

Summerwood – BCS 1049

19932 70th Ave. Langley BC. V2Y 3C6
July 27, 2006 Strata Council Meeting Minutes



Minutes of Council Meeting July 27, 2006

Time: 7:00 p.m.

In attendance:

Brendon Rafter
Catherine McConnell
Jason Daniels
Lesley Capadouca
Aaron Blokzyl
Chad Niwranski
Diane Rodgers

Place: Amenity Building "Summerhouse"

President
Vice President
Treasurer
Secretary
Committee Liaison
Committee Liaison
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 JUNE 29, 2006 STRATA COUNCIL MEETING**

It was moved by Catherine and seconded by Aaron that the minutes of the June 29, 2006 Strata Council meeting be accepted as circulated. **CARRIED.**

3. **COMMITTEE REPORTS**

3.1 **MANAGEMENT REPORT**

It was moved by Catherine and seconded by Diane that the June 30, 2006 financial statement be accepted as circulated. **CARRIED.**

There was discussion regarding the number of owners with outstanding maintenance fees from as far back as May 2006.

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returned the form but did not authorize withdrawal of any outstanding fees, so only the current month's fees could be withdrawn.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.

Because of a staff shortage in June, statements were not sent to owners with outstanding fees; however they were sent in July and Teamwork will be contacting owners with two or more months of fees outstanding by phone to make sure owners make payment arrangements as promptly as possible.

Teamwork will order a title search for a unit that has maintenance fees outstanding prior to May 2006. The search will confirm the owner and mailing address of the owner and any mortgage holder, and they will be advised of a pending lien against the property if fees are not paid in full.

The unit owner required to move his hot tub from an added concrete pad to his original patio at the rear of his unit has submitted the documentation, drawing, and permit from the Township of Langley as required by the Strata Corporation (a copy was left with Council). Because the added patio slab cannot be removed until the hot tub has been transferred to the correct location, Council agreed that Teamwork advise the unit owner that the deadline is extended to August 31, 2006 for the completion of this project.

3.2 VOLUNTEER COMMITTEES

A brief discussion ensued regarding the operation of a landscape maintenance committee; it was agreed that guidelines need to be laid out for the volunteers so they know what they should be doing. The same requirement is true of the social and clubhouse committees.

3.3 CLUBHOUSE

Now that additional petty cash has been made available on site, the locks, etc. can be purchased and installed as agreed at the last meeting.

Brendon advised that a quote will be obtained for cleaning the clubhouse carpet and the cleaning will take place next week.

Leslie Brown advised that the Clubhouse has been booked for a wedding in August and she recommends the carpets be cleaned prior to that date.

3.4 WARRANTY AND DEFICIENCY ITEMS

The Council's walk through of the grounds to check for deficiencies was postponed. Council agreed to carry out this task on ***Saturday, August 19th, 2006, beginning at 9:00 am.***

As owners notice exterior deficiencies on either the building exteriors or the grounds, they are asked to submit them in writing to Council; either in the Council mailbox at the Clubhouse or by emailing them to Donna Smith at Teamwork, who will forward them to Brendon to be added to the master list.

4. CORRESPONDENCE

The letters sent by Teamwork as directed were reviewed. It was agreed that in future Teamwork will email all letters to Council once they have been received.

There was discussion regarding a letter sent to the Township expressing concern that commercial vehicles are not appropriately parked on 70th Avenue. No further action is required.

An owner expressed concern that another owner's dog barks incessantly. Teamwork will send a letter of acknowledgement to the complaining owner. Because the owners with the dog are moving out of the complex, no official action will be taken at this time.

A letter of complaint regarding the unsatisfactory appearance of the rear yard at one unit was reviewed. The owner of the yard has 2 very large dogs and they have contributed to the problem; however poor drainage in the yard is also a substantial contributing factor. The dead tree in this yard drowned because the water pools at the base of the tree and does not reach the drain in the yard. There was extensive discussion regarding the problem of drainage in the complex, specifically in that area. Because the complex is located on part of a natural water shed, very limited drainage facilitators such as Big O and drainage tiles were installed, which contributes to the problem. Until this problem is resolved it will be almost impossible to have the condition of the yard in question resolved. The yard owner is aware of the problem and will be as co-operative as possible, particularly in relation to any damage done by his dogs.

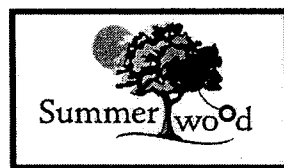
Teamwork was directed to ask the Township if the infiltration pit has caved in again, and to advise them that the swale system for drainage does not seem to be sufficiently effective. Severe mold and mildew has been seen on the dirt where the water sits, which contributes to an unpleasant smell. Vance has confirmed that he can improve the drainage to a level of satisfaction by adding drainage tile.

All owners are encouraged to pick up promptly after their pets, and to periodically hose down the area where a dog urinates, particularly if it is on a regular basis. Teamwork will send letters of acknowledgement to both the complaining owner and the offending owner.

Two wasp nests have been identified in the complex. Teamwork will contact a pest control company tomorrow.

