

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN NW 3312 - "WINDSOR OAK"  
19160 - 119<sup>th</sup> AVENUE, PITT MEADOWS, BC**

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Held on February 8, 2011 in the Clubhouse

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**PRESENT:**

Stewart deBalinhard	President
Marie Bourgeois	Vice-President
Ernest Lemay	Landscaping
Mark Andrews	
Kim Musselman	Treasurer/Landscaping (late arrival)
Bryan Schindler	

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

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**CALL TO ORDER**

The meeting was called to order at 7:03 p.m.

**MINUTES**

It was **MOVED, SECONDED** and **CARRIED** to approve the December 7, 2010 minutes, as previously circulated.

**FINANCIALS**

1. **Accounts Receivables:** It was **MOVED, SECONDED** and **CARRIED** to turn one strata lot owner over to the strata corporation's legal representative for collection.

**BUSINESS ARISING**

1. **Landscaping:** It was **MOVED, SECONDED** and **CARRIED** to execute the landscaping agreement for the coming year with the current provider. The following was also discussed: removal of a tree in one backyard area to allow for sunlight so that grass will grow in the area, the removal of two other trees as they are the incorrect type of trees for the areas and the cutting back of a bush along 119<sup>th</sup>.
2. **Exterior Lights:** Council is continuing to research the appropriate light installation and determine costs. As stated in the previous minutes, "The lights that council is considering replacing are all exterior lights except for the fire system lights that are located outside each unit (white light fixtures). The approximate costs for these lights range from \$38.00 to \$50.00 for each light fixture, including installation. There are 246 lights and therefore it will be \$9,348.00 to \$12,300.00 for the replacement; depending on the type of fixture. The light fixtures that council is researching are compact fluorescent exterior commercial ones. Given the expense, this will be an item that council considers for the next fiscal budget. Council would like to remind all owners that if the replacement of the lighting proceeds, all lights will be changed so that they are the same and any owner installed lights will be removed." Council will be discussing lighting with the owners at the upcoming Annual General Meeting (AGM) in order to obtain owner feedback.

3. **Fencing:** The replacement of the fence is currently being completed; with council noting that they are pleased with the progress. It was **MOVED, SECONDED** and **CARRIED** to alter one interior fence so that it matches the length of the other fences in the area and makes access easier for the landscapers (this fence previously went all the way to the exterior fence as it was the boundary between the two phases during original construction); and to alter another area where the fence was originally constructed to allow for a tree that is no longer present.
4. **Snow Removal:** Council noted that they were very pleased with the contractor chosen to perform snow removal from the city sidewalks. As stated in previous minutes, snow removal in the complex will not occur unless directed by council.
5. **Balcony Concern:** As stated in previous minutes, the drain in one balcony has been replaced and associated repairs to the vinyl decking membrane and damage to the interior garage ceiling have been completed. Further concerns are present in the area and are being addressed.
6. **Sewer Back-up:** A sewer back-up on a unit resulted in damage to the unit and an insurance claim being initiated. The insurance deductible amount was charged back to the owner. Communication has been received from the home owner's personal insurance provider; who has stated that they will be remitting the funds.
7. **Squirrels:** As previously reported squirrels have been found in the soffits of two units. A contractor will be submitting a quote to alter the soffits to prevent this from occurring in other units.
8. **Vehicle:** Correspondence has been previously forwarded to an owner concerning the state of their vehicle (it is tarped and has items placed on it) and that it is not insured. As the owner has failed to comply, it was **MOVED, SECONDED** and **CARRIED** to fine this owner in compliance with the strata corporation bylaws.

## **NEW BUSINESS**

1. **Annual General Meeting (AGM):** Council reviewed the draft budget and Notice of Call for presentation to the owner at the AGM. The budget represents an increase in strata fees to account for HST and maintenance items that council would like to pursue this year. Some of these items include: repair of the stone caps on the fence, repair to a sidewalk area that is lifting, repair of curbs, inspection of balconies and cleaning of the catch basins. When drafting the budget, council discussed the need to maintain the complex and also be cognizant of the financial needs of all owners. Council would also like to remind all owners that a strata fee increase did not occur last year. Council will also be requesting owner feedback concerning the installation of new exterior lighting. One owner also asked that the performance of Ascent Real Estate Management be placed on the agenda as they have concerns. Council does not have any concerns with the management company and requested that the owner provide specifics; to date the owner has not provided any specifics.
2. **Dryer Vent:** A disconnected dryer vent has been repaired in one unit.
3. **Vent Leak:** Repairs have been performed by DC Roofing to one roof where a vent was leaking.
4. **Fence Damage:** Recently a new section of fence was damaged by a hit and run. The fence has been repaired and the incident was reported to ICBC. ICBC has responded that reimbursement is not possible unless a vehicle licence plate is known.

**Council would like to know if any owner who may have seen the incident knows the license plate number. If you do, please advise the strata agent.**

5. **Holiday Light Removal:** Council would like to remind all owners that holiday lights must be removed by January 15<sup>th</sup>. This includes not only lights, but the plastic clips used to hang them.
6. **Window Replacement:** It was **MOVED, SECONDED** and **CARRIED** to have one window replaced.

### **CORRESPONDENCE**

All correspondence that was received has been addressed above in these minutes.

### **OWNER REMINDERS**

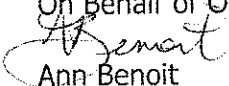
- **Children are not permitted to play on roadways. In the past there have been some situations where children have almost been hit by vehicles as there are numerous blind corners in the complex.**
- **All owners are reminded to ensure that all drains located on their patios and balconies are free and clear of debris and that no items are placed over them.**
- **Please do not leave any unwanted items in the mailbox area.**
- **Please ensure that you have winterized your hose bibs.**

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:40 p.m. The schedule for the next meetings is as follows:

Annual General Meeting: March 8, 2011.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan NW 3312

  
Ann Benoit  
Senior Strata Agent  
[abenoit@ascentpm.com](mailto:abenoit@ascentpm.com)  
Direct Line: 604-293-2418  
AB/cvb

**PLEASE BE ADVISED THAT ASCENT STRATA EMERGENCY NUMBER IS 604-293-2459.**

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9  
Phone: 604-431-1800 Fax: 604-431-1818 Email: [abenoit@ascentpm.com](mailto:abenoit@ascentpm.com) Website:  
[www.ascentpm.com](http://www.ascentpm.com)*



**NOTICE OF CALL: FEBRUARY 16, 2011  
TAKE NOTICE THAT THE ANNUAL GENERAL MEETING  
OF STRATA PLAN NW 3312 – "WINDSOR OAK"  
LOCATED AT 19160 119<sup>TH</sup> AVENUE, PITT MEADOWS, BC  
WILL BE HELD: MARCH 8, 2011**

**DATE:** Tuesday, March 8, 2011

**TIME:** Call to Order 7:00 p.m. (Registration starts at 6:45 p.m.)

**PLACE:** Clubhouse at 19160 119<sup>TH</sup> Avenue, Pitt Meadows, BC

An agenda for the meeting is enclosed herewith. Please read this material prior to the meeting and bring it with you to the meeting for reference.

In order to vote, an Owner must have paid in full all strata fees, fines or other charges owing to the Strata Corporation. Cheques will not be accepted at the meeting unless certified. If you are uncertain as to the status of your account please call (604) 431-1800 between 8:30 a.m. and 4:30 p.m.

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**AGENDA**

1. Registration
2. Call to Order
3. Quorum Report
4. Elect Person to Chair Meeting
5. Proof of Notice
6. Approval of previous Annual General Meeting Minutes (March 10, 2010)
7. Insurance Coverage Report
8. Council Report – Stewart deBalinhard
9. Approval of Budget (Majority Vote)
10. Special Resolutions (3/4 Vote)
  - #1 – Operating Budget Surplus/Deficit
11. New Business
12. Election of Council
13. Adjournment



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**PROXY APPOINTMENT**  
(Section 56)

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Re: Strata Lot \_\_\_\_\_ of Strata Plan \_\_\_\_\_

I/We, \_\_\_\_\_, the owner(s)/tenant(s)/mortgagee of the strata lot described above, appoint \_\_\_\_\_ to act as my/our proxy at the annual or special general meeting to be held on Tuesday, March 8, 2011.

