

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

Held on Tuesday, January 22, 2008
Within the Meeting Room in the Burton
5556 14th Avenue, Delta, BC

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

Guest Business

1) Paul Cummings, ECNG

A report was given regarding the first six months of the strata's gas marketing results. The numbers presented agreed with the budgeted amounts. Paul will continue to look into different strategies for future savings.

2) Alan Mernagh & Wallace Scott, BC Lease Lite

The new contract presented included in detail the following:

- supply of all linear and compact lamps
- re-lamp all linear lamps and CFL lamps,
- replace any electronic ballast, broken socket, and fixture

The cost of the contract was reduced by \$3,000.00 a year from the previous contract even though it is a more comprehensive program.

3) An account in arrears was discussed with the owner. The owner committed to deliver to the strata post dated cheques for the pending balance which includes strata fees, a fine,

and NSF charges, by Friday, January 25, 2008. The owner requested the possibility of having her late payment charges reversed.

The meeting was called to order by the President at 7:00pm.

APPROVAL OF MEETING MINUTES

It was MOVED, SECONDED, AND CARRIED to approve the minutes of the Strata Council meeting of November 20, 2007.

BC LEASE LITE CONTRACT

It was moved/seconded to approve the new contract with BC Lease Lite for a total of \$678.00 a month + GST from April 1, 2008 to March 31, 2013. CARRIED UNANIMOUSLY

ACCOUNT IN ARREARS

It was moved/seconded to review the possibility of reversing the late payment charges once the pending payments have been received and cashed. CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES

Commercial Parking

The parking committee presented a report which read as follows:

January 21, 2008

To: Strata Council.

From: Parking Committee.

Subject: Report.

After extensive review of numerous documents and correspondence, the Committee is of the opinion that the Owner/Developer breached its fiduciary duty by using its power to allocate spaces in a manner which was contrary to the best interest of the Owners and the Strata Corporation.

The Owner/Developer denied knowledge and a vote on the Amendment of 12/07/99 to the original Disclosure Statement, by failing to issue proper notice to the Owners and the Strata Corporation, which allowed for the 18/26 additional parking stalls.

On the basis of these factors the Committee is of the opinion that the 18/26 parking stalls were not legally obtained.

It was moved/seconded to accept the report as issued. CARRIED UNANIMOUSLY

In the President's report, it was suggested to refer the matter to the AGM to inform the owners of the situation and decide on course of action (refer to the President's report for further information.)

It was moved/seconded to present the matter to the owners at the AGM for a vote on course of action. CARRIED UNANIMOUSLY

It was agreed to send a letter to Century's lawyer in response to their letter dated November 30, 2007, stating the committee's report and the resolution. Copy of the letter will be sent to Tina Thygesen.

Gate/ P2

On December 18, 2007, Cptn. Mike Paul from the Fire Department visited the premises and stated that there is no need for an additional fire exit in that area.

CORRESPONDENCE

1) A letter was received from an owner stating their need to install a grab bar in their shower to prevent falls. They also requested information regarding the structure behind the shower enclosure.

It was agreed that the owner could proceed with installation but that the the bar might pull on the fiber glass since there might not be enough backing support. Therefore, they should consider the possibility of consulting a professional contractor. In the event of damages to common property (e.g. plumbing, wire line) as a result of the grab bar installation, the owner would be fully responsible for repairs.

2) An owner requested Council to review their decision regarding the request to add a lock at the west fire exit of the Stanway building. In the event of a power outage, Stanway residents would have another option to enter the building. Additionally, it was mentioned that some residents leave the door propped open while walking their pets in the park. With a lock, this would not happen.

Council carefully reviewed the situation and concluded not to install the lock. In addition to the fact that for security reasons some years ago owners voted to remove all the locks from the fire exits in all the buildings, the following was discussed:

- The increase in traffic could become a noise problem for suites on that side of the building.
- Easy access to the building could create an extra gathering/partying area.
- Security issues since there would be no camera monitoring that entrance.

It was requested to call the police if a door is found propped open since they will file a report and follow up on this security issue. A fine will be charged to anyone who leaves a door propped open.

3) A complaint was received from a resident concerning the debris falling from the suite above.

It was agreed to send a letter to the owner of the suite above for further investigation.

4) A letter was received regarding the recent change of schedule for the gate on 14th Av.

The following was mentioned regarding the owner's concerns:

- Every resident and commercial tenant has a remote control to access the gate on 14th Av.
- For security and safety reasons, the 14th Av. entrances cannot be an open public through fare.

Before deciding to close the gate during the day, thorough and deep consideration was given to the situation. It was agreed that this decision is in the best interest of the strata corporation.

5) A letter was received from an owner who, due to financial difficulties, cannot presently pay her pending strata fees.

It was moved/seconded to ask the owner for a time frame commitment for her payments.
CARRIED UNANIMOUSLY

6) An owner requested permission to plug a 1.5amp battery charger in the parking area by his renting stall. The owner agreed to pay \$30.00 a year for the extra use of electricity.

It was moved/seconded to grant permission to plug the battery charger in the common parking area by the renting stall. CARRIED UNANIMOUSLY

PROPERTY MANAGER'S REPORT

Taylor Munro – Solar Proposal

The cost of \$480.00 for a feasibility study was reviewed.

