

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

**DATE HELD:** Monday, January 21, 2010

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

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

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<b>Council in Attendance:</b>	Fraser Blair	#202	PRESIDENT
	Babs Perowne	#206	SECRETARY/TREASURER
	Peter Zarowny	#204	ASST. FIRE WARDEN

<b>Regrets:</b>	Connie Seidensticker	#504	VICE PRESIDENT
	Shyam Hira	#503	

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

(1) **CALL TO ORDER**

The Council Meeting was called to order at 7:25 p.m. by Property Manager, Duncan Fairfield.

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

The following Owners were appointed the following positions of Strata Council:

Fraser Blair	#202	PRESIDENT/FIRE WARDEN
Connie Seidensticker	#504	VICE PRESIDENT
Babs Perowne	#206	SECRETARY-TRESURER
Peter Zarowny	#204	ASST. FIRE WARDEN

(3) **NEXT MEETING DATE:**

The next meeting date, the next scheduled Strata Council Meeting is Monday, March 15, 2010 at 6:00 pm.

(4) **ADJOURNMENT**

There being no further business the Meeting adjourned at 7:40 p.m.

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

**DATE HELD:** Monday, March 15, 2010

**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>	Fraser Blair	#202	PRESIDENT
	Connie Seidensticker	#504	VICE PRESIDENT
	Babs Perowne	#206	SECRETARY/TREASURER
	Peter Zarowny	#204	ASST. FIRE WARDEN
	Shyam Hira	#503	

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

**(1) CALL TO ORDER**

The Meeting was called to order at 6:00 p.m by Council President, Fraser Blair.

**(2) PREVIOUS MINUTES**

The Strata Council meeting minutes held November 30, 2009 and January 21, 2010 were reviewed, and there being no errors or omissions, it was;

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

To approve the Strata Council meeting minutes of November 30, 2009.

**CARRIED**

The Strata Council meeting minutes immediately following the Annual General Meeting held January 21, 2010 were reviewed and it was noted under “Council in attendance” that Peter Zarowny was in attendance when in fact he was not, and this should have been under the heading “regrets”.

It was also noted that Strata Council has confirmed the appointment of the Strata Council positions as stated in the Strata Council meeting minutes held Monday, January 21, 2010 and it was then;

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

To approve the Strata Council meeting minutes held January 21, 2010 as amended.

**CARRIED**

**(3) UNFINISHED BUSINESS**

**a) Leak – Unit #101**

Babs Perowne advised that handyman Derrik Shanahan had completed repairs to the sill plates for unit #101. The Property Manager was asked to contact a painter so that the drywall etc. in unit #101 can be repainted.

It was also noted that the exterior drainage requires repairs and the Property Manager was asked to contact a handyman and have the perimeter drainage reconnected near unit #101.

Babs Perowne will contact the gardeners and ask that some bushes and rhododendrons be moved and the soil be lowered in this area around unit #101 in the near future.

(4) **FINANCIAL REPORT**

a) **Financial Statements**

The financial statements up to and including January 2010 were reviewed and it was then;

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

To approve the financial statements up to and including January 31, 2010 as prepared by Stratawest Management Ltd.

**CARRIED**

b) **Accounts Receivable**

It was noted that three owners are in arrears of their strata fees.

**Owners are reminded that strata fees are due and payable on the first of each month and late payment of strata fees will result in fines and or interest being assessed against their strata lot.**

(5) **CORRESPONDENCE**

A letter was received from the owner of unit #401 advising that there was staining in their ceiling possibly from a roof leak.

**The Property Manager will contact Mark Wilcox Roofing and have this roof looked at and repaired as required, weather permitting.**

(6) **NEW BUSINESS**

a) **Bike Lock Rings**

Babs Perowne presented a ring with a hook attached to be used as a way to secure bikes in the parkade. Strata Council asked the Property Manager to contact a handyman and request a quotation to install fifty bike rings in the parkade. This quotation will then be reviewed by Strata Council.

