

MINUTES OF THE MEETING OF
STRATA COUNCIL
STRATA PLAN NW 2040

*HELD AT 9088 MOORSIDE PLACE, BURNABY, BC
July 31, 2013*

COUNCIL IN ATTENDANCE

| | |
|---------------------------------------|---------------------------|
| Derek Martinig | Meeting Chair & Secretary |
| Andrew Boden | Landscaping Liaison |
| Ron Brimacombe | Maintenance |
| Shanna Burgess | Treasurer |
| Geoff Macklin (For Stephanie Salbach) | Member-at-large |

CALL TO ORDER

Meeting was called to order by Strata Chair at 6:35 PM.

1) GENERAL

- The complex insurance is coming up for renewal. Andrew and Shanna have submitted the requested information to the insurance provider and council is currently waiting for the new contract. Expected time of completion: 2-3 weeks.
- Council is currently researching the requirements for a depreciation report. This includes identifying “approved” service providers, obtaining quotes from these providers and determining a timeline for completion.
- There have been a number of ownership changes in the community over the last couple months. As a result Stephanie has updated the Strata Council’s owner list.
- Council has also identified the review and subsequent update of the Strata Bylaws as a priority going forward. The process for review will be discussed at the next meeting.

2) MAINTENANCE

- A leak was identified in the bedroom of 9285 Braemoor. As there are no water or plumbing lines passing through the area, council contracted Attila to conduct an inspection and perform any required repairs. It was determined that the leak originated from improperly installed building wrap; therefore Strata has incurred the repair costs.
- Council has received a request for information about installing a bathroom fan vent at 9054 Moorside Place. As the fan installation will require modifying the building envelope, Council will suggest using Atilla to complete the exterior work.
- Council has decided on a contractor to perform the replacement of the foggy windows throughout the complex. Sizing will be performed the week of August 12th with replacements to be scheduled in September.
- Window cleaning has been schedule for the week of Aug 20-21st.
- As a carport inspection is long overdue, council discussed different options to improve compliance with the current bylaws. It was agreed that quarterly inspections would be performed with fewer pre-inspection “reminders” being sent to owners. This will hopefully promote a more proactive approach on behalf of the owners to maintain a tidy carport. A tentative schedule will be provided to all owners prior to the first inspection in early September.
- Stair and Railing Replacement Project Update
 - After significant investigation, Ron has determined that the materials proposed by Dekrail are not appropriate for our project. As a result, Ron is spending a considerable amount of time sourcing other products and contractors as Dekrail refuses to continue with our project unless their materials are used.
 - Concern regarding the need for a building permit has been raised by an owner. The original contractor, Dekrail, indicated that building permits were not required for the work proposed; however, after contacting the City of Burnaby a building permit and subsequent engineer approved plans are required to proceed. Ron has agreed to find an engineer to put together the proposed construction plans.

3) LANDSCAPING

- The landscaping contract is set to expire with Piper Landscaping. Due to the high quality of the service provided and reasonable cost, Andrew will attempt to renew the contract with similar terms (3-year agreement).
- A tree trimming assessment date has been established with the arborist in September.

4) TREASURER/FINANCE

- Financial statements were reviewed for May 2013.
- With the loss of Inga as the Strata President, Shanna is looking into the process to have an additional person granted signing authority. She will be contacting the bank to determine what is required on their behalf.

5) OTHER BUSINESS

- Meeting adjourned at 8:00PM. The next meeting is tentatively scheduled for September 11, 2013.

Shanna Burgess, Treasurer

Derek Martinig, Secretary