\_\_\_\_\_  
Signature of Owner/Tenant/Mortgagee

\_\_\_\_\_  
Signature of Owner/Tenant/Mortgagee

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**Budget – Majority Vote**

In Favour ☐

Opposed ☐

Abstain ☐

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**Resolution #1 – Operating Budget Surplus/Deficit**

In Favour ☐

Opposed ☐

Abstain ☐

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## ASCENT RESIDENTIAL STRATA PROGRAM Declarations

**Name of Insured & Mailing Address:**

The Owners of Strata Plan NW3312  
c/o Ascent Real Estate Management Corporation  
2176 Willingdon Avenue  
Burnaby, BC V5C 5Z9

**Name of Broker & Mailing Address:**

CMW Insurance Services Ltd.  
700-1901 Rosser Avenue  
Burnaby, BC V5C 6R6  
Tel: 604-294-3301 Fax: 604-294-3003  
cmwinsurance.com

**Location of Risk:**

19160 - 119th Avenue  
Pitt Meadows, BC V3Y 2L7

**Period of Insurance:**

August 1, 2010 to August 1, 2011  
Both dated to 12:01 am Standard Time at the address of the Insured.

**Total Premium:**

\$32,425.

*Coverage provided under these declarations are only for those coverages specified below and is subject to all terms, conditions, provisions, limitations and exclusions as set out in the Policies identified herein.*

**A. PROPERTY**

Policy No. CMWA P0187

Insurance Company:

Waiver of Subrogation:

Premium (Section A): \$30,269.

Form No. CMWMANU3/1/2010

As per Schedule of Subscribing Insurers attached

The Insurers rights of subrogation are waived against  
Ascent Real Estate Management Corporation

Section	Limits of Liability	Description of Coverages
A	\$18,082,000.	Property of Every Description
A	Not Covered	Business Interruption

**Conditions:**

All Risks of direct physical loss or damage to property described at Location of Risk shown above.

Basis of Loss Settlement – Replacement Cost including by-laws.

Extended Replacement Cost subject to an appraisal being filed with the Insurers and dated within 12 months prior to the effective date of the policy. Failing to do so, the policy shall be subject to Stated Amount Co-insurance. The Sum Insured limitation under Clause 5. Extended Replacement Cost is 130%.

**Special Conditions:**

Property additions, alterations and repairs are subject to a limit of 15% of the Sum Insured, with a maximum of \$500,000. Coverage is not provided for any additions, alterations or repairs which are in excess of this sub-limit unless reported to and specifically agreed to by Insurer(s) prior to the commencement date.

**Deductibles:**

All Losses \$2,500. except: Water Damage \$10,000.; Sewer Back-up \$10,000.; Residential Glass Breakage \$100.; Master Key \$250.; Earthquake 10% of the value of the building(s) involved in the loss (minimum \$100,000.); Flood \$10,000.; All losses arising directly or indirectly from water mains \$15,000.

**Loss Payable To:**

The Condominium Corporation, subject to the Strata Property Act or similar statute in the province of jurisdiction

# Declarations

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**Name of Insured:** The Owners of Strata Plan NW3312  
c/o Ascent Real Estate Management Corporation

**Period of Insurance:** August 1, 2010 to August 1, 2011  
Both dated to 12:01 am Standard Time at the address of the Insured.

## **B. EQUIPMENT BREAKDOWN**

Master Policy No. 8601270  
Insurance Company:

Premium (Section B): \$150.  
Certificate No. CMW BZ0120  
Zurich Insurance Company Ltd.  
2050-505 Burrard Street  
Vancouver, BC V7X 1M6

Deductible (Section B):  
Loss Payable:

\$500.  
To the Condominium Corporation (Subject to the Strata Property Act or similar statute in the province of jurisdiction)

Waiver of Subrogation:

The Insurers rights of subrogation are waived against  
Ascent Real Estate Management Corporation

Section	Maximum Limit of Loss	Description of Coverages
B	\$18,082,000.	Equipment Breakdown Form ZC 6307 U (04/08), including by-laws subject to a sublimit of \$1,000,000.
B	Included	Time Element
B	Included	\$100,000. Extra Expense

## **C. GENERAL LIABILITY**

Master Policy No. 501177358  
Insurance Company:

Premium (Section C): \$1,193.  
Certificate No. CMWA L0187  
Intact Insurance Company  
400-2955 Virtual Way  
Vancouver, BC V5M 4X6

Deductibles (Section C):

\$1,000. Bodily Injury and Property Damage Each Event  
\$10,000. Limited Pollution Liability

Additional Named Insured:

Ascent Real Estate Management Corporation  
for their management of Strata Plan NW3312

Section	Limits of Liability	Description of Coverages
C	\$10,000,000.	Each Occurrence Limit
C	\$10,000,000.	General Aggregate Limit
C	\$10,000,000.	Non-Owned Automobile Coverage
C	\$10,000,000.	Personal Injury and Advertising Injury Liability
C	\$10,000,000.	Products - Completed Operations, Aggregate Limit
C	\$10,000.	Medical Payments
C	\$250,000.	Tenants Legal Liability
C	\$1,000,000.	Limited Pollution Liability
C	\$300,000.	Employers' Liability Extension
C	\$50,000.	Voluntary Compensation Extension (2/3 of Employee's Weekly Wage, but not exceeding \$500 per week)
C	\$300,000.	Employee Benefits – Aggregate Limit
C	\$300,000.	Employee Benefits – Each Employee

## Declarations

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**Name of Insured:** The Owners of Strata Plan NW3312  
c/o Ascent Real Estate Management Corporation

**Period of Insurance:** August 1, 2010 to August 1, 2011  
Both dated to 12:01 am Standard Time at the address of the Insured.

### **D. PROFESSIONAL LIABILITY**

Master Policy No. 501148987 (Section D1):  
Master Policy No. 501148986 (Section D2):  
Insurance Company:

Premium (Section D): \$813.

Certificate No. CMWA D0187

Certificate No. CMWA E0187

Intact Insurance Company

400-2955 Virtual Way

Vancouver, BC V5M 4X6

Deductible (Section D1):

Nil

Deductible (Section D2):

\$1,000.

Additional Insured (Section D1):

With Respect to Discrimination Defense Costs Only:

Ascent Real Estate Management Corporation

Name of Insured (Section D2):

Ascent Real Estate Management Corporation

Section	Limits of Liability	Description of Coverages
D1	\$5,000,000.	Directors & Officers Liability (Errors & Omissions) Per Wrongful Act and Annual Aggregate
D1	\$10,000.	Discrimination Defense Costs Per Unsuccessful Action or Complaint
D1	\$25,000.	Discrimination Defense Costs - Annual Aggregate
D2	\$5,000,000.	Errors & Omissions Liability Per Wrongful Act and Annual Aggregate

### **E. CRIME**

Master Policy No. 501177358

Deductible (Section E):

Premium (Section E): Not Applicable

Certificate No. Not Applicable

Not Applicable

Section	Limits of Liability	Description of Coverages
E	Not Covered	Broad Form Money and Securities, Loss Inside and Outside Premises
E	Not Covered	Employee Dishonesty Coverage - Form A, Commercial Blanket Bond

The insurance provided by these Declarations is subject to all terms, conditions, provisions, limitations and exclusions of Policy Numbers CMWA P0187, CMW BZ0120, 501177358, 501148987 and 501148986 and may be canceled by the Insurers by registered mail with thirty days notice or as provided by the Policy.

In the event of loss or damage or any change in risk, immediate notice must be given to the insurers or to the broker.

