

Jack Foo  
Direct Line: 604-714-1542  
Direct Fax: 604-592-3684  
Email: jfoo@baywest.ca

**Strata Accountant**

Tiffany Pham  
Direct Line: 604-714-1533  
Email: tpham@baywest.ca

**BAYWEST MANAGEMENT**  
**300 – 1770 BURRARD STREET**  
**VANCOUVER, BC V6J 3G7**  
24 Hr: 604-257-0325

**PRESENT:**

Harry Carruthers  
Ginny Martin  
Michael Fortney  
Vicki Parton  
Barbara Moi  
Wes Pretty  
Paul Robson

Jack Foo, Baywest Management Corporation

**(1) CALL TO ORDER**

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

**(2) ELECTION OF OFFICERS**

The first order of business was confirmation of officers. After discussion, it was decided that elected officers would hold the following positions for the 2007 fiscal year:

President/Maint/Capital Project	Harry Carruthers
Vice-President/Communication	Ginny Martin
Treasurer/Gardening	Michael Fortney
Secretary/Facilities	Barbara Moi
Maintenance/Capital Project	Vicki Parton
Maintenance/Capital Project/Gardening	Wes Pretty
Facilities	Paul Robson

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

It was moved and seconded to adopt the minutes of the Council meeting of November 7, 2006 as distributed.

**CARRIED**

**(4) PREVIOUS BUSINESS**

**4.1 SOCIAL CLUB REQUIREMENTS**

In follow up to Section 3.1 of the November 7, 2006 minutes, Wes presented a wish list from the Social Club for items to be repaired/replaced/renovated. The President reported that plumbing and electrical repairs will be paid by the Strata but that particulars of the changes/renovations have not yet been received from the Social Club. As this is common property, all changes/renovations need prior council approval. One of the items included was a request

for heat to be installed in the washrooms. This can be quoted on and designed at the same time as the other plumbing work (sink).

#### **4.2 EXTERIOR STAIR REPAIRS**

In follow up to Section 3.2 of the previous minutes, the President reported that the new stair treads are completed and will be delivered to the painter and then to Cedarbrooke.

#### **4.3 FIRE INSPECTION REPAIRS**

In follow up to Section 3.5, Wes Pretty reported that the site staff had completed most of the fire safety repairs (fire stop/gypoc repairs in the 200, 300 and 700 block) as required by the Fire Department. However, due to a recent plumbing leak, the work on the 200 block still needs to be completed. The Manager will follow up with the Caretaker on this item.

#### **4.4 300 BLOCK HOT WATER DISTRIBUTING SYSTEM**

In follow up to Section 3.6 of the previous minutes, Wes Pretty reported that the Caretaker will be installing a new pump at the 300 block, which will resolve the hot water distribution problem. An update on the condition will be provided at the next meeting by Mr. Pretty.

#### **4.5 STEP REPLACEMENT (805)**

In follow up to Section 3.10 of the previous minutes, the President reported that the contractor repairing the step in front of one of the units is currently scheduling the project. The contractor will commence the work as soon as weather permits. An update will be provided at the next meeting.

#### **4.6 INSURANCE CLAIM**

The Strata Manager informed the Council that a letter was received from BFL Canada indicating that it is highly unlikely that any the insurance deductible cost could be derived from the driver that caused damage last year, and advised that the said deductible should be considered a write off. Vicki Parton volunteered to look into the matter.

### **(5) FINANCIAL REPORT**

#### **5.1 FINANCIAL STATEMENTS**

It was moved and seconded to accept the financial statements for the months of October and November 2006 as distributed.

**CARRIED**

#### **5.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that as of the date of the meeting, two owners were in arrears for maintenance fees and that the Strata is expecting to receive a cheque from one of them to fully settle the outstanding fees. Council also directed the Strata Manager to place a lien on any delinquent owners who fail to respond to the demand letter.

**(6) COMMITTEE REPORTS**

**6.1 MAINTENANCE REPORT**

The Maintenance Committee reported that the Caretaker had been recording all the scheduled and emergency repairs work, as well as incoming phone calls.

The committee also recommended Latham's keep a logbook for the Boiler maintenance as required by the BC Safety Commission. The committee suggested that the Caretaker should not attempt to service any of the boilers. The committee felt that Stevens Plumbing be considered for future work as they give better pricing and services overall.

It was also noted that the committee will be drawing up a work description for the Caretaker shortly.

**6.2 GARDENING COMMITTEE**

The Landscaping Committee will provide scope of work/work list to be used for current and future landscaping contractors.

**6.3 COMMUNICATION COMMITTEE**

The Communication Committee requested that all reports from the other committees be submitted so that the next edition of the newsletter can be compiled and published.

**6.4 FACILITIES COMMITTEE**

The facilities Committee did not provide a formal report.

**6.5 STRATA MANAGER REPORT**

The Strata Manager reported that the 2007 Property Assessment for Lot 1 of Block 243 had increased to \$221,000 from \$148,000 of the previous year. Council will continue the pursue to have the assessment reduce.

Also, the newly approved Bylaws have been registered at the Land Titles office and a compilation of all Bylaws will be scanned and distributed to Council members.

**(7) NEW BUSINESS**

**7.1 INSURANCE RENEWAL**

The Strata Manager informed Council that the insurance for Cedarbrooke Village has been renewed in accordance to the latest appraisal given by Suncorp Valuations Ltd. The Insurance premium for the 2007 is \$31,284.00

**7.2 JPM TREE SERVICES**

The Strata Manager reported that after the recent windstorms, JPM .has advised that many of the trees at Cedarbrooke Village should be maintained at an increased level. Vicki Parton volunteered to discuss the matter further with JPM Tree Services.

**7.3 300 BLOCK ROOF LEAK**

Wes Pretty reported that the leak on the roof in the 300 block had been repaired and that repairs to the affected drywall would be undertaken after the entire roof of the 300 block is replaced as part of the roofing project. (Roofing contractor inspection date is January 31 and bids to close at the end of February)

**(8) CORRESPONDENCE**

**8.1 PLUMBING REPAIRS**

A letter was received from an Owner requesting the water be shut down to the 100 block in order to repair some plumbing work within the unit. Council approved the owner's request, but is requiring an alteration agreement to be submitted at the owner's earliest convenience.

