

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 326 – CHINOOK HOUSE**

**DATE HELD:** Wednesday, January 30, 2008

**LOCATION:** The Lounge,  
250 West 1<sup>st</sup> Street,  
North Vancouver, British Columbia

**CALL TO ORDER:** IMMEDIATELY AFTER THE ANNUAL GENERAL MEETING

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**Council in Attendance:**

Connie Seidensticker	#504
Peter Zarowny	#204
Babs Perowne	#206
Shyam Hira	#503
David Parker	#302

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

**(1) CALL TO ORDER**

The Strata Council Meeting was called to order at 7:45 p.m. by Duncan Fairfield, Property Manager.

**(2) APPOINTMENT OF STRATA COUNCIL POSITIONS**

The following Owners were appointed positions of Strata Council:

PRESIDENT	Connie Seidensticker	#504
VICE PRESIDENT	Peter Zarowny	#204
TREASURER	Babs Perowne	#206
FIRE WARDEN	David Parker	#302

**(3) NEW BUSINESS**

Owner Connie Seidensticker, #504, requested Strata Council's approval to have a business license for mailing purposes only where she assured Strata Council that no customers, equipment, products, etc. will go through her unit, #504.

After due consideration, Connie Seidensticker's request was approved by Strata Council.

**CARRIED UNANIMOUSLY**

**(4) NEXT MEETING DATE**

The next scheduled Strata Council Meeting is scheduled for February 26, 2008 at 6:00 p.m. at the 2<sup>nd</sup> Floor Lounge at 250 West 1<sup>st</sup> Street, North Vancouver, B. C.

**(5) ADJOURNMENT**

There being no further business, the meeting adjourned at 8:00 p.m.

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 326 – CHINOOK HOUSE**

**DATE HELD:** Tuesday, February 26, 2008  
**LOCATION:** The Lounge,  
250 West 1<sup>st</sup> Street,  
North Vancouver, British Columbia  
**CALL TO ORDER:** 6:00 p.m.

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**Council in Attendance:** Connie Seidensticker #504 PRESIDENT  
Peter Zarowny #204 VICE PRESIDENT  
Babs Perowne #206 SECRETARY-TREASURER  
Shyam Hira #503  
David Parker #302

**Guests:** Brian Phelan #310

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

**(1) CALL TO ORDER**

The Strata Council Meeting was called to order at 6:20 p.m. by Council President, Connie Seidensticker.

**(2) PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Perowne/Parker)**

That the Minutes of the Strata Council Meeting held November 6, 2007 and January 30, 2008 be approved as circulated.

**CARRIED**

**(3) UNFINISHED BUSINESS**

**a) Boiler Repairs**

A quotation was received from Milani Plumbing & Heating to have the burners and heat exchangers cleaned on both boilers. This work was deferred to a later date.

**(4) FINANCIAL REPORT**

**a) Financial Statements**

The Financial Statements up to and including December, 2007 were reviewed by Strata Council.

It was then,

**MOVED AND SECONDED (Perowne/Seidensticker)**

That the Financial Statements up to and including December, 2007 be accepted as prepared by Stratawest Management Ltd.

**CARRIED**

b) **Accounts Receivable**

It was noted that one Owner is several months in arrears of the Strata Fees. A reminder letter is to be sent to this Owner.

**Owners are reminded that payment of Strata Fees are due on the 1<sup>st</sup> of each month.**

(5) **CORRESPONDENCE**

i) **Unit #310**

Arriving at 7:30 p.m., Brian Phelan, son of the Owner, from Unit #310 addressed Strata Council regarding the alterations that are being undertaken at Unit #310. Brian stated that he will submit in writing by the end of February a list of the alterations being undertaken at Unit #310 which includes the intention to replace the existing sliding glass balcony door with French doors. Strata Council will consider and respond to the written submission. Brian was then excused from the meeting at 7:45 p.m.