## Declarations

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**Name of Insured:** The Owners of Strata Plan NW3312  
c/o Ascent Real Estate Management Corporation

**Period of Insurance:** August 1, 2010 to August 1, 2011  
Both dated to 12:01 am Standard Time at the address of the Insured.

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### **SCHEDULE OF INSURERS**

#### **Section A. PROPERTY**

Policy No. CMWA P0187

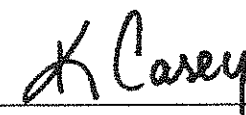
The interest of each insurer hereunder is individual and not joint, and wherever any right or privilege is retained by the insurers, such right or privilege may be exercised by each insurer independently. The liability of each of the Insurer(s) shall be limited to that proportion of the loss which the percentage of liability set against the name of the individual Insurer bears to the total amount insured hereunder.

<u>Insurers</u>	<u>Interest</u>	<u>Premium</u>
Zurich Insurance Company Ltd.	65%	\$ 19,675.
ACE INA Canada	25%	\$ 7,567.
Catlin Canada Inc.	10%	\$ 3,027.
Total:	100%	\$ 30,269.

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Date Issued: August 5, 2010

E&OE /KEV/AO



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**CMW Insurance Services Ltd.**  
(Authorized Representative)

## DISCLOSURE NOTICE UNDER THE FINANCIAL INSTITUTIONS ACT

**Name of Insured:** The Owners of Strata Plan NW3312  
c/o Ascent Real Estate Management Corporation

**Effective Date:** August 1, 2010

The *Financial Institutions Act* requires that the information contained in this Disclosure Notice be provided to the customer in writing at the time of entering into an insurance transaction.

### Schedule of Insurers

<u>Section A.</u> Property Zurich Insurance Company Ltd. ACE INA Canada Catlin Canada Inc.	Policy No. CMWA P0187
<u>Section B.</u> Equipment Breakdown Zurich Insurance Company Ltd.	Certificate No. CMW BZ0120
<u>Section C.</u> General Liability Intact Insurance Company	Certificate No. CMWA L0187
<u>Section D1.</u> Professional Liability Intact Insurance Company	Certificate No. CMWA D0187
<u>Section D2.</u> Professional Liability Intact Insurance Company	Certificate No. CMWA E0187
<u>Section E.</u> Crime	Certificate No. Not Covered

1. I, Kevin Casey, am licensed as a General Insurance Agent by the Insurance Council of British Columbia.
2. This transaction is between the insured and the insurers listed above.
3. In soliciting the transaction described above, I am representing CMW Insurance Services Ltd. who does business with the insurers.
4. The nature and extent of the insurers' interest in the agency is none. The nature and extent of the agent's interest in the insurers is none.
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the insurers.
6. The *Financial Institution Act* prohibits the insurers from requiring the insured to transact additional or other business with the insurers or any other person or corporation as a condition of this transaction.

If you have any questions regarding this Notice, please do not hesitate to contact our office.

E&OE /KEV/AO



**TO ALL OWNERS/TENANTS  
PLEASE PURCHASE PERSONAL INSURANCE COVERAGE**

**Personal belongings-Additional Living Expenses-Laminate/Hardwood Flooring-Strata**

1. **Personal Belongings-Additional Living Expenses:** It is extremely important that Owners know that the Insurance Policy for the Strata Corporation **does not cover your personal belongings in case of a loss**. If your personal belongings are damaged as a result of a water escape or fire or sewer back up, only your own **PERSONAL INSURANCE** will cover your **personal losses**. Each Owner and Tenant should purchase insurance coverage for his or her belongings. "Additional Living Expenses" should also be added to your personal policy in case you may need to live somewhere else like a hotel room while the strata lot is being repaired.
2. **Laminate/Hardwood Flooring:** Owners must ensure they are covered personally for any upgrades the Owner may have added like laminate/hardwood flooring etc. to the interior of the strata lot since it was new. The strata policy does NOT cover upgrades.
3. **Strata Deductible-Negligence:** Your personal policy should also include a "strata deductible" section in case an owner or Tenant caused the damage. Personal Condominium/Strata Policies offer a Strata Deductible, which then reimburses the deductible imposed by the strata corporation on the unit owner due to a claim caused by the Owner or the Tenant. Sometimes this deductible is built into the insurance package and other times it is offered as optional coverage for an additional premium. It is recommended to review the amount of available Insurance coverage for the "Strata Deductible" with your Insurance broker. Please refer to your most recent Notice of Annual General Meeting to obtain a copy of the Strata Corporation's insurance policy.

Example: If an Owner overflows a sink or a bathtub etc. and the Strata Council finds that the owner or tenant was the cause of the resulting damages, the Strata Council can sue the Owner for the insurance deductible. This amount can be several thousands of dollars.

4. **Other-Repairs and Maintenance Within A Strata Lot:** Owners must make sure that they keep everything within their strata lot in good working order and in good condition to prevent a water escape etc. This includes but is not restricted to dishwashers, washers, refrigerators with ice makers, garburetors, toilets, sinks, bathtubs, water filters, hot water tanks and any copper pipes or taps and fixtures located within the strata lot, or from any alterations done by the Owner or previous owner to the strata lot etc. Owners should make sure cold and hot water shut off valves work properly etc.

Owners may wish to consider employing a professional contractor to carry out regular inspections and maintenance of these in suite items.

NOTE! We encourage Owners/Tenants to take this notice and review it with their insurance broker to ensure they have adequate coverage. **THIS IS VERY IMPORTANT!**

**Windsor Oak (nw3312)**  
**Income Statement**  
 Unaudited for 11 months  
 For the period ending December 31, 2010

Account		MTD Actual	MTD Budget	YTD Actual	YTD Budget	\$ Variance	Annual Budget
<b>Income</b>							
Operating Income (Strata)	3000-0000	12,474.68	12,474.56	137,221.48	137,220.16	1.32	149,694.68
Contingency Reserve Income	3010-0000	2,083.33	2,083.33	22,916.63	22,916.63	0.00	25,000.00
Paving Reserve Income	3015-0000	976.09	976.09	10,736.99	10,736.99	0.00	11,713.02
Bylaw Fine Income	3020-0000	0.00	0.00	100.00	0.00	100.00	0.00
Interest Income	3030-0000	18.98	0.00	111.33	0.00	111.33	0.00
Guest Suite Rental	3070-0000	0.00	0.00	900.00	0.00	900.00	0.00
Other Income	3080-0000	0.00	0.00	0.28	0.00	0.28	0.00
<b>Total Income</b>		<b>15,553.08</b>	<b>15,533.98</b>	<b>171,986.71</b>	<b>170,873.78</b>	<b>1,112.93</b>	<b>186,407.70</b>
<b>Expense</b>							
Agent Fee	4000-0000	1,869.84	1,869.84	19,983.94	19,983.94	0.00	21,894.68
Legal/consulting fees	4010-0000	237.90	41.67	287.31	458.37	171.06	500.00
Photocopying/Postage	4012-0000	156.93	291.67	2,697.76	3,208.37	510.61	3,500.00
Bank Charges	4015-0000	21.00	16.67	210.00	183.37	(26.63)	200.00
Insurance	4040-0000	2,702.08	2,583.33	27,227.90	28,416.63	1,188.73	31,000.00
Electricity	4050-0000	452.31	108.33	1,156.50	1,191.63	35.13	1,300.00
Gas	4058-0000	19.65	41.67	350.56	458.37	107.81	500.00
Fire Protection	4142-0000	0.00	291.67	2,618.70	3,208.37	589.67	3,500.00
Repairs & Maintenance - Interior	4160-0010	1,849.89	500.00	8,667.92	5,500.00	(3,167.92)	6,000.00
Repairs & Maintenance - Exterior	4160-0020	538.87	2,583.33	36,662.07	28,416.63	(8,245.44)	31,000.00
Window Replacement Program	4161-0000	0.00	416.67	5,651.42	4,583.37	(1,068.05)	5,000.00
Pest Control	4222-0000	0.00	41.67	126.00	458.37	332.37	500.00
Gutters and Drains	4223-0000	0.00	416.67	5,488.00	4,583.37	(904.63)	5,000.00
Landscaping	4300-0000	2,632.00	2,450.00	30,614.70	26,950.00	(3,664.70)	29,400.00
Landscaping Improvements	4300-0010	0.00	491.67	0.00	5,408.37	5,408.37	5,900.00
Snow Removal	4310-0000	0.00	333.33	0.00	3,666.63	3,666.63	4,000.00
Recreation Facility	4400-0000	48.39	41.67	48.39	458.37	409.98	500.00
<b>Total Expense</b>		<b>10,528.86</b>	<b>12,519.86</b>	<b>141,791.17</b>	<b>137,134.16</b>	<b>(4,657.01)</b>	<b>149,694.68</b>
<b>Surplus(deficit) from operations</b>		<b>5,024.22</b>	<b>3,014.12</b>	<b>30,195.54</b>	<b>33,739.62</b>	<b>(3,544.08)</b>	<b>36,713.02</b>
Contingency Reserve Transfer	4800-0000	2,083.33	2,083.33	22,916.63	22,916.63	0.00	25,000.00
Paving Reserve Transfer	4800-0010	976.09	976.09	10,736.99	10,736.99	0.00	11,713.02
<b>Total operating surplus(deficit)</b>		<b>1,964.80</b>	<b>(45.30)</b>	<b>(3,458.08)</b>	<b>86.00</b>	<b>(3,544.08)</b>	<b>0.00</b>

