

COUNCIL MEETING MINUTES

TUESDAY, MAY 21, 2013

LOCATION:
9:00 a.m. – Clubhouse
3500 144th Street
Surrey, B. C.

STRATA COUNCIL 2013

CHAIR
Doris Cummings - #48
604-541-3063

VICE CHAIR
D'Arcy Warner - # 55
604-536-1461

SECRETARY
Doris Cummings - #48

TREASURER
Barry Cashmore - #53
604-541-3963

LANDSCAPING
Bev Nicholas - #49
604-535-7312
Bill Cheb - #93
604-538-4992
Dave Aune - # 46
604-535-9150

MAINTENANCE
Roy Gattinger - #79
604-541-6363

SECURITY
D'Arcy Warner - #55
604-536-1461

DEPRECIATION REPORT

Dave Aune - #46
604-535-9150

STRATA MANAGER
Gerry Blanchard
E-Mail: gerry@crpm.ca

CROSSROADS MANAGEMENT LTD.
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SURREY, B.C. V3W 1J8
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EMERGENCY CONTACT
24 HOUR SERVICE
(778) 578-4445

ATTENDANCE:
Doris Cummings
Barry Cashmore
D'Arcy Warner
Roy Gattinger
Bev Nicholas
Bill Cheb
Gerry Blanchard, Strata Manager

Regrets:
Dave Aune

(1) CALL TO ORDER

The Council Meeting was called to order at 9:00 a.m. by Doris Cummings, Chair, a quorum being present.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to adopt the Minutes of the Council Meeting of April 9, 2013. CARRIED

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

Barry provided a brief explanation of the March financial statements.

It was MOVED/SECONDED to adopt the financial statements to March 2013, subject to adjustments. CARRIED

3.2 DEPRECIATION REPORT

Council met with the report writer on April 18 and is now commencing the gathering of the information. The report should take about three months to finalize.

(4) COMMITTEE REPORTS

4.1 LANDSCAPING

What's been done:

Our landscapers have been working hard to maintain our lawns and gardens. We've all received one of the five expected garden weedings by the end of May.

All Units have had their front and side gardens mulched with an organic material that will serve to both nourish plants and retard weeds.

What's to come:

Lawn fertilization will occur during the next few weeks improving the growth and colour. Some areas in our common lawns are suffering the effects of slope and too much rain during winter and spring. The moss removal and grass seed germination is slow. Our landscapers will continue to address this.

Effective: June 01, 2013 – September 30, 2013 City of Surrey

Lawn watering is restricted to Monday, Wednesday, Saturday 4:00 AM – 9:00AM

DOG DROPPINGS

Please ensure you pick up after your dog in your backyard. The gardeners will not mow your grass if there are dog droppings present. Also we have building washing and painting going on at this time and the painting crew will be coming and going through your backyard.

It was MOVED/SECONDED to accept Bev's report as presented.

CARRIED

4.2 SPRINKLERS - Bill and Roy assisted the irrigation company in activating the irrigation system.. Numerous repairs and improvements were completed at the same time.

4.3 REPAIRS & MAINTENANCE

Completed Projects

1. Pressure washing of Allan block retaining walls throughout complex, visitor parking stalls and fountain.
2. National Air Dryer Vent cleaning.
 - 45 units cleaning inside dryer and outside vent.
 - 11 units cleaning outside vent only.

Owners are reminded to empty the lint trap in the dryer after each use and to vacuum the lint trap once a month. Wash the lint screen with soap and water once a month as it accumulates a wax build up on the screen if you use a "bounce" type product.

3. Stable Electric Smoke Detector installation is complete except for three homeowners away on holidays. Owners who had previously installed new smoke alarms will be reimbursed at the Strata's cost.
4. Removal of gutter screens from 34 units as it was determined the clogged screens caused more gutter problems with sediment and gutter overflows. Wrightway contracting then cleaned these inside gutters prior to pressure washing conducted by New City Painting.
5. Repaired gable ends at two units, installed water deflectors and shingles over gable ends throughout complex.
6. Installed replacement concrete at one front patio and driveway wash.
7. Repaired decayed combed face trim around posts at 18 units in complex.

