

**NOTICE OF CALL: SEPTEMBER 15, 2010
TAKE NOTICE THAT THE SPECIAL GENERAL MEETING
OF STRATA PLAN NW 3312 – "WINDSOR OAK"
LOCATED AT 19160 119TH AVENUE, PITT MEADOWS, BC
WILL BE HELD:**

DATE: Tuesday, October 5, 2010

TIME: Registration: 6:00 p.m. Call to Order: 6:30 p.m.

PLACE: Clubhouse - 19160 119th 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 the Accounts Receivables Department at (604) 431-1800 between 8:30 a.m. and 4:30 p.m.

AGENDA

1. Registration
2. Call to Order
3. Quorum Report
4. Proof of Notice
5. Special Resolutions ($\frac{3}{4}$ Vote):
 - Resolution #1 –Roof Replacement Levy Refund
 - Resolution #2 –Fence Reserve –Special Levy and CRF
6. Adjournment

Please note that the Notice of Call contains two resolutions, one to refund the funds remaining in the Roof Replacement Levy Account and a second resolution for the same amount as the refund to establish a Fence Reserve. As the cost of the fence will be higher than the refund amount, the second resolution also asks all owners for approval to expense the remainder of the fence costs from the Contingency Reserve Fund (CRF). If both resolutions are approved, all owners will see a debit and credit on their account statement that will net out to zero. This must be done in two separate resolutions to comply with the requirements of the *Strata Property Act* and to obtain owner approval to use the funds for new fencing.

Any owner who may have an agreement with a previous owner concerning the refund of the roof levy funds is solely responsible for the specifications of their agreement. The strata corporation refunds those on title as of the date of the Special General Meeting.

PROXY APPOINTMENT

(Section 56)

Re: Strata Lot _____ of Strata Plan NW 3312, Windsor Oak.

I/We, _____, the owner(s)/tenant(s)/mortgagee of the strata lot

described above, appoint _____ to act as my/our proxy at the

Special General Meeting to be held on October 5, 2010.

Signature of Owner/Tenant/Mortgagee

Signature of Owner/Tenant/Mortgagee

Please indicate your vote if you are appointing a proxy.

Special Resolution #1 – ROOF REPLACEMENT LEVY REFUND

IN FAVOUR ☐

OPPOSED ☐

ABSTAIN ☐

Special Resolution #2 – FENCE RESERVE

IN FAVOUR ☐

OPPOSED ☐

ABSTAIN ☐

(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.

**STRATA PLAN NW3312
WINDSOR OAK
ROOF LEVY REFUND**

ROOF LEVY REFUND:

(50,767.74)

SL	SUITE	U/E	EXTERIOR PAINTING AND REPAIRS
1	1	14	(646.13)
2	2	14	(646.13)
3	3	14	(646.13)
4	4	14	(646.13)
5	5	14	(646.13)
6	6	11	(507.68)
7	7	14	(646.13)
8	8	11	(507.68)
9	9	14	(646.13)
10	10	19	(876.90)
11	11	19	(876.90)
12	12	19	(876.90)
13	13	19	(876.90)
14	14	19	(876.90)
15	15	19	(876.90)
16	16	19	(876.90)
17	17	19	(876.90)
18	18	11	(507.68)
19	19	14	(646.13)
20	20	11	(507.68)
21	21	14	(646.13)
22	22	14	(646.13)
23	23	14	(646.13)
24	24	11	(507.68)
25	25	14	(646.13)
26	26	11	(507.68)
27	27	14	(646.13)
28	28	11	(507.68)
29	29	14	(646.13)
30	30	11	(507.68)
31	31	14	(646.13)
32	32	11	(507.68)
33	33	14	(646.13)
34	34	11	(507.68)
35	35	14	(646.13)
36	36	11	(507.68)

37	37	14	(646.13)
38	38	11	(507.68)
39	39	14	(646.13)
40	40	11	(507.68)
41	41	14	(646.13)
42	42	11	(507.68)
43	43	14	(646.13)
44	44	11	(507.68)
45	45	14	(646.13)
46	46	11	(507.68)
47	47	14	(646.13)
48	48	11	(507.68)
49	49	14	(646.13)
50	50	11	(507.68)
51	51	14	(646.13)
52	52	11	(507.68)
53	53	14	(646.13)
54	54	11	(507.68)
55	55	14	(646.13)
56	56	11	(507.68)
57	57	14	(646.13)
58	58	11	(507.68)
59	59	14	(646.13)
60	60	14	(646.13)
61	61	14	(646.13)
62	62	14	(646.13)
63	63	14	(646.13)
64	64	14	(646.13)
65	65	14	(646.13)
66	66	14	(646.13)
67	67	19	(876.90)
68	68	19	(876.90)
69	69	19	(876.90)
70	70	19	(876.90)
71	71	11	(507.68)
72	72	14	(646.13)
73	74	11	(507.68)
74	73	14	(646.13)
75	75	19	(876.90)
76	76	19	(876.90)
77	77	19	(876.90)
78	78	19	(876.90)

1100

(50,767.74)

**(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.

**STRATA PLAN NW3312
WINDSOR OAK
FENCE RESERVE**

Due upon approval

FENCE RESERVE:

50,767.74

SL	SUITE	U/E	EXTERIOR PAINTING AND REPAIRS
1	1	14	646.13
2	2	14	646.13
3	3	14	646.13
4	4	14	646.13
5	5	14	646.13
6	6	11	507.68
7	7	14	646.13
8	8	11	507.68
9	9	14	646.13
10	10	19	876.90
11	11	19	876.90
12	12	19	876.90
13	13	19	876.90
14	14	19	876.90
15	15	19	876.90
16	16	19	876.90
17	17	19	876.90
18	18	11	507.68
19	19	14	646.13
20	20	11	507.68
21	21	14	646.13
22	22	14	646.13
23	23	14	646.13
24	24	11	507.68
25	25	14	646.13
26	26	11	507.68
27	27	14	646.13
28	28	11	507.68
29	29	14	646.13
30	30	11	507.68
31	31	14	646.13

32	32	11	507.68
33	33	14	646.13
34	34	11	507.68
35	35	14	646.13
36	36	11	507.68
37	37	14	646.13
38	38	11	507.68
39	39	14	646.13
40	40	11	507.68
41	41	14	646.13
42	42	11	507.68
43	43	14	646.13
44	44	11	507.68
45	45	14	646.13
46	46	11	507.68
47	47	14	646.13
48	48	11	507.68
49	49	14	646.13
50	50	11	507.68
51	51	14	646.13
52	52	11	507.68
53	53	14	646.13
54	54	11	507.68
55	55	14	646.13
56	56	11	507.68
57	57	14	646.13
58	58	11	507.68
59	59	14	646.13
60	60	14	646.13
61	61	14	646.13
62	62	14	646.13
63	63	14	646.13
64	64	14	646.13
65	65	14	646.13
66	66	14	646.13
67	67	19	876.90
68	68	19	876.90
69	69	19	876.90
70	70	19	876.90
71	71	11	507.68

72	72	14	646.13
73	74	11	507.68
74	73	14	646.13
75	75	19	876.90
76	76	19	876.90
77	77	19	876.90
78	78	19	876.90
1100			50,767.74

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

Held on September 8, 2010 in the Clubhouse

PRESENT:

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

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

CALL TO ORDER

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

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the June 9, 2010 minutes, as previously circulated.

