

# **MINUTES OF COUNCIL MEETING**

## **STRATA PLAN LMS-531**

### **CEDARBROOKE VILLAGE**

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**HELD:** On Tuesday, January 8, 2008 at 6:00 p.m. in the Recreation Centre at 555 West 28<sup>th</sup> Street North Vancouver, B.C.

**PRESENT:**

Ginny Martin	President/Communications/Gardening
Vicki Parton	Vice President/Maintenance
Barbara Moi	Secretary/Facilities
Wes Pretty	Maintenance/Capital Projects
Harry Carruthers	

**STRATA AGENT:** Muryrn Jordan, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:00 p.m.

#### **MINUTES**

Council agreed to the following amendment to the minutes of December 10, 2007 council meeting:

Under Minutes in the second paragraph, the second sentence should read: *The owner is concerned about item #1 of New Business, which states that a letter was sent to an owner by North Shore Law at the direction of council.*

Under Business Arising, paragraph 6, "defamation" should be changed to "alleged defamation".

It was then moved, seconded and carried to approve the minutes of the December 10, 2007, council meeting, as amended.

#### **CARETAKER REPORT**

Council received and reviewed the report from the Site Manager for the period of December 12<sup>th</sup> through January 4<sup>th</sup>. Council discussed and reviewed a number of items noted in the report.

#### **FINANCIAL REPORT**

1. **Monthly Statements:** The agent distributed the November and December, 2007 financial statements. The agent noted that the adjustments have been made to the statements, following the receipt of the finalized accounting review for 2006. Following discussion, it was moved, seconded and carried to approve both statements, as presented.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Arrears: Council discussed the arrears situation in the complex and agreed that, in future, any owner whose arrears level reaches \$1,000 or above will receive a lien warning letter automatically. In this letter it will be stated that all arrears must be paid in full within 30 days. If the arrears are not paid in full in the time stated, a lien may be filed on the title of the strata lot, thus preventing any conveyancing of the unit from taking place. All costs related to filing the lien will be borne by the owner. Council was advised that there are several owners in the complex who currently have liens placed on their units and the additional owners in arrears will be monitored and letters will be sent accordingly.
3. Draft Budget: Council agreed to hold a separate meeting to discuss and complete the creation of the draft budget which will be forwarded to the agent in advance of sending out the Annual General Meeting notices to the owners. The agent advised that Reid Hurst Nagy has been notified of the time deadline for the completion of the draft audit which will also be incorporated into the budget presentation in the Annual General Meeting notice.
4. Financial Review: Two council members signed the acceptance of the Bob Orr financial review for the 2006 fiscal year.

### **COMMITTEE REPORTS**

1. Maintenance: Wes Pretty advised council that the majority of the maintenance throughout the complex for the past month has centred on various heating problems.
2. Facilities: There was nothing to report.
3. Gardening: There was nothing to report.
4. Communications: There was nothing to report.

### **BUSINESS ARISING**

1. Structural Report: The agent advised council that a report has not yet been received from Horizon Engineering for the second review of the 105 foundation. The monitoring program is presently being completed every other month. Future monitoring frequency will be based on the report results. The agent will follow up with Horizon.
2. Liquor License Update: There was nothing to report at this time, as the issue must be discussed and voted on by the owners at the Annual General Meeting.

3. Oil Tank: The agent presented council with the letter from Sandy Miller, the Assistant Chief of Prevention at the City of North Vancouver Fire Department in response to council's request. Ms. Miller advised council that permission will not be granted to abandon the tank in place until the soil under and around the storage tank system has been tested and there is no contamination present. Council has requested permission to abandon the tank in its current location, as removing the tank may cause significant damage to the pool structure. The oil has been drained from the tank. The agent will contact various contractors to determine who is best fit to complete to soil core sample.
4. Rental Issue: Council reviewed the ongoing issue of an owner who is renting contrary to the bylaws. At the November council meeting, council had agreed to levy a fine of \$400 for violation of Bylaw 9.2. This fine has been added to the owner's account. Despite numerous correspondence letters, the council has not received any communication from the owner. Council further discussed the issue and according to Bylaw 9.7 council is authorized to continue to fine the owner for violation of Bylaw 9.2.

*If a strata lot owner rents his or her strata lot in violation of Bylaw 9(1), (2), (4), (5), (6) or (10), the strata corporation may levy a fine of \$400.00 for the first month of violation, and such fine shall be increased by \$50.00 for each successive month of violation to a maximum of \$500.00 per month.*

To that end, council agreed to levy a fine of \$450 for the month of December and \$500 for the month of January. Council will review the rental issue at the next meeting following the Annual General Meeting. The agent will forward a letter to the owner advising them of the fines.

