

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-329

PURCELL WOODS

HELD

On Wednesday, February 23, 2011 at 6:30 p.m. in Unit 1986
Purcell Way, North Vancouver, B.C.

PRESENT

Stephen Spector	Unit #1986
Michael Fitt	Unit #1964
Cathy Iannella	Unit #1990
Jason Hunt	Unit #1806

REGRETS

Wolf Steche	Unit #1904
Sylvia Cromack	Unit #1808
Maya Butterfield	Unit #2028

GUEST

Rudy Sedlak (6:30 – 7:30)

STRATA AGENT

Muryn Jordan, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:30 p.m.

ELECTION OF OFFICERS

Following discussion council agreed that the below noted council members will hold the following positions:

Steve Spector	President
Michael Fitt	Vice-President & Bylaw Committee Liaison
Sylvia Cromack	Treasurer
Wolf Steche	Grounds
Maya Butterfield	Pool
Cathy Iannella	Pool
Jason Hunt	At Large

MINUTES

It was moved, seconded and carried to adopt the minutes of the November 30, 2010 council meeting, as circulated.

BUSINESS ARISING

1. **Building Rehabilitation Project:**

- Leak in the west Maisonette was repaired and the drain cleaned out;
- Gutter cleaning on-going throughout the complex;
- Crawlspace under 1880 was screened off to prevent access to animals;
- Basement plumbing leak reviewed in a unit which was traced to the owner's dishwasher;
- Reviewed flooding of a carport deck caused by failure of the owner to clean out the drain;
- Replaced lights in the Maisonette;
- Replaced front door as previously approved by council;
- Leaking roof repaired under warranty;
- Inspected concrete slabs along pathway to the University;
- Repaired men's sauna wall and installed new door;
- Reviewed basement leak from high ground outside the unit, additional review to occur.

2. **Grounds:** The agent advised council that Good Earth Landscaping has been on site since early January completed the general clean-up around the middle of the month. Unfortunately there was snow which prevented the clean-up occurring any earlier of the month. Currently Good Earth is on site on a bi-weekly schedule from December through February. Starting in March the landscapers will be on site weekly and will aim to be on site the same day each week. Work will normally finish by 5:00 p.m.

Council instructed the agent to contact Good Earth and request that the junipers and other bushes along the edges of parking stalls and sidewalks be trimmed.

3. **Cap U Film Centre Construction:** There is nothing new to report.

4. **North Side Water Issue:** The University has agreed to pay for the repairs and excavation needed to the north side water leak. The owners affected have been notified. Mr. Sedlak continues to work with the University to remedy the situation.

5. **Unfinished Staining/Painting:** Following discussion, council and Mr. Sedlak agreed that when weather permits all unfinished staining and painting throughout the complex will be completed.

6. **Replanting:** Council instructed the agent to contact the arborist to obtain recommendations for replanting of trees and/or bushes in areas where trees were removed last year.

CORRESPONDENCE

<i>Owners are invited to write council via the management company regarding any strata matters.</i>

1. Council received a letter from an owner requesting that their gutters be re-cleaned. The letter was forwarded to Mr. Sedlak between meetings and the gutters have been cleaned.

2. An owner in the Maisonette wrote to council regarding a variety of issues. The owner was concerned with the carpet in the common areas. Council has agreed that the carpet needs to be professionally cleaned and that the areas of carpet currently exposed to the elements need to be removed. Mr. Sedlak will complete this work as weather permits. The owner is also concerned that there is a hole in the ceiling above the door from a repair that took place sometime ago. Mr. Sedlak is aware and there are a variety of small drywall repairs which will be completed at the same time in order to save funds. The owner noted a fire door next to their front door is damaged. Council requested that Mr. Sedlak review and repair the door.
3. An owner wrote to council advising of a possibility of small animals in their walls and ceiling. The agent contacted pest control between meetings. The owner also requested that the chimney be reviewed as part of it is cracked. Mr. Sedlak reviewed the crack and advised that there is a cosmetic surface material over the chimney structure which has cracked however the structure itself is not damaged. The crack on the surface material was most likely enhanced by the recent pile driving which occurred during the construction of the Capilano Film Centre.
4. An owner requested that their back patio be reviewed as the owner feels sections have rotted. Mr. Sedlak will review the deck.
5. Council received two noise complaints from owners against a neighbouring unit. Between meetings the agent forwarded noise bylaws violation complaint letters to the owner of the unit in question. A response was received from the owner; council thanks the owner for the information and the agent will respond to all parties.
6. An owner wrote requesting that their privacy fence between their home and the neighbour as well as the patio railing be replaced. Mr. Sedlak has previously reviewed the fence and advised council that it will need to be replaced however there are many others in the complex that are in far worse condition. The owner also noted they feel their back deck requires repair. Mr. Sedlak advised council that there are some repairs which will be needed at some point however there are many other owners who have pressing security and safety concerns with regard to their patio and fence. The owner has been advised in the past that they are responsible to maintain their back deck including cleaning of the surface. The owner requested that the wood strips between the concrete patio slabs be replaced. Mr. Sedlak advised council that he is aware that there are many concrete patios slabs which require new wood slats and this will be completed by the fall.
7. An owner in the Maisonette requested permission to build a shed on their back patio. The shed would be completed by professionals and would not alter the current fence or patio structure. The height of the shed roof would sit below the current fence level. Council approved their request and the agent will advise the owners. The owner also requested that the carpeting in the Maisonette be reviewed and the trees that were previously removed be replaced with species appropriate trees. Council is aware of both issues and both will be undertaken over the coming year. Finally the owner requested that the

retaining wall between the second and third stairway in the Maisonette be reviewed as it appears to be leaning outward. Council requested that Mr. Sedlak review the area.