FINANCIALS

1. **Financial Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the financial statements ending July 2010. The August financial statement was provided at the meeting.
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. **Window Replacement:** Broco Glass has completed the installation of the failed window seals. Council reports that they are pleased with the service level received.
2. **Roof:** DC Roofing has responded that they have completed the deficiencies. Council will be performing one final walk-around to ensure that all items are complete and if they are council will be releasing the final amount remaining in the holdback. DC Roofing will be forwarding the warranty documents this week.
3. **Roadway Cracks:** Paving has commenced in the high priority areas. One area is currently being reviewed as sealing the area is not feasible given the number of cracks. A quote has been requested from the paving contractor to repave this area.
4. **Landscaping:** Two council members met with Bedford Landscaping to review their contract as council felt that the service provider was not meeting their contractual obligations. Since the meeting, council notes that the service level has improved and they will continue to monitor.

5. **Drain Concern:** As reported in the previous minutes, a leak recently occurred in a garage from an above balcony where an item was left over the drain. The below garage has now been repaired and the costs have been forwarded to the above owner. The owner has forwarded communication to council advising that it was leaves and debris that covered the drain and that they feel they should not be responsible for the costs to repair the below garage. It was **MOVED, SECONDED** and **CARRIED** to not reverse the charge as each owner is responsible for maintaining limited common property. Please refer to the below bylaw:

3.2 An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

6. **Exterior Lights:** 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.
7. **Clubhouse Awning:** The clubhouse awning has been replaced by Columbia Restoration. This also included the replacement of the rotten fascia boards behind the awning. While council is pleased, it appears that scratches are present on the frame from installation. Columbia will be asked to repair these scratches.
8. **Dryer Vent Cleaning:** The dryer vent cleaning has been completed. Council would like to remind all owners that dryer vents are not common property and therefore an owner responsibility and are cleaned every second year by the strata corporation as a courtesy.
9. **Fencing:** Council reviewed two budgetary quotes for the replacement of the perimeter cedar fencing. It was **MOVED, SECONDED** and **CARRIED** to hold a Special General Meeting (SGM) to refund the remaining roof funds and then present a special resolution for the same amount as the refund to establish a fence reserve. Due to the age of the fence and the numerous complaints received concerning its condition, council feels replacement is prudent. Council will first be looking at the replacement of the perimeter fence and will address the replacement of the fence sections that divide backyard areas at a later date.
10. **Painting:** Council has received correspondence from some owners concerning the painting of the garage doors. The owners have reported that the inside edges of the panels were not painted correctly. Council has reviewed the concern and would like to inform these owners that these panels shift and move and since the doors are not white, a small amount of white paint may be seen from time to time along the panel edges. Council does have extra paint and any owner who would like to paint these small areas when the panels shift can contact council to obtain the paint.

Council reviewed correspondence from DC Roofing advising that the paint on the roof does not void the warranty. Although the warranty would not be voided, it was **MOVED, SECONDED** and **CARRIED** to have DC Roofing replace the shingles and remove the costs from the final payment to New City Contracting (painting contractor).

New City Contracting has also provided all the applicable warranty paperwork concerning the painting to council.

11. **Windsor Oak Sign:** The Windsor Oak sign has been replaced.
12. **Patio Door:** One owner has reported concerns with their patio door. A contractor has been dispatched to review the area.
13. **Tree Removal:** It was **MOVED, SECONDED** and **CARRIED** to have two trees planted by owners removed. These two trees are inappropriate for the areas as they will grow far too large.

NEW BUSINESS

1. **Gutters:** The cleaning of the gutters will occur late November once all the leaves have fallen. Notices will be posted in the mailbox area to advise all owners of the cleaning date.
2. **Snow Removal:** Council will be researching snow removal contractors for this season. As per previous years, snow removal will be determined by council on an as needs basis and the Strata Corporation will not be placed on a priority list. 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.
3. **Concrete Curbs:** Council will be obtaining a quote for the repair of two curbs.
4. **Balcony Concern:** The drain in one balcony requires replacement. Prior to the meeting, it was **MOVED, SECONDED** and **CARRIED** by council to facilitate the repairs.
5. **Playground Picnic Table:** Council would like to thank Barbara Brown and Don Chelada for donating a picnic table for the playground area.
6. **Air Conditioners:** Council would like to remind all owners of the following bylaw:

44.12 A resident may apply for temporary installation of a window air conditioning unit. The air conditioning unit must not be installed before June 1st and must be removed by September 30th.

CORRESPONDENCE

1. Correspondence was received from an owner concerning the replacement/removal of boxwood near their entryway. Council reviewed the correspondence and directed the strata agent to forward communication to the owner requesting that they submit a plan to council for the installation of an alternate shrub. The cost of this alteration would be the owner's responsibility.
2. Correspondence was received from an owner concerning the landscaping at their front entrance that they feel is overgrown. Council reviewed the area after the meeting and the area is not overgrown, ground cover is present. The owner also reported that the weather stripping on the bottom of their doors requires replacement. As weather stripping is not common property, the owner will be advised that any replacement is their responsibility.
3. Correspondence was received from an owner advising that their skylight is leaking. The area will be investigated to determine if it is a failed seal or if the skylight was not properly installed after the roofing project by DC Roofing. The owner also reported that there are moles in his

backyard and that he would like council to attend to the matter. It was **MOVED, SECONDED** and **CARRIED** to advise the owner that moles are present during certain times of the year and that council does not feel their eradication is a priority and that the budget is better suited to other items. The tone of the owner's email was also unacceptable and he will be advised that further communication in this regard will not be accepted and that responses in a Strata Corporation do take time given that each piece of correspondence is reviewed at a council meeting. The strata agent receives direction from council who is elected by the owners at every Annual General Meeting (AGM) and is not permitted to make any Strata Corporation decisions.

