MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN NW 2036 – “BRENT GARDENS”
4353, 4363, 4373 HALIFAX STREET, BURNABY, BC

Held on Monday, April 29, 2013 at 7:00 p.m.
In the Recreation Room of the Tower – 4353 Halifax Street, Burnaby, BC

PRESENT:
Jonathan Musser  Vice President
Diane Peters  Treasurer
Mae Lee  Member at Large
Brett Donald  Member at Large
Ngaire Fong  Member at Large
Eric Cipriani  Member at Large

REGRET:
Paul Buikema  President

GUEST:
Owner

STRATA AGENT:  Ann Benoit, Senior Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 7:05 p.m.

GUEST

An owner attended the meeting to discuss window concerns in their unit due to failed window panes. Please note that this is a 4353 unit. Once the owner departed council discussed the matter and the current budget does not contain the funds to replace the windows and patio doors in the unit. Council is also concerned about replacing them piecemeal and then having them all replaced when the capital upgrade of replacing all windows and patio doors is completed. As discussed at the AGM; the 4353 tower window replacement will be addressed in the Depreciation Report. Once this is received, it will be reviewed. Council will be forwarding an article concerning reducing condensation to the owner to see if the condition approves.

COMMITTEE REPORTS

Social:  Morning coffee was well attended and another one will be scheduled; notices will be posted. Notices will also be posted concerning the morning walking group. The potluck was well attended and all owners and residents are encouraged to attend the next one on May 30th at 6:30. The committee is also planning a yard sale.

Landscaping:  The following was reported: three new community garden plots are being established, new shrubs are being placed in the front of the tower, new sod is being placed between 4363 and the amenity room, and new shrubs are being placed near the flag pole area along Halifax Street.

All owners and residents are requested to review the notices posted in all buildings concerning the community garden plots and joining the landscaping committee.
Security: The consultant has been on site and is currently drafting the security plan; the plan is anticipated in the next week or so and when received council will review prior to tendering occurring.

Building: The building committee recommended the following: that the redesign of the lobbies will be placed on hold at this time, that the next fiscal budget includes an aggressive contribution to a reserve fund intended for tower window replacement in order to reduce or eliminate the amount of a special assessment for this work in the future, that the tennis court be cleaned, that Progressive Glass and/or Precision Gutters (the original installer) be contacted to provide a quote for the annual gutter and canopy cleaning, that Progressive Glass be contacted to provide a quote for extending the glass canopies to the stucco walls in order to eliminate the rain coming through these areas and that the windows of the end units, which cannot be reached without a ladder or long extension be cleaned.

The next building committee meeting is scheduled for May 22, 2013 at 7PM in the amenity room. All owners are encouraged to attend and join the committee.

In regards to the above, it was MOVED, SECONDED and CARRIED to perform the following:

- Request that the Building Manager clean the tennis courts under his contract;
- To obtain the above quotes for council review;
- To defer the discussion on the lobby at this time and;
- To discuss reserve contributions when the next fiscal budget is prepared.

APPROVAL OF PREVIOUS MINUTES

There being no errors or omissions noted, it was MOVED, SECONDED and CARRIED to approve the minutes from the council meeting held March 20, 2013 with the following amendment: Morgan Nicholsfigueiredo’s name should not have appeared under the committee section as the minutes only indicate council members on the committees.

FINANCIAL REPORT

Financial Statements: It was MOVED, SECONDED and CARRIED to approve the financials ending March subject to re-allocations that will be provided by the treasurer.

Accounts Receivable:

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>All outstanding accounts will receive a Statement of Account. This will show your account balance and remind you to please remit payment in full.</th>
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<tr>
<td>Step 2:</td>
<td>A lien warning letter (Notice of Default) will be sent advising the owner that if the account is not paid in full within 21 days, a lien will be placed against the strata lot. A title search charge of $100.80 is added to the account of the owner receiving the lien warning. A copy of the lien warning letter is also sent to the mortgage company, as it is a default on the mortgage.</td>
</tr>
<tr>
<td>Step 3:</td>
<td>If there is no response to the lien warning letter within 21 days, a lien will be placed on the affected strata lot. Owners are advised that if a lien is placed against their unit, a $616.00 charge will be applied to their unit to cover the cost associated with the lien.</td>
</tr>
</tbody>
</table>
The mortgage holder is also advised of the lien warning letter and pending lien as it is a default of the mortgage terms.

**Step 4:** If the account continues to accumulate after the lien has been applied to the strata lot, the next step in collection is a demand letter from a lawyer advising the owner that if payment in full is not received within 30 days, the strata corporation will proceed to the Supreme Court of British Columbia seeking a forced sale to satisfy the debt.

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**BUSINESS ARISING**

**Strata Corporation Website:** The website was launched on April 15th, 2013. All owners are encouraged to register so that they receive monthly minutes and notices concerning the strata corporation. There will also be a place to register so that you receive social committee information concerning upcoming events. The website is:

www.brentgardens.com

**Lighting:** This is still in the planning stages and further information is required prior to commencing the project. The project will be reviewed by the building committee.

**New Insurance Bylaws:** As a reminder the below bylaws were approved at the recent Annual General Meeting (AGM). All owners must submit proof of home owner insurance to Ascent by October 15th, 2013. Please email to: Corinne@ascentpm.com.

