

# Village Del Mar II

"THE OWNERS STRATA PLAN LMS 1432"

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101 - 4126 Norland Avenue  
Burnaby, BC V5G 3S8  
Phone: 604-294-4141  
Fax: 604-294-8956  
Email: managers@stratacomgmt.com

October 6, 2014

The Residents  
Strata Plan LMS 1432  
Village Del Mar II

**Re: Abandoned Items**

Dear Residents:

I am writing on behalf of the Council, Strata Plan LMS 1432, Village Del Mar II, to advise that there are items stored in the walkways in the storage rooms.

The walkways must be kept clear at all times as per the Fire Code.

Whoever owns these items are to remove them by October 31, 2014, otherwise they will be removed without further notice and disposed of.

We thank you for your immediate attention to the above, and should you have any questions please do not hesitate to contact Vivian Cornescu of our office.

Sincerely yours,

**STRATACO MANAGEMENT LTD.**



**PER**

Allan Grandy,  
Strata Manager

/eb

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS  
1432, VILLAGE DEL MAR II, HELD ON MONDAY, SEPTEMBER 22, 2014, AT 7:00  
PM IN THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

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Council in attendance: Norman Yu  
Hong Li  
Fiona Xu  
Veronica Aracena Gomez  
Alex Chan  
  
Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave Bill Rand

**CALL TO ORDER:**

The meeting was called to order by Mr. Norman Yu at 7:00 pm.

**ELECTION OF STRATA COUNCIL OFFICERS:**

The following were elected to the noted positions:

President	Bill Rand
Vice President	Norman Yu
Treasurer	Fiona Xu

**MINUTES OF THE MEETING OF JUNE 23, 2014:**

The minutes of the meeting of June 23, 2014 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

Bylaw Amendments

Council agreed to table signing the Form I – Amendment to Bylaws, until the President was in attendance.

Summary of Balcony Membrane Replacements

Council reviewed a summary of balcony membrane replacements over the past years, noting that seven strata lots have had the balcony membrane replaced. Owners are asked to inspect their balconies regularly for any soft spots, membrane breakage or peeling, and to report any such conditions to management.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

It was

**MOVED AND SECONDED:**

That the financial statements for the months of June, July and August be tabled.

*MOTION CARRIED UNANIMOUSLY*

It was further

**MOVED AND SECONDED:**

That the financial statements for the months of April and May 2014 be approved.

***MOTION CARRIED UNANIMOUSLY***

**Receivables Report**

Council reviewed the receivables report, noting that one strata lot was 30 days in arrears.

**2014/2015 Budget Notice**

The Strata Manager confirmed that notice of the 2014/2015 operating budget and strata fees had been distributed to all owners subsequent to the Annual General Meeting.

**Collections**

Council reviewed correspondence sent to an owner pertaining to the assessment of a fine for outstanding strata fees.

**2) Staff Report**

**Burnaby Fire Department**

The Strata Manager tabled correspondence to the Burnaby Fire Department advising of the current Strata Council members.

**Mundie's Towing**

The Strata Manager tabled correspondence to the towing contractor confirming those individuals authorized to have vehicles towed from the common property.

**Rental Information Sheet**

The Strata Manager reported that as of September 9, 2014 three strata lots were rented at Village Del Mar II.

**City of Burnaby**

Council reviewed the application submitted to the City of Burnaby for a permit to remove a tree from strata lot 36, which had been approved by the owners at the Annual General Meeting. It was also confirmed that the backflow prevention assembly test report had been provided to the City.

**3) Landscaping**

Council reviewed a quotation from Bartlett Tree Experts for removal of the tree at strata lot 36. It was

**MOVED AND SECONDED:**

That Bartlett Tree Experts be authorized to remove the tree at strata lot 36 and to obtain the necessary permit from the City.

***MOTION CARRIED UNANIMOUSLY***

**4) Insurance**

Council reviewed correspondence from HUB International Coastal Insurance concerning an increase in the all property limit.

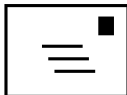
5) **Completed Items**

The Strata Manager advised that since the last meeting of Council the following had been completed: balcony repairs at strata lots 7 and 24 (SJL Construction).

6) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to two new owners; report of music lessons taking place within strata lot.

