

COUNCIL MEETING MINUTES

Monday, February 28, 2011

REDMILL – LMS 2770**LOCATION:**

7:00 p.m. - Clubhouse
14877 58th Avenue
Surrey, BC

STRATA COUNCIL
2010/2011

PRESIDENT/MAINTENANCE
Slavko Bucifal - #34

VICE-PRESIDENT
Duane Thompson - #40

TREASURER
Helen Guenther - #8

SECRETARY/LANDSCAPING
Heather Inglis - #56

AT LARGE
Margo Grant - #86
Bradley Birch - #27

STRATA MANAGER
Jo Ann Lytle
Direct Phone: (604) 501-8778
E-Mail: jlytle@baywest.ca
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**ALL ACCOUNTING
INQUIRIES**
Toll Free 1-877-585-4411

BAYWEST MANAGEMENT
13468 77TH AVENUE
SURREY, B.C. V3W 6Y3
24 HOUR LINE:
(604) 591-6060

www.redmill.ca

ATTENDANCE:

Slavko Bucifal
Duane Thompson
Helen Guenther
Heather Inglis
Margo Grant
Bradley Birch

REGRETS:

Jo Ann Lytle, Baywest Management Corporation

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 7:09 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held December 6, 2010 and January 26, 2011 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes of December 6, 2010 and January 26, 2011 as distributed.

CARRIED

(3) FINANCIAL REPORT**3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements for the period ending December 31, 2010 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager conducted a review of the accounts receivable as at February 28, 2011 and it was noted that there were nine accounts in arrears.

Subsequent to the Council Meeting of December 6, 2010, a lien had been placed against one unit as directed by Council. It was then moved and seconded to proceed with placing a lien against a second unit who had received a lien warning letter. **CARRIED**

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a letter to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property. Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

(4) **BUSINESS ARISING FROM PREVIOUS MINUTES**

4.1 **UNIT 74 – SOGGY YARD**

In December, work was completed by Fraser Strata Care to install perforated drainage for the purpose of improving the drainage. Although the drainage was not installed exactly as originally quoted, the Owner has reported that the issue has been solved. Council and the Owner will continue to monitor and advise the Strata Manager if there are any further issues that need to be addressed concerning the repair.

4.2 **PEX PIPE DISCUSSION**

As this was the first meeting with the new Council, it was agreed for Council get together for the purpose of reviewing the information on the use of pex piping and to discuss options. Legal documents investigating the use of pex piping were provided to Council on July 14, 2010. The new council will review the documents will report back at the next Council Meeting.

4.3 **SHUT-OFF LOCATIONS FOR WATER MAINS**

All water main shut-offs have been located with the exception of one unit. The council is working to rectify this. Council is hoping to mark some of the more hidden valves during the spring work party. Should there be a water escape issue, please contact Baywest and also a Council member immediately.

4.4 **LANDSCAPE CONTRACT – FRASER STRATA CARE**

Subsequent to the last Council Meeting, it was moved and seconded to approve the 2011 annual landscape contract with Fraser Strata Care with no increase over the 2010 contract. **CARRIED**

(5) **COMMITTEE REPORTS**

5.1 **MAINTENANCE**

The lower roofs have yet to be re-sprayed with RotBan as per the warranty. Hay's Roofing has agreed to complete this work as soon as weather permits.

During December, there was an unsuccessful break-in at the mailboxes. As a result, there was some "play" in the boxes which would make it much easier to break in. The three banks of mailboxes have now been upgraded with anti-pry kits made specifically for these units.

The gutter cleaning has been completed in February by DM Maintenance. There were some issues reported to the Strata Manager and to Council that there had been some dumping of sludge from the gutters into storm drains by the crew cleaning the gutters. DM Maintenance responded and all drains have subsequently been checked by Council.

Red Door Paint will be available to Owners who wish to paint the doors later in the spring. This item will also be included in the work party later in the spring for those owners who are unable or choose not to paint the door themselves.

There is a current list of repair items which will be addressed as soon as the repairs can be scheduled. These repairs include issues that involve safety issues with railings/decks and repairs of vinyl deck coverings.

An issue of a loose shingle on the top of one of the units was repaired by Hay's Roofing at no charge to the Strata Corporation.

5.2 LANDSCAPING

A **Redmill Work Party & Barbeque** is tentatively scheduled for **Saturday, April 30 and Sunday, May 1.** Please mark your calendar for this "Clean-Up" week-end which will include completing a list of various minor repairs/painting and landscape issues. Watch for a sign up sheet to be posted at the Clubhouse.

The Strata Manager was asked to get quotes for the purpose of junk removal. Council will review options/quotes before making a decision to provide this service to the Owners for spring clean-up.

White Stake Program will be in effect this year. If you have a garden in your yard that you would like to plant/maintain, white stakes will be provided to indicate to the landscaper that this area will be maintained by the Owner. If you choose this option, understand that it will be your responsibility to weed/maintain the area marked by the white stake. The stakes will be available in the spring.