**Windsor Oak (nw3312)  
Balance Sheet  
As at December 31, 2010**

**ASSETS**

**Current Assets**

Bank - Operating	1,475.04
Bank - Contingency Reserve Fund	65,065.24
Bank - Roof Reserve	11,530.32
Bank - Paving Reserve	5,556.42
Bank - Fence Replacement Reserve Levy	21,404.28
Bank - DC Roofing Inc Lien Holdback	7,167.52
Petty Cash	1,200.00
Accounts Receivable - Operating	16,557.64
Accounts Receivable - Gutter Replacement/Exterior Painting Levy	903.37
Accounts Receivable - Insurance Claim	281.14
Prepaid Expenses - Insurance	18,914.60
Due to Contingency from Operating	31,189.88
Due to Operating from Gutter Replacement/Exterior Painting Levy	903.37

**TOTAL ASSETS**

**182,148.82**

**LIABILITIES AND OWNER'S EQUITY**

**LIABILITIES**

Accounts Payable	8,543.64
Accrued Expenses	10,000.00
Due from Operating to Contingency	31,189.88
Due from Gutter Replacement/Exterior Painting Levy	903.37

**Total Liabilities**

**50,636.89**

**OWNERS' EQUITY**

Operating Fund - Prior Year (RE)	124.95
Operating Fund - Current Year	(3,458.08)
Contingency Reserve Funds (Reserve)	96,255.12
Reserve - Roof	11,530.32
Reserve - Paving	5,556.42
Special Levy - Fence Replacement Reserve	21,404.28
Special Levy - Roof Replacement (30 yr Algae Block)	98.92

**Total Owners' Equity**

**131,511.93**

**TOTAL LIABILITIES AND OWNER'S EQUITY**

**182,148.82**



**Windsor Oak (nw3312)**  
**Proposed Budget**  
**Effective February 1, 2011 to January 31, 2012**

Account		YTD Actual 11 months Dec 31/10	2010-2011 Approved Budget	2011-2012 Proposed Budget
<b>Income</b>				
Operating Income	3000-0000	137,221.48	149,694.68	162,974.08
Contingency Reserve Income	3010-0000	22,916.63	25,000.00	25,000.00
Paving Reserve Income	3015-0000	10,736.99	11,713.02	10,000.00
Bylaw Fine Income	3020-0000	100.00	0.00	0.00
Interest Income	3030-0000	111.33	0.00	0.00
Guest Suite Rental	3070-0000	900.00	0.00	0.00
Other Income	3080-0000	0.28	0.00	0.00
<b>Total Income</b>		<b>171,986.71</b>	<b>186,407.70</b>	<b>197,974.08</b>
<b>Expense</b>				
Agent Fee	4000-0000	19,983.94	21,894.68	22,438.08
Legal/consulting fees	4010-0000	287.31	500.00	500.00
Photocopying/Postage	4012-0000	2,697.76	3,500.00	3,500.00
Bank Charges	4015-0000	210.00	200.00	252.00
Insurance	4040-0000	27,227.90	31,000.00	33,000.00
Electricity	4050-0000	1,156.50	1,300.00	1,600.00
Gas	4058-0000	350.56	500.00	500.00
Fire Protection	4142-0000	2,618.70	3,500.00	3,500.00
Repairs & Maintenance - Interior	4160-0010	8,667.92	6,000.00	8,000.00
Repairs & Maintenance - Exterior	4160-0020	36,662.07	31,000.00	40,000.00
Window Replacement Program	4161-0000	5,651.42	5,000.00	5,000.00
Pest Control	4222-0000	126.00	500.00	500.00
Gutters and Drains	4223-0000	5,488.00	5,000.00	5,500.00
Landscaping	4300-0000	30,614.70	29,400.00	31,584.00
Landscaping Improvements	4300-0010	0.00	5,900.00	5,000.00
Snow Removal	4310-0000	0.00	4,000.00	2,000.00
Recreation Facility	4400-0000	48.39	500.00	100.00
<b>Total Expense</b>		<b>141,791.17</b>	<b>149,694.68</b>	<b>162,974.08</b>
<b>Surplus(deficit) from operations</b>		<b>30,195.54</b>	<b>36,713.02</b>	<b>35,000.00</b>
Contingency Reserve Transfer	4800-0000	22,916.63	25,000.00	25,000.00
Paving Reserve Transfer	4800-0010	10,736.99	11,713.02	10,000.00
<b>Total operating surplus(deficit)</b>		<b>(3,458.08)</b>	<b>0.00</b>	<b>0.00</b>

**STRATA PLAN NW3312 (Windsor Oak)**  
**STRATA FEE SCHEDULE**  
**February 1, 2011 - January 31, 2012**

ANNUAL OPERATING FEE	162,974.08
ANNUAL CRF FEE	25,000.00
ANNUAL PAVING RESERVE FEE	10,000.00
ANNUAL STRATA FEE	<u>197,974.08</u>

