

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

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Held on Tuesday, March 18, 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
	Lowell Holland	Vice President
	Peter Bono	Treasurer/Secretary
	Raymond Lew	Bylaw Enforcement
	Gordon Lysyshyn	
	Blayne Beattie	Bylaw Enforcement
<b>PROPERTY MANAGER:</b>	Elsa Carvajal	
<b>REGRETS:</b>	Tina Thygesen	Commercial Rep.

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**GUEST BUSINESS**

ECNG – Gas Marketing Strategies

Paul Cummings from ECNG presented factors affecting the recent increase in gas price such as below normal gas storage levels, increase in crude oil prices, LNG imports, and the coal generation. Considering that the market is on a raise, he recommended a budget figure of \$160,000.00. He suggested the same strategies used last year in advising Council when to lock up prices if the market drops.

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 February 19, 2008.

## **BUSINESS ARISING FROM MINUTES**

### **Upright bike replacement**

Quotes and bike options to replace the broken bike at the gym were thoroughly reviewed. It was moved/seconded to buy the Precor 842i model and cover the cost from the residential CRF. 5 IN FAVOUR 1 ABSTEINED. CARRIED

### **Decks**

Quotes were reviewed. The subject will be tabled during the next Council meeting.

## **CORRESPONDENCE**

1) A letter was received from the Wynford Group requesting an increase in fees.

It was moved/seconded to approve the proposed monthly increase of \$127.00 a total of \$2,239.00 + GST a month. CARRIED UNANIMOUSLY

2) An owner sent a letter stating that instead of possibly spending unnecessary money when the garage doors and openers are working fine, people should be asked to push their controllers when they are straight in front of the door. She stated that changing the system would be an unnecessary expense.

It was mentioned that the problem of adjacent gates opening is not only in parking level one, but also in parking level two. This problem not only affects the life of the motor, but also creates a security issue. The Council also referred to the items discussed during the last meeting when considering an upgrade in the system, such as:

- Cheaper transmitters
- Key chain fobs are easy to carry around
- A number is assigned to each owner. If one fob is lost/stolen only that number would need to be cancelled in the system instead of having to re-code all the transmitters (a costly and time consuming process)
- The fob has 4 buttons, so each gate can be assigned its own button
- Higher security ensured, since transmitter numbers are individualized and cannot be copied

3) An owner has a concern regarding the painting job done on the shingles on her deck when the deck repairs were done. She stated that only one coat was applied and that the color is fading.

It was agreed that the maintenance person will look into it.

4) The owner who installed a satellite dish contrary to the Bylaws sent a letter committing to rectify the situation immediately.

5) A report was received of a break-in attempt. Apparently, two people first knocked on the door and then tried to open it.

The owner was asked to file a police report. The Police Department asked the Property Manager to remind residents to **CALL THE POLICE IMMEDIATELY** so these issues can be addressed properly.

6) An owner sent a letter stating that the strata's maintenance rates are the highest in Tsawwassen, and requested that a moratorium be placed on the maintenance fees for at least 3 years.

A letter was sent to her stating that there is no way of knowing what expenses and/or assessments may come with the other strata being compared. Many aspects would have to be considered in such a study. Due to the fact that there is no way of controlling costs such as natural gas, electricity, and insurance, a moratorium is not possible. It is impossible and would be irresponsible to let maintenance go and let the buildings deteriorate.

The owner was asked to become a Council member, so perhaps she can design cost saving options. The input would be greatly appreciated.

## **PROPERTY MANAGER'S REPORT**

### Lumber Retaining Walls

The lumber retaining walls, especially in the Somerset 14<sup>th</sup> Av. area and the Stanway main entrance, are deteriorating. Options and quotes will be reviewed.

### Janitors

In preparation for the new budget, quotes for janitorial services were reviewed. The proposal from Paradise Building Maintenance reflected a difference and yearly savings of approximately \$15,000.00 when compared to the fees charged by the present company.

It was moved/seconded to approve the proposal from Paradise Building Maintenance as the janitorial service provider. CARRIED UNANIMOUSLY

### Landscaping

A new program is in place in which the Property Manager meets and walks around with the gardeners every Tuesday after the job is finished to review with them the work done and to address any concerns.

### Camera

Quotes were reviewed to install an extra camera in one of the buildings. It was moved/seconded to approve the quote from Dominion Security. CARRIED UNANIMOUSLY

### View Crescent

Road and curb lines and arrows in View Crescent need to be repainted. Quotes are being requested. The job will be scheduled for May, weather permitting.

### Scrubber

The option of an automatic scrubber for washing the parking areas was presented. By power sweeping with the equipment that is already being used plus the scrubber, the parking areas will be properly maintained cost effectively. The scrubber can also be used in the paving stone areas since the equipment that is presently used removes too much sand and also leaves a lot of mud on the surface.

It was moved/seconded to include the scrubber in the proposed budget. CARRIED UNANIMOUSLY

## **FINANCE**

The Treasurer reported that February operated within budget. The amount of \$3,675.00 was paid from the Joint CRF fund for tree removals and replacements behind the Oxford South building.

### **AGED RECEIVABLE REPORT**

The following amounts were reported:

- Total pending strata fees plus late payment charges: \$ 5,033.55
- Total pending fines plus late payment charges: \$502.78
- Total common property damages: \$ 1,561.27
- Total aged receivables: \$7,097.60

### **PRESIDENT'S REPORT**

Sean McNamara, Cleantech's representative, is scheduled for interrogation on March 26, 2008. Records from 2004 have been searched and no formal contract with Cleantech has been found. There was only a quote presented in February 2004, but the invoices and scope of work done do not agree with the quote. After the examination, the situation will be reviewed.

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

There was a thorough discussion concerning the proposed budget figures. There is an increase in the insurance premium from last year of 30% due to an increase in value on the property of \$6,632,700.00. Due also to the increase in gas prices, the gas budget figure had to be increased by 18.5%. The rest of the budget items are under control, but due to the to the insurance and gas increases the increase of approximately 5% in maintenance fees might be unavoidable.

During the next Council meeting, the budget proposal figures will be reviewed and finalized.

## **NEW BUSINESS**

A letter was received from the Commercial representative requesting the 14<sup>th</sup> Av. gate to be open from 7:00am to 7:00pm and to close the Waterford gate 24/7. In her request, she stated that there have been numerous complaints about all the traffic going through the Waterford gate. The complaints refer to aggressive driving, but mostly that Windsor Woods residents are using it all morning as the fastest rout out of the complex and to access the lights turning left, and that this has been an increasing problem.

Council reviewed the situation and while they appreciated her concerns, careful attention was given to the history of this gate. In the initial proposal for the completion of Windsor Woods Phases 6 and 7, Windsor Woods residents were going to have access to the underground parking through a gate that was going to be installed by the main entrance of the recreation centre at View Crescent. When the Waterford was proposed instead of Windsor Woods Phases 6 and 7, the access to the underground parking was re-located to the Waterford parking gate. It was assured then, that Windsor Woods residents would have unlimited access to the underground parking through the Waterford parking gate.

Considering the rights that Windsor Woods residents were given regarding access through the Waterford gate, Council would agree to have the Waterford gate closed 24/7 only if the Windsor Woods residents are supplied with a fobs. In regards to opening the 14<sup>th</sup> Ave gate from 7:00am to 7:00 pm, council will leave it closed, due to reasons mentioned in previous meetings.

There being no further business, the meeting was adjourned at 9:30 pm. The next Council meeting is scheduled for Tuesday, April 22, 2008, at 6:00pm.

For LMS 1318 Windsor Woods Strata Council,

Doug Perry  
President