The Strata Manager advised that correspondence would be sent to the owner of the strata lot where an abundance of students had been observed coming and going, especially on weekends, with piano playing being heard within the strata lot. The owner has been requested to provide clarification of the activities going on within the strata lot, and Council asked the Strata Manager to inform the City of the possibility that a home business is being operated therein.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 1432) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Vegetable Plants

It has been reported by residents that vegetable plants and grapevines have been seen in some patio areas. Raccoons and other animals have also been seen in the areas. Council asked the Strata Manager to request the owners to remove the vegetable plants and grapevines. These types of plantings are not permitted by the Strata Corporation's bylaws as they attract rodents and other animals to the common property.

Children Playing on Common Property

It was reported that children have been seen riding bicycles or skating on the interior walkways of the Strata Corporation. This can disturb the peace and quiet of Village Del Mar II residents. The bylaws of the Strata Corporation state that children are not permitted to play on the common property. Council asks owners to not allow their children to play in these areas.

Cleaning Quotations

Council reviewed a quotation from Knightsbridge Enterprises for annual gutter and roof cleaning, power washing the parkade, cleaning the inaccessible windows, cleaning the fences, and power washing the walkways and stairs. After review it was

**MOVED AND SECONDED:**

That Knightsbridge Enterprises be authorized to proceed with interior gutter cleaning, cleaning debris from the roofs, and parkade power washing.

***MOTION CARRIED UNANIMOUSLY***

Council asked the Strata Manager to schedule cleaning of the parkade for the spring of 2015.

The other work was tabled to a later date.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:50 pm, until Monday, November 24, 2014.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

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/sj

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS  
1432, VILLAGE DEL MAR II, HELD ON MONDAY, JUNE 23, 2014, AT 7:00 PM IN  
THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

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Council in attendance: Norman Yu, Vice President  
Veronica Aracena Gomez  
Alex Chan

Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave Bill Rand, President  
Hong Li, Treasurer  
Fiona Xu

**CALL TO ORDER:**

The meeting was called to order by the Strata Council Vice President, Mr. Norman Yu, at 7:10 pm.

**MINUTES OF THE MEETING OF APRIL 28, 2014:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of April 28, 2014 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

There was no President's report.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

In the absence of the Treasurer it was

**MOVED AND SECONDED:**

That the financial statements for the months of April and May 2014 be tabled.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager informed Council that there were no strata lots in arrears.

2014/2015 Operating Budget

The Strata Council reviewed the proposed budget carefully and it was

**MOVED AND SECONDED:**

That the proposed 2014/2015 operating budget calling for no increase in strata fees be presented for the owners approval and ratification at the Annual General Meeting scheduled for September 8, 2014.

*MOTION CARRIED UNANIMOUSLY*

**2) Staff Report**

Annual General Meeting Agenda

The Strata Manager tabled for Council's review the proposed agenda for the Annual General Meeting to be held on September 8, 2014, noting that pursuant to the Strata Property Act, Council sets the agenda for the meeting. Council reviewed the agenda, after which it was

**MOVED AND SECONDED:**

To approve the proposed agenda for the Annual General Meeting to be held on September 8, 2014.

*MOTION CARRIED UNANIMOUSLY*

Parking List Bylaw

It was

**MOVED AND SECONDED:**

That the following proposed parking bylaw be presented for the owners' ratification at the Annual General Meeting:

Assignment of parking stalls (excluding supplemental stalls rented out by the Strata Corporation) shall be as follows:

Unit #	Parking Stall #	Unit #	Parking Stall #	Unit #	Parking Stall #
1	6	17	17	33	19
2	5	18	54	34	29 & 56
3	7 & 9	19	16	35	21
4	4	20	57	36	26 & 27
5	8	21	18	37	24 & 25
6	2	22	41	38	22 & 60
7	61	23	58 & 62	39	15
8	10 & 11	24	39	40	14 & 64
9	65	25	36	41	13
10	43 & 59	26	37	42	12 & 20
11	50 & 51	27	32 & 33		
12	52 & 53	28	31		
13	23	29	45		
14	44	30	34 & 35		
15	38 & 40	31	28		
16	46 & 47	32	30		

*MOTION CARRIED UNANIMOUSLY*

Rental Parking Rule

Supplemental parking stalls are rented by the Strata Corporation for \$25.00 per month.

