

LMS259 SANDBORNE WOODS
MINUTES OF THE MAY 9TH, 2018
COUNCIL MEETING

1.) Call to Order

The meeting was called to order by council President Rick Gray. Those council members present were Rick Gray, Maria Filipowski, Chongwen Zhang, Carol McNeil, Sean Daly, Patrick Duggan and Jo Anne Webber.

Also present, Bill Huff representing DPM Strata Management.

2.) Approval of the April 2018 Minutes

It was pointed out that there were two spelling errors in council member's names. It was MOVED and SECONDED (Patrick/Sean) that the April 2018 council minutes be approved as amended. The MOTION was CARRIED unanimously.

3.) March Financial Statement

It was MOVED and SECONDED that the March 2018 financial statement be approved as prepared. The MOTION was CARRIED unanimously.

4.) Arrears Report

One owner is ninety days in arrears. It was MOVED and SECONDED that fines be assessed as provided as set-forth in the bylaws.

4.) Business Arising from the Minutes

There was no outstanding business at this time.

5.) Correspondence

The Council reviewed complaints regarding alleged contraventions of the noise bylaw 3.1 and the restriction of smoking bylaw 3.5. It was MOVED and SECONDED that as the owner in question had previously been warned regarding these infractions of the bylaws, that a fine of \$200.00 be administered in both instances and that similar fines be administered for any continued contravention of bylaws 3.1. & 3.5.

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6.) New Business

6.1 AGM

- Budget – After reviewing the year end statement and draft budget, it was MOVED and SECONDED that the strata fees be increased five percent. The increased revenue will be deposited in the Contingency Reserve (CRF) savings account. The MOTION was CARRIED.
- Courtyard membrane – The council reviewed proposals for restoration of the slab membrane in the lower courtyard. This work is required to address the water penetration into the storage room as documented in the depreciation report.

It was MOVED and SECONDED that a resolution be presented to the owners at the AGM to fund the required repairs. The MOTION was CARRIED unanimously.

- Agenda / Bylaw Amendments – It was MOVED and SECONDED that the following bylaw amendments be presented to the owners for ratification at the AGM.
 - 1.) Noise (use of property)
 - 2.) Rental (B&B)

The MOTION was CARRIED unanimously.

7.) General Discussion

It was MOVED and SECONDED to APPROVE the recommendations of Bartlett Tree Service regarding the removal of a maple tree encroaching on the structure of the building and the pruning of a second maple tree. The MOTION was CARRIED unanimously.

8.) Meeting Termination

It was MOVED and SECONDED that the meeting be TERMINATED at 7:22 p.m. the MOTION CARRIED.

LMS259 SANDBORNE WOODS
MINUTES OF THE SEPTEMBER 5, 2018
COUNCIL MEETING

1.) **Call to Order**

The meeting was called to order by council President Rick Gray at 6:00 p.m. Those council members present were Rick Gray, Maria Filipowski, Patrick Duggan and Jo Anne Webber. Chongwen Zhang, Russell Krywolt and Sean Daly sent their regrets. Also present, Bill Huff representing DPM Strata Management.

2.) **Financial Statement / Arrears Report**

Approval of the financial statements was tabled due to the absence of the financial officer.

3.) **Business Arising from the Minutes**

- Due to labour shortages the remediation of the courtyard has been scheduled for early spring.
- A convex mirror will be installed in the parking driveway as a safety measure.

4.) **Correspondence**

Council reviewed correspondence from owners regarding the following issues:

- 1.) Green bin washing and landscape concerns. DPM acknowledged owner's suggestion.
- 2.) Complaints regarding continued loud abusive speech coming from a unit that could be heard through out the complex. The council directed that DPM contact the unit owner and issue a warning letter.
- 3.) Owner using balcony for storage. Council directed that a letter requesting that the owners observe the "storage on a balcony" bylaw be sent.
- 4.) Council directed that correspondence be sent to an owner whose vehicle is leaking oil on the their parking stall requesting that they remove the vehicle until it is repaired and that they clean-up the oil in their parking stall.

6.) **New Business**

It was MOVED and SECONDED that the Strata Corporation contract "Happy Bins" to clean the green waste bin on a weekly basis. The MOTION was CARRIED unanimously.

The following annual maintenance items will be scheduled for this fall. Owners will be notified in advance of the service dates. Fireplace inspection and service, annual fire inspection, dryer vent cleaning, window cleaning and gutter cleaning and repair.

Council requested that DPM investigate methods of modifying the rear "man gate" so that it does not slam when it closes.

7.) **Meeting Termination**

As there was no further business the meeting was terminated at 7:05 p.m.

LMS259 SANDBORNE WOODS
MINUTES OF THE APRIL 17TH, 2019
COUNCIL MEETING

- 1.) **Call to Order**: The meeting was called to order at 6:00 p.m. In attendance were; Rick Gray, Maria Filipowski, Sean Daly, Patrick Dugan Jo -Anne Webber, Chongwen Ziag and Bill Huff representing DPM Strata Management.