The City of North Vancouver Building Inspector, Permits Department, visited Unit #310 and assured Strata Council that there are no structural changes to the Unit and all of the alterations being undertaken in Unit #310 are cosmetic and require no permits, i.e., plumbing, electrical or structural.

A letter was received from an Owner regarding the alterations to Unit #310 and the Property Manager was asked to respond to this Owner.

ii) **Unit #202**

The Owner of Unit #202 requested permission to upgrade kitchen and bathroom fixtures and to install laminate flooring. Included with the letter was a sample of the flooring underlay to be used. The underlay complies with the Strata By-laws. After discussion it was then,

**MOVED AND SECONDED (Zarowny/Parker)**

To approve the request for alterations for Unit #202 on the proviso that this Owner and any subsequent Owner assumes all responsibility for the repairs and maintenance of said alterations and that qualified trades are used and proper permits are obtained, as required.

**CARRIED**

iii) **Unit #408**

The Owner of Unit #408 advised Strata Council that his balcony railing needs repair and the deck has water pooling in various areas. Strata Council advises that this balcony will be repaired in the Spring of 2008 when the other balconies have maintenance scheduled, weather permitting.

It was also noted that the sliding doors in Unit #408 need new rollers and that the zone valve is not functioning properly. The Property Manager was asked to contact Capilano Glass to replace the rollers on the sliding door and to call Milani Plumbing to repair the zone valve.

iv) **Unit #312**

The Owner of Unit #312 requests details from Strata Council on how to proceed with alterations to their Strata Lot. The Property Manager has advised the Owner to submit in writing to Strata Council details of the alterations and that Strata Council will then review said alterations and respond to the Owner accordingly.

(6) **NEW BUSINESS**

a) **Gardening Contract**

The Property Manager advised that he has contacted the gardening contractor and requested that he submit a contract, which will then be reviewed and signed by Strata Council.

b) **Exterior Drainage Repair – Milani Plumbing**

The Property Manager advised that Milani Plumbing & Heating has cleared and flushed the perimeter drainage to the building. Milani Plumbing & Heating advised that there was a blockage in the drain on the South side of the building which in Milani's opinion the drainage pipe was crushed when the City of North Vancouver repaired a fire standpipe. Milani provided a CD showing the blockage.

**The Property Manager advised he sent the CD to the City of North Vancouver and requested the City investigate and repair the drainage pipe, so the perimeter drainage at Chinook House functions properly. This issue will be discussed further by Strata Council once a response is received from the City of North Vancouver.**

c) **Deck Repairs**

It was noted that the deck repairs on three units will be commence in April, 2008, weather permitting.

d) **Parkade Lighting**

Strata Council intends to replace the existing fluorescent fixtures in the parkade with electronic ballasts and T8 light fixtures. These fixtures will illuminate the parkade much better and reduce costs of electricity to the Strata Corporation. This will be discussed further at the next scheduled Council Meeting.

e) **Fire Panel Upgrade Quote**

Quotation was received by Fire Pro indicating that the existing fire panel is outdated and parts are difficult to find for this panel. Fire Pro suggests that the panel be replaced at a cost of approximately \$18,000.00. This will be deferred until a later date and discussed by the Owners at a General Meeting.

(7) **NEXT MEETING DATE**

The next scheduled Strata Council Meeting is for Tuesday, April 29, 2008 at 6:00 p.m.

(8) **ADJOURNMENT**

There being no further business the meeting adjourned at 8:20 p.m.

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**STRATAWEST MANAGEMENT LTD.**

#202 – 224 West Esplanade, North Vancouver, BC V7M 1A4 Tel: (604) 904-9595 / Fax: (604) 904-2323

Assistant: Judy Grunau, [jgrunau@stratawest.com](mailto:jgrunau@stratawest.com)

Accountant: Joanne Fan, [jfan@stratawest.com](mailto:jfan@stratawest.com)

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 326 – CHINOOK HOUSE**

**DATE HELD:** Tuesday, April 29, 2008  
**LOCATION:** The Lounge,  
250 West 1<sup>st</sup> Street,  
North Vancouver, British Columbia  
**CALL TO ORDER:** 6:00 p.m.

