

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, SEPTEMBER 20, 2011, AT 7:00 PM IN THE CLUBHOUSE, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance: Augustus Cruickshank, President
Mark Cockle, Vice President/Treasurer/Building Comm.
Brian Kingsley, Clubhouse Coordinator/Graffiti Removal
Liz Eisner
James Xi

Glen Mason,
Strataco Management Ltd.

Absent with leave: Dean Shiskowski, Building Committee
Michael Layne

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Augustus Cruickshank, at 7:01 pm.

MINUTES OF THE MEETING OF JULY 26, 2011:

The minutes of the meeting of July 26, 2011 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported that Council members had conducted a walking tour of the property in order to gain a better understanding of repair and maintenance requirements, and to consider developing a list of repair projects for the 2011/2012 fiscal year based upon current and future funds available. Council observed the following:

- road asphalt cracks
- topsoil required in numerous garden areas
- umbrella and tables surrounding the clubhouse require replacement
- upgrading of the recreation centre
- fence replacement
- extra garbage bin required for newspapers, bottles etc. that are left on the property overnight Thursday for Friday's pick up
- front gate damaged by unknown means
- yellow line at front gate, visitor parking lines and car wash sign require repainting
- uneven sidewalk adjacent to the mailboxes
- building materials to be removed from front of unit 6
- exercise room carpets need to be cleaned or replaced
- vinyl siding repair required between units 46 and 47
- heat register in ladies' exercise room washroom requires replacement

The President conducted a walking tour with City Air Duct Cleaners to review the dryer vents. It was discovered that some of the outlets were entering the attic cavity without a proper connection to the exhaust. The units affected will be inspected and corrected.

Given the comments voiced at the previous Annual General Meeting and those of the owners from time to time, the President suggested that consideration be given to the establishment of a Landscape Committee with a view to improving the landscaping.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Council Treasurer, Mark Cockle, reported that he had reviewed the financial statement for the month of July 2011 and found that all entries appeared to be in order. It was

MOVED AND SECONDED:

That the financial statement for the month of July 2011 be adopted as prepared.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the status of accounts receivable, observing that the accounts of two strata lots were 30 days in arrears of strata fees and two owners were delinquent in special levy payments. No action was required at this time; however, the registration of liens will be considered at the next meeting.

2012 Operating Budget

The Strata Manager provided for Council's information a draft of the proposed 2012 operating budget. Council unanimously agreed to table the budget to the next Council meeting. Owners should be aware that quotations have been received for fence replacement and Council is considering recommending a resolution to the ownership at the Annual General Meeting to approve a special levy to fund fence replacement. Further details will be released at such time as Council provides a clear mandate at the next meeting.

2) Staff Report

Site Inspection Reports

The Strata Manager reported that the site inspection reports were on file and that any matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Site Cleanup

GNS Building Services has attended to several property maintenance items as requested.

Pool Inspection Reports

Fraser Health submitted inspection reports as a result of their attendance to the facility. There were no areas of concern.

City of Burnaby

Backflow prevention assemblies for the recreation centre and irrigation system have been tested and the reports submitted to the City of Burnaby.

Dryer Vents

City-Air Duct Cleaners has completed the first phase of dryer vent maintenance, including modifications to the exhaust ports. The next phase of work will be implemented, with notice to the affected owners. Council reminds all owners to check that the flap on the dryer vent is opening when the dryer vent is activated.

Fencing

Council received a price to replace the perimeter fencing on three sides of the property with either a concrete or a lumber fence. It is anticipated Council will not recommend the concrete fence due to the prohibitive costs, and in all likelihood will recommend that the perimeter fencing be replaced with fencing consisting of treated lumber and cedar boards.

Eavestrough Warranty Repairs

Council confirmed that North Shore Home Services (eavestrough installation contractor) has returned to the site to make some eavestrough repairs.

Roof Gutter Deficiencies

The Strata Manager provided correspondence sent to the roofing contractor requesting their attendance to outstanding roof and gutter deficiencies. Neither Council nor management is aware of a response from the roofing contractor. Council is aware that some deficiencies reported by owners may not have been corrected and confirmed that these repairs will remain outstanding for the time being until the roofing contractor has a further opportunity to attend to such.

Exterior Repairs

SJL Construction has been on site to attend to a list of targeted exterior building repairs and is nearing completion of this work.

3) Correspondence

The Strata Manager reported that since the last meeting of the Strata Council correspondence had been sent or received concerning the following: welcome to new owner; crack in siding; leaking gutter (SJL Construction advised); outstanding roof gutter deficiencies; patio door repair (SJL Construction advised); report of disturbance at pool; fascia openings (SJL Construction advised); landscape concerns.



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. Thank you for your assistance.

4) Landscaping

Council reviewed the following information related to landscaping:

- service reports received from Contour Landscaping for the months of June and July 2011
- additional weed control has been requested
- brush control at the south perimeter property line has been completed
- shrub pruning at unit 57
- the Strata Manager was requested by Council to liaise with the landscape contractor's supervisor on site to provide some direction to achieve improved landscape maintenance

5) Completed Items

The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: wasp control at units 10, 11, 49, 55, 81, 84 and 85; repaired shower faucet in ladies' washroom (clubhouse); sealed mailbox at clubhouse;

temporary fence repairs; checked irrigation system; changed batteries in gate keypad; repaired light fixture near unit 32.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:38 pm, until Tuesday, October 25, 2011, at 7:00 pm in the clubhouse, 6700 Rumble Street, Burnaby, BC.

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