- 2.) **March Financial Statement / Arrears Report**: It was MOVED and SECONDED (38/41) That the financial statements to the end of March 2019, be APPROVED as prepared. The MOTION was CARRIED unanimously.

- 3.) **Plaza Membrane project**: Council President Rick Gray reported that:
 - Contract with Rockport is signed.
 - 20% deposit cheque has been issued.
 - Rockport instructed to submit applications for any building permits required.
 - Project is currently scheduled to start early June subject to suitable weather.

4. **New Business**
 - Fob Registration: will be held May 23rd & 26th. Please refer to accompanying notice.
 - Parkade Security: Council is investing an economical method of securing the parkade entrance.
 - A raccoon has repeatedly been on the balcony of unit 41. DPM will contact the SPCA regarding having the racoon relocated.
 - Exterior Sprinkler heads: It was MOVED and SECONDED (10/35) to proceed with a proposal to replace the exterior sprinkler heads. The MOTION was CARRIED unanimously. Project will be scheduled for early summer.
 - Fire Department Access: At the request of the Burnaby fire department a new lock cylinder has been installed and commissioned.
 - Spring Cleaning: Once again this year the Strata will be holding a spring cleaning. Between May 17th and 24th residents may bring unwanted items to the designated visitor parking spots for disposal. On May 25 those items will be disposed of.

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MINUTES OF THE APRIL 17TH, 2019
COUNCIL MEETING

- AGM

- 1.) Budget: After reviewing a projected year end analysis and a draft budget prepared by DPM, the council directed DPM regarding amending the budget.
- 2.) Agenda: The council requested that a bylaw restricting the of growing, producing, harvesting, marketing, selling or distribution of marijuana, be included on the AGM agenda for ratification by the owners.

5.) Correspondence

- Locker 34: After reviewing correspondence from the resident using the locker, council directed that DPM obtain a quote to repair the door and door frame to ensure that it opens and closes freely.

- 6.) Meeting Termination:** As there was no further business on the agenda, the meeting was adjourned at 7:50 p.m.

LMS259 SANDBORNE WOODS
MINUTES OF THE MAY 07, 2019
COUNCIL MEETING

1.) **Call to Order** – The meeting was called to order at 6:00 p.m. In attendance were; Rick Gray, Sean Daly, Patrick Dugan, Jo -Anne Webber, Chongwen Ziag and Bill Huff representing DPM Strata Management. Maria Filipowski sent her regrets.

2.) **Approval of the Minutes** – It was MOVED and SECOND, that the minutes of the April 17, 2019 council meeting minutes be APPROVED. The MOTION was CARRIED unanimously.

3.) **Business Carried Forward**

Plaza Membrane project:

- June 17 projected start date.
- 20% deposit cheque issued
- Building permit not required.

4.) **Garage Security** – It was MOVED and SECONDED to APPROVE the proposal from “Danielle’s Mobile Welding for installing security bars at the entrance to the owner’s underground parking.

5.) **New Business**

- Soffit cladding – It was MOVED and SECOND, that a proposal to install metal screening over the existing ventilation screens on the balcony soffits of those units along the top floor on the exterior perimeter be approve. The MOTION was CARRIED unanimously. The purpose of the screening is to prevent rodents from accessing the attics trough the soffit ventilation. The owners of units will be contacted to arrange access to install the screening.
- Planter soil – It was MOVED and SECOND, that the landscape company remove the soil and plants from the lower plaza planter. Plants will be transplanted where possible and the soil added to existing landscaping. The MOTION was CARRIED unanimously.
- Tree removal – It was MOVED and SECOND, to proceed with the quote from Bartlett Tree to Remove the dead Cedar located at the RHS of the building. Leave stump as close to grade as possible. Remove brush and pile wood next to stump. The MOTION was CARRIED unanimously.
- AGM
 - 1.) Budget – After reviewing the budget amended at the last meeting, it was MOVED and SECOND that the budget be PROPOSED to the owners at the Annual General Meeting. The MOTION was CARRIED unanimously.

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MINUTES OF THE MAY 07, 2019
COUNCIL MEETING

2.) AGM Agenda – Bylaw – Council will propose a bylaw amendment pertaining to the growth of marijuana within a strata lot.