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<b>Council in Attendance:</b>	Connie Seidensticker	#504	PRESIDENT
	Peter Zarowny	#204	VICE PRESIDENT
	Babs Perowne	#206	SECRETARY-TREASURER
	Shyam Hira	#503	
	David Parker	#302	

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

**(1) CALL TO ORDER**

The Strata Council Meeting was called to order at 6:00 p.m. by Connie Seidensticker.

**(2) PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Perowne/Seidensticker)**

That the Minutes of the Strata Council Meeting held February 26, 2008 be approved as circulated.

**CARRIED**

**(3) UNFINISHED BUSINESS**

**a) Boiler Repairs**

A quotation was received by Milani Plumbing & Heating to clean the heat exchanger for the domestic hot water boiler in the amount of approximately \$800.00 which was approved by Strata Council.

The Property Manager will ask Milani to schedule this work in the near future. The Property Manager will also ask Milani to schedule the adjustment to the boiler for summer heating conditions.

**b) Gardening Contract**

The Property Manager advised that he had received a gardening contract with Greenland Lawn & Tree Service which was received and approved by Strata Council.

**c) Alterations to Unit #310**

The alterations to Unit #310 are ongoing.

**d) Perimeter Drainage Repairs**

The Property Manager advised that he had received a response from the City of North Vancouver indicating that they had not done repairs to a fire stand-up pipe in the area in question and, therefore, the repairs to the perimeter drainage are the responsibility of the Strata Corporation.

After discussion, Strata Council has decided to defer this item. Even during the recent heavy rains, the perimeter drainage to the building seems to be functioning properly as a result of the work done by Milani. Strata Council will continue to monitor this.

e) **Deck Repairs**

The work on the deck repairs for the three units (#306, #308 and #501) has been postponed to late June, 2008, weather permitting.

f) **Garage Parkade Lighting**

A quotation was received from Wallace Electric to replace the existing garage lighting with electronic ballast T8 fluorescent fixtures at a cost of approximately \$3,300.00. As this cost exceeded the expected payback interval, Strata Council deferred action on this item.

(4) **FINANCIAL REPORT**

a) **Financial Statements**

The Financial Statements for January, February and March, 2008 were reviewed by Strata Council.

It was then,

**MOVED AND SECONDED (Perowne/Seidensticker)**

To approve the Financial Statements for January, February and March, 2008 as prepared by Stratawest Management Ltd.

**CARRIED**

b) **Accounts Receivable**

It was noted that three Owners are in arrears on their Strata Fees.

**Owners are reminded that payment of Strata Fees are due on the 1<sup>st</sup> of each month.**

(5) **CORRESPONDENCE**

a) **Alterations, Unit #310**

The Property Manager advised that he had met with an Owner regarding concerns on the alterations to Unit #310. The Property Manager advised this Owner that any alterations not approved by Strata Council will be requested to be returned back to their original condition.

b) **Bathroom Alteration, Unit #503**

A letter was received from the Owner of Unit #503 requesting Strata Council approval to replace the existing bathtub with a standup shower.

After discussion, it was

**MOVED AND SECONDED (Seidensticker/Zarowny)**

To approve the replacement of the existing bathtub with a standup shower.

**CARRIED**

(6) **NEW BUSINESS**

a) **Insurance Claim – Water Leak Repairs**

Babs Perowne advised that Nordic Restoration is continuing to repair the common hallways and units damaged from the recent water leak (insurance claim) to the satisfaction of Strata Council. This work is expected to be completed in the near future.

b) **Sliding Door Repair to Unit #408.**

A quotation from Capilano Glass was received to repair the sliding glass door at Unit #408 at a cost of approximately \$350.00. This quotation was approved by Strata Council and the Property Manager was asked to arrange for this work to be done in the near future.

c) **Window Cleaning**

The Property Manager was asked to schedule the window cleaning for early July, 2008.