4. Correspondence was received from an owner concerning a damaged fence in the backyard area of their unit. If the owners approve placing the remaining roof funds in a fence repair, this area would be replaced when a new fence is installed.
5. Correspondence was received from an owner concerning another owner who is not complying with the bylaws. Previous correspondences including the bylaws were sent to this owner. If further non compliance occurs, council has directed the strata agent to fine 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.**
- **All barbeques must be pulled away from the buildings when in use so that the vinyl siding does not melt.**

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 p.m. The tentative schedule for the next meetings is as follows:

Special General Meeting (fencing): October 5, 2010.
Council Meetings: December 7, 2010 and 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
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 Website: www.ascentpm.com

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

Held on June 9, 2010 in the Clubhouse

PRESENT:

Stewart deBalinhard
Kim Musselman 465-685
Ernest Lemay
Bryan Schindler

President 465-6164
Treasurer/Landscaping
Landscaping

REGRET:

Mark Andrews
Marie Bourgeois

Vice-President

GUEST:

Edward Buset
Tom Eberlein
Pauline Eberlein

New City Contracting
Owner
Owner

AGENT:

Ann Benoit, *Strata Agent, Ascent Real Estate Management Corporation*

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

GUEST

Mr. and Mrs. Eberlein attended the meeting to discuss landscaping with council. In the previous set of minutes, it was reported that common property would now be landscaped by the service provider and not individual owners. This is being done as some common property areas that contain a yellow stake (which denotes that an owner is tending to the area) are not being cared for. Additionally, some owners are adding trees and other items that are not suitable for the area. For example, one owner added a tree that will grow far too high and where the roots will damage the surrounding concrete. Mr. and Mrs. Eberlein requested permission to tend to a given area. Council responded that they may tend to the area, but that any additional planting will require permission and that the landscapers will also be looking after the area. Council apologized for not reporting the change in landscaping practices prior to the planting season.

Edward Buset from New City Contracting attended the meeting to discuss the painting deficiencies with council. After discussion, Mr. Buset will be forwarding a proposal to council for review. The proposal will include re-painting, repairing/replacing of the roof shingles with paint (this will be carried out by DC Roofing), and cleaning of the areas where lattice was removed. Council will discuss the proposal when received.

COMMITTEE POSITIONS

The following committee positions were elected:

Kim Musselman	Landscaping
Ernest Lemay	Landscaping

MINUTES

It was **MOVED**, **SECONDED** and **CARRIED** to approve the May 4, 2010 minutes, as previously circulated.

FINANCIALS

Roof Levy: Currently one owner has yet to remit payment of the special levy. The owner has agreed to pay the outstanding amount by June 15th. If the amount is not remitted, council will be proceeding with the forced sale of the unit.

Financial Statements: It was **MOVED, SECONDED** and **CARRIED** to approve the financial statements ending April 2010.

Accounts Receivables: Council directed the strata agent to continue with the demand letter and lien process with respect to overdue accounts.

Gutter/Painting Levy: All owners are reminded that the levy was due on June 1, 2010. Please forward your cheque payable to NW 3312 to Ascent.

BUSINESS ARISING

1. **Window Replacement:** Broco Glass has completed the inspection of the failed window seals and submitted a quote reflecting the high priority windows to council. It was **MOVED, SECONDED** and **CARRIED** to proceed. With the \$5,000 being completed this year, \$3,000 remains for the following fiscal year. All owners whose windows are being replaced will receive notification.
2. **Roof:** Council has completed a walk-around with the noted deficiencies being submitted to DC Roofing. DC Roofing has responded that they have completed the deficiencies. Council notes that they are aware that some of the deficiencies have been completed and will be performing a final walk-around to ensure that they are all done prior to releasing the holdback.
3. **Roadway Cracks:** Council is awaiting a second quote.
4. **Landscaping:** Two council members will be performing regular walk-arounds to review the landscaping in order to convey any concerns to Bedford Landscaping.
5. **Mail Area:**

Council would like to remind all owners that they must take all junk mail back to their own unit and dispose of it correctly. Currently other owners are picking up after those who do not dispose of the junk mail correctly.

6. **Gutters:** The installation of the gutters is complete.
7. **Water Damage:** As stated in the previous minutes, a unit was recently damaged as the above unit had no power and therefore the sprinkler pipes located in the ceiling froze and burst. An insurance claim has been filed and the above owner will be responsible for the insurance deductible. A letter was received from legal counsel representing the owner stating that they do not feel the owner is responsible for the damage. Council has received further correspondence from the unit owner's legal counsel advising that they do not feel that the lack of heat led to the sprinkler pipe bursting and that council has a duty to ensure that the pipe was insulated. Documents relating to the burst were also requested along with an account statement as the owner feels that strata fees payments were applied to the chargebacks. Council will be responding that no other sprinkler pipe bursts during the roofing project and that the owners should have informed council that they had their power cut-off. Council will also be forwarding the requested documents and advising the owner that strata fees were not used to pay the chargebacks.
8. **Parking:** Council would like to once again remind all owners that parking is for visitors. Any owner found parking in visitors will be towed. Bylaw infraction letters have been sent to some owners

concerning this. Fines will be issued to all owners who do not comply with the strata corporation bylaws.

9. **Drain Concern:** As reported in the previous minutes, a leak recently occurred in a garage from an above balcony where an item was left over the drain. The below garage has now been repaired and the costs have been forwarded to the above owner.
10. **Exterior Lights:** Council is currently researching options for the replacement of exterior lights. 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). **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.**

One owner whose fire light was changed by the previous owner inquired as to where she could purchase a new one. Council responded that they have seen them at Home Depot and that they are relatively inexpensive.

11. **Clubhouse Awning:** Council reviewed quotes to replace the awning and repaint the frame black. It was **MOVED, SECONDED** and **CARRIED** to proceed with Columbia Restoration. The frame will be removed and taken to Columbia's warehouse to paint. The awning will be brown with the intention of matching the colour as best as possible to the clubhouse roof.
12. **Fire Inspection:** The annual fire inspection has been completed, with five units not permitting access. The flow switches in four units need adjustment and three smoke alarms require replacement. It was **MOVED, SECONDED** and **CARRIED** to schedule these repairs and access the missed units. Any owners who does not permit access to inspect their unit on this second inspection date will be fined \$50 and will then be responsible for all costs incurred to have this mandatory inspection done. Council would like to thank all owners who permitted access and noted that in the future they will be proceeding with Saturday inspection dates.
13. **Water Shut-off:** The water shut-off has now been installed in the unit.
14. **Blinds/Bottles:** Further correspondence was received from an owner advising once again that her blinds (curtains) were grandfathered by the previous management company. Upon review, council directed the strata agent to respond that they must uphold the bylaws which do not permit coloured blinds (curtains) and that under the *Strata Property Act*, the only items that are permitted to be grandfathered are rentals and pets and therefore the blinds (curtains) must be removed.
15. **Roman Blind:** An owner has responded that the roman blind located above their balcony will be removed.