Projects Underway

New City Painting

- Pressure washing of 57 units is now complete.
- Phase 1 Contractor has started painting at unit 75 then working his way down to unit 45.

Upcoming projects

Window washing is scheduled for late June once the painting project is complete, weather permitting.

SEE ATTACHED REPORTS

1. memo from Bill Wooffinden of Inspec Consulting Services Inc., and
2. notice re fireplace servicing

It was MOVED/SECONDED to accept Roy's report as presented.

CARRIED

4.4 ADMINISTRATION

In accordance with our Bylaws, owners are reminded they should request permission for major alterations to both the exterior and interior of their units. This would include installing hardwood flooring and replacing cabinets. Be sure to keep all records of any renovations to your unit and ensure that you have adequate home owner insurance to cover improvements.

TELEPHONE DIRECTORY/HANDBOOK

The council has updated the Owners' telephone directory/handbook and it has been forwarded to all Owners. Please note that in the insurance section, the reference to the water deductible is an example only and the concept is also applicable to any "all risk" claims such as fire or resultant damage for example from a tree that falls onto a building. All Risk claims also have a \$5,000.00 deductible that each Owner must cover before the strata insurance policy commences.

GARBAGE, RE-CYCLING, GREEN BINS

All City of Surrey bins must be kept in your garage. We note the bylaw that the Ownership directed the new council to enforce:

46. General

(1) An owner or occupant shall remove ordinary household refuse and garbage from their strata lot and deposit it in front of the strata lot in an enclosed garbage container (as approved by the City of Surrey) no sooner than 7:00 PM on the evening prior to the scheduled collection day. Garbage containers are to be removed from common property or limited common property as soon as possible after collection and no later than 9:00 PM on the day collection takes place. Owners are responsible for cleaning up any debris from their garbage containers whether caused by the collection company or by birds, animals, wind or other causes.

OPEN HOUSES (Please note the bolded sections 2 and 3):

40. Selling of Strata Lots

- (1) An Owner of a Strata Lot, when selling their Strata Lot is not permitted to display For sale sign(s), Realtor Sign(s) or signs of any kind within their Strata Lot or on Common or Limited Common Property.
- (2) **An owner of a Strata Lot, when selling their Strata Lot will not hold or permit to be held, any public open house except in the manner prescribed by the Strata Council.**
- (3) **A generic sign will be provided in close proximity to 144th Street near the entrance**
- (4) The sign shall read "Town homes For Sale, Contact your Realtor@..." or the sign shall read "Townhome For Sale By Owner Contact ____-____-____."

4.5 COMMON AREA LIGHTING – Give Bill a call at (604-538-4992) to obtain a new bulb.

4.6 SECURITY

See D'Arcy in unit #55 if you need a remote control for the gate. The cost is \$40 and is non-refundable. He can program the remote for you. If you wish to have your in-car remote system programmed, D'Arcy will arrange for you to contact Garth or Walt in Crescent I.

4.7 CLUBHOUSE / SOCIAL

Contact Sherry in Unit 1 at (604) 542-2080 if you wish to reserve the clubhouse for a private function. Guests are permitted to use up to five visitor parking stalls (three opposite and two directly in front) during your event. The cost of exclusive use of the clubhouse is \$50 per day and requires a \$300 refundable deposit.

(5) CORRESPONDENCE

Council subsequently dealt with the correspondence received and, where deemed necessary, the Property Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes, or be contacted by a member of Council for a first-hand report.

(6) ADJOURNMENT

As there was no more business to complete, the meeting was adjourned at 10:15 a.m. The next meeting of council will be on **Tuesday, June 25, 2013, at 9:00 a.m.** in the clubhouse.

Gerry Blanchard,
Strata Manager

May 22, 2013

To : The Crescent II Owners

From: Bill Wooffinden (Inspec Consulting Services Inc.)

Re: Your 2013 repainting project

Hello Owners:

I thought that it would be a good idea to explain the re-painting process that we are currently going through at Crescent II in the hopes that some clarifications may ease your concerns.

