

Summerwood – BCS 1049

19932 70th Ave. Langley BC. V2Y 3C6
August 24, 2006 Strata Council Meeting Minutes



Minutes of Council Meeting August 24, 2006

Time: 7:00 p.m.

In attendance:

Brendon Rafter
Catherine McConnell
Jason Daniels
Aaron Blokzyl
Diane Rodgers

Place: Amenity Building “Summerhouse”

President
Vice President
Treasurer
Committee Liaison
Committee Liaison

ABSENT:

Leslie Capadouca
Chad Niwranski

Secretary
Committee Liaison

Also in attendance: Senior Property Agent Donna Smith of Teamwork Property Management Ltd. (phone toll free 1-866-880-8326, fax 1-604-854-1754, email: d.smith@teamworkpm.com)

1. **CALL TO ORDER**

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

2. **ADOPTION OF THE MINUTES OF THE JULY 27, 2006 STRATA COUNCIL MEETING**

It was moved by Catherine and seconded by Jason that the minutes of the July 27, 2006 Strata Council meeting be accepted as circulated. **CARRIED.**

3. **COMMITTEE REPORTS**

3.1 **MANAGEMENT REPORT – Donna Smith**

It was moved by Catherine and seconded by Brendon that the July 31, 2006 financial statement be accepted as circulated. **CARRIED.**

It seems that a number of owners did not take enough notice of the welcome letter sent to them by Teamwork at the beginning of May, advising that the pre-authorization payment arrangement with Home Life Benchmark could not be transferred to Teamwork. New forms were issued to each unit; however many were not completed and returned. Others returned the form but did not authorize withdrawal of any outstanding fees, so only the current month's fees could be withdrawn. The onus is on the unit owner(s) to make sure their maintenance fees are paid on the first of each month as required in the bylaws of Summerwood. If you have not arranged for payment of your fees – CONTACT WILLEKE AT TEAMWORK – 1-866-880-8326

Further to the above comments – all owners with unpaid maintenance fees for more than 30 days were phoned by Teamwork in an effort to encourage payment of fees as soon as possible. Several owners were not home and some telephone numbers were no longer in service. Some owners who were phoned have either paid their fees or made suitable arrangements.

Donna confirmed that the owner asked to place his hot tub on his back patio and remove the added concrete slab placed behind his home and restore the area to lawn, has done so. The owner provided a copy of the final approval for the hot tub from the Township of Langley and this matter is not complete as required.

3.2 **CLUBHOUSE**

It was confirmed that the locks have been installed on several doors in the Clubhouse as planned. The closet in the main area of the Clubhouse will not be locked as it functions as a coat closet in colder weather. The tables and cleaning supplies are stored on the lower level.

The carpet in the Clubhouse was satisfactorily cleaned by Coit Cleaning Services.

3.3 WARRANTY AND DEFICIENCIES

Council walked through Phase II on August 19th, looking for exterior deficiencies both on the buildings and grounds. The deficiencies will be added to a master list already in place, and sent to Teamwork for filing with Nordel Construction and National Home Warranty. Any additional deficiencies noted by owners should be directed to Council as soon as possible. Owners – please remember that you are responsible to report any deficiencies inside your home to Nordel Construction (fax:604-576-4851, address: #701-17665 – 66A Avenue, Surrey, BC V3S 2A7) and National Home Warranty (fax 604-408-1001 or mail: 1200, 543 Granville Street, Vancouver, BC V6C IX8).

Nordel Construction has been attempting to repair cracks in the concrete curbing, but the repairs make minimal difference in appearance. Teamwork will forward all the information regarding this concern to the warranty provider. The warranty provider will also be advised of the need to replace the window at one unit, which was agreed to by Nordel, but has not been done to date. The first window installed at this unit was broken and the replacement glass is different from the glass in all other units, which is why it is to be replaced. There is no danger of water penetration of the building envelope, which is why it is not treated as an urgent need.

