

MINUTES OF THE MEETING OF  
STRATA COUNCIL  
STRATA PLAN NW 2040

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*HELD AT 9120 RIDGEMOOR PLACE, BURNABY, BC  
February 12, 2014*

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COUNCIL IN ATTENDANCE

Derek Martinig	Meeting Chair & Treasurer
Ron Brimacombe	Maintenance Liason
Andrew Boden	Landscaping Liason
Graham Giles	Member-at-Large
Lauren Rotzien ( <i>Regrets</i> )	Secretary
Stephanie Salbach ( <i>Regrets</i> )	Member-at-Large

CALL TO ORDER

Meeting was called to order by Meeting Chair at 6:07pm.

1) GENERAL

- Council was updated with regards to the depreciation report progress by Derek. The proposal provided by Morrison and Hershfield was signed and sent back to the provider to begin the process in mid January. The required site visit was conducted on Tuesday, February 11th and Ron was able to show the surveyor around the complex and through two units. Derek has also provided the contractor with a documents package pertaining to the strata's current and future budget. The final step is supplying building plans to the engineer; however, council does not have a copy of the plans. Derek will contact Burnaby City hall to determine if our records are still on file there.
- The council position descriptions are currently being worked on with the hope that they will be ready for review at the next meeting.

## 2) MAINTENANCE

- Stairs and Railing Replacement Project Update
  - Centra has conducted a site visit to take some preliminary measurements.
  - The engineer for Centra has indicated that a preliminary quotation is ready; however, it needs to be approved by the project manager who is on an extended vacation. We expect to have the quote by the end of February.
- A carport inspection was completed in early February and the results were reviewed by the council. Compliance letters will be generated and distributed within the next couple weeks. Owners who have been found to be non-compliant for the second consecutive inspection will be informed that continued non-compliance will result in fines as per the Strata Bylaws.
- During the depreciation report site visit, it was brought to Ron's attention that the cedar siding around the complex will need to be cleaned to prevent rot and premature deterioration. The moss and debris along the bottom of the buildings is most problematic. Ron is looking into techniques/products to clean the siding without removing the protective paint.
- Council was presented with a draft "Permission to alter the Building Envelope" form which will be used to document alterations to the complex walls (e.g. new furnace or bathroom vents). A couple small changes are still required before this will be distributed to the strata owners.

## 3) LANDSCAPING

- A complex tree inspection was completed on January 17th. The arborist identified some required pruning, crown reductions and the removal of two small dead trees. Andrew will obtain a quote prior to approving any work.
- Andrew reviewed the "ivy pull" again and has determined that the ivy pruning performed by Piper Landscaping is more than adequate to prevent any tree damage. At this time, council is not proceeding with this project.
- Piper Landscaping has restarted its work around the complex.

## 4) TREASURER / FINANCE

- Financial statements from September, October, November and December 2013 were presented to the council for review. No discrepancies were identified.

#### 5) OTHER BUSINESS

Meeting adjourned at 6:50PM. The next meeting is tentatively scheduled for March 19, 2014.

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Derek Martinig, Treasurer

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Andrew Boden, Landscape Liason