NEW BUSINESS

1. **Council Member Resignation:** It is with regret that council reports that Deb Schoch has resigned from council. Council would like to thank her for the hard work during the numerous projects such as: painting, gutter replacement and roof replacement that have occurred in the complex in recent months. These projects would not have been completed without Deb's dedication.
2. **Fire Sprinkler Pipe Repairs:** Repairs to a unit where water damage occurred from a leak in the fire sprinkler system has been facilitated.
3. **Water Overflow:** Water overflow in an above unit recently caused damage to the below unit. An insurance claim has been initiated and the repairs are being facilitated. The \$5,000 insurance deductible will be charged to the above owner.
4. **Owner Behaviour:** Council would like to remind all owners that council members are volunteers and owners. Council spends numerous hours ensuring the upkeep of your investment, enforcing the bylaws

for the betterment of all owners and need to be appreciated for their efforts. Approaching a council member at their home to air your grievances is unacceptable and will not be tolerated. As stated in all council meeting minutes, please forward your concerns in writing to the strata agent or council for review. It was **MOVED, SECONDED** and **CARRIED** to forward communication to one owner highlighting the proper communication protocols. All owners are also encouraged to attend council meetings if they have any questions, concerns or comments.

5. **Dryer Vent Cleaning:** Council directed the strata agent to obtain a quote for the exterior dryer vent cleaning. Council would like to remind all owners that the dryer vents are not common property and therefore are an owner responsibility. To reduce the potential fire risk, council undertakes the cleaning of them every two years as a courtesy. Any additional required cleaning and/or repair is an owner responsibility. It was **MOVED, SECONDED** and **CARRIED** to not reimburse an owner who spent \$100 cleaning their dryer vent for the above noted reasons.

CORRESPONDENCE

Correspondence was received from an owner concerning their entryway. Council had requested that this owner clear the items from their entryway pursuant to the Strata Corporation's bylaws. The owner responded that Big Brothers failed to pick up the computer desk and that she will attend to the concern. The owner also responded that her vehicle will be insured shortly.

Correspondence was received from an owner concerning landscaping concerns. The item was discussed under the guest portion of these minutes.

Correspondence was received from an owner requesting permission to add a small separator wall around the garden area near their unit. It was **MOVED, SECONDED** and **CARRIED** to permit the installation.

Correspondence was received from an owner advising council that they will be replacing their damaged blind that does not comply with the Strata Corporation's bylaws. The owner received two letters over an approximate four months span and did not respond to the council until a fine was levied. The owner is now requesting reversal of the fine. Given that the owner did not respond for approximately four months, it was **MOVED, SECONDED** and **CARRIED** to not reverse the fine.

Correspondence was received from an owner concerning the noise warning that was issued in the last set of minutes. This owner feels that it is not only upper units that need to be mindful of noise as lower units also create noise. Council would like to inform this owner that they were not stating that lower units do not make noise, but that they were specifically referring to noise from walking and dropping of items and that occupants in upper units may not be as mindful of how noise travels as they do not feel the effects of having people living above them. The owner also requested that all owners be mindful of ensuring that their barbeques are pulled away from the buildings so that damage to the vinyl siding does not occur. The owner also wondered if council would be replacing door hardware. While council would like to proceed with this replacement, the budget does not permit it. The owner may replace their hardware as long as the colour and style is similar to the ones currently present.

Correspondence was received from a few owners concerning the installation of the storm doors. As stated in the previous minutes, council will not be installing the doors as they are not common property and not original. These doors were an owner installation/upgrade and therefore each owner is responsible to have they placed back.

An owner reported that the vinyl siding under their balcony comes loose in wind storms. Columbia Restoration was requested to attend to the area when they are on-site for the clubhouse awning.

OWNER REMINDERS

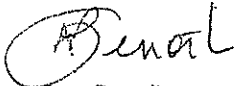
- **Children are not permitted to play on roadways. In the past there have been some situations where children have almost been hit by vehicles as there are numerous blind corners in the complex.**

- 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.
- All barbeques must be pulled away from the buildings when in use so that the vinyl siding does not melt.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:50 p.m. The next council meeting is scheduled for September 8, 2010 at 7PM in the Clubhouse.

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



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

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 Website: www.ascentpm.com

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

Held on May 4, 2010 in the Clubhouse

PRESENT:	Stewart deBalinhard	President
	Marie Bourgeois	Vice-President
	Kim Musselman	Treasurer
	Deb Schoch	
	Ernest Lemay	
	Bryan Schindler	
GUEST:	Roy Sequeira	
REGRET:	Mark Andrews	
AGENT:	Ann Benoit, <i>Strata Agent, Ascent Real Estate Management Corporation</i>	

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

GUEST

Mr. Sequeira attended the meeting to address painting deficiencies with council.

COUNCIL OFFICER POSITIONS

The following council officer positions were elected:

Stewart deBalinhard	President
Marie Bourgeois	Vice-President
Kim Musselman	Treasurer

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the January 13, 2010 minutes, as previously circulated.

FINANCIALS

Roof Levy: Currently one owner has yet to remit payment of the special levy. The courts have been petitioned for a force sale in regards to this unit.

Financial Statements: It was **MOVED, SECONDED** and **CARRIED** to defer approval of the financial statements.

Accounts Receivables: Council directed the strata agent to continue with the demand letter and lien process with respect to overdue accounts.

BUSINESS ARISING

1. **Window Replacement:** Broco Glass is currently completing inspections on the reported failed window seals. The first inspection has been completed, with a number of owners not arranging access.

These owners have been provided a second inspection date and if they are not available to have their windows inspected and measured, they will not be considered for replacement this year.

2. **Roof:** DC Roofing has provided the substantial completion certificate for the roofing project along with a list of deficiencies. Council has also compiled a list of deficiencies. Given that DC Roofing is still completing the project, council will not be performing a walk-around until May 15th, 2010 –this is a tentative date. Council will be holding a deficiency holdback if required.
3. **Exterior Painting:** Council has had a consultant review the exterior paint work and noted deficiencies have been observed. The most notable one being the absence of a second coat of paint. Council currently has half of the contracted amount held back and will ask the contractor to perform the following to rectify the situation:
 - Paint a second coat on all areas;
 - Provide a discount for the areas under the gutters;
 - Clean and replace all paint shingles with paint;
 - Cover the paint inspector costs;
 - Repair all noted damages that may occur when the second coat is applied.
 - Where the lattice work has been removed, caulking all holes and cleaning the area is required.
4. **Roadway Cracks:** As stated in the previous minutes, council reviewed quotes for pavement and crack repairs on the common area roadways. Approximately \$11,000 was approved in the operating budget and council is currently obtaining an additional quote.
5. **Landscaping:** As stated at the Annual General Meeting (AGM), Bedford Landscaping has been appointed as the landscape providers at Windsor Oak.

Council has become increasingly concerned with the landscaping at the complex and therefore it was **MOVED, SECONDED** and **CARRIED** to not permit owners to alter the common property landscaping.

Commencing May 31st, 2010 the landscaper will be taking care of all areas. Overgrown and deceased items will be removed, all owners can remove their items and plant them in pots and place them on their patio and balconies if they choose to do so.