SL	SUITE	U/E	2011-2012 STRATA FEES				2010-2011	
			OPERATING	CRF FEE	PAVING RESERVE FEE	Total Fees	Strata Fees	Change
1	1	14	172.85	26.52	10.61	209.97	197.71	12.27
2	2	14	172.85	26.52	10.61	209.97	197.71	12.27
3	3	14	172.85	26.52	10.61	209.97	197.71	12.27
4	4	14	172.85	26.52	10.61	209.97	197.71	12.27
5	5	14	172.85	26.52	10.61	209.97	197.71	12.27
6	6	11	135.81	20.83	8.33	164.98	155.34	9.64
7	7	14	172.85	26.52	10.61	209.97	197.71	12.27
8	8	11	135.81	20.83	8.33	164.98	155.34	9.64
9	9	14	172.85	26.52	10.61	209.97	197.71	12.27
10	10	19	234.58	35.98	14.39	284.96	268.31	16.65
11	11	19	234.58	35.98	14.39	284.96	268.31	16.65
12	12	19	234.58	35.98	14.39	284.96	268.31	16.65
13	13	19	234.58	35.98	14.39	284.96	268.31	16.65
14	14	19	234.58	35.98	14.39	284.96	268.31	16.65
15	15	19	234.58	35.98	14.39	284.96	268.31	16.65
16	16	19	234.58	35.98	14.39	284.96	268.31	16.65
17	17	19	234.58	35.98	14.39	284.96	268.31	16.65
18	18	11	135.81	20.83	8.33	164.98	155.34	9.64
19	19	14	172.85	26.52	10.61	209.97	197.71	12.27
20	20	11	135.81	20.83	8.33	164.98	155.34	9.64
21	21	14	172.85	26.52	10.61	209.97	197.71	12.27
22	22	14	172.85	26.52	10.61	209.97	197.71	12.27
23	23	14	172.85	26.52	10.61	209.97	197.71	12.27
24	24	11	135.81	20.83	8.33	164.98	155.34	9.64
25	25	14	172.85	26.52	10.61	209.97	197.71	12.27
26	26	11	135.81	20.83	8.33	164.98	155.34	9.64
27	27	14	172.85	26.52	10.61	209.97	197.71	12.27
28	28	11	135.81	20.83	8.33	164.98	155.34	9.64
29	29	14	172.85	26.52	10.61	209.97	197.71	12.27
30	30	11	135.81	20.83	8.33	164.98	155.34	9.64
31	31	14	172.85	26.52	10.61	209.97	197.71	12.27
32	32	11	135.81	20.83	8.33	164.98	155.34	9.64
33	33	14	172.85	26.52	10.61	209.97	197.71	12.27
34	34	11	135.81	20.83	8.33	164.98	155.34	9.64
35	35	14	172.85	26.52	10.61	209.97	197.71	12.27
36	36	11	135.81	20.83	8.33	164.98	155.34	9.64
37	37	14	172.85	26.52	10.61	209.97	197.71	12.27
38	38	11	135.81	20.83	8.33	164.98	155.34	9.64
39	39	14	172.85	26.52	10.61	209.97	197.71	12.27
40	40	11	135.81	20.83	8.33	164.98	155.34	9.64
41	41	14	172.85	26.52	10.61	209.97	197.71	12.27
42	42	11	135.81	20.83	8.33	164.98	155.34	9.64
43	43	14	172.85	26.52	10.61	209.97	197.71	12.27
44	44	11	135.81	20.83	8.33	164.98	155.34	9.64
45	45	14	172.85	26.52	10.61	209.97	197.71	12.27
46	46	11	135.81	20.83	8.33	164.98	155.34	9.64
47	47	14	172.85	26.52	10.61	209.97	197.71	12.27
48	48	11	135.81	20.83	8.33	164.98	155.34	9.64
49	49	14	172.85	26.52	10.61	209.97	197.71	12.27
50	50	11	135.81	20.83	8.33	164.98	155.34	9.64
51	51	14	172.85	26.52	10.61	209.97	197.71	12.27
52	52	11	135.81	20.83	8.33	164.98	155.34	9.64
53	53	14	172.85	26.52	10.61	209.97	197.71	12.27
54	54	11	135.81	20.83	8.33	164.98	155.34	9.64
55	55	14	172.85	26.52	10.61	209.97	197.71	12.27
56	56	11	135.81	20.83	8.33	164.98	155.34	9.64
57	57	14	172.85	26.52	10.61	209.97	197.71	12.27

58	58	11	135.81	20.83	8.33	164.98	155.34	9.64
59	59	14	172.85	26.52	10.61	209.97	197.71	12.27
60	60	14	172.85	26.52	10.61	209.97	197.71	12.27
61	61	14	172.85	26.52	10.61	209.97	197.71	12.27
62	62	14	172.85	26.52	10.61	209.97	197.71	12.27
63	63	14	172.85	26.52	10.61	209.97	197.71	12.27
64	64	14	172.85	26.52	10.61	209.97	197.71	12.27
65	65	14	172.85	26.52	10.61	209.97	197.71	12.27
66	66	14	172.85	26.52	10.61	209.97	197.71	12.27
67	67	19	234.58	35.98	14.39	284.96	268.31	16.65
68	68	19	234.58	35.98	14.39	284.96	268.31	16.65
69	69	19	234.58	35.98	14.39	284.96	268.31	16.65
70	70	19	234.58	35.98	14.39	284.96	268.31	16.65
71	71	11	135.81	20.83	8.33	164.98	155.34	9.64
72	72	14	172.85	26.52	10.61	209.97	197.71	12.27
73	74	11	135.81	20.83	8.33	164.98	155.34	9.64
74	73	14	172.85	26.52	10.61	209.97	197.71	12.27
75	75	19	234.58	35.98	14.39	284.96	268.31	16.65
76	76	19	234.58	35.98	14.39	284.96	268.31	16.65
77	77	19	234.58	35.98	14.39	284.96	268.31	16.65
78	78	19	234.58	35.98	14.39	284.96	268.31	16.65

	1100	13,581.17	2,083.33	833.33	16,497.84	15,533.98	963.86
		X12	X12	X12	X12	X12	
Totals		162,974.08	25,000.00	10,000.00	197,974.08	186,407.70	11,566.38

**(3/4 VOTE) RESOLUTION #1  
OPERATING BUDGET SURPLUS/DEFICIT**

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**PREAMBLE**

As per section 105 of the *Strata Property Act*, the Strata Corporation must address any operating budget surplus or deficit during the next fiscal year. This resolution would satisfy that requirement by transferring any surplus to the Contingency Reserve Fund or by paying any deficit from the Contingency Reserve Fund. This will be done once the final operating budget position is known.

**RESOLUTION**

**BE IT RESOLVED**, the owners, Strata Plan NW 3312, do hereby authorize the transfer of any operating surplus resulting from the current year's operating budget, to the Contingency Reserve Fund, or to transfer funds from the Contingency Reserve Fund to pay off the deficit, satisfying *Strata Property Act* requirements.

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN NW 3312 - "WINDSOR OAK"  
19160 - 119<sup>th</sup> AVENUE, PITT MEADOWS, BC**

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Held on December 7, 2010 in the Clubhouse

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<b>PRESENT:</b>	Stewart deBalinhard Marie Bourgeois Ernest Lemay Mark Andrews	President Vice-President Landscaping
<b>REGRET:</b>	Kim Musselman Bryan Schindler	Treasurer/Landscaping
<b>GUESTS:</b>	Anthony Laurie Tal Sperling	Owner Owner
<b>AGENT:</b>	Ann Benoit, <i>Strata Agent, Ascent Real Estate Management Corporation</i>	

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**CALL TO ORDER**

The meeting was called to order at 7:08 p.m.

**MINUTES**

It was **MOVED**, **SECONDED** and **CARRIED** to approve the September 8, 2010 minutes, as previously circulated.

**FINANCIALS**

1. **Financial Statements:** Approval of the financial statements was deferred as the treasurer was absent.
2. **Accounts Receivables:** Council directed the strata agent to continue with the demand letter and lien process with respect to overdue accounts.

**BUSINESS ARISING**

1. **Roadway Cracks:** Paving of the high priority areas has been completed. One area that requires repaving was sealed due to budgetary reasons and will be addressed next year.
2. **Landscaping:** Council notes that they are pleased with the current service levels and will continue to monitor.
3. **Balcony Concern:** As reported in the previous minutes, a leak recently occurred in a garage from an above balcony. A contractor has now determined that the leak originated from where flashing needed to be installed. The repair has now been completed and the charge has been removed from the owner's account.
4. **Exterior Lights:** Council is continuing to research the appropriate light installation and determine costs. As stated in the previous minutes, "The lights that council is considering

replacing are all exterior lights except for the fire system lights that are located outside each unit (white light fixtures). The approximate costs for these lights range from \$38.00 to \$50.00 for each light fixture, including installation. There are 246 lights and therefore it will be \$9,348.00 to \$12,300.00 for the replacement; depending on the type of fixture. The light fixtures that council is researching are compact fluorescent exterior commercial ones. Given the expense, this will be an item that council considers for the next fiscal budget. Council would like to remind all owners that if the replacement of the lighting proceeds, all lights will be changed so that they are the same and any owner installed lights will be removed."