8. An owner wrote to council to advise that their gutters are plugged. Mr. Sedlak was advised between meetings and the gutters were cleaned. Owners having decks with drain holes are reminded to be vigilant and remove pine needles from the drains.
9. An owner wrote to council requesting that their fence be reviewed as there are sections which are rotting. Mr. Sedlak will review the fence.
10. Council received a letter from an owner requesting that their front fence be reviewed and that the wood dividers and their back patio slabs be replaced. Mr. Sedlak will review both items. The owner also requested that the parking space next to their unit be repaired as the current railway ties and cement blocks border, the space has been damaged. Mr. Sedlak will also look at the parking space.

NEW BUSINESS

1. Mudslide Advisory: Between meetings the agent forwarded a notice from the District of North Vancouver regarding a mudslide advisory. Council received and reviewed the advisory and noted that the complex is not in a geographical area that is prone to mudslides.
2. Maisonette Lights: Council agreed to compile a list of small tasks which require completion throughout the complex and forward the list to Mr. Sedlak to determine if he is willing to complete the tasks such as replacing light bulbs in the Maisonette.
3. Fire Testing Report: The agent advised council that Elite Fire Protection has been on site to complete the testing of the fire equipment in the common areas in the Maisonette and the testing of the hydrants. There were no noted concerns.
4. Christmas Light Reminder: All owners and residents are reminded that Christmas lights are not to be turned on past the end of January. Any owners with Christmas lights will be forwarded a letter and asked to ensure that they are not turned on.
6. Playground Construction: Mr. Sedlak advised council that the playground construction will be underway over the coming month.

AGM NEW BUSINESS

1. Financial Information: An owner at the Annual General Meeting had requested that the strata council provide quarterly updates with regard to expenses in the major budget category – specifically Rehabilitation Project and Repairs and Maintenance. Council agreed to publish the information in the April, July and November minutes in order to ensure that there is a full three months' worth of information reflected.

2. Landscaping: Owners had requested information with regard to the hours that Good Earth Landscaping is on site. Please see Business Arising Item #2.
3. Change to Unit Entitlement: An owner had requested at the Annual General Meeting that the strata council research how the unit entitlement was determined as the owner does not feel it is right that their carport is considered part of their strata lot and therefore they have a higher unit entitlement. The agent will research the request and report to council at the next meeting.
4. Lighting: At the Annual General Meeting the owners requested that council obtain independent review of the exterior lighting system in order to obtain re-design ideas and costs. The agent and a council member will work together to have the complex reviewed over the coming months.
5. West Side Entrance/Exit: At the Annual General Meeting an owner had requested that the bushes on the corner of the west side entrance be trimmed back in order to increase visibility. The agent will contact Good Earth to have the area reviewed.
6. East Side Parking Stalls: An owner had requested that the parking stalls on the east side be reviewed as currently the concrete dividers are damaged. Mr. Sedlak will review the area.
7. Traffic on Purcell: Strata council had forwarded a letter to the District of North Vancouver requesting that the traffic on Purcell be monitored. A council member will compile a list of concerns which will be forwarded to the agent. The agent will send a letter to the District on behalf of the strata corporation.
8. West Berm Stairs: Mr. Sedlak advised council that the West Berm stairs between units 1944 and 1948 will be replaced.
9. Sidewalk Salting: All owners are reminded that they are responsible to salt all sidewalks in the complex.
10. East Side Stop Sign: An owner had requested that this stop sign on the east side exit from the underground be removed as visibility in the area is poor. Council requested the agent contact Good Earth Landscaping to have the hedge on right side of the exit be reviewed and trimmed if needed.

FINANCIAL REPORT

1. Monthly Statements: Council reviewed the November and December 2010 and January 2011 financial statements. There being no concerns all three statements were approved.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 1st month January 31, 2011 in the appropriate funds are as follows:
- Total Cash Balance \$119,885.42 (including CRF Balance)
 - CRF Balance \$150,544.34 (Contingency Reserve Fund)
3. Arrears: The agent reviewed the arrears with the council and noted that there is one owner who was in significant arrears and who has made payment. Letters continue to be forwarded to other owners in arrears.
4. Draft Audit: The council advised the draft audit has been reviewed and there were no concerns noted. To that end the strata council president signed the finalization of the audit and the approval of the audit adjusting entry. The agent will forward the approval to Reid Hurst Nagy to ensure that the audit is finalized.
5. Financial Review Expense: Council approved an expense of approximately \$900 to Vancouver Condominium Services for the cost to complete review of two years' worth of financial information.
6. Insurance Premium: Owners are advised that due to cash flow concerns, BFL Canada agreed to be receive payment for the premium in three equal payments on January 1st, February 1st and March 1st. There was no interest charged.

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be held on Wednesday, March 23, 2011 at 6:30 p.m. in Unit #1990.

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