Council's main concern is the front driveway areas and council will not permit these to be altered. All owners are still permitted to submit requests to council to alter their backyard area.

It was **MOVED, SECONDED** and **CARRIED** that all flower pots contained on driveways and other front common property areas will be removed by council on May 31, 2010. This does not include the front door step and pathway leading to your front door (this is where aggregate concrete is present). The doorway and front pathway are the only areas where flower pots are permitted at the front of units.

6. **Mail Area:**

Council would like to remind all owners that they must take all junk mail back to their own unit and dispose of it correctly. Currently other owners are picking up after those who do not dispose of the junk mail correctly.

7. **Skylights:** Council would like to remind all owners that skylights are being reviewed and properly secured during the roofing project.
8. **Dog Waste:** Council would like to once again remind all owners that they must pick up after their pets. Failure to do so will result in fines from the City for the city owned property bordering the roadways; and council will fine for infractions on strata corporation common property. If the situation does not improve, council will be asking the owners to pay for a pet waste removal company; which will only increase strata fees.
9. **Gutters:** The installation of the gutters is almost complete.

10. **Water Damage:** A unit was recently damaged as the above unit had no power and therefore the sprinkler pipes located in the ceiling froze and burst. An insurance claim has been filed and the above owner will be responsible for the insurance deductible. A letter was received from legal counsel representing the owner stating that they do not feel the owner is responsible for the damage. Council responded as follows:

We write in response to your March 17, 2010 letter regarding the above referenced matter.

The strata council maintains their position with respect to this matter and wish to advise that they will not be reversing the monies charged again your client's strata lot account.

The strata council is of the opinion that had BC Hydro not turned off the electricity to the unit (evident by the lock on the hydro metre) the fire sprinkler pipes would not have frozen during the roof repairs and therefore, the water damage would not have occurred.

11. **Leaking Window:** The repairs from a water leak originating from a window have been completed.
12. **Parking:** Council would like to once again remind all owners that parking is for visitors. Any owner found parking in visitors will be towed. Bylaw infraction letters have been sent to some owners concerning this. Fines will be issued to all owners who do not comply with the strata corporation bylaws.
13. **Drain Concern:** A leak recently occurred in a garage from an above balcony where an item was left over the drain. The below garage will be repaired and all associated costs will be placed on the above owner's strata lot account.

NEW BUSINESS

1. **Exterior Lights:** Council is currently researching options for the replacement of exterior lights. 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). **Council would like to remind all owners that all lights will be changed so that they are the same and any owner installed lights will be removed.**
2. **Clubhouse Awning:** Quotes will be obtained to replace the awning and repaint the frame black.
3. **Fire Inspection:** The annual fire inspection has been scheduled and notices will be distributed to all owners advising them of the inspection date. Council would like to remind all owners that this in-suite inspection is mandatory and that the inspections were scheduled for late afternoon/early evening in order to accommodate access for each owner.
- It was **MOVED, SECONDED** and **CARRIED** to have the fire hydrants re-painted red at the same time as the annual fire inspection.
4. **Fallen Tree:** A tree in a neighbouring property that fell has been removed.
5. **Balcony Reminder:** Council would like to remind all owners of the following bylaws:

- 44.9 *A resident must ensure that no laundry, flags, clothing, bedding or other articles are hung or displayed from windows, balconies or other parts of the building so that they are visible from the outside of the building.*
- 44.10 *A resident must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on limited common property, common property or land that is a common asset. Despite the foregoing, the placing of items on the limited common property balconies or patio areas shall be limited to free standing, self contained planter boxes or containers, the size of which shall not exceed 46" long, 24" deep and 25" high, summer furniture and accessories.*
6. **Storm Doors:** It was **MOVED, SECONDED** and **CARRIED** to not replace storm doors and other items that owners placed on common property which required removal for the painting. Council understands that this may be an inconvenience to some owners but these items were put in place by the owners and removal was required. The strata corporation is only responsible for common property and these items are not considered common property and therefore the strata council cannot expend owners' funds (strata fees) on these items.
- Given that council is currently rectifying painting deficiencies, council recommends that all owners who have storm doors place them in their garages and do not replace them until the painting is complete.**
7. **Water Shut-off:** A new owner has reported that water shut-off was never installed in her unit. It was **MOVED, SECONDED** and **CARRIED** to have Lazar Plumbing and Heating perform the installation. Council would like to thank this new owner for taking the time to ensure she was complying with the bylaws.
8. **Tree Planting:** It was **MOVED, SECONDED** and **CARRIED** to not permit an owner to plant cedars.
9. **Blinds/Bottles:** An owner who was requested to remove her blinds supplied council with a permission letter from the previous management company. It was **MOVED, SECONDED** and **CARRIED** to determine whether this permission letter is still valid, but to inform the owner that the bottles placed in the windows must be removed.
10. **Fencing:** Council is currently obtaining quotes for the replacement of the perimeter wood fencing. Council will be determining whether there are enough funds remaining after the roofing project to use towards the replacement of this fencing. If it is possible, a Special General Meeting (SGM) will be held to gain owner approval.
11. **Skylights:** Council will be reviewing the reported skylight deficiencies to determine the appropriate course of action.

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. Recently an owner left an exercise machine in the area. Please dispose of your items correctly by taking them to the local waste site or have an organization such as Big Brother pick them up from your unit.**
- **All owners need to be aware of noise levels and be considerate of those living below.**

Council would like the owner who abandoned their treadmill in the mailbox area to please retrieve it immediately.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:40 p.m.
Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan NW 3312



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

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 Website: www.ascentpm.com



March 22, 2010

**NW 3312
All Owners
19160 119th Avenue
Pitt Meadows, BC V3Y 2L7**

STRATA FEES REMAIN THE SAME
PAINTING AND GUTTER SPECIAL LEVY – DUE JUNE 1, 2010

Strata Fees Remain the Same

Further to the Annual General Meeting held on March 10, 2010, a new budget was approved and strata fees for each strata lot owner remain the same. Please see the attached for particulars relating to your strata lot.

Kindly forward twelve post-dated cheques for your monthly strata fees to Ascent Real Estate Management Corporation for the fiscal year beginning February 1, 2010 to January 31, 2010 (inclusive). Please generate cheques made payable to "OWNERS' STRATA PLAN NW 3312" with your strata lot number quoted on the bottom left hand side.

If you are currently on the pre-authorized payment plan (PAP), there will be no need to contact our offices, as your strata fees will continue to be withdrawn automatically.

Painting and Gutter Special Levy

The painting and gutter special levy was approved by the owners at the AGM and it is due by June 1, 2010. Please submit a cheque made payable to your strata plan, NW 3312. **This special levy will not be withdrawn automatically from your account.** Please see the attached for the particulars related to your unit.