**8.2 REIMBURSEMENT OF PLUMBING REPAIR**

A letter was received from an Owner requesting Strata reimburse for the cost of clearing a clogged pipe. Council approved the expenditure.

**8.3 FRONT STEP SOIL REMOVAL**

A letter was received from an Owner requesting that soil accumulation in front of her steps be removed to provide access for her scooter. Wes Pretty advised that the item has since been taken care of by the Caretaker.

**8.4 RENTAL PERMISSION**

A letter was received from an Owner requesting her unit to be placed onto the rental waiting list. Council advised that her application will be approved once the Strata Manager confirms that there is still space available for rental.

## **8.5 DOG BARKING**

An email was received from an Owner issuing a complaint about the constant barking of her neighbour's dog, and advising that this noise is seriously disturbing her rest. Council will investigate the matter and will forward a reminder to the neighbour.

## **8.6 OUTSTANDING MAINTENANCE FEE**

A letter was received from an Owner who is in serious arrears. The owner is requesting that a grace period be given until mid January in order for the financial situation to be sorted out. Council agreed to extend the grace period to the requested date, but notes that failure to settle by that date will result in a lien being placed.

## **8.7 CEILING CRACK**

A letter was received from an Owner informing Council that his ceiling is showing signs of serious cracking. The owner is seeking information from Council on whether or not the stucco ceiling contains asbestos. Council replied with information as to how the ceiling can be tested and that it would be appreciated if test results could be forwarded to council.

## **(9) NEXT COUNCIL MEETING**

The next Council meeting will be held on Tuesday, February 20, 2007 at 7:00 p.m.

## **(10) ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:15 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.*



**STRATA COUNCIL MEETING MINUTES****THURSDAY, MARCH 1, 2007****CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****LOCATION:**

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

**PRESIDENT/MAINTENANCE/  
CAPITAL PROJECTS**

*Harry Carruthers*

**VICE PRESIDENT  
/COMMUNICATIONS**

*Ginny Martin*

**TREASURER/GARDENING**

*Michael Fortney*

**SECRETARY/FACILITIES**

*Barbara Moi*

**AT LARGE  
MAINTENANCE /CAPITAL  
PROJECTS**

*Vicki Parton*

**MAINTENANCE /CAPITAL  
PROJECTS / GARDENING**

*Wes Pretty*

**FACILITIES**

*Paul Robson*

**STRATA MANAGER**

Monica Dare  
Direct Line: 604-714-1538  
Direct Fax: 604-592-3689  
Email: mdare@baywest.ca

**Strata Accountant**

Tiffany Pham  
Direct Line: 604-714-1533  
Email: tpham@baywest.ca

**BAYWEST MANAGEMENT**  
**300 – 1770 BURRARD STREET**  
**VANCOUVER, BC V6J 3G7**  
24 Hr: 604-257-0325

**PRESENT:**

Harry Carruthers  
Ginny Martin  
Michael Fortney  
Vicki Parton  
Barbara Moi  
Wes Pretty  
Paul Robson

**GUEST:**

Wayne Orr, Owner #408

Monica Dare, Baywest Management Corporation  
Wilson Munoz, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by the Strata Manager, Monica Dare.

**(2) GUEST BUSINESS**

Wayne Orr spoke to the Council further to his letters regarding his strata lot account and requesting permission to rent his unit under hardship provisions. Council asked some questions for clarification, to which Mr. Orr responded. The Strata Manager also reviewed the strata lot account with Mr. Orr. Council advised that they would respond to the Owner's issues within the next few days. Mr. Orr left the meeting at 7:15 p.m.

**(3) COUNCIL PROCEDURES**

Council and the Strata Manager reviewed procedures for the Council meetings, approval of invoices and handling of repair requests. Council members asked that the Strata Manager provide them with previously requested copies of all Strata contracts and the Baywest procedures manual, the latter of which would be reviewed at the next meeting

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

It was **Moved/Seconded** to adopt the minutes of the Council meeting of January 13, 2007 as distributed.

**CARRIED**

**(5) PREVIOUS BUSINESS**

**5.1 SOCIAL CLUB REQUIREMENTS**

Paul Robson volunteered to follow up with the Social Club regarding the list of particulars of the changes/renovations that they wish to request. This item was then tabled for the next meeting.

**5.2 EXTERIOR STAIR REPAIRS**

The Strata Manager reported that a cheque had been forwarded to Hudson Powder Coating for painting of the stair treads. Harry Carruthers undertook to provide the Strata Manager with a list of lumber for this project to be ordered from Dick's Lumber and delivered to the Caretaker.

**5.3 FIRE INSPECTION REPAIRS**

Wes Pretty undertook to check if the site staff had completed the fire safety repairs (fire stop/gypoc repairs) in the 200 block, and report at the next meeting.

**5.4 300 BLOCK HOT WATER DISTRIBUTING SYSTEM**

Wes Pretty reported that the new pump installed at the 300 block had resolved the hot water distribution problem.

**5.5 STEP REPLACEMENT**

Harry Carruthers reported that the step and sidewalk in front of a unit had been repaired. It was noted that this was actually in front of Unit 804.

**5.6 INSURANCE CLAIM**

Vicki Parton reported that the Strata Corporation would be unable to recover the insurance deductible cost related to damage done by a driver last year.

**5.7 JPM TREE SERVICES**

Wes Pretty undertook to follow up with JPM Tree Services to request a copy of their report of recommendations for maintenance of trees at Cedarbrooke Village.

**(6) FINANCIAL REPORT**

**6.1 FINANCIAL STATEMENTS**

The Strata Manager provided Council with forms to be signed related to the audit of the 2006 Financial Statements and Corporate Income Tax. The Strata Manager also reported that the January, 2007 Financial Statements could not be completed until the audit for the period ended December, 2006, was completed. The Baywest accountant is working with the Strata's auditor to finalize the audit.

**6.2 ACCOUNTS RECEIVABLE**

Council reviewed individual Owner Accounts Receivable and advised the Strata Manager of actions required.