**Owners with balcony enclosures are advised that a cost of \$25.00 per unit will be charged for the cleaning of the balcony enclosure windows.**

(7) **NEXT MEETING DATE**

The next scheduled Strata Council Meeting is for Tuesday, July 29, 2008 at 6:00 p.m.

(8) **ADJOURNMENT**

There being no further business the meeting adjourned at 7:15 p.m.





**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 326 – CHINOOK HOUSE**

**DATE HELD:** Tuesday, July 29, 2008  
**LOCATION:** The Lounge,  
250 West 1<sup>st</sup> Street,  
North Vancouver, British Columbia  
**CALL TO ORDER:** 6:00 p.m.

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**Council in Attendance:**

Peter Zarowny	#204	VICE PRESIDENT
Babs Perowne	#206	SECRETARY-TREASURER
Shyam Hira	#503	
David Parker	#302	

**Regrets:** Connie Seidensticker #504 PRESIDENT

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

**(1) CALL TO ORDER**

The Strata Council Meeting was called to order at 6:15 p.m. by Peter Zarowny, Council Vice President.

**(2) PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Hira/Parker)**

That the Minutes of the Strata Council Meeting held April 29, 2008 be approved as circulated.

**CARRIED**

**(3) UNFINISHED BUSINESS**

**a) Deck Repairs**

A quote was received from Shanahan Construction for deck repairs to unit #308 and this work is expected to commence in September 2008. Work on decks #306, #409 and #501 will be scheduled following completion to unit # 308.

**b) Drip Pans in parkade**

It was noted that the drip pans have still yet to be installed in the underground parkade and the property manager was asked to follow up with Piedmont Sheet Metal and arrange for these to be installed in the near future.

**(4) FINANCIAL REPORT**

**a) Financial Statements**

The Financial Statements up to and including June 2008 were reviewed by Strata Council.

It was then,

**MOVED AND SECONDED (Perowne/Parker)**

To approve the Financial Statements up to and including June, 2008 as prepared by Stratawest Management Ltd.

**CARRIED**

b) **Accounts Receivable**

It was noted that one Owner is in arrears of their Strata Fees and a reminder letter will be sent to this Owner.

**Owners are reminded that payment of Strata Fees are due on the 1<sup>st</sup> of each month and failure to pay their Strata Fees on the due date will result in fines and interest charge being assessed against their Strata Lot.**

(5) **CORRESPONDENCE**

A letter was received from an Owner regarding various issues throughout the building which was discussed by Strata Council and the Property Manager was asked to respond accordingly.

A letter was received from an Owner regarding the venting of their bathroom fan and upon inspection by an air duct cleaning company, it was determined that the fan has been installed upside down and as this is within the suite, and not common property owner it is the unit owner's responsibility to have this fan repaired.

(6) **NEW BUSINESS**

a) **Window Repair at Unit #201**

It was noted that the exterior window at unit #201 is cracked and needs to be replaced. The property manager was asked to have Capilano Glass repair this window in the near future.

b) **Air-intake Housing for the Make Up Air Unit for the Hallways Located on the Roof**

It was noted that the Air-intake fan housing for the make up air unit is rusted and is need of replacement. The Property Manager was then asked to contact Milani Plumbing & Heating and see if this housing for the fan intake could be replaced in the near future.

c) **Window Washing**

The window washing was completed to the satisfaction of Strata Council.

d) **Carpet Cleaning**

Carpet cleaning was completed however; the Second Floor hallway from the parkade through the building on the east side of the building is still rather dirty and the Property Manager was asked to contact Carpet-ex and see if this could be cleaned again in this area.

e) **Make Up Air Intake Cleaning**

A quotation was received by National Air Technologies for the cleaning of the make up air unit ductwork for all of the hallways in the amount of approximately \$850.00. This will be completed when the air intake housing for the fan is repaired so that all of the air make up unit is functioning properly.

g) **Vehicle Break-Ins in Parkade**

It was noted that another vehicle break-in had occurred in the underground parkade and Owners are again reminded to wait for the garage door to fully close before entering and exiting the parkade.