Should you require any assistance, or have any questions in this regard, please do not hesitate to contact myself or the Accounts Receivables Department at 604-431-1800.

Yours truly,

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

Ann Benoit.
Strata Agent
AB/mm
cc: Mary Ward - Accountant

2176 Willingdon Ave, Burnaby, BC Canada V5C 5Z9
Telephone: (604) 431 - 1800 | Fax: (604) 431 - 1818

STRATA PLAN NW3312 (Windsor Oak)
STRATA FEE SCHEDULE
February 1, 2010 - January 31, 2011

ANNUAL OPERATING FEE	149,694.68
ANNUAL CRF FEE	25,000.00
ANNUAL PAVING RESERVE FEE	11,713.02
ANNUAL STRATA FEE	<u>186,407.70</u>

SL	SUITE	U/E	2010-2011 STRATA FEES				2009-2010	
			OPERATING	CRF FEE	PAVING RESERVE FEE	Total Fees	Strata Fees	Change
1	1	14	158.77	26.52	12.42	197.71	197.71	-
2	2	14	158.77	26.52	12.42	197.71	197.71	-
3	3	14	158.77	26.52	12.42	197.71	197.71	-
4	4	14	158.77	26.52	12.42	197.71	197.71	-
5	5	14	158.77	26.52	12.42	197.71	197.71	-
6	6	11	124.75	20.83	9.76	155.34	155.34	-
7	7	14	158.77	26.52	12.42	197.71	197.71	-
8	8	11	124.75	20.83	9.76	155.34	155.34	-
9	9	14	158.77	26.52	12.42	197.71	197.71	-
10	10	19	215.47	35.98	16.86	268.31	268.31	-
11	11	19	215.47	35.98	16.86	268.31	268.31	-
12	12	19	215.47	35.98	16.86	268.31	268.31	-
13	13	19	215.47	35.98	16.86	268.31	268.31	-
14	14	19	215.47	35.98	16.86	268.31	268.31	-
15	15	19	215.47	35.98	16.86	268.31	268.31	-
16	16	19	215.47	35.98	16.86	268.31	268.31	-
17	17	19	215.47	35.98	16.86	268.31	268.31	-
18	18	11	124.75	20.83	9.76	155.34	155.34	-
19	19	14	158.77	26.52	12.42	197.71	197.71	-
20	20	11	124.75	20.83	9.76	155.34	155.34	-
21	21	14	158.77	26.52	12.42	197.71	197.71	-
22	22	14	158.77	26.52	12.42	197.71	197.71	-
23	23	14	158.77	26.52	12.42	197.71	197.71	-
24	24	11	124.75	20.83	9.76	155.34	155.34	-
25	25	14	158.77	26.52	12.42	197.71	197.71	-
26	26	11	124.75	20.83	9.76	155.34	155.34	-
27	27	14	158.77	26.52	12.42	197.71	197.71	-
28	28	11	124.75	20.83	9.76	155.34	155.34	-
29	29	14	158.77	26.52	12.42	197.71	197.71	-
30	30	11	124.75	20.83	9.76	155.34	155.34	-
31	31	14	158.77	26.52	12.42	197.71	197.71	-
32	32	11	124.75	20.83	9.76	155.34	155.34	-
33	33	14	158.77	26.52	12.42	197.71	197.71	-
34	34	11	124.75	20.83	9.76	155.34	155.34	-
35	35	14	158.77	26.52	12.42	197.71	197.71	-
36	36	11	124.75	20.83	9.76	155.34	155.34	-
37	37	14	158.77	26.52	12.42	197.71	197.71	-
38	38	11	124.75	20.83	9.76	155.34	155.34	-
39	39	14	158.77	26.52	12.42	197.71	197.71	-
40	40	11	124.75	20.83	9.76	155.34	155.34	-
41	41	14	158.77	26.52	12.42	197.71	197.71	-
42	42	11	124.75	20.83	9.76	155.34	155.34	-
43	43	14	158.77	26.52	12.42	197.71	197.71	-
44	44	11	124.75	20.83	9.76	155.34	155.34	-
45	45	14	158.77	26.52	12.42	197.71	197.71	-
46	46	11	124.75	20.83	9.76	155.34	155.34	-
47	47	14	158.77	26.52	12.42	197.71	197.71	-
48	48	11	124.75	20.83	9.76	155.34	155.34	-
49	49	14	158.77	26.52	12.42	197.71	197.71	-
50	50	11	124.75	20.83	9.76	155.34	155.34	-
51	51	14	158.77	26.52	12.42	197.71	197.71	-
52	52	11	124.75	20.83	9.76	155.34	155.34	-
53	53	14	158.77	26.52	12.42	197.71	197.71	-
54	54	11	124.75	20.83	9.76	155.34	155.34	-
55	55	14	158.77	26.52	12.42	197.71	197.71	-
56	56	11	124.75	20.83	9.76	155.34	155.34	-
57	57	14	158.77	26.52	12.42	197.71	197.71	-
58	58	11	124.75	20.83	9.76	155.34	155.34	-
59	59	14	158.77	26.52	12.42	197.71	197.71	-
60	60	14	158.77	26.52	12.42	197.71	197.71	-
61	61	14	158.77	26.52	12.42	197.71	197.71	-
62	62	14	158.77	26.52	12.42	197.71	197.71	-
63	63	14	158.77	26.52	12.42	197.71	197.71	-
64	64	14	158.77	26.52	12.42	197.71	197.71	-
65	65	14	158.77	26.52	12.42	197.71	197.71	-
66	66	14	158.77	26.52	12.42	197.71	197.71	-
67	67	19	215.47	35.98	16.86	268.31	268.31	-
68	68	19	215.47	35.98	16.86	268.31	268.31	-
69	69	19	215.47	35.98	16.86	268.31	268.31	-
70	70	19	215.47	35.98	16.86	268.31	268.31	-
71	71	11	124.75	20.83	9.76	155.34	155.34	-
72	72	14	158.77	26.52	12.42	197.71	197.71	-
73	74	11	124.75	20.83	9.76	155.34	155.34	-
74	73	14	158.77	26.52	12.42	197.71	197.71	-
75	75	19	215.47	35.98	16.86	268.31	268.31	-
76	76	19	215.47	35.98	16.86	268.31	268.31	-
77	77	19	215.47	35.98	16.86	268.31	268.31	-
78	78	19	215.47	35.98	16.86	268.31	268.31	-
1100			12,474.56	2,083.33	976.09	15,533.98	15,533.98	-
			X12	X12	X12	X12	X12	
Totals			149,694.68	25,000.00	11,713.02	186,407.70	186,407.70	-

**STRATA PLAN NW3312
WINDSOR OAK
SPECIAL LEVY - GUTTER REPLACEMENT/EXTERIOR PAINTING**

Due upon approval. (Pay by June 1, 2010 for convenience only.)