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5. UNFINISHED BUSINESS

5.1 AGREEMENT TO SEWER HOOK UP

Teamwork reviewed the correspondence sent to the Township of Langley and the potential purchaser of the property wanting to connect the sewer system of his property to the existing system of Summerwood. The Municipality has no objection to the sewer hook up proposed, as long as the Strata Corporation agrees, there is a statutory right of way in place, provisions of necessary records and drawings are supplied to the Township, and there is no cost to the Township. No response has been received from the potential purchaser to date.

5.2 IRRIGATION SYSTEM

This matter is tabled until the next Annual General Meeting, as no action could be taken without approval of the owners.

5.3 SATELLITE DISH INSTALLATION - CRITERIA

Aaron has compiled a list of units where satellite dishes are installed. It was suggested, and Council agreed that owners who installed the dishes without requesting and receiving written permission be sent a letter reminding them of the bylaw requirements, and a fine of \$25 be levied for non compliance. The owner who installed the satellite dish to the vinyl siding will be sent a letter immediately, advising that it must be removed and the siding repaired or replaced no later than 2 weeks after the date that the letter is sent by Teamwork.

Council committed to having the satellite dish criteria in place before the next meeting. Owners wishing to install satellite dishes are reminded that it is necessary to send a written request to the Strata Corporation BEFORE the dish is installed.

5.4 GUTTER AND ROOF CLEANING

The gutters and roofs of several units near the clubhouse were cleaned as agreed.

5.5 SCREEN DOOR CRITERIA

A council member who would like to have a screen door will put together his proposal for owners to consider at the next general meeting.

5.6 REPORT ON GROUNDS

After Vance, the landscape maintenance contractor, compiled the information on the dead plants, etc. in the complex, a number of them were replaced under warranty. Council agreed that they still want a written report and recommendations from Vance for future reference.

5.7 MOLE CONTROL

An owner in the complex has mole trap equipment from a previous vocation and is willing to use them for the benefit of Summerwood. Although the traps are placed in the mole tunnel below ground, if there is any potential for harm to pets or children, owners will be notified by newsletter.

6. NEW BUSINESS

6.1 REPLACEMENT OF WINDOWS AT UNIT 44

Donna Smith advised that Amar has confirmed that they will replace two windows of this unit as they did not have the correct glass installed originally. The estimated time of installation was earlier this week, but it has not yet been done. Teamwork will contact Nordel to determine when the windows will be replaced, and advise the owner of the unit.

6.2 LANDSCAPE MAINTENANCE CONTRACT

The gardeners do not seem to be weeding the complex frequently as the weeds become quite tall before they are tended to.

In preparation for the next season's landscaping needs, one quote for landscape maintenance has been received, and at least two more quotes will be obtained prior to the next meeting.

6.3 MAIL BOXES

One bank of mail boxes were not closing for most days next week because the Crown Lock had been vandalized. Bell Locksmith has a patent for a lock that can be placed over the Canada Post lock, and Council is looking into purchasing and installing 3 of them to prevent vandalism and possible mail theft from recurring. When there is suspicion of vandalism and/or mail theft, the RCMP should be advised for record purposes. If theft of mail leads to identity theft of an owner in the future, documentation of mail theft problems will confirm the possibility and opportunity for the theft to occur.

It was moved by Chad and seconded by Diane to purchase and install 3 of these locks as soon as possible, at an approximate cost of \$300 per lock. **CARRIED.**

6.4 CONCERN ABOUT SMALL HOME BUSINESS

Concern was expressed that the occupants of a unit may be using their garage from which to conduct business, and the business allegedly taking place involves use of lacquers and other highly flammable products. Teamwork will send letters of concern for health and safety of people and property to the Township, the fire department, and the owner of the unit.

6.5 AIR CONDITIONING

There is an owner with an air conditioner hanging out one of his windows and a piece of plywood filler in the remaining window opening, which is in violation of the bylaws. Teamwork was directed to send the owner a letter advising the air conditioner must be removed within one week of the date the letter is sent, because it is in violation of the bylaws.

6.6 COUNCIL MEMBER

It was the consensus of Council that because one member has not attended any meetings, he is considered to have resigned from Council. The vacancy left on Council will not be filled because 7 members is a suitable number for a Strata Corporation of this size.

6.6 REMOVING OF CONCRETE AND CURB PATCHING

It was agreed that the curb patching and removal of concrete in the complex, arranged by the developer in several areas, is not in an acceptable state. Teamwork was directed to send a letter to Nordel, advising of this deficiency and requesting that the remove and replace some of the concrete pads, which were not cleaned properly before they were sealed, and the sealer is not lasting.

6.7 CATS ROAMING FREE

There are numerous cats roaming unleashed in the complex. All residents are reminded that ***all pets (dogs and cats) must be leashed when on common property.***

7. NEXT STRATA COUNCIL MEETING

The next Strata Council meeting will be held ***Thursday, August 24, 2006 at 7:00 pm.***

8. ADJOURNMENT

The meeting adjourned at 9:00 pm on a motion by Brendon.