5. Chimney Inspection: The agent has confirmed dates with Dickens Chimney Service for the cleaning of the wood and gas chimneys throughout the complex. The first inspection date will occur on Sunday, January 20<sup>th</sup> from 1:00 p.m. to 4:00 p.m. The second inspection date will be Sunday, February 3<sup>rd</sup> from 9:00 p.m. to 4:00 p.m. Dickens Chimney Service will have a list of all owners with gas and wood fireplaces and will work their way throughout the complex knocking door to door in order to gain access. Owners are reminded that it is mandatory to have the fireplaces inspected. Owners that are missed in the first round of inspections will be re-visited on the second round. Owners are welcome to contact the agent during regular business hours with questions or concerns. Residents will be billed back for the inspection costs through their Vancouver Condominium Services account statements.
6. Dryer Duct Cleaning: The agent advised council that the dryer duct cleaning with Power Vac has been scheduled for Saturday, January 26<sup>th</sup> from 9:00 a.m. to 4:00 p.m. All owners with in-suite laundry must register for a cleaning time with the strata agent. Notices will be delivered to all owners and owners are reminded that, as per Bylaw 42.2 dryer vent cleaning must be done once every three years:

*All strata lot dryer vents must be cleaned once every 3 years, any repair maintenance costs to be paid by the strata lot owner.*

Residents will be billed back for the cleaning costs through their Vancouver Condominium Services account statements. Residents with in-suite laundry who failed to sign up for the vent cleaning may be fined as per the strata corporation bylaws. Owners should be aware that the strata council may request proof of previous cleaning if owners fail to register for the January 26<sup>th</sup> cleaning.

7. Alleged Defamation Issue: Council received a letter from North Shore Law requesting instructions on future action towards the owner of a blog website. The website contains alleged defamatory and alleged libellous statements and correspondence has been sent to the owner from North Shore Law demanding that the comments be removed. The comments have not been removed from the site. Council decided to defer a decision about future action until they are clear what the options are under the *Strata Property Act*.
8. DMS Report: The agent provided council with a copy of the report from DMS Mechanical for the review of the drainage around the 100 block. The report is hand-written and difficult to read and as such, the agent has been following up with DMS to obtain a clearer report. The technician who was on-site is off on medical leave and the agent has had difficulty reaching someone who is able to provide a new report. The agent will continue to follow up with DMS Mechanical.
9. Annual General Meeting Planning: Council reviewed the AGM resolutions as written by the agent and requested various changes. The agent will incorporate the changes into the package and will ensure that council reviews the proposed resolutions prior to the notice being mailed to the owners. The Annual General Meeting will be held on Tuesday, February 26<sup>th</sup> at 6:30 p.m. in the Maple Room. Registration is at 6:00 p.m.

## **CORRESPONDENCE**

*Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.*

1. Council received a letter from an owner concerned with the minutes of the December 10<sup>th</sup> council meeting in which it states that an in-camera council meeting was held on December 10, 2006. The owner feels that there was no such meeting held. Council advised that there was, in fact, a meeting held on December 10<sup>th</sup> at which point officers were elected from within the new council. A set of minutes was delivered to owners for the December 10<sup>th</sup> meeting. Following the formal meeting, council held an in-camera meeting, at which point the alleged defamation issue was discussed. Those minutes were not distributed to owners. The first scheduled meeting with the strata agent was held in January, 2007.

The owner is also concerned with the statement that council held an e-mail vote on November 10, 2007 during which time they agreed to send a letter to an owner regarding the alleged defamation issue. The owner advised that the letter received from North Shore Law was dated in October; therefore the vote on November 10<sup>th</sup> does not

make logical sense. Council reviewed the e-mail and advised that the e-mail was sent on October 11, 2007 (recorded as 10/11/2007), not November 10, 2007. The owner further requested that the term "alleged defamation" be used in the minutes.

2. Council received a letter from an owner detailing an incident between his dogs and a neighbouring unit's dogs.
3. Council received a letter from an owner inquiring whether or not council had approved a replacement front door as their old wooden door is swelling and shrinking in the weather changes and is causing a security problem. Council approved the replacement of the door at the owner's expense provided that the new door matches the existing doors throughout the complex in design and colour.

### **NEW BUSINESS**

1. Insurance Renewal: The agent presented council with the updated insurance certificate and advised the strata corporation is insured for a replacement value of \$20,847,300. The total premium cost for December 31, 2007 to December 31, 2008 is \$35,472.

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for individual contents, betterments or improvements (i.e., storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). It is highly recommended that owners and residents carry their own "Owner/Tenant Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

Garbage & Recycling Regulations: All tenants and owners should be aware that, effective January 1, 2008, the Metro Vancouver has banned recyclable materials from City Disposal Sites. This means that the garbage companies will refuse these items:

- Items which are now banned include cardboard,
- newsprint,
- newspaper,
- drywall,
- yard and garden waste,
- containers (except milk),
- blue box recyclables,
- car batteries,
- furniture,
- appliances,
- medications/pharmaceuticals,
- paint,
- solvents,
- flammable liquids,
- gasoline,
- pesticides,
- vehicle tires,

- oil,
- oil filters and empty oil containers and
- electronic waste, including personal computers printers and televisions.

Owners must make arrangements to remove these materials themselves, with the exception of cardboard, newsprint and other blue bin recyclables, which must be placed in the appropriate bins.

There being no further business, the meeting was adjourned at 7:55 p.m. The next meeting is the Annual General Meeting which will be held on Tuesday, February 26, 2008 at the Delbrook Community Centre.



Muryn Jordan  
Vancouver Condominium Services Ltd.  
#400 - 1281 West Georgia Street  
Vancouver, B.C.  
V6E 3J7

Telephone: 604-684-6291 (24 Hour Emergency Services)  
Toll free: 1-877-684-6291 / Fax: 604-684-1539

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### **24-Hour Emergency Services**

Clients using Telus Anonymous Call Blocking feature must deactivate this service (\*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

**PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES.** Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.