### **6.3 INVOICE APPROVALS**

Council reviewed invoices and directed the Strata Manager to pay certain invoices and to hold and/or make inquiries about other invoices. Council also reviewed procedures for approving future invoices and for use of purchase orders.

### **(7) COMMITTEE REPORTS**

A Council member requested that Committee reports be provided in writing, and in advance of Council meetings, to give everyone a chance to review the reports and also for the newsletter.

### **7.1 MAINTENANCE REPORT**

On behalf of the Maintenance Committee, Vicki Parton reported the following:

- Verne Anderson is making progress on repairs to the broken water main near the 600 and 800 Blocks. Payments of \$2,500.00 and \$5,500.00 have been made to date and charged to the Contingency Reserve Fund under emergency provisions of the Strata Property Act. Further payments to Verne Anderson will be required, with the total cost in the range of \$12-13,000.00, and the blacktop will also be repaired as part of this emergency expenditure. Cleanup will still be required in the 800 Block meadow area. *It was agreed that Vicki Parton would purchase a 1/4 turn key for the shut-off valve.*
- Pool drainage is still a problem whenever it rains. Verne Anderson has been asked to resolve this issue.
- West Coast Pool repaired a leak in the pool pump system.
- As a result of the recent emergencies, Vicki Parton is setting up an emergency telephone tree and also noted that a key access system is needed for contractor access.

### **7.2 GARDENING COMMITTEE**

Michael Fortney agreed to Chair the Landscaping Committee. He reported that the Committee did a walk-around to assess the needs and contractor requirements. Michael also noted that there was a lot of winter damage to plants and trees.

### **7.3 COMMUNICATION COMMITTEE**

Ginny Martin advised that the newsletter would be going out next week. She requested that the committees submit information for the newsletter. Ginny also reported that the Strata's web site was no longer operational.

### **7.4 FACILITIES COMMITTEE**

Barbara Moi and Paul Robson advised that they had no report at this time, and requested that Council provide them with parameters for this committee. It was agreed that Council would meet informally between meetings to work on these parameters, for review at the formal meeting.

### **(8) NEW BUSINESS**

#### **8.1.1 ROOFING PROJECT**

Council noted that all roofing tenders received exceeded the amount approved for this project. There was discussion of options to resolve this issue, and it was agreed that Council would meet separately with Roof Tech to review all of the options available, and to make a decision about how to proceed with the roofing project.

#### **8.1.2 ROOFING SPECIAL LEVY**

**ALL OWNERS ARE REMINDED THAT ALTHOUGH A DECISION ABOUT THE ROOFING CONTRACT HAS NOT BEEN FINALIZED, THE ROOFING PROJECT SPECIAL LEVY IS DUE AND PAYABLE AS APPROVED AT THE ANNUAL GENERAL MEETING. THANK YOU FOR YOUR COOPERATION IN MAKING THE REQUIRED PAYMENTS AS PER THE ATTACHED SPECIAL LEVY SCHEDULE.**

#### **8.2 STRATA BYLAW NUMBERING**

It was agreed that an issue with numbering of the Bylaws will be resolved at the next General Meeting. (There are two Bylaws that are numbered #16 as the result of an amendment at the Annual General Meeting)

#### **8.3 GARBAGE CONTRACT**

Council reviewed the current garbage contract with WSI which had been cancelled February 28, 2007 and then extended one more month to March 31, 2007. Council also reviewed the quote from Smithrite for garbage collection services, and following discussion, the Strata Manager was directed to sign a one-year contract with Smithrite effective April 1, 2007.

#### **8.4 PLUMBING BACK-UP**

The Strata Manager reported that a plumbing back-up in a 300 Block unit had been cleared by the owner.

#### **(9) CORRESPONDENCE**

##### **9.1 OWNER ACCOUNT/HARDSHIP RENTAL**

A letter was received from an Owner requesting consideration of cancellation of late fines and permission to rent the unit under hardship provisions. Council approved the cancellation of the late fines as a good faith measure, and decided that specific proof of hardship would be required prior to making a decision about the rental request.

##### **9.2 UNIT CEILING CRACK**

A letter was received from an Owner advising that requested information about how the cracked ceiling could be tested, had not been received. The Strata Manager will supply this information to the Owner.

##### **9.3 CONCRETE/PATIO**

A letter was received from an Owner requesting replacement of an extended patio. Council directed the Strata Manager to write and advise that the request has been noted and placed on the list for repair in 2008. In the interim, Council is reviewing procedures for repair/replacement of extended patios.

#### **9.4 BEDROOM FLOOR**

A letter was received from an Owner reporting a sinking bedroom floor. A Council member will inspect the floor and report to Council at the next meeting.

#### **9.5 ROOFING INFORMATION**

A letter was received from an Owner requesting information about the roofing contract. The Strata Manager was directed to write and advise that the contract was still under negotiation but that in the interim the Special Levy was due and payable.

#### **9.6 DECK PAINTING**

A letter has been received from an Owner suggesting a cost-savings measure on painting of decks. Council noted the comments with thanks.

#### **9.7 DECK/RAILING/SIDEWALK**

A telephone call had been received by the Strata Manager from an Owner requesting a follow up to a June 7, 2004 letter regarding repairs of a deck, railing and sidewalk of the unit. Council noted that these items are on the list for eventual repair.

#### **(10) NEXT COUNCIL MEETING**

The next Council meeting will be held on Tuesday, March 27, 2007 at 7:00 p.m.

Future Council meetings will be scheduled for the fourth Tuesday of each month.

#### **(11) ADJOURNMENT**

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



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

**DATE HELD:** Tuesday March 6, 2007  
**LOCATION:** Cedarbrooke Social Room  
555 West 28<sup>th</sup> Street  
North Vancouver, BC V7N 2J7

---

**Council in Attendance:** Harry Carruthers, Ginny Martin, Barb Moi, Vicki Parton,  
Wes Pretty, Paul Robson

**Regrets:** Michael Fortney, Judd Jansen, Rooftech Consultants

**MEETING MINUTES: prepared by Barb Moi**

Harry called the meeting to order @ 7:00pm.

This meeting is being held solely to discuss roof replacement tenders.