5. **Fencing:** The replacement of the fence has commenced; with council noting that they are pleased with the progress. The perimeter fencing is currently near completion and interior replacement will commence shortly (depending on weather and holidays).
6. **Tree Removal:** Correspondence has been forwarded to two owners where trees are being removed. The trees planted are incorrect for the areas and will result in damage to foundations and sidewalks. The landscaper is arranging this removal.
7. **Gutters:** The cleaning of the gutters has been completed.
8. **Snow Removal:** As a fine was received from the City for snow not being cleared in time from the city sidewalks, council decided that to place the strata corporation on a priority list for city sidewalk snow removal. As per previous years, snow removal (inside the complex) will be determined by council on an as needs basis and the Strata Corporation will not be placed on a priority list for this area. All owners are reminded to clear the snow and place ice-melt on their walkways and other areas surrounding their units. Council will be placing ice melt near the mailbox area.
9. **Balcony Concern:** The drain in one balcony has been replaced and associated repairs to the vinyl decking membrane and damage to the interior garage ceiling have been completed.
10. **Skylights:** It was **MOVED, SECONDED** and **CARRIED** to replace skylights that have failed in two units. One owner will be signing an indemnification agreement and paying for opening skylights to be installed.

## **NEW BUSINESS**

1. **Sewer Back-up:** A sewer back-up on a unit resulted in damage to the unit and an insurance claim being initiated. The insurance deductible amount will be charged back to the owner.
2. **Washing Machine Hose Connection:** Recently a washing machine hose became disconnected and resulted in damage to a below unit. All associated repair costs have been assessed to the above unit. Council would like to remind all owners that washing machine hoses do expire (an expiry date is usually stamped on the hose). All owners are reminded to ensure that they have their hoses inspected and changed if necessary.
3. **Squirrels:** Squirrels have been found in the soffits of two units and the clubhouse. A pest control company has attended. Council would like to thank Kim and Lyle Musselman for cleaning the clubhouse after squirrels were trapped inside for a few days and Mark Andrews for repairing the exterior clubhouse soffit.
4. **Condensation:** Recently an owner reported condensation concerns within their unit. As a reminder, council would like all owners to once again familiarize themselves with the attached condensation article.

5. **Next fiscal year maintenance items:** Council will be considering the following maintenance items for next year: replacement of curbs, paving of some area, exterior lighting, catch basin cleaning and stone cap (fence) repairs.
6. **Ceiling Damage:** Damage has occurred to a ceiling from an above balcony leak. A contractor is assessing the area.
7. **Mailboxes:** The mailboxes were recently compromised and have been repaired. Council would like to inform all owners that sometimes repairs can be delayed as Canada Post and a locksmith must coordinate their attendance. If this occurs in the future, mail can be obtained from the Canada Post outlet on Lougheed Highway and 207 Street in Maple Ridge.
8. **Gutter Strainers:** Council will be obtaining quotes to install strainers on the gutter down pipes.

### **CORRESPONDENCE**

1. Correspondence was received from an owner concerning another owner parking their vehicle in front of their garage. A reminder letter will be sent to this owner. The owner also reported a window concern for next year's failed seal replacement. As in previous years, notices will be forwarded to all owners in the spring to report windows.
2. Correspondence was received from an owner concerning a gutter overflow concern. The owner was inquiring if another downspout could be installed on the other end of the gutter. Council discussed the matter and as drainage is not present in the area, this cannot be done. A council member will be reviewing the area to determine if a blockage is present in the downspout or the ground drainage.
3. Correspondence was received from an owner concerning a sidewalk that needs repair as it is lifting. Council will address this issue in the spring when the weather is appropriate for a repair of this nature. The owner also reported a tree that requires removal; this tree is already slated to be removed.
4. Correspondence was received from an owner concerning damage to their ceiling that appears to have occurred during the re-roofing and a concern with their dryer vent. The dryer vent concern has been rectified and council will be discussing the ceiling repairs with the owner.

### **OWNER REMINDERS**

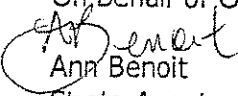
- **Children are not permitted to play on roadways. In the past there have been some situations where children have almost been hit by vehicles as there are numerous blind corners in the complex.**
- **All owners are reminded to ensure that all drains located on their patios and balconies are free and clear of debris and that no items are placed over them.**
- **Please do not leave any unwanted items in the mailbox area.**
- **Please ensure that you have winterized your hose bibs.**

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:23 p.m. The schedule for the next meetings is as follows:

Council Meetings: February 8, 2011.  
Annual General Meeting: March 8, 2011.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan NW 3312

  
Ann Benoit  
Strata Agent  
[abenoit@ascentpm.com](mailto:abenoit@ascentpm.com)  
Direct Line: 604-293-2418  
AB/cvb

PLEASE BE ADVISED THAT ASCENT STRATA EMERGENCY NUMBER IS **604-293-2459**.

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9*  
*Phone: 604-431-1800 Fax: 604-431-1818 Email: [abenoit@ascentpm.com](mailto:abenoit@ascentpm.com) Website:*  
*[www.ascentpm.com](http://www.ascentpm.com)*



## Avoiding Condensation Problems



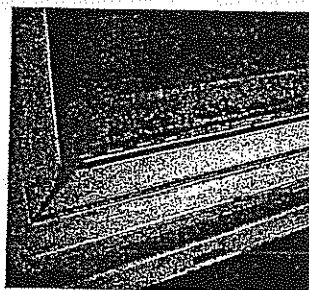
Homeowner  
Protection Office

Have you ever noticed water droplets on your window or black staining on the drywall of your walls? Have you ever wondered why the moisture returns around your windows after you have wiped it away? This type of moisture is from the interior air and is commonly referred to as condensation.

### What is condensation and how does it form in my home?

Condensation occurs in your home when moist air comes into contact with a surface which is at a lower temperature. Moist air contains water vapour — commonly referred to as humidity. Indoors, we can increase humidity through our activities and lifestyle. If a surface in your home is cold enough, the air in the immediate vicinity of the surface will be cooled sometimes causing the moisture in the air to condense or change into a liquid on the surface.

Condensation forms first on the coldest surfaces of a room, usually on glass surfaces of windows and doors. These surfaces are typically cooled by lower exterior temperatures during the winter months much more easily than the walls which are kept warm by insulation. For example, if it is cold enough outside and/or warm and humid enough inside, condensation may occur on or around your windows resulting in fogging, water or ice on



Condensation forms first on the coldest surfaces of a room, usually on glass surfaces of windows and doors.

the windows themselves or even a puddle of water on the window frame or sill. Other examples of condensation in your home can include damp spots or mildew on outside wall corners, closet walls or baseboards. Areas of your home with poor air circulation, such as behind furniture or in a cupboard or closet, can also be susceptible to condensation.

If a surface in your home is cold enough, the air in the immediate vicinity of the surface will be cooled sometimes causing the moisture in the air to condense or change into a liquid on the surface.

A small amount of condensation appearing on a surface may not necessarily be a problem, depending on the amount of moisture that forms,

### Maintaining your building envelope

This publication is one in a series of bulletins designed to provide practical information on the maintenance of the building envelope of multi-unit residential buildings including townhouses, low and high-rise residential buildings.



### What is a building envelope?

The building envelope includes all parts of the building (assemblies, components and materials) that are intended to separate the interior space of the building from the exterior climatic conditions. It includes, for example, the foundation, exterior walls, windows, exterior doors, balconies, decks and the roof.

### Who should read this bulletin?

Anyone who lives in or looks after a multi-unit residential building should read this bulletin including residents/unit owners, strata councils, housing co-ops, maintenance managers, property managers or building owners. Proper maintenance of the building envelope can help prevent damage and avoid costly repairs in the future.



This bulletin is funded by the Homeowner Protection Office in partnership with Canada Mortgage and Housing Corporation and Polygon Homes Ltd.

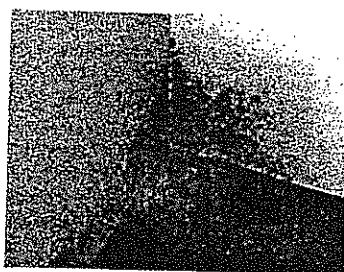


As a general rule, steps should be taken to avoid condensation problems wherever possible as moisture can lead to damage.

how long it stays, and whether it accumulates on surfaces that can be damaged by water. Condensation can be short-term during a severe cold spell, or occur in a localized area such as kitchen, bathroom or laundry room.