3.) The Annual General Meeting is scheduled for June 12th, 2019

6.) **Meeting Termination** – As there was no further business the meeting was adjourned at

LMS259 SANDBORNE WOODS
MINUTES OF THE SEPTEMBER 11TH, 2019
COUNCIL MEETING

- 1.) **Call to Order:** The meeting was called to order at 6:00 p.m. those in attendance were, Rick Gray (10), Maria Filipowski (41), Russell Krywolt (19), Sean Daly (29), Jo -Anne Webber (35).
Patrick Dugan (15)and Chongwen Ziag (38) Sent their regrets.
Managing Agent Bill Huff, representing DPM Strata Management was also in attendance.
- 2.) **Approval of previous meeting minutes:** It was Moved and Seconded, that the minutes of the May 07th, 2019 council meeting minutes be Approved. The Motion was Carried.
- 3.) **Review of July financial statement:** Tabled due to absence of treasurer.
- 4.) **Business Carried forward:**
 - Plaza Membrane: The project has been completed and water tested.
 - Storage Lockers: The replacement of the plaza membrane has resolved the problem of water leaking into the storage room through the ceiling. However there remains a problem with water seeping in through the south-east wall. Council is awaiting the results of water testing of selected landscape planters. Based on the inspection finding, council may also authorize inspection of catch basin drain lines.
- 5.) **New Business**
 - Elevator B: The elevator controls were damaged by water during the recent cleaning of the cladding. The maintenance company has inspected the damage and submitted an estimate of approximately \$40,000.00. The contractor does have liability insurance, a claim against his insurance will be handled by the Strata's insurance carrier. On Tuesday, September 11th, 2019 the insurance adjuster and an independent inspection agency inspected the elevator for the purpose of verifying the scope of work as outlined on the repair quote. Once the estimate is approved, *due to the age of the equipment it may take up to twenty-one days to source the parts and complete the work.*

(Addendum: **September 23, 2019.** Scope of repairs were approved by independent inspection agency and subsequently insurance carrier.)

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COUNCIL MEETING

- Storage Room: Council will be requesting that owners with lockers along the wall dispose of any Unwanted items and that the remaining items be placed on plates until the water seepage can be addressed.
- Bike Room: There remain a number of un-tagged bikes in the storage room, many of these appear to be in dis-repair. If you wish to store a bike in the bike room, please ensure that it is tagged with at least your unit number.

6.) **Correspondence**: There was no correspondence for council at this time.

7.) **Meeting Termination**: As there was no further business on the agenda the meeting was adjourned at 7:20 p.m.

LMS259 SANDBORNE WOODS
MINUTES OF THE FEBRUARY 5, 2020
COUNCIL MEETING

- 1.) **Call to Order**: The meeting was called to order at 6:00 p.m. those in attendance were, Rick Gray (10), Maria Filipowski (41), Russell Krywolt (19), Jo -Anne Webber (35), Patrick Dugan (15) and Chongwen Ziag (38). Sean Daly (29) sent his regrets.
- 2.) **Approval of SGM meeting minutes**: It was Moved and Seconded (10/41) that the Minutes of the SGM be Approved for distribution to the owners. The Motion was Carried unanimously.
- 3.) **Review of December financial statement**: It was Moved and Seconded (38/35) that the financial statements to the end of December be Approved as prepared. The Motion was Carried unanimously.
- 4.) **Membrane project**: As discussed at the SGM the Strata council reviewed the recommendation prepared by Rockport Property Service. It was Moved and Seconded (15/19) that first priorities for repair would be items 2,3,5, followed by item #7 after further testing. The Motion was Carried unanimously. Council member Patrick Dugan will liaison with the contractor regarding the council's decision.
- 5.) **New Business**
 - **Bike Room Security**: Council requested that DPM have the bike room door inspected with a view to improving security of the door.
 - **Recycle**: Council requested that DPM arrange to have two signs mounted by the recycle/garbage bins.
 - **Parking Stall Rental**: It was Moved and Seconded (41/10) that the Strata Corporation update the parking stall assignment registration and that vehicles not registered would be tagged and removed at the owner's expense. The Motion was Carried unanimously.
 - **"Spring" clean up**: All household items that you may wish to dispose of including items stored in your locker may be placed in the designated visitor parking stall on Friday, Saturday and Sunday March 6th, 7th, and 8th. These items will be permanently disposed of on Monday March 9th. Without further notice.
 - **Bicycle Storage**: It was Moved and Seconded (41/15) that in order to provide temporary storage for those owners whose storage lockers are not usable due to the water penetration, that bikes in storage room not claimed by an owner on or before **March 7th, 2020** be discarded or donated to a charity. The Motion was Carried unanimously.

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Bicycle Storage Room

The Strata Council has provided both red and green tags in the bike room for your use.

If you wish to keep a bicycle simple attach a GREEN tag to the handlebar using the wire provided. Please write your name and unit number on the tag.

If you do not wish to keep a bicycle simple attach a RED tag to the handlebar using the wire provided. Please write your name and unit number on the tag.

Bikes with a red tag or those not tagged on or before **March 7th, 2020 will be discarded the following day.**

- 6.) **Correspondence**: There was no new correspondence for council at this time.
- 7.) **Meeting Termination**: As there was no further business on the agenda at this time the meeting was adjourned.