**Building security is everybody's responsibility so please do your part and wait for the garage door to completely close before exiting and entering the parkade and report any suspicious activity to the Police.**

h) **Fire Alarm (exits)**

During a recent fire alarm some Owners attempted to exit the building through the lobby.

**Owners are reminded in the event of a fire to exit through the parkade exit door located beside the P1 vehicle door and not through the lobby.**

(7) **NEXT MEETING DATE**

The next scheduled Strata Council Meeting is for Thursday, October 2, 2008 at 6:00 p.m. for the draft budget.

(8) **ADJOURNMENT**

There being no further business the meeting adjourned at 8:10 p.m.

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 326 – CHINOOK HOUSE**

**DATE HELD:** Thursday, October 2, 2008  
**LOCATION:** The Lounge,  
250 West 1<sup>st</sup> Street,  
North Vancouver, British Columbia  
**CALL TO ORDER:** 6:00 P.M.

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**Council in Attendance:**

Connie Seidensticker	#504	PRESIDENT
Peter Zarowny	#204	VICE PRESIDENT
Babs Perowne	#206	TREASURER
Shyam Hira	#503	
David Parker	#302	FIRE WARDEN

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

**(1) CALL TO ORDER**

The Strata Council Meeting was called to order at 6:05 p.m. by Council President, Connie Seidensticker.

**(2) PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Perowne/Seidensticker)**

That the Minutes of the Strata Council Meeting held July 29, 2008 be approved as circulated.

**CARRIED**

**(3) UNFINISHED BUSINESS**

**a) Deck Repairs:**

Babs Perowne advised that Shanahan Construction have completed balcony/deck repairs to Units #306, #308, #404, #408, #409, #501, #502, and #505.

Deck repairs on Unit #403 are expected to commence in the near future.

**b) Drip Pans:**

Babs Perowne advised that Shanahan Construction will be installing some drip pans in various locations in the parkades in the near future.

**c) Window Repair at Unit #201:**

Capilano Glass completed the window replacement to Unit #201 to the satisfaction of Strata Council.

**d) Air Intake Housing on the Fifth Floor Roof:**

The Property Manager advised that he contacted Milani Plumbing & Heating for a quotation for a new intake housing assembly for the make-up unit on the Fifth Floor roof. This will then be reviewed by Strata Council.

(4) **FINANCIAL REPORT**

a) **Financial Statements:**

The Financial Statements up to and including August, 2008 were reviewed and it was then

**MOVED AND SECONDED (Perowne/Seidensticker)**

That the Financial Statements up to and including August, 2008 be approved as prepared by Stratawest Management Ltd.

CARRIED

b) **Accounts Receivable:**

It was noted that a number of Owners are in arrears of their Strata Fees. The Property Manager was asked to send reminder letters to these Owners.

**Owners are again reminded that payment of Strata Fees are due and payable on the 1<sup>st</sup> of each month and failure to pay their Strata Fees on the due date will result in fines and interest charges being assessed against their Strata Lot.**

c) **Draft 2009 Budgets:**

The Draft 2009 Budgets were reviewed by Strata Council and after some minor changes, it was then

**MOVED AND SECONDED (Perowne/Parker)**

To present the Draft 2009 Budgets to the Owners at the Annual General Meeting.

CARRIED

(5) **CORRESPONDENCE**

Strata Council reviewed a letter from an Owner regarding a charge-back to their unit for repairs to a cast-iron pipe damaged by their vehicle.

(6) **NEW BUSINESS**

a) **Colour of Cedar Siding on the Building:**

Strata Council has been advised of variations in the colour of the cedar siding of the Building. After discussion, Strata Council decided to seek direction from the Owners at the Annual General Meeting on this issue.

b) **Fence Repairs:**

The patio fences between Units #310/307 and #307/305 need to be replaced. Strata Council is obtaining a quote on three possible replacement styles. After discussion, Strata Council decided to seek direction from the Owners at the Annual General Meeting to select the style and colour of the fences.

c) **Storage Cabinet on Unit #505:**

The storage cabinet located on the balcony of Unit #505 is deteriorating and may be causing damage to the railing. The Property Manager was asked to contact this Owner to have the cabinet removed after which Strata Council will inspect the railing for rot and maintenance.