At this time the painters have washed the whole complex. The purpose of washing is to have all the substrates clean for doing further preparation work (Scraping, sanding, caulking). The painters have started this process already and have started to apply paint to some substrates as well.

At this time we are getting owners who are raising concerns that the painters have left paint drops on their concrete, siding and patio's. We have had others who were concerned that the painters only applied 1 coat of paint or that they missed a spot. In some cases the painters had not even painted an area and we are getting owners raising an alarm that areas were missed or have only one coat applied.

The normal process is a systematic process, prep work, 1st coat application and then 2nd coat application of each colour. It appears currently that there is no system but rest assured there is. The weather has been very unpredictable over the last few days so the normal system has been interrupted as the painters are trying to continue painting by working in the sheltered areas that are not affected by the changing weather. This means they may be painting part of your unit and then leaving to work on another unit in the protected areas. This may be confusing to you however it is not to a seasoned paint crew.

Some owners are noticing paint drops on sidewalk, patios and on vinyl siding and are assuming that it must have been done by the painters. This is a common problem for home owners, you live your daily life not really noticing the many paint drops overlaps etc. That were left by a previous paint crew until there are painters working on site and then we all become more aware of any paint drop or paint lap we see on our homes.

Take a minute if your unit has not been painted yet and look around your unit and I assure you that you will find some paint drops and overlaps on your concrete, vinyl or stone work and keep in mind the painter has not used a drop of paint on your unit yet. I ask you to do this just so you can actually see that some of the drops and overlaps were pre-existing. We are hoping to keep any new ones to a minimum.

In conclusion let me explain the process for quality control.

1. The painters complete the painting of your unit, at that time the project foreman will review his crews work and correct any deficiencies he may find, like missed areas, paint drops and overlaps etc.
2. Once the contractor has completed his review he advised Inspec Consulting that the unit is ready for an official deficiency inspection. Inspec Consulting service will then conduct a thorough inspection and note any areas he finds that have been missed, overlapped, or paint

3. drops on concrete etc. This list is given to the painters for them to make the correction or address the concern. This is followed by a review of the listed deficiencies to see that they
4. have been completed. This process is repeated until all of the deficiencies have been addressed.
5. At the same time #2 is underway the contractor will have delivered a form to each owner asking them to note any questions or concerns they may have. This form would be dropped into a drop box at the clubhouse mailroom area and the foreman and Inspec will review the list and the contractor will address the questions or concerns.

As you can see there is several times that your unit will be reviewed for deficiencies and you have your own input. Final payments will not be made until all of the deficiencies have been addressed. At that time Inspec Consulting will sign off that we feel the contractor has met his obligations with respect to the contract.

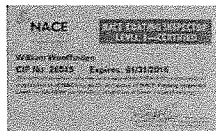
A final walk through with your council representative and the contractor is arranged before final approval.

Please note that divider fencing will not be stained until the units are finished. Since many of you have plants an foliage growing on them a survey will be conducted by your council (close to the time they are ready to stain them) to see if you want your foliage removed for painting or that the contractor will leave some stain on site and the home owners can stain it in the fall.

I apologize if you find this a bit wordy but I want you to fully understand that there is no need for you to be concerned until your unit is substantially completed. At that time we do want to hear from you if there is something that you are concerned about.

Yours Sincerely

Bill Wooffinden



Bill Wooffinden – President –Inspec Consulting Services Inc.

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Inspec Consulting Services Inc. Proud Members of..



Strata Gas Fireplaces

We have noticed several fireplaces in our complex are emitting carbon through the exterior vent and as a consequence the white trim, vinyl siding and soffit vent are blackened and difficult to clean and paint.

The typical cause of this carbon emitting condition is:

- **Log impingement**
- - Incorrect placement of logs causing poor air flow, combustion and carbon emitting flame.
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- **Clogged venturi**
- - Restricted air flow through gas burner.
- **Poor airflow through direct vent.**
- - Lack of outside air returning to the inside of your fireplace.

Gas fireplaces emitting carbon must to be serviced so Crossroads Management is arranging a gas fireplace service provider to provide us with a special reduced rate to service fireplaces within Crescent 1 and 2. **A sign-up sheet will be posted in the mail room.**