GUTTER REPLACEMENT/EXTERIOR PAINTING LEVY: 83,748.15

SL	SUITE	U/E	GUTTER REPLACEMENT
1	1	14	1,065.89
2	2	14	1,065.89
3	3	14	1,065.89
4	4	14	1,065.89
5	5	14	1,065.89
6	6	11	837.48
7	7	14	1,065.89
8	8	11	837.48
9	9	14	1,065.89
10	10	19	1,446.56
11	11	19	1,446.56
12	12	19	1,446.56
13	13	19	1,446.56
14	14	19	1,446.56
15	15	19	1,446.56
16	16	19	1,446.56
17	17	19	1,446.56
18	18	11	837.48
19	19	14	1,065.89
20	20	11	837.48
21	21	14	1,065.89
22	22	14	1,065.89
23	23	14	1,065.89
24	24	11	837.48
25	25	14	1,065.89
26	26	11	837.48
27	27	14	1,065.89
28	28	11	837.48
29	29	14	1,065.89
30	30	11	837.48
31	31	14	1,065.89
32	32	11	837.48
33	33	14	1,065.89
34	34	11	837.48
35	35	14	1,065.89
36	36	11	837.48
37	37	14	1,065.89
38	38	11	837.48
39	39	14	1,065.89
40	40	11	837.48
41	41	14	1,065.89

42	42	11	837.48
43	43	14	1,065.89
44	44	11	837.48
45	45	14	1,065.89
46	46	11	837.48
47	47	14	1,065.89
48	48	11	837.48
49	49	14	1,065.89
50	50	11	837.48
51	51	14	1,065.89
52	52	11	837.48
53	53	14	1,065.89
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56	56	11	837.48
57	57	14	1,065.89
58	58	11	837.48
59	59	14	1,065.89
60	60	14	1,065.89
61	61	14	1,065.89
62	62	14	1,065.89
63	63	14	1,065.89
64	64	14	1,065.89
65	65	14	1,065.89
66	66	14	1,065.89
67	67	19	1,446.56
68	68	19	1,446.56
69	69	19	1,446.56
70	70	19	1,446.56
71	71	11	837.48
72	72	14	1,065.89
73	74	11	837.48
74	73	14	1,065.89
75	75	19	1,446.56
76	76	19	1,446.56
77	77	19	1,446.56
78	78	19	1,446.56

1100

83,748.15

**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN NW 3312 - "WINDSOR OAK"
19160 119TH AVENUE, PITT MEADOWS, BC**

HELD: Wednesday, March 10, 2010

PLACE: Clubhouse – 19160 119th Avenue, Pitt Meadows, BC

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

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 7:05 p.m.

QUORUM REPORT

Registration confirmed that there were forty-nine (49) owners present in person or by proxy. This exceeded the required quorum of twenty-three (23) and the meeting was declared competent to proceed.

Ann Benoit, the strata agent, was elected to facilitate the meeting.

PROOF OF NOTICE

The Notice of Call was delivered to all owners on February 19, 2010 in accordance with the provisions of the *Strata Property Act of British Columbia*. There being no comments to the contrary, notice was duly filed.

MINUTES OF PREVIOUS GENERAL MEETING

It was moved by unit #29 and seconded by unit #58 to approve the minutes of the Annual General Meeting held March 26, 2009.

MOTION CARRIED.

INSURANCE REPORT

The strata agent reminded all owners that they must have their own personal insurance for the contents and betterments (including fixtures), within their units. The strata agent also informed owners that they should have their own general liability insurance coverage and ensure that their own personal insurance satisfies the strata corporation's deductible limits. All owners were requested to refer to the information sheet concerning personal insurance that was attached to the Notice of Call. Any owner who still has questions regarding proper insurance coverage should contact the strata agent. It was moved and seconded to accept the report as presented.

MOTION CARRIED.

COUNCIL REPORT – By Stewart deBalinhard

The Council President, Stewart deBalinhard, advised all owners of the following:

- It was a very busy year preparing for the roof replacement as Council had to hire a consultant,

- choose a roofing contractor and monitor the progress of the replacement.
- Last year was less reactive and more proactive as less scrambling occurred, giving Council time to plan for the future.
- The budget represents no fee increase as Council was very cognizant of the fee increases that have occurred over the past few years.
- Council anticipates another challenging year and they are looking forward to it.

APPROVAL OF BUDGET

The strata agent detailed the expense line items on the proposed budget and answered questions from owners concerning the expenditures.

It was moved by unit #29 and seconded by unit #44 to approve the budget as presented.

There were forty-six (46) votes in favour, one (1) opposed, and two (2) abstentions.

MOTION CARRIED.

(3/4 VOTE) SPECIAL RESOLUTION #1 - OPERATING BUDGET DEFICIT

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.

It was moved by unit #64 and seconded by unit #33 to approve the resolution.

There were forty-six (46) votes in favour, one (1) opposed, and two (2) abstentions.

MOTION CARRIED.

(3/4 VOTE) SPECIAL RESOLUTION #2 - GUTTER REPLACEMENT/EXTERIOR PAINTING

PREAMBLE

WHEREAS the owners, Strata Plan NW 3312, would like to undertake the replacement of the gutters and exterior painting of all wood trim including doors. The project also includes the removal of the lattice work located at the roof lines of some units in order to update the complex.

AND WHEREAS after acquiring and reviewing quotes, Council would like to proceed with Columbia Restoration for the gutter replacement and New City for the exterior painting.

AND WHEREAS Council feels that the gutters have exceeded their functional life due to the number of leaks reported and Council feels it is not prudent to paint around old gutters or paint rotted gutter support wood, both items should be done at the same time.

AND WHEREAS two colour schemes will be posted in advance near the mailboxes and two units will be painted in both colours so that owners can take a look at the colours and make an informed decision. These units will be identified with letters clearly posted so owners are aware of both colour option A and B. These units will be located near unit 64. A vote will be held at the meeting to choose a colour if the resolution is approved.

AND WHEREAS Council would like to have the project completed prior to the implementation of the HST.

BE IT RESOLVED to authorize an expenditure not exceeding \$153,748.15 (including GST) for such purpose. Please refer to the following table for a break-down of the expenses and the use of funds.

Columbia Gutter Quote	\$79,750.65
New City Painting Quote	\$63,997.50
Wood Rot Contingency	\$10,000
Total Project Cost	\$153,748.15
Transfer from Contingency Reserve Fund	\$35,000
Transfer from Roof Reserve (Funds originally collected for the Phase 3 repairs a few years ago that were never completed).	\$35,000
Total Special Levy Amount	\$83,748.15

The remaining \$83,748.15 will be charged as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.