It was agreed to request from Taylor Munro an approximate cost of the project and payback in order to evaluate this matter further.

Patios

Carl Laboissiere (Xypex) indicated that in order to properly repair the patio, he would have to grind around the perimeter, fill the cracks and coat the whole deck. The cost would be \$2,121.06 (no guarantee). He would not do the crack only.

The work done by Family Master Finishers a year ago is still under guarantee. Since the contractor accepted the fact that he used the wrong material, he has committed to repair the patios with the right product at no cost for the strata.

It was agreed to schedule the repairs for this summer with Family Master Finishers.

Campton/Waterford Leak.

Carl Laboissier from Xypex suggested to apply a sealant product to the wall and to add bleeders to the brick for proper drainage. He would do this at no cost for the strata.

It was agreed to proceed as suggested by Carl Laboissier.

Bike Racks

Several proposals to install bike racks in the bike rooms were discussed. As the best cost effective option, it was decided to use the bike rack design provided by Gordon Lysyshyn and have them made accordingly. Maintenance personnel will paint and install them.

Telus Lockbox

In order to have the keys available on site, Telus sent a request stating that they would provide the cylinder lockbox but that the cost to install them would have to be covered by the strata.

It was agreed that if Telus wants to have the keys on site, they will have to pay for the installation as well. Otherwise, the keys will have to be stored at their office.

Newspapers – Optimist/Leader

Newspapers are constantly blown away from the entrance of the buildings. It was suggested to have a centralized stand for both newspapers where residents can pick them up at their convenience. The matter is yet to be reviewed.

Garage door openers for the south side gate.

For those interested in obtaining a garage door opener for the Waterford South Gate, the cost is as follows:

\$95.00 an hour (min 1 hr.) for technician (to be divided among those who are interested)
\$36.00 per remote.

A note will be posted soon on the bulletin boards to collect names of those who are interested in having a garage door opener.

Deck Inspection

In agreement with the manufacturer's specifications, all decks repaired in 2003 need to be inspected this year. After the inspection, the manufacturer will specify the job required on each deck in order to extend the guarantee. The job required might include, power washing, top coating, and/or minor repairs. It will be scheduled for the first weeks of summer depending on the weather.

All second, third, and fourth floor decks need to be inspected except for the Stanway second floor and Oxford South second floor (concrete decks directly above commercial units) and patios on ground level.

The schedule for inspections only will be February 6th & 7th. Owners have already been informed of the dates. Those who do not need to be inspected did not receive a notification.

Stationery bike

A stationery bike was left in the exercise room. The bike had to be removed since the gym's equipment must be commercial type due to liability issues. Whoever left the bike in the gym area may retrieve it by calling the strata office.

Dryers

It was recommended by the contractor in charge of cleaning the dryer ducts that owners should have their dryers serviced and cleaned by a certified technician every 18 months. This is in addition to the cleaning of the ducts done yearly by the strata in agreement with the Fire Code.

Landscaping

During a meeting held with the present contractor, they acknowledged and apologized for the deficiencies due mainly to the changes in staff. The owner will closely supervise the

job done at Windsor Woods and will be in constant contact with the Property Manager. The situation will be re-evaluated in June.

FINANCE

The Treasurer reported that November and December operated within budget.

The following expenses from CRF were necessary:

\$2,544.00 wire on roof to prevent bird ingress
\$1,497.87 damaged garage door P2 ramp

AGED RECEIVABLE REPORT

The following amounts were reported:

- Total pending strata fees plus late payment charges: \$6,333.86
- Total pending fines plus late payment charges: \$687.77
- Total common property damages: \$4,497.60
- Total aged receivables: \$11,519.23

PRESIDENT'S REPORT

The President's report read as follows:

STRATA COUNCIL MEETING TUESDAY JANUARY 22ND, 2008

PRESIDENTS REPORT

February is Elsa's anniversary – 2005 – and should be salary review time. At Elsa's request this is being re-aligned to coincide with budget time in April. I certainly recommend that an increase is in order and that we give this serious consideration along with other budget items.

In light of the Committee's findings on Century parking stalls, I recommend that the matter be brought to the owners at the AGM and the owners can make a decision as to how they wish to proceed. The choices would appear to be: do nothing, try to negotiate or take legal action.

I would like to thank Elsa and her helpers for handling the power outages, general safety maintenance during the winter storms and general good caretaking. Keep up the good work, it is appreciated.

Next meeting, February, we will have preliminary budget discussions. Please look around and bring recommendations beginning at that time.

Thank you

NEW BUSINESS

It was suggested to investigate possibilities to prevent the gates from opening when the adjacent gates open. Options will be presented next meeting.

Reflective strip for the gate on 14th Av. was suggested as well as for the fan box by the ramp.

It was reminded that seasonal lights should be removed before the end of January.

There being no further business, the meeting was adjourned at 9:00 pm. The next Council meeting is scheduled for Tuesday, February 19, 2008, at 6:00pm.

For LMS 1318 Windsor Woods Strata Council,

Doug Perry
President