A revised proposal was received from Broadway Roofing, who where the lowest bid. This would bring the total cost of the roofing project within the budget set by the owners at the AGM.

There was a question of whether there would be funds available for an early start date of April (weather pending). Harry explained that, yes, there would be: \$100,000.00 is available now from the Contingency Reserve Fund, plus 1/3 of the Special Assessment Levy.

Harry Carruthers and Paul Robson will meet at the end of this week with Judd @ Rooftech and Broadway Roofing's Superintendent to discuss plans and finalize the contract agreement.

**OWNERS ARE REMINDED THAT THE FIRST PAYMENT OF THE SPECIAL LEVY IS DUE  
AND PAYABLE to Strata Corp LMS531 – as of March 1, 2007.**

It was **Moved and Seconded** to accept Broadway Roofing's proposal for the 2007 re-roofing project:  
CARRIED/UNANIMOUSLY

Meeting Adjoured 8:25 pm

**CEDARBROOKE VILLAGE - STRATA PLAN LMS 531**  
**PROPOSED 3/4 VOTE "C" - ROOF REPLACEMENT**  
**SPECIAL LEVY**

	UNIT	S/L	U/E	MAR. 1/07	JUNE 1/07	SEPT. 1/07	TOTAL FEE
	101	127	118	\$ 1,545.80	\$ 1,545.80	1545.80	\$ 4,637.40
	102	126	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
	103	125	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
	104	124	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
	105	123	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
	201	120	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	202	122	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	203	119	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	204	121	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	205	113	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	206	117	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	207	114	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	208	118	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	209	112	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	210	116	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	211	111	68	\$ 890.80	\$ 890.80	890.80	\$ 2,672.40
	212	115	68	\$ 890.80	\$ 890.80	890.80	\$ 2,672.40
	213	107	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	214	109	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	215	108	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	216	110	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	301	104	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	302	106	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	303	103	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	304	105	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	305	97	68	\$ 890.80	\$ 890.80	890.80	\$ 2,672.40
	306	101	68	\$ 890.80	\$ 890.80	890.80	\$ 2,672.40
	307	98	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	308	102	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	309	96	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	310	100	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	311	95	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	312	99	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	313	91	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	314	93	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	315	92	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	316	94	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
	401	71	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	402	73	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	403	72	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	404	74	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	405	66	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	406	70	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
	407	65	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
	408	69	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10

**CEDARBROOKE VILLAGE - STRATA PLAN LMS 531  
PROPOSED 3/4 VOTE "C" - ROOF REPLACEMENT**

**SPECIAL LEVY**

409	63	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
410	67	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
411	64	68	\$	890.80	\$	890.80	890.80	\$	2,672.40
412	68	68	\$	890.80	\$	890.80	890.80	\$	2,672.40
413	60	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
414	62	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
415	59	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
416	61	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
501	87	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
502	89	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
503	88	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
504	90	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
505	82	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
506	86	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
507	81	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
508	56	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
601	55	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
602	57	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
603	56	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
604	58	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
605	50	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
606	54	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
607	48	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
608	52	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
609	47	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
610	51	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
611	49	68	\$	890.80	\$	890.80	890.80	\$	2,672.40
612	53	68	\$	890.80	\$	890.80	890.80	\$	2,672.40
613	44	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
614	46	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
615	43	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
616	45	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
701	40	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
702	42	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
703	39	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
704	41	67	\$	877.70	\$	877.70	877.70	\$	2,633.10
705	33	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
706	37	69	\$	903.90	\$	903.90	903.90	\$	2,711.70
707	34	68	\$	890.80	\$	890.80	890.80	\$	2,672.40
708	38	68	\$	890.80	\$	890.80	890.80	\$	2,672.40
801	128	104	\$	1,362.40	\$	1,362.40	1362.40	\$	4,087.20
802	129	104	\$	1,362.40	\$	1,362.40	1362.40	\$	4,087.20
803	130	104	\$	1,362.40	\$	1,362.40	1362.40	\$	4,087.20
804	131	104	\$	1,362.40	\$	1,362.40	1362.40	\$	4,087.20
805	132	104	\$	1,362.40	\$	1,362.40	1362.40	\$	4,087.20
806	18	104	\$	1,362.40	\$	1,362.40	1362.40	\$	4,087.20
807	17	104	\$	1,362.40	\$	1,362.40	1362.40	\$	4,087.20

**CEDARBROOKE VILLAGE - STRATA PLAN LMS 531  
PROPOSED 3/4 VOTE "C" - ROOF REPLACEMENT**

**SPECIAL LEVY**

901	1	82	\$ 1,074.20	\$ 1,074.20	1074.20	\$ 3,222.60
902	3	82	\$ 1,074.20	\$ 1,074.20	1074.20	\$ 3,222.60
903	2	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
904	4	83	\$ 1,087.30	\$ 1,087.30	1087.30	\$ 3,261.90
905	6	68	\$ 890.80	\$ 890.80	890.80	\$ 2,672.40
906	10	68	\$ 890.80	\$ 890.80	890.80	\$ 2,672.40
907	5	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
908	9	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
909	7	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
910	11	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
911	8	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
912	12	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
913	14	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
914	16	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
915	13	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
916	15	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1001	19	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
1002	20	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
1003	21	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
1004	22	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
1005	23	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
1006	24	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
1007	25	104	\$ 1,362.40	\$ 1,362.40	1362.40	\$ 4,087.20
1008	26	118	\$ 1,545.80	\$ 1,545.80	1545.80	\$ 4,637.40
1101	75	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1102	77	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1103	76	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1104	78	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1105	80	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
1106	84	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
1107	79	68	\$ 890.80	\$ 890.80	890.80	\$ 2,672.40
1108	83	68	\$ 890.80	\$ 890.80	890.80	\$ 2,672.40
1201	27	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1202	29	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1203	28	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1204	30	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1205	32	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
1206	36	69	\$ 903.90	\$ 903.90	903.90	\$ 2,711.70
1207	31	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
1208	35	67	\$ 877.70	\$ 877.70	877.70	\$ 2,633.10
		<b>10,000</b>	<b>\$ 131,000.00</b>	<b>\$ 131,000.00</b>	<b>\$ 131,000.00</b>	<b>\$ 393,000.00</b>