In many instances, condensation moisture simply evaporates back into the air once the surfaces warm up or the moisture source is reduced. An example of this is moisture that condenses on a bathroom window during a shower and quickly disappears shortly after the shower is turned off. However, as a general rule, steps should be taken to avoid condensation problems wherever possible as moisture can lead to damage.

Taking preventative steps to avoid condensation will help prevent problems in the future.



Condensation has led to mould problems on the drywall.

**hygrometers**

**measure**

**humidity levels**

### Why must I avoid condensation problems?

Condensation can cause serious damage to the interior and structural elements of your home or building. If condensation occurs frequently enough and for prolonged periods of time, materials in contact with the moisture may be damaged. Drywall and wood finishes around windows are two examples of materials in your home that can readily absorb moisture and become damaged if they remain wet for a sustained period of time. If left unchecked, condensation problems can cause:

- crumbling or soft spots in drywall
- decay in wood framing or corrosion of steel framing
- peeling paint
- damage to the insulation inside the walls, and
- mould and mildew problems in your home.

Most importantly, taking preventative steps to avoid condensation from occurring in your home will help prevent avoidable and expensive problems in the future.

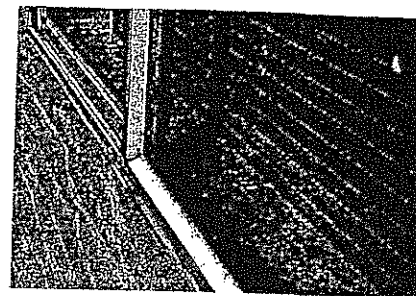
### Sources of moisture in the home

We add to humidity levels in our home through our activities and lifestyle. Water vapour is added to the air in large quantities by our breathing and perspiration, cooking, bathing, cleaning and other daily activities.

### How we produce humidity in our homes

- A family of four can add moisture to the air equivalent to 30 to 40 litres of water per week
- Showering, cooking, bathing and washing can add 15 to 20 litres per week
- Drying clothes indoors can add 10 to 15 litres per week

Source: Natural Resources Canada



Evidence of problems resulting from condensation can be seen on the interior window sill.

Newly constructed homes may temporarily exhibit a higher potential for condensation as moisture in plaster, cement and other building materials escapes into the air during the first heating season. This elevated level of moisture in the air should taper off after a month or two. If it doesn't, you should inform your building or maintenance manager of the situation.

### What should the indoor temperature and humidity levels be?

Interior temperature and relative humidity is often a matter of personal preference, but exceeding recommended humidity levels for extended periods of time can lead to a higher risk of condensation problems in your home. The recommended relative humidity level varies between winter and summer, and by location.

As a rough "rule of thumb", interior air temperatures should generally be maintained between 18°C and 24°C with relative humidity falling between 35% and 60% for the coastal temperate climate regions of British Columbia during the winter months. In colder and drier regions of the province, interior humidity levels should be limited to between 25% and 40% during the winter months. If you are unsure of the relative humidity in your home, small devices called "hygrometers" can be purchased that will allow you to measure the humidity levels in your home. See the "For more information" section at the end of this bulletin for references to other publications that provide information on how to measure humidity in your home.

Humidity cannot be eliminated from the air altogether. It is needed to maintain a comfortable and healthy interior environment. Without humidity we would suffer from chapped lips and dry skin, sore throats, breathing problems, static electricity, and damage to equipment and furniture. However, if humidity gets too high, problems will arise in your home such as condensation, musty smells, mould growth, allergic reactions and damage to walls and interior finishes.

### How do I avoid condensation problems?

There are number of steps that you can take to prevent condensation problems from occurring in your home.

#### 1) Reduce the amount of moisture or humidity generated in your home

- Do not regularly hang large amounts of clothes to dry indoors. Wherever possible, dry your clothes in a dryer with an outside vent.
- Shut off the humidifier if you are using one.
- While cooking, put a lid on boiling water — it will also boil faster!
- Try to have shorter showers. You will save the energy required to heat the water and conserve on water.
- Ensure the lint trap in your clothes dryer is clean. The lint trap should be inspected and cleaned before each use.
- As much as possible, try to wash full loads of dishes in the dishwasher.
- Do not store wood for your fire place indoors.

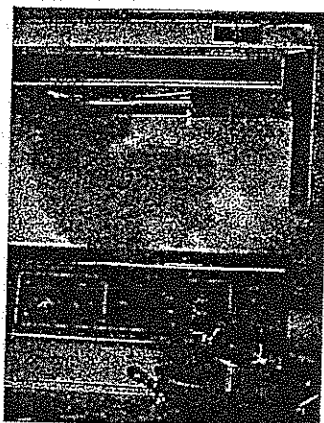
#### 2) Promote good air circulation in your home

- Open blinds and drapes so that air can circulate freely over the windows.
- Direct heat towards exterior walls and windows.
- Where condensation at window sills is a persistent problem, remove any objects on the window sill such as books, photographs, and knickknacks as they prevent air from circulating and removing the moisture.
- Move furniture such as sofas and

bookcases so they are not touching outside walls. This will improve air circulation around the cooler outside wall and reduce condensation potential.

#### 3) Promote good ventilation in your home

- Use the kitchen exhaust fan or range hood to remove humidity generated by cooking. Note: the exhaust fan or range hood should be vented to the outside.

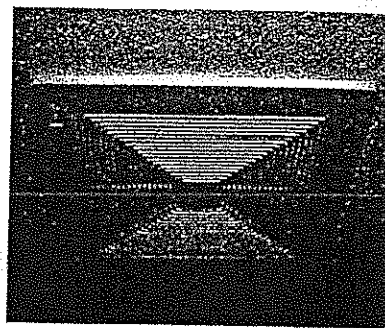


Use your kitchen exhaust fan or range hood to remove humidity generated by cooking. The exhaust fan should be vented to the outside.

- Use bathroom fans and humidistats (if you have one) while bathing or showering. Some bathroom exhaust fans are connected to a humidistat that can be preset to ventilate the room when the humidity reaches a certain level, and keep the fan running until the humidity is below that set point. It is important that humidistats be set to the appropriate level and not turned to "off". If the bathroom does not have a humidistat, the exhaust fan should be left running for a period of time after bathing or showering to remove the excess moisture from the bathroom. The exhaust fan should be vented to the outdoors.
- Some newer homes have a pre-set principal exhaust fan. Ensure that this fan is set to run for two 4-hour periods per day.
- Open windows periodically and

ensure that fresh air intake vents are not blocked.

- Make sure exterior vent hoods for your dryer, bathroom and kitchen vents are unobstructed and operating freely. Clothes dryers that take longer to dry than usual, and kitchen or bathroom fans that seem to not move the air could be signs of some obstruction in the duct or the outlet. Keeping vent hoods and lint traps clear will also reduce the amount of energy required to dry the clothes, thus reducing utility bills. Qualified professionals should be used to carry out this maintenance item.
- Consider upgrading your kitchen or bathroom fans. If you feel that your kitchen or bathroom fans make noise, but don't seem to do anything, you may be right. Some older or cheaper units may not work effectively and tend to be noisy. A simple upgrade is relatively inexpensive and will often dramatically improve performance. Look for units with high air movement measured in cubic feet per minute (cfm) or litre per second (L/s), and a low noise rating measured in decibels (dB) or sones.



Use bathroom fans, and humidistats if you have one, while bathing or showering.

In most cases you can address high humidity and condensation through reducing the amount of humidity generated in your home. Ventilation may only reduce humidity levels if the air introduced into the room is drier than the interior air. When ventilation is not effective at lowering the humidity sufficiently, you may need to incorporate the use of a dehumidifier (or air con-

...ence, do further reduce humidity levels. However, this should be considered as a last resort after you have taken necessary steps to reduce the amount of humidity generated in your home. Also, dehumidifiers require electricity to operate and, therefore, are often an expensive option for you to pursue.

