

**MINUTES  
COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 1318  
WINDSOR WOODS**

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Held on Tuesday, April 22, 2008  
Within the Meeting Room in the Burton  
5556 14<sup>th</sup> Avenue, Delta, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Doug Perry	President
	Peter Bono	Treasurer/Secretary
	Raymond Lew	Bylaw Enforcement
	Gordon Lysyshyn	
	Blayne Beattie	Bylaw Enforcement
<b>PROPERTY MANAGER:</b>	Elsa Carvajal	
<b>REGRETS:</b>	Lowell Holland	Vice President
	Tina Thygesen	Commercial Rep.

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The meeting was called to order by the President at 6:30pm.

**APPROVAL OF MEETING MINUTES**

It was MOVED, SECONDED, AND CARRIED to approve the minutes of the Strata Council meeting held on March 18, 2008.

**BUSINESS ARISING FROM MINTUES**

**Decks**

The following was mentioned during the discussion:

- The balconies are in good condition except for two minor repairs needed.
- The limited warranty given was only for the product and includes a number of exemptions.
- The cost to re-coat is \$60,000.00.
- Bulletin reviewed from Home Owner Protection Office indicates that the expected service life of the balcony/deck membrane is usually ten to fifteen years.

- Balconies/Decks should be inspected annually by a qualified professional to monitor their condition and proceed with repairs as needed according to his report.
- Owners requiring re-coating for aesthetic reasons can make arrangements with the strata contractor through the strata office.
- Specific maintenance requirements should be given to the residents to make sure that the decks/balconies are being cleaned properly and on a routine basis. Residents who fail to follow the guidelines would have to pay for the damages caused by this negligence.

After thorough discussion, it was moved/seconded not to proceed with the top coating this year, to monitor the balconies/decks on an annual basis through a professional contractor, and to proceed according to his recommendations. CARRIED UNANIMOUSLY

### **CORRESPONDENCE**

1) A complaint was received by an owner regarding garbage being hauled at 6:00am by Starbucks personnel and the noise from their delivery truck that comes around 1:00am.

It was mentioned that after a conversation with Starbucks, they have committed to take the garbage out later in the morning. Regarding the delivery truck, it was explained that the delivery has to be done after business hours since it would otherwise interfere with their business operation during the day.

Apparently this owner had a confrontation with the Starbucks employees regarding these issues. In the letter to this owner it would be mentioned that concerns should be directed to the strata office. Threatening neighbours is unacceptable and will only cause additional conflict and distress.

2) An owner complained about cigarette smoke coming from the suite below. It was agreed to contact the Delta Municipality to investigate about tobacco control regulations in Delta. The matter will be followed up.

3) An owner suggested closing down the hot tub during the warmer months in order to save in maintenance. It was agreed that further investigation is required before making a decision.

4) A letter was sent to an owner regarding someone else accessing the spa with her gym card and improperly using the hot tub. The owner responded that the person used the gym card without her authorization and that the person will not have access to the area again.

5) An owner sent a letter regarding a noise concern from his tenant. The situation was immediately addressed in January and there were no further complaints. The matter will be reviewed again with the neighbours involved.

## **PROPERTY MANAGER'S REPORT**

### Lumber Retaining Walls

The contractor stated that the lumber retaining walls around the complex will last for 5 more years. He recommended washing them for aesthetic purposes. This is already scheduled for summer.

### Main Vault Service

On Tuesday, May 28, 2008, the main vault will be serviced. On Friday, April 25, 2008, a notice with further details will be delivered to residents and commercial tenants.

### Re- Roofing Oxford South (South side) and Oxford North (East side/ by 56<sup>th</sup> St.)

From June 2, 2008 to June 27, 2008, the South side of the Oxford South building and the East side (along 56<sup>th</sup> St) of the Oxford North building will be re-roofed. On Friday, April 25, 2008, a notice with further details will be delivered to Oxford and Stanway residents and all commercial tenants as they are in the affected area.

### Landscaping

The following was reported regarding landscaping:

Fertilizer will be applied around the complex starting the week of April 28, 2008. There is a need to replace and re-allocate plants. The plan is as follows:

#### **In the week of April 21, 2008.**

##### **14<sup>th</sup> Av. Burton:**

- Remove rodos (don't do well in shady areas) and plant them in open areas by the Somerset entrance
- Replace the Rodos with Squimia Japonica

##### **Oxford North West Side and Oxford North by commercial area**

- Plant additional shrubs in bare areas

##### **Oxford South:**

- Plant additional shrubs (in front of Waterford)

**Somerset (by 14<sup>th</sup> Av.)**

- Plant additional shrubs

**In May (weather permitting)**

**Somerset 14<sup>th</sup> Av. and all along 14<sup>th</sup> Av.**

- Overseeding

**FINANCE**

The Treasurer reported that March operated within budget.

**AGED RECEIVABLE REPORT**

The following amounts were reported:

- Total pending strata fees plus late payment charges: \$ 5,866.62
- Total pending fines plus late payment charges: \$180.00
- Total common property damages: \$ 2,744.78
- Total aged receivables: \$8,791.40

**PRESIDENT'S REPORT**

Even though termination of Van Tec's contract (Cindy Ortega) was done in agreement with the contract, Cindy Ortega has verbally threatened to sue the strata. If Cindy Ortega (Van Tec) proceeds to sue, the strata will counter claim to recover legal fees since there is no basis for a lawsuit.

After the examination for discovery of Sean McNamara, Cleantech's representative, the strata's lawyer sent to Cleantech an offer to settle in the sum of \$ 2,000.00. This offer will remain open for acceptance until May 1, 2008. Examination for discovery for Mr. Doug Perry has been scheduled for June 2, 2008.

It was moved/seconded to counter claim if the offer to settle is not accepted. CARRIED UNANIMOUSLY

**COMMITTEE REPORT**

After further consideration, the parking committee reported their proposal to keep the current commercial parking layout and stated that no further discussion at the AGM is necessary.

It was moved/seconded to accept the parking committee's proposal and statement.  
CARRIED UNANIMOUSLY

### **BUDGET PROPOSAL FOR 2008/09**

After detailed evaluation and some modifications, it was moved/seconded to accept the budget proposal for 2008/09 suggesting a 3.74% increase in strata fees to be presented at the AGM for approval. CARRIED UNANIMOUSLY

It was moved/seconded to transfer any surplus from 2007/2008 to the common contingency reserve fund. CARRIED UNANIMOUSLY

### **NEW BUSINESS**

#### **Parking at View Crescent**

The View Crescent parking area is being monitored after 10:30pm on a regular basis. Violators will continue to be towed.

#### **Bylaw 5.2**

Bylaw 5.2 was reviewed. The following amendment was suggested.

*Notwithstanding section 48(3) of the Act, if within ½ hour from the time appointed for an annual or special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of members; but in any other case, if within ½ hour from the time appointed for an annual or special general meeting a quorum is not present, the eligible voters present in person or by proxy shall constitute a quorum.*

It was moved/seconded to present the amended Bylaw for approval at the AGM.  
CARRIED UNANIMOUSLY

#### **AGM Meeting**

The AGM was scheduled for June 18, 2008 at 7:00pm.

There being no further business, the meeting was adjourned at 9:00 pm. The next Council meeting is scheduled for Tuesday, May 13, 2008, at 6:00pm.

For LMS 1318 Windsor Woods Strata Council,

Doug Perry  
President