**STRATA COUNCIL MEETING MINUTES****TUESDAY, APRIL 10, 2007****CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****LOCATION:**

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

**PRESIDENT/MAINTENANCE/  
CAPITAL PROJECTS**

*Harry Carruthers*

**VICE PRESIDENT  
/COMMUNICATIONS/GARDENING**

*Ginny Martin*

**TREASURER**

*Michael Fortney*

**SECRETARY/FACILITIES**

*Barbara Moi*

**AT LARGE  
MAINTENANCE /CAPITAL  
PROJECTS**

*Vicki Parton*

**MAINTENANCE /CAPITAL  
PROJECTS / GARDENING**

*Wes Pretty*

**FACILITIES**

*Paul Robson*

**STRATA MANAGER**

Monica Dare  
Direct Line: 604-714-1538  
Direct Fax: 604-592-3689  
Email: mdare@baywest.ca

**Strata Accountant**

Tiffany Pham  
Direct Line: 604-714-1533  
Email: tpham@baywest.ca

**BAYWEST MANAGEMENT**  
**300 – 1770 BURRARD STREET**  
**VANCOUVER, BC V6J 3G7**  
24 Hr: 604-257-0325

**PRESENT:**

Harry Carruthers  
Ginny Martin  
Michael Fortney  
Vicki Parton  
Barbara Moi  
Wes Pretty  
Paul Robson

Monica Dare, Baywest Management Corporation  
Wilson Munoz, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by the Strata Manager, Monica Dare. Seven (7) items were added to the pre-circulated Agenda.

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

It was **Moved/Seconded** to adopt the minutes of the Council meetings of March 1, 2007 and March 6, 2007 as distributed.

**CARRIED**

**(3) OPERATING PROCEDURES****3.1 DOCUMENT FOR COUNCIL OPERATIONS**

The Strata Manager provided Council with the Baywest Operating Procedures document for Council's consideration. After brief review, Council commissioned Barb Moi and Ginny Martin to study this document and come back with recommendations one week before the next Council meeting. A copy of the recommendations will be forwarded to the Strata Manager as well.

**(4) PREVIOUS BUSINESS****4.1 STRATA CONTRACTS**

The Strata Manager delivered the following contracts to Council for their records: landscaping, pool maintenance, garbage collection, pest control, Direct Energy (gas), and strata management (Baywest.).

**4.2 SOCIAL CLUB REQUIREMENTS**

Council noted that they would be gathering information on repairs and incorporation and will report back in the next meeting.

#### **4.3 EXTERIOR STAIR REPAIRS**

Harry Carruthers reported that Penguin had been contracted to do the repairs to the exterior stairs and that the work would start next week. There was review of the scope of the work.

#### **4.4 FIRE INSPECTION REPAIRS**

Wes Pretty reported that fire inspection repairs have been completed in the 200 block.

#### **4.5 INSURANCE CLAIM ON DAMAGED FENCE**

The Strata Manager reported that ICBC had advised that a driver had only recently reported having damaged the fence at Cedarbrooke Village. SCM Adjusters will now undertake to subrogate the previous Strata insurance claim to ICBC for reimbursement to the Strata Corporation and insurance underwriters.

#### **4.6 JPM TREE SERVICE**

Wes Pretty reported that he had provided JPM with the requested pictures of trees and that an estimate was pending from JPM for tree trimming and maintenance. The Strata Agent provided Council with the name of another arborist who could offer an estimate for Cedarbrooke tree maintenance.

#### **4.7 ROOFING PROJECT**

Harry Carruthers reported that Broadway Roofing had started the roofing project under the supervision of Rooftech and that the work was progressing well. Some start up issues were resolved and communication channels between the roofing company and Strata Council are open and working well.

The strata manager reported that 21 owners had not yet paid the first portion of the roofing Special Levy that was due on March 1, 2007.. The strata manager was directed to provide an update on the special levy payment at the end of April.

**OWNERS WHO HAVE NOT YET PAID THE 1ST PART OF THE ROOFING SPECIAL LEVY THAT WAS DUE ON MARCH 1, 2007 ARE ADVISED THAT PAYMENT MUST BE MADE IMMEDIATELY. ALL OWNERS ARE REMINDED TO PAY THE 2<sup>nd</sup> PART OF THE SPECIAL LEVY THAT IS DUE ON JUNE 1, 2007. THE PROJECT IS ON SCHEDULE AND ON BUDGET AND SO FUNDS ARE URGENTLY NEEDED TO PAY THE ROOFERS INVOICES AS PRESENTED. COUNCIL WILL TAKE COLLECTION ACTIONS AS REQUIRED.**

#### **4.8 REPAIR / REPLACEMENT OF EXTENDED PATIOS – UPDATE**

Council noted that they would be evaluating all extended patios at Cedarbrooke to develop a formula for the charges to be applied to each owner in the case of repairs to the extended patios. The strata manager advised that Council should eventually register this formula for each strata lot in the form of an Alteration Agreement or similar document to be kept on the permanent records of the strata lot.

#### **4.9 SINKING BEDROOM FLOOR**

A Council member reported that one corner of a bedroom floor in one of the units was sinking but could not be completely assessed until access to the unit below was available. Two Council members were assigned to contact a contractor to evaluate the situation and report back to Council at the next meeting.

#### **4.10 UNIT WATER DAMAGE**

The strata manager presented Council with two estimates for the repair of a unit with water damage. A Council member volunteered to contact a qualified consultant to do a mold assessment in the interior of this unit. ORKA will be asked to do the repairs in the unit if the consultant's report indicates that there is no mold risk.

#### **4.11 WOMEN'S WASHROOM**

Council noted that they were not satisfied with work that had been done on tiles of the shower in the women's washroom. The strata manager was directed to call this contractor to correct the work.

### **(5) FINANCIAL REPORT**

#### **5.1 FINANCIAL STATEMENTS**

Michael Fortney reported on progress with review of the Financial Statements by the Strata's auditor, and noted that 2006 could not be closed until there was resolution of an allocation entry from 2005. Accordingly, production of the January to March 2007 Financial Statements has been deferred. Council noted that Baywest's accountant and the Strata's auditor were working together to resolve the outstanding issues.