The Property Manager was asked to contact a handyman and request a quotation to install fifty bike ring inserts in the parkade and this quotation will then be reviewed by Strata Council.

b) **Drainage Quote from Milani Plumbing and Heating**

A quotation was received from Milani for snaking out the drains at the front of the property and also putting in a sump pump cleanout etc. at cost of approximately \$2,000.00. An additional quotation was received from Milani for breaking up the asphalt in the driveway and reconnecting new piping and an inspection chamber etc. and a new service box at a cost of \$8,000.00. Both of these quotations were deferred to a later date.

c) **Inspection From City of North Vancouver Fire Department**

The City of North Vancouver Fire Department inspected the fire systems at Chinook House and they were approved with no deficiencies.

d) **Garage Door on P2 Level**

It was noted that the garage door on the P2 level was stuck in the open position on Sunday and the repairman from Valley All Door advised that the track and gear mechanism is wearing out and will have to be replaced. A quotation was received from Valley All Door at a cost of approximately \$1,000.00 for this work, which is expected to have to be done in the next year or two.

f) **Humming Noise Heard from Roof**

Connie Seidensticker reported a loud humming noise possibly from the fans on the roof. She will continue to monitor this.

(7) **NEXT MEETING DATE**

The next scheduled Strata Council meeting is for Monday, May 10, 2010 at 6:00 p.m.

(4) **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:** Monday, May 10, 2010

**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>	Fraser Blair	#202	PRESIDENT
	Connie Seidensticker	#504	VICE PRESIDENT
	Babs Perowne	#206	SECRETARY/TREASURER
	Peter Zarowny	#204	ASST. FIRE WARDEN

**Regrets:** Shyam Hira #503

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

(1) **CALL TO ORDER**

The meeting was called to order at 6:05 p.m by Council President, Fraser Blair.

(2) **PREVIOUS MINUTES**

There being no errors or omissions it was,

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

That the minutes of the Strata Council meeting held March 15, 2010 be approved as circulated.

**CARRIED**

(3) **UNFINISHED BUSINESS**

a) **Leak – Unit #101 (Carpet Cleaning and Underlaymant)**

The Property Manager advised that the carpet cleaning in unit #101 has been completed, however, it does need some new underlayment and a tack strip installed and the re-stretching of the carpet.

The Property Manager was asked to contact a restoration company and have new carpet underlay and a tack strip installed and have the carpet re-stretched in the near future.

A discussion also arose regarding an invoice submitted to Strata Council from unit #101 requesting reimbursement in the amount of \$125.00 for labor and materials for work done on their sliding door sill. After discussion Strata Council asked that the Property Manager contact this owner and request that receipts for the materials be provided for all materials purchased and advise this owner that Strata Council does not reimburse owners for labor, unless it has been pre-authorized by Strata Council.

b) **Bike Lock Rings (Parkade)**

As only one owner had requested the installation of a bike ring in the parkade, the issue of bike rings was deferred and will be discussed at the next Annual General Meeting.

c) **Roof Repair – Unit #401**

The Property Manager advised that the ceiling in unit #401 has been repainted and no further leaks have been reported from the owners of unit #401.

**The Property Manager advised that he has requested further quotations for the roof repair above unit #401 which will then be reviewed by Strata Council.**

(4) **FINANCIAL REPORT**

a) **Financial Statements**

The financial statements up to and including March 31, 2010 were reviewed and it was then;

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

To approve the financial statements up to and including March 31, 2010 as prepared by Stratawest Management Ltd.

**CARRIED**

b) **Accounts Receivable**

It was noted that three owners are in arrears of their strata fees, and one owner has a charge back for a thermostat repair that was disconnected and is owed to the Strata Corporation.

**The Property Manager was asked to write reminder letters to these owners and advise these owners that fines and interest will be assessed against their strata lots for not making payment of their strata fees on the first of each month as per the Strata Corporation Bylaws.**

(5) **CORRESPONDENCE**

Letters were received regarding noise complaints from a neighboring unit, and also that this unit is hanging laundry from their balcony which is a violation of the Strata Corporation Bylaws.

**The Property Manager was asked to write a letter to this owner and advise that they were in violation of the Strata Corporation Bylaws and that should further complaints be received regarding noise, and or laundry being hung over their balconies then fines will be assessed against their strata lot.**

(6) **NEW BUSINESS**

a) **Insurance Inspection Report**

The Property Manager advised that the underwriters for the insurance brokerage for the Strata Corporation did an inspection of the building and made three points.

- 1) The propping open of fire doors.
- 2) The safety inspection for the elevator.
- 3) To ensure that owners or the Strata Corporation are removing snow and ice etc, in the winter months from the common areas of the Strata Corporation.