**3) Insurance**

Suncorp Valuation

Council reviewed the updated property appraisal.

4) **Completed Items**

The Strata Manager advised that since the last meeting of Council the following had been completed: annual fire inspection deficiencies (Voltech).

5) **In Progress**

The Strata Manager advised that the following remained in progress: balcony repairs at strata lot 7 (SJL Construction); quotation for balcony repairs at strata lot 34.

Council reviewed the quotation received from SJL Construction pertaining to balcony repairs at strata lot 34 as the owner has advised of soft spots in the membrane on the balcony. After deliberation, it was

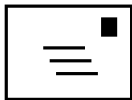
**MOVED AND SECONDED:**

That the quotation received from SJL Construction for balcony repairs at strata lot 34 be approved.

*MOTION CARRIED UNANIMOUSLY*

6) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: letter of Christmas lights sent to three units; parking stall assignment; report of soft spot on balcony.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 1432) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

**Tree at strata lot 36**

Council reviewed a request from the owner of strata lot 36 that the tree located within the boundary of the backyard be removed. Council reviewed a quotation received from Bartlett Tree Service for removal of the above noted tree. It was

**MOVED AND SECONDED:**

That the subject of removal of the tree at strata lot 36 be presented for the owner's approval at the next Annual General Meeting scheduled for September 8, 2014, subject to the City of Burnaby providing a tree permit for removal of the tree.

*MOTION CARRIED UNANIMOUSLY*



**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:40 pm, until Monday, September 8, 2014, being the Annual General Meeting.

**STRATACO MANAGEMENT LTD.**

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101 – 4126 Norland Avenue  
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Phone: 604-294-4141  
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Email: managers@stratacomgmt.com

December 12, 2014

The Residents  
Strata Plan LMS 1432  
Village Del Mar II

**Re: Amenity Room**



Dear Residents:

I am writing on behalf of the Council, Strata Plan LMS1432, Village Del Mar II, to advise that pet feces was found on the carpet in the amenity room.

We remind all residents that pets are not allowed in the amenity room.

There are obviously some cleanliness and health hazard concerns associated with this action. Therefore, we ask that all owners and residents ensure that they properly cleanup after their pets so that there are no lingering messes for other owners or pets to stumble upon.

Please ensure to clean up after your pet. Thank you for your anticipated cooperation in this matter.

Sincerely yours,

**STRATACO MANAGEMENT LTD.**

Allan Grandy,  
Strata Manager

/eb

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 1432, VILLAGE DEL MAR II, HELD ON MONDAY, NOVEMBER 24, 2014, AT 7:00 PM IN THE EXERCISE ROOM, 7433 - 16<sup>TH</sup> STREET, BURNABY, BC**

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Council in attendance: Bill Rand, President  
Norman Yu, Vice President  
Fiona Xu, Treasurer  
Raul Sanabria  
Brendon Chan Kwai Siong

Vivian Cornescu,  
Strataco Management Ltd.

Absent with leave Veronica Aracena Gomez  
Alex Chen

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Mr. Bill Rand, at 7:00 pm.

**MINUTES OF THE MEETING OF SEPTEMBER 22, 2014:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of September 22, 2014 were adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

**Management Services Agreement Renewal**

The Strata Manager presented for Council's consideration the management agreement renewal proposal, calling for a nominal increase in management fees effective January 1, 2015 through December 31, 2015.

It was

**MOVED AND SECONDED:**

That the management agreement be renewed in accordance with the terms and conditions put forward by Strataco Management Ltd., and the signing officers be authorized to execute the management agreement addendum attesting thereto.

*MOTION CARRIED UNANIMOUSLY*

**Strataco Management Ltd. Website**

The Strata Manager advised that the management office updated their website which provided Council with access to obtain historical records pertaining to the Strata Corporation. Council tabled discussion at this time and advised that this matter will be presented to the owners for discussion at the next Annual General Meeting.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Strata Council Treasurer, Fiona Xu, advised that she had reviewed the financial statements for the months of June, July, August and September 2014, along with the supporting documentation and found them to be in order. She recommended that Council approve the financial statements.

It was

**MOVED AND SECONDED:**

That the financial statements for the months of June, July, August and September 2014 be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

Receivables Report

The Strata Manager informed Council that one strata lot was 90 days in arrears for one payment of the strata fees. Council asked the Strata Manager to send a letter to the owner to request payment and retire the outstanding balance.