#### **5.2 ACCOUNTS RECEIVABLE**

Council reviewed individual owners' accounts concerning the roof special levy and strata fees, and directed the strata manager to send a lien-warning letter to two owners.

#### **5.3 INVOICE REVIEW**

Council reviewed several invoices and directed the strata manager regarding payment of these invoices.

### **(6) COMMITTEE REPORTS**

#### **6.1 MAINTENANCE COMMITTEE**

Wes Pretty reported that general repairs around the complex were being done and the operating conditions of boilers has been adjusted in different blocks.

#### **6.2 GARDENING COMMITTEE**

Michael Fortney reported that he had done a site walk-around with Steve of Lawnhoppers to review the landscaping requirements. He also reported that winter clean up and lawn aeration have been finished. He also elaborated on the plans for April – May 2007 and indicated that this would be his final report as Chair. Ginny Martin volunteered to replace Michael Fortney as Chair of the Gardening Committee

#### **6.3 COMMUNICATIONS COMMITTEE**

Ginny Martin, Editor of the Cedarbrooke Newsletter, reported that the newsletter is not ready at present. However, article contributions from Council members and from other sources are needed by April 16, 2007.

#### **6.4 FACILITIES COMMITTEE**

Barbara Moi, the Facilities Chair, provided Council with a written report, which covered issues related to signs, lighting, common storage rooms and parking. Council will be working on these issues over the next few months.

**(7) NEW BUSINESS**

**7.1 WATER IN BASEMENT**

Council reported that water in the crawl space of a unit has dissipated and no further action is needed at present.

**7.2 PUMP NOISE**

Council reported that two separate pump-noise related incidents were fixed by the onsite caretaker.

**7.3 HOSE BIB REPAIR**

A quote by Latham's Mechanical to correct frozen/burst hose bibs was provided to Council in January 2007. It was reported that the site manager had since made these repairs.

**7.4 VEHICLE INSURANCE**

Council directed the strata manager to write to the owner of a car with no license plates and advise that minimally, storage insurance is mandatory in the complex.

**(8) CORRESPONDENCE**

**8.1 LATE FINE**

A letter was received from an Owner regarding a late fee charged on the strata lot account. Following review, the strata manager was directed to write and respond that the fine stood as assessed and requesting an explanation of some amounts on the account. (Since the meeting additional information was discovered about this account, so this matter will be discussed further at the next meeting.)

**8.2 PATIO / FENCE REPAIR**

A letter was received from an Owner requesting repairs to a patio fence. Council noted that this fence is extended onto common property and directed the strata manager to write and advise that the repair would be evaluated and prioritized as part of the fence/patio policy discussed earlier.

**8.3 PATIO DOOR REPAIR**

A letter was received from an Owner requesting repair of a patio door. Council noted that the patio door had already been repaired so no further response was required.

**8.4 LEAKY HOT WATER PIPE REPAIR**

A letter was received from an Owner requesting reimbursement for a plumbing repair done in the unit. The strata manager was directed to write and advise the Owner that the pipe was entirely within the strata lot and accordingly this expense would not be reimbursed, and that the Strata had paid the emergency expenses related to this incident as a good will measure only.

**8.5 OVERSIZED TRUCK**

A letter was received from an Owner in response to Council's letter about issues with an oversized truck parked in the complex. Council directed the strata manager to write and thank the Owner for addressing this issue and for future cooperation with the Strata Bylaws.

**8.6 COMPLAINT ABOUT RESIDENT BEHAVIOUR**

A letter was received from an Owner lodging a formal complaint about the behaviour of a resident of the complex. The strata manager was directed to write and advise that the behaviour would be addressed.

### **8.7 PEST CONTROL**

A letter was received from an Owner requesting removal of rodent bait and old droppings from the crawl space of a unit. Council directed the strata manager to contact the Strata's pest control contractor to remove the bait and droppings from the unit crawl space.

### **8.8 MAINTENANCE REQUESTS**

A letter was received from an Owner regarding various maintenance items near the unit. The strata manager was directed to write and advise the Owner that these items would be addressed shortly.

### **8.9 COUNCIL MINUTES / ACCOUNT STATEMENTS**

An e-mail was received from an Owner about the Council Meeting Minutes and Statement letters sent to Owners. Council noted that the strata manager had already responded to this via e-mail so no further response was required from Council.

### **(9) DEFERRED BUSINESS**

#### **9.1 Bylaw 16 numbering**

### **(10) NEXT COUNCIL MEETING**

The next Council meeting will be held on Tuesday, May 22, 2007 at 7:00 p.m.

**Future Council meetings will be scheduled for the fourth Tuesday of each month.**

### **(11) ADJOURNMENT**

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



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

**TUESDAY, MAY 22, 2007**

**LOCATION:**

6:30 p.m. – Social Room  
555 West 28<sup>th</sup> Street  
North Vancouver, BC

**PRESIDENT/MAINTENANCE/  
CAPITAL PROJECTS**

*Harry Carruthers*

**VICE PRESIDENT  
/COMMUNICATIONS/GARDENING**

*Ginny Martin*

**TREASURER**

*Michael Fortney*

**SECRETARY/FACILITIES**

*Barbara Moi*

**AT LARGE  
MAINTENANCE /CAPITAL  
PROJECTS**

*Vicki Parton*

**MAINTENANCE /CAPITAL  
PROJECTS / GARDENING**

*Wes Pretty*

**FACILITIES**

*Paul Robson*

**STRATA MANAGER**

Monica Dare  
Direct Line: 604-714-1538  
Direct Fax: 604-592-3689  
Email: mdare@baywest.ca

**Strata Accountant**

Tiffany Pham  
Direct Line: 604-714-1533  
Email: tpham@baywest.ca

**BAYWEST MANAGEMENT  
300 – 1770 BURRARD STREET  
VANCOUVER, BC V6J 3G7  
24 Hr: 604-257-0325**

**PRESENT:**

Harry Carruthers  
Ginny Martin  
Corporation  
Michael Fortney  
Vicki Parton  
Barbara Moi  
Wes Pretty  
Paul Robson

**REGRETS:**

Monica Dare  
Baywest Management

Wilson Munoz, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 6:35 p.m. by the Strata Manager, Wilson Munoz. One item was added to the pre-circulated Agenda.

