

# **MINUTES OF COUNCIL MEETING**

## **STRATA PLAN VR-329**

### **PURCELL WOODS**

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#### **HELD**

On Tuesday, September 28, 2010 at 6:30 p.m. in unit 1904 Purcell Way, North Vancouver, B.C.

#### **PRESENT**

Stephen Spector	President	Unit #1986	
Wolf Steche	Vice President	Unit #1904	
Michael Fitt	Treasurer	Unit #1964	
Jennifer Meilleur	Grounds	Unit #1874	(7:00 p.m. - 7:20 p.m.)
Maya Butterfield	Pool	Unit #2028	
Cathy Iannella		Unit #1990	

**STRATA AGENT:** Muryn Jordan, Vancouver Condominium Services Ltd.

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

#### **MINUTES**

It was moved, seconded and carried to adopt the minutes of the August 23, 2010 council meeting, as circulated.

#### **BUSINESS ARISING**

1. **Building Rehabilitation Project:** Rudy Sedlak was unable to attend the meeting but provided a written report noting work recently completed, including follow up from correspondence received at the previous meeting, as well as forecasted costs for work which will be completed in the complex in 2011.
2. **Grounds:** There is nothing to report.
3. **Capilano University Film Centre Construction:** There is nothing to report.
4. **Bylaw Review:** The strata agent provided council with copies of the revised bylaws created by Clark Wilson. Council agreed to review the bylaws in detail over the coming months. Additional discussion will occur at the next meeting.
5. **Playground Revitalization:** As noted in the previous minutes, the playground revitalization project will be completed during the off season using existing wood and supplies.

6. Sump Pump Issues: Mr. Sedlak advised council in his letter than he continues to work with the construction company completing work on the new building at Capilano University regarding a storm drain behind units 1992 and 1994. Currently there is nothing new to report.
7. Chimney Cleaning: The agent advised council that the chimney cleaning has been completed.
8. Pool Cabana: As noted in the previous minutes, the strata council will review options for refurbishing the pool cabana during the off season. Owners are reminded that the pool will be closing during the Thanksgiving long weekend.

## **CORRESPONDENCE**

*Owners are invited to write council via the management company regarding any strata matters.*

1. An owner wrote to council requesting permission to rent their unit under the hardship clause. Following review of the situation council approved the request for a three year period.
2. A letter was received from an owner clarifying their request which was made via letter at the previous meeting. Council had approved the owners previous request to replace their ducting, however all work is to be done at their own cost. The owners advised that they are requesting that their dryer ducts be cleaned. Council instructed the agent to advise the owners that duct cleaning is the owners' responsibility.
3. Council reviewed a letter from an owner advising of possible mould in their attic area. The letter was forwarded to Rudy Sedlak and a review of the unit was completed. Mr. Sedlak advised that there is no moisture seeping into the unit from the outside and that the mould may be due to the unit being inadequately vented. The owner was also concerned with trees overhanging the roof causing the gutters to block. The agent will advise the owners that the gutters are cleaned on a continual basis.
4. A letter was received from an owner regarding an issue with water ingress in their basement. The issue has been reviewed by Mr. Sedlak in the past and it seems to be related to the gutter down pipe. The down pipe has been re-directed into the storm drain and the ingress has ceased. Mr. Sedlak will complete a review of the area under the owner's deck, however work is on hold until the issue with the storm drain behind units 1992 and 1994 is resolved as this issue may be related.
5. Council received a letter from an owner requesting that their fences be repaired or replaced and that additional fencing be installed. The agent was instructed to advise the owner that the strata corporation will repair and/or replace original fencing as needed and that their fences will be reviewed. Any additional fence construction must be presented to the council, including drawings, and if approved, all costs would be the responsibility of the owner.

6. An owner wrote to council requesting clarification of their parking stalls. The agent will contact the owner. Further, the owner advised that Terasen has identified a gas leak between the meter and the unit. The council approved the agent contacting a gas fitter to repair the leak.

## **NEW BUSINESS**

1. Electrical Panels: An owner recently had an issue with the electrical panel which resulted in the breakers continuously shorting out. Temporary repairs have been made however the electrician noted that the panels are out dated and parts are not available. Council agreed to research costs to have all the panels in the complex replaced.
2. Balcony Fire: Strata council discussed the costs related to a balcony fire which occurred in August. Following discussion, council agreed that all costs associated with the balcony fire would be declared an emergency and charged to the Contingency Reserve Fund according to Section 98 of the *Strata Property Act*. The agent will ensure that the invoices are paid out of the Contingency Reserve Fund.
3. Pest Control Quote: Council reviewed and approved a quote from Care Pest Control in the amount of \$300 plus HST in order to prevent birds from accessing a hole in the fascia boards and nesting.

## **FINANCIAL REPORT**

1. Monthly Statement: Council discussed and reviewed the August 2010 financial statement, as presented. Following discussion, it was moved, seconded and carried to adopt the August financial statement. 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 8<sup>th</sup> month as at August 31, 2010 in the appropriate funds are as follows:
  - Total Cash Balance       \$   41,405.49   (Including CRF Balance)
  - CRF Balance               \$   152,823.14   (Contingency Reserve Fund)
3. Arrears: The agent advised council that there are a few owners in the complex with significant arrears and liens have been applied against the accounts. Any owners with accounts balances over \$400 are receiving a monthly letter and balances over \$1,000 are receiving a lien warning letter.
4. Draft Audit: Council agreed to have a draft audit completed, however, requested information on the costs to have a financial review done which may be less expensive. The agent will research the costs of having a review completed.

5. Draft Budget: The agent provided council with a preliminary draft budget. Additional discussion with regards to the draft budget will occur over the coming months leading up to the Annual General Meeting in early 2011.

There being no further business, the meeting was adjourned at 8:00 p.m. The next council meeting will be held on Wednesday, October 27, 2010 at 6:30 p.m. in unit 2028, 1904 Purcell Way, North Vancouver, B.C.

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### **INSURANCE COVERAGE**

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for any individual contents, betterments, or improvements (i.e. storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any and all improvements. You should contact your home insurance company to determine if you have this coverage or not.