The Property Manager advised that he will be responding in writing to the insurance broker of the Strata Corporation and advise that these concerns have been noted and addressed.

b) **Bleeder Valves**

Strata Council noted that several radiator bleeder valves had been replaced over the past winter. Strata Council discussed the feasibility of replacing all the old bleeder valves in the building. It was decided that to monitor and replace bleeder valves on an as needed basis in the future.

c) **Noisy Heating Pipes**

It has been noted that the heating pipes are sometimes making noise and Milani Plumbing and Heating suggested that this could be the zone valves wearing out and becoming noisy or just the pipes are moving within the walls and sometimes banging against a bracket that is holding them against the framing members, which is a normal occurrence when water is going through the pipes this will be monitored by Strata Council.

d) **Quotation for Cleaning of the Burner – For Domestic Boiler/Flushing**

A quotation is expected from Milani Plumbing and Heating for cleaning the burners, and of the flushing of the boiler holding tank, which will then be reviewed by Strata Council.

(7) **NEXT MEETING DATE**

The next scheduled Strata Council meeting is for Monday, July 12, 2010 at 6:00 p.m.

(8) **ADJOURNMENT**

There being no further business the Meeting adjourned at 7:30 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: Princess Ashcroft [pashcroft@stratawest.com](mailto:pashcroft@stratawest.com)

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

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

**DATE HELD:** Monday, July 12, 2010

**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>	Fraser Blair	#202	PRESIDENT
	Connie Seidensticker	#504	VICE PRESIDENT
	Babs Perowne	#206	SECRETARY/TREASURER
	Peter Zarowny	#204	ASST. FIRE WARDEN
	Shyam Hira	#503	

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

**(1) CALL TO ORDER**

The meeting was called to order at 6:00 p.m by Council President, Fraser Blair.

**(2) GUEST – Jordan Thompson, Unit #103**

Jordan Thompson from unit #103 addressed Council by submitting a request to have an exterior hose tap installed on his rear patio unit, similar to that of units #104 and #105 and requested that the Strata Corporation install a exterior hose tap on the patio of unit #103. Following questions by Strata Council, Jordan Thompson, was excused from the meeting at 6:10 p.m. Strata Council then discussed the request from unit #103 to install an exterior hose tap, and due to the cost and the possibility of freezing of water pipes, etc. Strata Council has denied Mr. Jordan Thompson's request. Strata Council suggests Mr. Thompson use the hose which is attached to the tap between units #104 and #105.

**(3) PREVIOUS MINUTES**

There being no errors or omissions it was,

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

That the minutes of the Strata Council meeting held May 10, 2010 be approved as circulated.

**CARRIED**

**(4) UNFINISHED BUSINESS**

**a) Roof Repair Near Unit #401**

Strata Council was advised that unit #401 has experienced no further leaks through her ceiling. The owner will advise Strata Council should this leak re-appear.

**b) Bleeder Valve Replacement**

The bleeder valve replacements were done in all units, with the exception of one by Milani Plumbing and Heating to the satisfaction of Strata Council.



(5) **FINANCIAL REPORT**

a) **Financial Statements**

The financial statements up to and including May 31, 2010 were reviewed and it was then;

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

To approve the financial statements up to and including May 31, 2010 as prepared by Stratawest Management Ltd.

**CARRIED**

b) **Accounts Receivable**

It was noted that two owners are in arrears of their strata fees, and the Property Manager was asked to write reminder letters to these owners.

**Owners are reminded that strata fees are due and payable on the first of each month and that fines and interest will be charged for late payment of strata fees.**

(6) **CORRESPONDENCE**

The owner of unit #307 submitted receipts for stain used on the dividing fences of unit #/305/307 and #307/310. Strata Council had previously advised the owner that the costs for the stain would be reimbursed. Strata Council approved this expenditure, and the Property Manager was then asked to reimburse this owner.

(7) **NEW BUSINESS**

a) **Siding Repair Near Unit #310 and #314**

It was noted that the aluminum siding near units #310 and #314 is buckling and needs repair. The Property Manager was asked to contact the handyman and have this siding repaired.

b) **Carpet Cleaning**

The Property Manager was requested to schedule the carpet cleaning in the common area hallways in the middle of August 2010.

c) **Window Cleaning**

The Property Manager was requested to schedule the window cleaning in mid July 2010.

d) **Domestic Hot Water Boiler**

The Property Manager was requested to schedule the cleaning of the burners for the domestic hot water boiler on the next scheduled quarterly maintenance by Milani Plumbing and Heating.

e) Cigarette Butts on Common Property

**Owners/Residents are again reminded not to dispose of cigarette butts on the common property. Including the driveways and parkades. As this is a violation of the Strata Corporation Bylaws. Owners are asked not to smoke on common property.**

(8) NEXT MEETING DATE

The next scheduled Strata Council meeting is for Monday, September 13, 2010 at 6:00 p.m.

(9) ADJOURNMENT

There being no further business the Meeting adjourned at 7:00 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

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