

MINUTES OF THE MEETING OF
STRATA COUNCIL
STRATA PLAN NW 2040

*HELD AT 9088 MOORSIDE PLACE, BURNABY, BC
September 11, 2013*

COUNCIL IN ATTENDANCE

Derek Martinig
Andrew Boden
Ron Brimacombe
Shanna Burgess
Stephanie Salbach (Regrets)

Meeting Chair & Secretary
Landscaping Liaison
Maintenance
Treasurer
Member-at-large

CALL TO ORDER

Meeting was called to order by Meeting Chair at 6:40 PM.

1) GENERAL

- All the required documents have been submitted by Shanna and Council is now waiting on the contract from the insurance provider.
- Derek conducted some general research on Depreciation Reports and presented the Council with his findings. In summary, there are many “approved” providers of depreciation reports but it is recommended that when looking to select a contractor, they have experience with similar buildings. Two providers were identified and “Requests for Proposals” were filled out and sent back to the providers. Both of these providers have experience with townhouse style complexes and both came highly recommended. There is a projected two week wait to receive proposals back.

Furthermore, the provincial government requires that a depreciation report be produced for every strata complex before December 31, 2013 unless the owners vote to defer the report. Even though council is attempting to complete the process prior to the yearend deadline, a vote to defer the report may be proposed at the upcoming AGM to ensure that the selected contractor can meet our needs.

- Council will begin the review of the Strata Bylaws after the AGM in October as there are a number of small changes that need to be made.
- Wednesday, October 30th was established as the Annual General Meeting date. Shanna will book the gymnasium at Forest Grove Elementary and Andrew will work on the information package with Derek. The information package will need to be ready for distribution to owners on Wednesday, October 16th (two weeks prior to the meeting).

2) MAINTENANCE

- The following projects/repairs have been completed over the last month:
 - Exterior window cleaning on all buildings.
 - The water damage caused by the building wrap leak was repaired at 9285 Braemoor.
 - Broken stairs, runners and stringers were replaced on 8 different units and the remaining units were thoroughly inspected to ensure safety.
 - Six units had foggy windows replaced as well as new handles and frames (if the frames were warped and drafty).
- Council agreed that carport/backyard inspections will now be conducted on a quarterly basis to promote continued compliance with strata bylaws. The first inspection was conducted on a September 2nd and the results of the inspection were presented to Council. A "Notice to Comply" template will be drafted with letters to non-compliant owners being distributed shortly after.
- Stair and Railing Replacement Project Update
 - Ron has been in contact with the City of Burnaby Planning Department and in order to get approval for the stair/railing material change (from wood to metal) a documented motion will have to be approved by the owners. This motion will be presented at the AGM in October.

3) LANDSCAPING

- Andrew is still waiting on a contract from Piper Landscaping.
- A tree was safely removed on Braemoor with no damage to the surrounding buildings.

4) TREASURER/FINANCE

- Financial statements were reviewed for June 2013. No issues were identified.

5) OTHER BUSINESS

- Meeting adjourned at 8:00PM. The next meeting is tentatively scheduled for October 9, 2013.

Shanna Burgess, Treasurer

Derek Martinig, Secretary