**(2) MAINTENANCE/HANDYMAN REPORT**

Rory provided a report that included the following:

- Council and Baywest Management have been very supportive during this transition period
- A monthly maintenance list of activities is being prepared to get familiar with systems, buildings and grounds. Current projects include the demolition and rebuilding of the social room wood deck; pool room flooding, boiler/mechanical orientation, heating problems and keying/access issues.
- Weekly meetings with Baywest Management to assess existing procedures and develop new processes to streamline Cedarbrooke maintenance concerning emergencies, and regular individual property and strata maintenance issues.

**(3) GUEST BUSINESS**

**3.1 UNAVAILABLE VISITOR'S STALL,  
NEGLECTED CARS AND PET BYLAW**

An Owner thanked Council for allocating time in their busy agenda and reported that a neighbouring owner's family had been parking 3 (three) cars in front of this owner's visitor stall leaving no space for guests. The same Owner also noted that derelict cars with expired plates are spreading around the property and a large truck, which is far too wide and does not fit within the white lines made for cars, should not be allowed to park along the wall on the west side of Cedarbrooke.

In addition, the Owner indicated that pets must be on leash within Cedarbrooke and be taken off the property. This Owner then elaborated on Owners with large, unleashed pets not being respectful of and being insulting to neighbours. Last, this Owner reported that the same Owner with the unleashed pet also brought it to the swimming pool area last summer.

Council thanked the guest for attending the meeting and directed the Strata Manager to write to the owners in violation of the said Bylaws and Regulations of Cedarbrooke, and advise this Owner that these items would be addressed shortly.

### **3.2 MEADOW GRASS SEEDING, LARGE TRUCK AND MAINTENANCE ISSUES**

Two Owners thanked Council for inviting them to express their concerns during the meeting. They requested to have the meadow area next to their units seeded now, and volunteer themselves to spread the seeds and water them as required. They also elaborated on the security issue represented by the damaged fence/gate near the 800 block parking. Last, they reported that the presence of an oversized truck on the west side wall of Cedarbrooke was a nuisance and creating impaired visibility issues for the neighbours.

Council expressed appreciation for the presence and the issues addressed by these two guests, and directed the strata manager to write and advise these two owners of the Strata's priorities at present.

### **(4) ADOPTION OF PREVIOUS COUNCIL MINUTES**

It was **Moved/Seconded** to adopt the minutes of the Council meetings of April 10, 2007 as distributed.

**CARRIED**

### **(5) OPERATING PROCEDURES**

Strata Council Member, Ginny Martin, deferred the discussion of Baywest's Operating Procedures Document to the next Council Meeting and requested an electronic copy of this information from the Strata Manager. The Strata Manager has provided Ginny Martin with the requested information accordingly.

### **(6) PREVIOUS BUSINESS**

#### **6.1 SOCIAL CLUB REQUIREMENTS**

Council noted that they are waiting for information regarding the renovations requested by the social club.

#### **6.2 EXTERIOR STAIR REPAIRS**

Harry Carruthers reported that Penguin had replaced the exterior stair headers in the 200 block, and Council was waiting for these invoices to assess the cost of labour and to consider the replacement of the stairs for this section of the property.

#### **6.3 INSURANCE CLAIM ON DAMAGED FENCE**

The Strata Manager reported that there was no further information on this case and any additional developments would be reported at the next Council meeting.

#### **6.4 JPM TREE SERVICE**

The Strata Manager presented Council with a quote submitted by JPM Tree Service based upon the information supplied to this contractor by Wes Pretty. After reviewing the information, Strata Council assigned Ginny Martin to follow up on the quote and report back to Council.



## **6.5 ROOFING PROJECT**

Harry Carruthers reported that Broadway Roofing is continuing with the roofing project under the supervision of Rooftech and that the work was progressing very well.

The Strata Manager reported that 10 owners had not yet paid the first portion of the roofing Special Levy that was due on March 1, 2007. The Strata Manager was directed to provide an update on the special levy payment at the end of May.

**OWNERS WHO HAVE NOT YET PAID THE 1st PART OF THE ROOFING SPECIAL LEVY THAT WAS DUE ON MARCH 1, 2007 ARE ADVISED THAT PAYMENT MUST BE MADE IMMEDIATELY. ALSO, ALL OWNERS ARE REMINDED TO PAY THE 2<sup>nd</sup> PART OF THE SPECIAL LEVY THAT IS DUE ON JUNE 1, 2007. THE PROJECT IS PROGRESSING ON SCHEDULE AND ON BUDGET. FUNDS ARE URGENTLY NEEDED TO PAY THE ROOFERS INVOICES. COUNCIL IS CONTEMPLATING PLACING A LIEN ON ANY PROPERTY IN ARREARS ON JUNE 15, 2007.**

## **6.6 GROUND LEVEL ASSESSMENTS**

Council will contact a contractor to assess and prioritize repair/replacement to decks that are at ground level and provide an update at the next meeting.

## **6.7 SINKING BEDROOM FLOOR**

Harry Carruthers will assess the sinking bedroom floor of this unit and report back to Council at the next meeting.

## **6.8 UNIT WATER DAMAGE**

Council reviewed a report submitted by Liaison Occupational Safety & Health Consulting Inc. which indicates that their visual inspection found no evidence of mould growth on visible surfaces in the bathroom where previous water leakage had been centered, and this was also consistent with the findings of ORKA Services that found no mould or trapped moisture in the premises. As a result, Council decided to ask ORKA Services to do the repairs in the unit.

## **6.9 LATE FINE**

A letter was received from an Owner regarding a late fee charged on the strata lot account. Following review, Council sent a letter to the owner and directed the Strata Manager to reverse this late fine. No further action is required since the issue is considered resolved.