(6) CORRESPONDENCE

Council dealt with correspondence received as follows:

- 6.1 Requests were received by the Strata Manager asking how Owners could pay the Special Levy which was due in two payments of March 1, 2011 and April 1, 2011. Payments can be received by Baywest in the form of cheques payable to LMS2770. If you would like to make an on-line payment please contact Baywest at 1-887-585-4411 to make this arrangement.
- 6.2 A request was received from an Owner to replace his furnace. Permission was granted and the owner was requested to sign an Assumption of Liability agreement.
- 6.3 A noise complaint was received from a unit. The Strata Manager was directed to send a letter to the offending unit and the Council President will be contacting the Owner of the unit in question.
- 6.4 Requests were received from 6 Owners concerning maintenance issues including railing repairs, pooling of water on deck and a patio slab that has become eroded. Council has approved the completion of any repairs involving safety issues and also the repair, but not replacement of vinyl deck damage.
- 6.5 There was a request from an Owner to have a compost container in her yard. The Owner was advised that Council would prefer not to have individual owners installing and using compost containers in their yards. It is a very difficult monitor and there have been pest control issues in the past and this is of concern to Council. In the not too distant future, townhouse complexes in the Lower Mainland will be required to have composting available for residents to use. There are currently pilot projects going on in the lower mainland being conducted by Waste Management. Council requested that the owner not purchase a compost container.
- 6.6 An Owner had written that there were light bulbs out in the complex and was advised that the light bulbs had been purchased and are replaced by volunteers. If any Owner would like to take responsibility for the light bulbs at their pod of homes, please contact the Strata Manager.
- 6.7 A letter was received from an Owner concerning mail issues. These issues are not common property issues and must be dealt with by Owners. There is an Owner who has an ongoing file with Canada Post, and has volunteered to contact the Cloverdale Depot with any issues. Please send you request to the Strata Manager who will forward it to the Volunteer Owner.
- 6.8 A complaint was received concerning the hanging of a carpet over a railing and other issues on limited common property. A letter was sent to the Owner reminding them of the Strata Corporation Bylaws.

- 6.9** A rental request from the Owner in first place on the rental wait list was received by Council. Permission was granted to the Owner to rent their unit as per the Bylaws, as soon as the property that is currently rented, is sold and in possession by the new owner.
- 6.10** A letter was received from an Owner indicating that they thought the Annual General Meeting Minutes did not adequately reflect the issues that were discussed at the meeting. A response will be sent to the Owner to address these issues.
1. *An owner had requested the breakdown of the water main breaks be reflected in the Annual General Meeting minutes. For the 2010/2011 fiscal year there were 2 claims. There were two deductible amounts paid by the Strata Corporation of \$5,000.00 each. The balance of \$17,812.46 was paid by Coastal Insurance Services. These costs covered the cost of resultant damage to the units damaged in the water incidents. Repairs to common property of repairing the water mains at the remaining units amounted to \$53,572.22 and these costs were not covered by the Strata Corporation's insurance. Only resultant damage to property from the original water main break is covered by the insurance policy; the cost of repairs of the water main including road, cement and repairs to drywall, etc as a result of the repair, are not covered by the policy.*
 2. *The cost of the Strata Corporation's insurance deductible has been raised from \$5,000 to \$10,000 and this was not disclosed in the Annual General Meeting minutes. The insurance cover sheet was included in the Notice Package for the Annual General Meeting, which was delivered to all Owners. On page 2 of the Annual General Meeting Minutes, the deductibles are all listed. This information was also provided in the September 27th Council Meeting Minutes.*

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

(7) NEW BUSINESS

7.1 WATER LEAK REPAIR

In January there was a gutter overflow into a unit. There was resultant damage to the unit which required drywall repair and the replacement of carpeting in one of the bedrooms of the unit. The final cost of repairs was not available at the time of the Council Meeting.

7.2 REDMILL WEBSITE

The annual contract with City Line Websites will cost \$112.00 including HST. This cost will include maintenance of the site as well as the annual registration of the Domain name. It was moved and seconded to renew the contract.

CARRIED

7.3 TAX FILING OFFER - BAYWEST PROPERTY MANAGEMENT

Council had received information from Baywest concerning their offer to do the annual tax filing for Redmill. As a non-profit society, the Strata Corporation is required by the Canada Revenue Agency to file a T2 return even though there is no tax payable; this has always been a requirement of Revenue Canada. Baywest Management now makes this service available to Baywest clients where previously Strata Corporations that filed obtained the service from public practice accounting firms. It was moved and seconded to have Baywest provide this service to Redmill for \$400.00 plus HST for the current year plus \$200.00 plus HST for any prior years as required.

CARRIED

Council agreed it is advantageous from a cost perspective to have Baywest provide this service and will be cost effective should an audit be necessary in the future to have Baywest perform this work.

7.4 DECK REPAIRS - PLANNING

Council will be looking at alternatives for deck repairs, including the possible change to aluminium railings. In order to change to aluminium, an approval of the Owners at next year's AGM by the passage of a $\frac{3}{4}$ Vote Resolution. Until that time, repairs will be made based solely on safety and preventing water damage. Each maintenance request will be considered and dealt with on a priority basis by Council. If you have any issues to report, please contact the Strata Manager.

7.5 MAINTENANCE PLAN AND LONG TERM MAINTENANCE PLAN

As it was after 9:00, this item was tabled for discussion to the next Council Meeting.

TERMINATION

There being no further business, the meeting was terminated at 9:15 p.m.

The next scheduled Council Meeting will be held on April 18, 2011, at 7:00 p.m. within the Clubhouse.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.