**44.1 Liability/Recovery of Insurance Deductible**

(a) A resident/owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property or to any strata lot by the owner’s act, omission, negligence or carelessness or by that of any member of the resident’s family or the resident’s guests, employees, agents or tenants, but only to the extent that such an expense is not covered by the Strata Corporation’s insurance coverage. In such circumstances, an expense not covered by the Strata Corporation’s insurance, including any policy deductible, shall be charged to the owner and shall be added to and become a part of the assessment of that owner for the month next following the date on which the expense was incurred, and shall become due and payable on the first day of the month following the date on which the expense was incurred.

(b) A strata lot Owner must ensure they have in effect insurance for their personal property or liability and must submit a copy of the insurance certificate showing the name, address and policy number by October 15th of each year. Personal information may be blacked out.
Fire Inspection Deficiencies: A council member will be reviewing the fire panel in 4353 as it appears that some modification/replacement may be necessary due to incompatibility concerns.

Locker Assignments: A council member will be reviewing the storage locker assignments.

Carpet Cleaning Program: The building committee will be establishing a carpet cleaning program that will be used to obtain quotes.

Generator Fuel Tank: Quotes for the replacement of the generator fuel tank have been difficult to obtain; a council member will be assisting.

Front Sign: The building committee will be overseeing this project.

Low-Rise Hallway Ventilation: It was MOVED, SECONDED and CARRIED to have the hallway ventilation (MUA Units) operational in 4363 and 4373 from noon until 10PM as the weather is improving. Quotes for digital timers for the equipment were reviewed so that adjustments are easier to make and since one timer is not functioning. Further information on the quotes was requested by council.

4353 Front Entrance Drain Chain: DMS Mechanical has repaired the front drain.

Hallway Repairs: The caretaker has painted all patched hallway wall areas.

Vent Cleaning: Council reviewed a quote from Michael A. Smith Vent Cleaning for the cleaning of the vents in the three buildings. Additional items need to be added to this quote and a further quote will be sought.

NEW BUSINESS

Amenity Room Booking Concern: Recently an owner booked the amenity room and the noise persisted past the allowable time; given this it was MOVED, SECONDED and CARRIED to advise the owner that future bookings may not be considered.

Efflorescence Concern: Collins and Sons will be reviewing the ceiling of the parkade to determine what steps can be taken to prevent the build up of efflorescence (white material on the ceiling of the parkade).

MOP Inspection: Please be advised that the fifth annual building warranty review in relation to the low rise remediation project has been scheduled for: Monday, May 27th, 2013 (Starting at 9:00 a.m.) The caretaker will permit access to the common areas but the engineering firm (Levelton) will need to rely on several unit owners to grant them access to their balconies in order to perform a thorough inspection of the building envelope. These owners have been notified and council thanks them for their assistance. Some council members will also be performing the walk through with Levelton.

Income and Balance Sheet: It was MOVED, SECONDED and CARRIED to attach the strata corporation financials income and balance sheet to each set of minutes for owner review.

Patio Bylaw Infractions: Correspondence will be forwarded to all owners who are in contravention of the patio storage bylaw.
CORRESPONDENCE

Correspondence was received concerning noise complaints.

Correspondence was received concerning various maintenance items.

Correspondence was received concerning renovation requests.

Correspondence was received requesting that a tent trailer be placed in a rental parking space. After discussion, it was **MOVED, SECONDED and CARRIED** to not permit the request.

Correspondence was received from an owner concerning their tenant not booking a move and requesting the reversal of the levied fine. After discussion, it was **MOVED, SECONDED and CARRIED** to not reverse the fine as bylaw adherence did not occur.

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 8:34 p.m.

The next council meeting is scheduled for May 29, 2013.

Minutes prepared by Ann Benoit and edited by council.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners’ Strata Plan NW 2036

Ann Benoit
Senior Strata Agent
Direct Line: 604-293-2418
Email: abenoit@ascentpm.com
AB/cvb

**ASCENT’S AFTER HOURS EMERGENCY NUMBER IS 604-293-2459**

**Insurance Reminder:**  The Strata Corporation’s insurance policy does not cover personal belongings/contents, improvements/betterments to a unit, or re-location costs if an owner is required to move out of their unit for good reason. To recover these types of losses, an owner must have personal home owner’s insurance. Please be advised that the Strata Corporation’s policy only covers common property and the original fixtures and carpets within each strata lot. Owners are encouraged to make sure that the deductible amounts found in their personal policy match the deductible amounts found in the Strata Corporation’s policy because if they are responsible for a fire, leak or sewage back-up they will have to pay for the deductible, if nothing else.
**Owner Responsibility:** Council would like to once again remind all owners that they must maintain all non common property items within their own unit. If a leak occurs from these items; the owner of the unit will be responsible for all repair costs. The below list includes some of these items, but is not exhaustive: tiles and grout on shower and bathtub enclosures; dishwasher connections; fridge water connections for ice makers; all visible pipes under sinks; toilet supply lines; toilet seals; all water taps; and all appliances.

**Bylaw Reminder:**

42.1 Plumbing supply lines between any shutoff and appliance, including but not limited to sinks and toilets, shall be flexible braided stainless steel jacket type. Smooth-walled compression type supply lines are not permitted.

42.2 This bylaw 42.1 shall come into force on February 27, 2013, one year from the date of approval at the Annual General Meeting.