Teamwork clarified that the “sign off” of the Township of Langley for the common grounds was not a sign off of the condition of the landscape plants installed. The Township signed off that there is a reasonable amount of landscape installation on private development and that the developer used the services of a professional landscape consultant to provide both a satisfactory design, reflected in an accepted plan, as well as responsible to insist the installation conform to the accepted plans. Brendon will call various parties involved to see if this issue can be dealt with properly and effectively tomorrow.

The traps for moles have not been set out. Brendon was willing to speak to the owner who had indicated he would set his traps out where needed; however it was then noted that the unit owner has either sold or is selling his unit; therefore a mole control contractor will be needed to deal with the problem noted in a number of areas of the complex.

There was discussion regarding the landscape maintenance contract. Quotes are in hand from Fraser Landscape Maintenance, Janscape Property Services, and Vance, the current gardener. The lowest quote is from Janscape. The owner of this company will be directed to meet with Diane on site to make sure that all contractors quote on the same scope of work.

It was suggested that it might be appropriate to search for a resident of the complex who would be willing to act as a general handyman/grounds maintenance person. The person would need to have liability insurance and a pesticide licence for spraying bushes and trees for insects. No decision was made.

Diane volunteered to speak to Rita, an owner in the complex interested in being part of a landscape committee. Any other owners wanting to participate on a landscape maintenance committee are directed to contact Diane Rogers.

4. CORRESPONDENCE

All Council members were sent an email of all letters mailed out to various owners as directed at the last meeting.

The owner who had secured the satellite dish to the vinyl siding has removed it, but has not repaired the holes in the siding. Teamwork has advised that the siding must be properly repaired or the piece of siding must be replaced.

The letters sent by several owners were reviewed and appropriate action will be taken as required. Teamwork was directed to ask the Township to inspect the trees near unit 82 to see if they should be removed.

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An owner again complained of excessive noise of music from the neighbouring unit, even though a warning letter was sent to this unit last month. At least 3 council members have been at the unit when the sound was very loud and they all confirm that there is a problem. It was moved by Brendon and seconded by Diane that the unit be fined \$25 immediately and the owner be advised that each time a written complaint of excess noise originating from that unit is received, a fine of up to \$200 may be levied, as provided in the bylaws. **CARRIED.**

5. UNFINISHED BUSINESS

5.1 AGREEMENT TO SEWER HOOK UP WITH NEIGHBOURING DEVELOPER

The developer has agreed to pay \$5,000 plus all legal costs to process this matter, which is half of what was first requested. It was unanimously agreed that Brendon advise Amar that \$9,000 will be required (in addition to their responsibility for all costs involved in completing this project) and ask that all additional correspondence be directed through the management company.

5.2 MAIL BOX SECURITY

The new locks were installed on the mailboxes as planned, which should eliminate break in of the banks of boxes as much as is possible.

5.3 GUIDELINES FOR VARIOUS COMMITTEES

No further discussion is needed at this time.

5.4 ACCESS CONTROL SYSTEM FOR CLUBHOUSE

Two additional quotes for controlled access via a keyless entry system will be obtained by Teamwork in preparation for the next general meeting.

6. NEW BUSINESS

6.1 NEW OWNERS

Welcome to the new owners who have moved into the complex in the last several weeks!

6.2 AWNING AT A UNIT

Teamwork was directed to advise the new owners of a unit that they must remove the awning installed on the unit without authorization by the previous owner, and restore the area to its original condition. The fine levied to the previous owner for this bylaw infraction will be waived; however the new owner must remove the awning.

It was noted that a criteria for awning installation has not been finalized to date.

6.3 COUNCIL RESIGNATION

After a limited discussion, Jason resigned from the Strata Council for personal reasons.

7. NEXT STRATA COUNCIL MEETING – September 28th.

The next Strata Council Meeting will be held ***Thursday, September 28, 2006 at 7:00 pm.***

8. ADJOURNMENT

The meeting adjourned at 9:06 pm on a motion by Brendon.

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PLEASE PUT ALL COMPLAINTS OR REQUESTS IN WRITING AND PLACE THEM IN THE COUNCIL BOX ON THE DECK IN FRONT OF THE CLUBHOUSE. IN AN EMERGENCY – PLEASE CONTACT TEAMWORK DIRECTLY AT 10866-880-8326.