(7) **NEXT MEETING DATE**

The next scheduled Strata Council Meeting is for Wednesday, December 3, 2008 at 6:00 p.m.

(8) **ADJOURNMENT**

There being no further business the Meeting adjourned at 7:45 p.m.

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 326 – CHINOOK HOUSE**

**DATE HELD:** Wednesday, December 3, 2008  
**LOCATION:** The Lounge,  
250 West 1<sup>st</sup> Street,  
North Vancouver, British Columbia  
**CALL TO ORDER:** 6:00 P.M.

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**Council in Attendance:**

Connie Seidensticker	#504	PRESIDENT
Peter Zarowny	#204	VICE PRESIDENT
Babs Perowne	#206	TREASURER
Shyam Hira	#503	
David Parker	#302	FIRE WARDEN

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

**(1) CALL TO ORDER**

The Strata Council Meeting was called to order at 6:05 p.m. by Council President, Connie Seidensticker.

**(2) PREVIOUS MINUTES**

There being no errors or omissions, it was

**MOVED AND SECONDED (Seidensticker/Perowne)**

That the Minutes of the Strata Council Meeting held October 2, 2008 be approved as circulated.

**CARRIED**

**(3) UNFINISHED BUSINESS**

**a) Deck Repairs:**

Babs Perowne reported that Shanahan Construction has completed repairs to all the balcony decks.

**b) Drip Pans:**

Babs Perowne advised that Shanahan Construction has completed the installation of drip pans in various locations in the parkade.

**c) Air Intake Housing on the Fifth Floor Roof:**

The Property Manager advised that he has still not received a quotation for a new fan and/or fan housing for the Fifth Floor roof but will continue to attempt to obtain a quotation for this work.

**(4) FINANCIAL REPORT**

**a) Financial Statements:**

The Financial Statements up to and including October, 2008 were reviewed and it was then

**MOVED AND SECONDED (Perowne/Seidensticker)**

That the Financial Statements up to and including October, 2008 be approved as prepared by Stratawest Management Ltd.

**CARRIED**



b) **Accounts Receivable:**

It was noted that the cost for service calls charged back to two Owners remain unpaid to the Strata Corporation.

**The Property Manager was asked to write these two Owners reminding them of the outstanding charges and advising that interest will be charged as per the Strata Corporation's Bylaws.**

(5) **CORRESPONDENCE**

A letter was received from an Owner requesting permission to rent the unit based on hardship in the event of job loss in the near future.

**The Property Manager advised Strata Council that this Owner is not in a hardship position at the present time. If and when the hardship position exists, then Strata Council will consider the request to rent the unit for a specific time period based on hardship. The Property Manager was asked to advise the Owner accordingly.**

(6) **NEW BUSINESS**

a) **Management Addendum:**

The Management Addendum with Stratawest Management Ltd. was signed by Strata Council.

b) **Janitorial Contract:**

The janitorial contract with KUA Cleaning Services was signed by Strata Council.

c) **Gardening Contract:**

The gardening contract was discussed and this will be deferred until January, 2009.

d) **¾ Vote Resolution:**

Due to the cost of repairs to the decks, etc. the Strata Corporation is in a deficit position in the amount of approximately \$12,000.00 and a ¾ vote resolution will be presented to the Owners at the Annual General Meeting asking that this amount be expensed from the Contingency Reserve Fund.

(7) **NEXT MEETING DATE**

The next scheduled meeting is the Annual General Meeting to be held on Tuesday, January 27, 2009 at 7:00 p.m.

(8) **ADJOURNMENT**

There being no further business the Meeting adjourned at 7:30 p.m.