## **(7) FINANCIAL REPORT**

### **7.1 FINANCIAL STATEMENTS**

Michael Fortney reported that the adoption of the Financial Statements for 2006 and 2007 was subject to the closing of the year 2005 by the Strata's auditor. Nonetheless, production of the January to April 2007 Financial Statements are completed and distributed to the Treasurer. The Council Treasurer will provide an update on the adoption of the 2006 / 2007 Financial Statements at the next meeting.

### **7.2 ACCOUNTS RECEIVABLE**

Council reviewed individual owners' accounts concerning the roof special levy and strata fees.

### **7.3 INVOICE REVIEW**

Council reviewed several invoices and directed the Strata Manager regarding payment of these invoices. The Council Treasurer also suggested an invoice approval process by which Council

members would submit their invoices for review and approval to the Treasurer. The Treasurer would then advise the Strata Manager of individual invoice payments.

On the same note, Council requested a file be created to store all receipts from maintenance purchases. These receipts will be matched to invoices for approval and payment.

## **(8) COMMITTEE REPORTS**

### **8.1 MAINTENANCE COMMITTEE**

Wes Pretty reported that he will address the issue of leaves left on carports. General repairs around the complex were being done, and the only outstanding issue at the moment was the pool deck drainage/flooding. He volunteered to approach City Hall to determine perimeter drainage plans on the property and report back to Council at the next meeting.

### **8.2 GARDENING COMMITTEE**

Gihny Martin reported that the planned gardening work had been done and that fertilizing and liming would be done the following week. She advised that annuals are part of a future gardening project and that more soil is needed to repair the grass in the 200 block area. Re-seeding of the meadow area (800/900 blocks) will be done, when the roofing project is complete.

### **8.3 COMMUNICATIONS COMMITTEE**

Ginny Martin, Editor of the Cedarbrooke Newsletter, reported that the first issue of the Newsletter had been delivered to Owners. She also advised that the next issue is coming up in June 2007 and the deadline for article submission is June 8, 2007.

### **8.4 FACILITIES COMMITTEE**

Paul Robson, the Facilities Co-Chair, reported that the pool Inspector did an assessment of the facilities and granted the operating permit 2007. The Inspector's advice requiring daily records and pool water treatment has been addressed.

## **(9) NEW BUSINESS**

### **9.1 UNIT DOOR REPLACEMENT**

Council reported that an owner had changed the front door from the standard Cedarbrooke door to another type, and directed the Strata Manager to write a letter and advise the Owner that the new door must be removed and the original door installed within 10 days. Council is awaiting a reply from the Owner.

### **9.2 REPLACEMENT FOR POOL BOILER**

Council reviewed boiler information collected by Council members and decided to table this item to the 2008 Budget Proposal.

### **9.3 NON-RESIDENT'S STORAGE**

A storage request submitted to Council by a non-resident person has not been granted and Council advises that non-resident individuals cannot store their belongings in common property.

## **(10) CORRESPONDENCE**

### **10.1 REIMBURSEMENT FOR UNIT REPAIRS**

A letter was received from an Owner requesting reimbursement for repairs done to the unit. Council noted that the work carried out in this unit was the owner's responsibility and directed the Strata Manager to write and advised that the said repairs to the units would not be reimbursed because they were not considered the Strata's responsibility.

## **10.2 CARETAKER TERMINATION**

A letter was received from an Owner requesting information on the caretaker termination. Council noted that this matter had been dealt with and no further action was required.

## **10.3 RENTAL REQUEST**

A letter was received from an Owner requesting rental permission based upon extraordinary circumstances. Council noted that the Owner would continue to live in the premises while accommodating another tenant and directed the Strata Manager to write and advise that the rental permission had been granted.

## **10.4 SPECIAL ASSESSMENT**

A letter was received from an Owner requesting an explanation for delinquent notices concerning the roof special assessment. Council noted that this Owner was not aware of the procedure to pay for special assessments and was advised to contact Baywest. This Owner was then informed by Baywest's Accounting Department to mail a cheque for the special levies, since automatic withdrawals for special assessments are not allowed under the Baywest agreement. This matter required no further action for it was considered resolved.

## **10.5 DECK REPAIR AND PAINTING**

A letter was received from an Owner requesting to have the deck sanded and painted and a few of the wooden rails replaced and painted during the first week of July 2007. Council noted this maintenance repair is not part of the priorities for Cedarbrooke's 2007 Maintenance Plan and directed the Strata Manager to write and advise that the maintenance work for this unit would not be done this year.

## **10.6 PET BYLAW**

A letter was received from an Owner lodging a formal complaint about the aggressive behaviour of an Owner's pet in the complex. The Strata Manager was directed to write and advise this Owner that the Pet Bylaw indicates that pets should be kept inside or be on a controlled leash when on common property.

## **10.7 CARETAKER'S TERMINATION**

**A letter was received from an owner requesting that future notices be more informative as the notice was very misleading. For the record only.**

## **10.8 REPAIR REIMBURSEMENT**

A reply letter was received from an Owner again requesting reimbursement for repairs done to a leaky pipe inside the Owner's unit. Council reviewed the letter and directed the Strata Manager to write a thank you letter to the Owner and advise that Council had not changed their mind concerning the repair reimbursement.

## **10.9 GARDENING REQUEST**

A letter was received from an Owner requesting gardening work for an Owner friend. After reviewing this petition, Council forwarded this request to the Chair of the Gardening Committee.

## **10.10 UNLEASHED PETS**

A letter was received from an Owner filing a formal complaint against the vicious behaviour of Owners' pets in the property. Council directed the Strata Manager to write to the Owners in violation of the Pet Bylaw and advise that this Bylaw states that pets must be on a controlled leash within Cedarbrooke common property. Council also noted that a continuous contravention to a Bylaw will result in fines assessed against this owner's strata lot.

**(11) DEFERRED BUSINESS**

**11.1** Bylaw 16 numbering

**11.2** Replacement for Pool Boiler

**(12) NEXT COUNCIL MEETING & ADJOURNMENT**

**12.1** The next Council meeting will be held on Tuesday, June 26, 2007 at 6:30 p.m.

**Future Council meetings will be scheduled for the fourth Tuesday of each month.**

**12.2** There being no further business, the meeting was adjourned at 9:30 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.*