### Dealing with persistent condensation problems

Condensation is usually a localized problem that you can address by taking the steps described above to reduce the humidity or to promote good air circulation and ventilation in your home. However, if you have taken these steps and continue to experience condensation problems, other problems may exist that are more appropriately addressed by your maintenance manager or a qualified professional. Symptoms related to *persistent condensation* problems include:

- windows that continue to have water droplets or that fog up, frost or get ice build-up, even after you have taken necessary steps to lower humidity levels and prevent condensation in your home
- black staining on the inside of walls, mainly in corners and near the floor or ceiling
- mould or mildew growth
- ice or frost under roof sheathing-boards
- delamination of plywood materials
- damp or moist basement walls or floors

Report persistent condensation problems to your maintenance manager.

Persistent condensation problems may relate to air leakage in your home, typically at the base of the wall, (sometimes causing black staining at carpet edges) or at electrical lighting and receptacle outlets, and around windows<sup>1</sup> and doors. This air leakage can allow cold air into the wall assembly and thus cool the wall and increase the potential for condensation. In other cases, it may be necessary to bring warm air to cold surfaces, either by changing the building's heating patterns or by providing dedicated heat sources to problem areas.

Blowing warm air at problem areas<sup>2</sup> has the additional effect of encouraging evaporation at the problem location. In some cases the solution may be to insulate surfaces against cold temperatures, usually by increasing insulation levels in the walls behind the problem areas. The solutions to each of these potential problems, however, must be carried out by qualified professionals and co-ordinated by your maintenance manager.

<sup>1</sup> In some climates, such as central and northern British Columbia, a historical remedy for condensation around windows was to open the window slightly to allow the very dry outdoor air to mix with the relatively humid indoor air and reduce the potential for condensation. This approach is NOT recommended as it can result in condensation and serious damage in parts of the wall that are not visible to the occupants. It also results in a large consumption of energy.

### ACTION PLAN TIPS

- Take steps to avoid condensation problems in your home:
  - Reduce the amount of moisture

or humidity generated in your home. For example, do not hang laundry to dry indoors and take shorter showers.

- Promote good air circulation in your home. For example, open blinds and drapes and move furniture so that it is not touching an outside wall.
- Promote good ventilation in your home. For example, use kitchen exhaust fans, bathroom fans and humidistats as well as consider upgrading your exhaust fans if they are poor performers.
- If a persistent condensation problem becomes evident (after taking the above steps), notify your maintenance manager. A qualified professional may be needed to address the underlying cause of this problem.

### For more information

1. "About Your House" fact sheets on The Importance of Bathroom and Kitchen Fans (CE 17), Measuring Humidity in Your Home (CE 1), Choosing a Dehumidifier (CE 27) published by Canada Mortgage and Housing Corporation (CMHC). Available online at [www.cmhc.ca](http://www.cmhc.ca).
2. "Moisture Problems: Why Should I Worry About Moisture Problems?", published by Natural Resources Canada, EnerGuide for Houses. Available online at [www.ene.nrcan.gc.ca](http://www.ene.nrcan.gc.ca).
3. "Condensation on Inside Window Surfaces" (Canadian Building Digest 4), "Moisture Problems in Houses" (Canadian Building Digest 231), and "Current Approaches for Mechanical Ventilation of Houses" (Construction Technology Update No. 15) published by National Research Council of Canada's Institute for Research in Construction. Available online at [www.irc.nrc-cnrc.gc.ca](http://www.irc.nrc-cnrc.gc.ca).
4. "Best Practice Guide to Wood-Frame Envelopes in the Coastal Climate of British Columbia", published by CMHC and available online at [www.cmhc.ca](http://www.cmhc.ca).
5. See your building's maintenance manual.

Note: This bulletin and others are available on the HPD website.

## promote good ventilation

### Acknowledgements

This bulletin was prepared by a consortium of firms including: Levelton Consultants Ltd., RRS Engineering Ltd., Morrison Hershfield Ltd. and Rasmussen Christoffersen Ltd.

Organizations represented on the advisory committee included: BCI Building Information, the Condominium Home Owners' Association of Canada, Mortgage and Housing Corporation, Pacific Homeowners and the Homeowner Protection Office.

### Disclaimer

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**SPECIAL GENERAL MEETING MINUTES  
STRATA PLAN NW 3312 - "WINDSOR OAK"  
19160 119<sup>TH</sup> AVENUE, PITT MEADOWS, BC**

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**HELD:** Tuesday, October 5, 2010

**PLACE:** Clubhouse – 19160 119<sup>th</sup> Avenue, Pitt Meadows, BC

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

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**REGISTRATION**

Upon arrival, owners signed next to their strata lots on the registration sheet provided.

**CALL TO ORDER**

The meeting was called to order at 6:41 p.m.

**QUORUM REPORT**

Registration confirmed that there were twenty-seven (27) owners present in person or by proxy. This exceeded the required quorum and the meeting was declared competent to proceed.

Ann Benoit, the strata agent, facilitated the meeting.

**PROOF OF NOTICE**

The Notice of Call was delivered to all owners on September 15, 2010. It was moved and seconded to accept the proof of notice.

**MOTION CARRIED.**

**(3/4 VOTE) SPECIAL RESOLUTION #1**  
**ROOF REPLACEMENT LEVY REFUND**

***"PREAMBLE***

***WHEREAS*** in accordance with the financial records, \$50,767.74 remains in the Roof Replacement Levy Account as of September 9, 2010;

***AND WHEREAS*** the Strata Corporation must return these funds to the owners, as per section 108(5) of the Strata Property Act, which reads:

**108** (1) *The strata corporation may raise money from the owners by means of a special levy.*

(5) *If the money collected exceeds the amount required, or for any other reason is not fully used for the purpose set out in the resolution, the strata corporation must pay to each owner of a strata lot the portion of the unused amount of the special levy that is proportional to the contribution made to the special levy in respect of that strata lot.*

## **RESOLUTION**

**BE IT RESOLVED**, the owners, Strata Plan NW 3312, in accordance with section 108(5), authorize the funds in the Roof Replacement Levy Account to be returned to the owners. Please see the attached unit schedule."

It was moved by unit #29 and seconded by unit #14 to vote on the resolution.

There were forty-eight (48) votes in favour, and seven (7) opposed.

**MOTION CARRIED.**

## **(3/4 VOTE) SPECIAL RESOLUTION #2** **FENCE REPLACEMENT RESERVE**

### **"PREAMBLE**

**WHEREAS** Council recommends that the fence is replaced as it is aging;

**AND WHEREAS** the fence will be a cedar fence similar to the existing one.

Please see the attached quote received by council. Three quotes were received and council would like to proceed with the one attached.

Please see the attached unit schedule.

### **RESOLUTION**

**BE IT RESOLVED** to authorize an expenditure of \$58,000 to be used for fencing replacement. The replacement of the fence is to be paid by raising a special levy of \$50,767.74 and paying the remainder from the Contingency Reserve Fund (CRF).

The special levy of \$50,767.74 shall be assessed on October 5, 2010, and shall become due and payable in full immediately on the passing of this resolution by the owners on title as at the end of that day and any owner who sells, conveys or transfers his/her title, or remortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

Any owner who fails to make any payment(s) in accordance with this resolution shall be assessed a fine of \$50 on each such late payment. The Strata Corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually."

It was moved by unit #29 and seconded by unit #77 to vote on the resolution.

There were thirty-five (35) votes in favour, fourteen (14) opposed and six (6) abstentions.

**MOTION CARRIED.**

## **ADJOURNMENT**

There being no further business, it was moved by unit #14 and seconded by unit #20 to adjourn the meeting at 6:53 p.m.

**MOTION CARRIED.**

Ascent Real Estate Management Corporation  
Managing Agents  
On behalf of the Owners' Strata Plan NW 3312



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AB/cvb