Collections

Council reviewed correspondence sent to an owner pertaining to the assessment of a fine for outstanding strata fees.

**2) Staff Report**

2015 Strata Council Meeting Schedule

The Strata Manager presented the proposed meeting schedule for 2015, calling for regular Strata Council meetings to be held on January 19, February 23, April 27, June 22, October 5, November 23, and the Annual General Meeting to be held on September 14, 2015. It was

**MOVED & SECONDED:**

That the 2015 meeting schedule be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

Knightsbridge Enterprises

Council reviewed correspondence sent to the contractor pertaining to a quotation which was approved for the cleaning of the roofs and eavestroughs.

**3) Landscaping**

Bartlett Tree Service

The Strata Manager informed Council that correspondence had been sent to the contractor advising approval of the quotation to remove a tree at strata lot 36.

4) **Mechanical**

Voltech

Council reviewed correspondence sent to the contractor regarding authorization to proceed with the winterization of the parkade sprinkler system.

5) **Insurance**

BFL Canada

The Strata Manager tabled for Council's information correspondence sent to BFL Canada requesting their proposal for the 2015 insurance program.

Insurance Reserve Transfer Resolution

The Strata Manager recommended that the Strata Council authorize the borrowing of the amount required to pay the insurance premium from the reserves to be repaid during the course of the fiscal year as permitted by the Strata Property Act. It was

MOVED AND SECONDED:

That:

**WHEREAS** The Strata Corporation has the obligation to pay the insurance premium upon receipt of the invoice; and

**WHEREAS** The Strata Corporation anticipates receiving a bill in the amount of the 2015 annual insurance premium that would have to be paid in fiscal year 2015 to avoid being charged interest; and

**WHEREAS** There will be insufficient funds in the operating account to satisfy the financial obligations; and

**WHEREAS** Section 95 of the Strata Property Act permits the Strata Corporation to lend money in the CRF to the operating fund if the loan is to be repaid by the end of the fiscal year of the Strata Corporation, and the loan is for the purpose of covering temporary shortages in the operating fund resulting from expenses becoming payable before the budgeted monthly contributions to the operating fund to cover these expenses have been collected;

**BE IT THEREFORE RESOLVED THAT** The Strata Council authorize the transfer of up to the amount of the 2015 annual insurance premium from the CRF as a loan to the operating fund to be repaid by the end of the 2015 fiscal year.

*MOTION CARRIED UNANIMOUSLY*

6) **Completed Items**

The Strata Manager advised that since the last meeting of Council the following had been completed: repaired doors at storage rooms (Dependable Lock); turned on pilot lights and inspection of gas fireplaces (Sure Fire Gas); distributed notice regarding abandoned items in storage rooms; cleaned drain on flat roof at strata lot 6 (Knightsbridge Enterprises).

7) **In Progress**

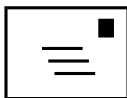
The Strata Manager advised that the following items remained in progress: removal of abandoned items in storage rooms (Knightsbridge Enterprises); cleaning of the roofs and eavestroughs (Knightsbridge Enterprises).

8) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new resident; letter sent to various units regarding repair of gas fireplace is owners responsibility; request to remove vegetable plants; children playing on common property; music school operating from strata lot; report of music school at strata lot and rental of strata lot; request to remove grape vine from common property; move in fee assessed.

The following was duly resolved:

Council reviewed correspondence received pertaining to the possibility of sub-leasing the strata lot and operating a music school from the strata lot. Council asked the Strata Manager to direct correspondence to the owner requesting that the owner cease any activity either by volunteering or being paid for services.



**Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com). Please ensure that you place your Strata Plan # (LMS 1432) at the beginning of the subject line when sending an email to Strataco. Thank you for your assistance.**

**OTHER BUSINESS:**

Fence Repairs

Council agreed that Mr. Bill Rand undertake minor fence repairs.

Rental Parking Stalls

The Strata Council President will review and prepare a list of rental parking stalls.

Pets on Common Property

Owners are reminded that pets are not allowed in the amenity room. Dog feces were found on the carpet in the amenity room.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:10 pm, until Monday, January 19, 2015.

**STRATACO MANAGEMENT LTD.**

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