Subject to Sections 108(5) and (6) of the Strata Property Act, in the event that the actual cost of the proposed project is less than the special levy amount, the remaining funds shall be returned to the owners in accordance with the provisions of the Strata Property Act. Interest earned on funds raised pursuant to this resolution will be allocated to the special levy fund.

This special levy of \$83,748.15 shall be assessed on March 10, 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.

As a matter of financial convenience only, the owners may pay this special levy at any time up until June 1, 2010. Notwithstanding the foregoing, this special levy is not considered an "installment" levy as contemplated by Section 108(3)(e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.

Any owner who fails to make any payment(s) in accordance with this resolution shall be assessed a fine of \$50.00 weekly. 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 #74 and seconded by unit #29 to approve the resolution.

There were forty-two (42) votes in favour, five (5) opposed and two (2) abstentions.

MOTION CARRIED.

A vote was held on the two colour options presented. The owners voted to incorporate both colours into the exterior painting.

(3/4 VOTE) SPECIAL RESOLUTION #3 - BYLAW ADDITION: EXTERIOR WATER SHUT-OFFS

PREAMBLE

WHEREAS the Strata Corporation has installed interior water shut-offs for all exterior water taps in order to ensure that they can be easily turned off during the winter months to prevent freezing;

AND WHEREAS each owner was advised in the September 2009 Council meeting minutes that if access was not permitted to install the shut-off that each owner would be responsible for any resultant damage from the pipes freezing during winter months;

AND WHEREAS now that the shut-offs are installed, if any damage occurs from an owner not performing this shut-off during the winter months, they will be responsible for any resultant damage to the common property, their strata lot, any other strata lot, limited common property and a common asset;

AND WHEREAS to properly shut-off the water each owner must turn off the interior water shut-off and then open up the exterior water tap and drain out all remaining water.

BE RESOLVED to add the following bylaw:

Bylaw 44.18

As water shut-offs have been installed in each unit, each owner must properly shut-off their exterior water tap by the end of September each year. To properly shut-off the water each owner must turn off the interior water shut-off and then open up the exterior water tap and drain out all remaining water. Now that the shut-offs are installed, if any damage occurs from an owner or resident not performing this shut-off, they will be responsible for any resultant damage to the common property, their strata lot, any other strata lot, limited common property and a common asset. Each new owner must ensure that this water shut-off has been installed and report to council if it has not been done. If a new owner does not check this when they take possession of the strata lot, they will be responsible for any resultant damage if the pipes freeze.

It was moved by unit #29 and seconded by unit #5 to approve the resolution.

There were forty-six (46) votes in favour and three (3) abstentions.

MOTION CARRIED.

NEW BUSINESS

1. Council reminded all owners that they must maintain the exterior appearance of their units, they must not permit items to be stored near doorways and they must ensure that backyard areas are tidy.
2. Council advised all owners to pick up after their pets as the City may levy fines for pet mess along the boulevards adjacent to 119th Avenue and Harris Road.
3. Council advised owners that new landscape providers have been hired and it will take time to re-plant some of the areas and to improve the landscaping.
4. A garage sale will be scheduled and all owners will be notified of the date.
5. The roofing project is near completion and Council advised all owners that any noted deficiencies will be reviewed and rectified prior to the release of the holdback funds.

ELECTION OF COUNCIL

Prior to the election of Council, the owners and Council thanked Anita Boulianne for all of her hard work and dedication to Windsor Oak over the years.

The following owners were nominated and agreed to stand for Council:

Stewart deBalinhard
Marie Bourgeois-Truman
Kim Musselman
Mark Andrews
Deborah Schoch
Ernest Lemay
Bryan Schindler

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 8:30 p.m.

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



Ann Benoit
Strata Agent
Direct Line: 604-293-2418
abenoit@ascentpm.com

AB/mm

*Ascent Real Estate Management Corporation - 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 Email: ascent@ascentpm.com Website: www.ascentpm.com*



February 24, 2010

NW3312
All Owners
19160 119th Avenue
Pitt Meadows, BC V3Y 2L7

Dear Owners:

RE: HOME RENOVATION TAX CREDIT

We are writing to you on behalf of Strata Plan NW3312, "Windsor Oak."

Please find attached a list detailing all of the Strata Corporation's expenses that can be used if you choose to file for the Home Renovation Tax Credit (HRTC). The attached unit schedule shows your portion of the expenses based on your unit entitlement.

You may visit the Canada Revenue Agency website at www.cra.gc.ca to download the HRTC form (schedule 12 of the 2009 tax return). If you plan to file for the Home Renovation Tax Credit, you should place your portion of the expenses, as seen on the attached unit schedule, on this form along with any other personal renovations/upgrades that you may have completed.

Please be advised that the maximum amount that can be applied is \$10,000.00.

Should you have any questions or concerns, please do not hesitate to contact the undersigned in writing.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of the Owners' of Strata Plan NW3312

Ann Benoit
Strata Agent

AB/mm

STRATA PLAN NW3312 (Windsor Oak)
2009 HOME RENOVATIONS TAX CREDIT ELIGIBLE EXPENDITURE UNIT SCHEDULE

THIS IS A NOTICE OF CLAIMABLE TAX CREDIT ONLY.
THIS IS NOT A REQUEST FOR PAYMENT.

Total Eligible Expenses \$610,896.23

SL	Unit	U/E	Tax Credit
1	1	14	7,775.04
2	2	14	7,775.04
3	3	14	7,775.04
4	4	14	7,775.04
5	5	14	7,775.04
6	6	11	6,108.96
7	7	14	7,775.04
8	8	11	6,108.96
9	9	14	7,775.04
10	10	19	10,551.84
11	11	19	10,551.84
12	12	19	10,551.84
13	13	19	10,551.84
14	14	19	10,551.84
15	15	19	10,551.84
16	16	19	10,551.84
17	17	19	10,551.84
18	18	11	6,108.96
19	19	14	7,775.04
20	20	11	6,108.96
21	21	14	7,775.04
22	22	14	7,775.04
23	23	14	7,775.04
24	24	11	6,108.96
25	25	14	7,775.04
26	26	11	6,108.96
27	27	14	7,775.04
28	28	11	6,108.96
29	29	14	7,775.04
30	30	11	6,108.96
31	31	14	7,775.04
32	32	11	6,108.96
33	33	14	7,775.04
34	34	11	6,108.96
35	35	14	7,775.04
36	36	11	6,108.96
37	37	14	7,775.04
38	38	11	6,108.96
39	39	14	7,775.04
40	40	11	6,108.96
41	41	14	7,775.04
42	42	11	6,108.96
43	43	14	7,775.04
44	44	11	6,108.96
45	45	14	7,775.04
46	46	11	6,108.96
47	47	14	7,775.04
48	48	11	6,108.96
49	49	14	7,775.04
50	50	11	6,108.96
51	51	14	7,775.04
52	52	11	6,108.96
53	53	14	7,775.04
54	54	11	6,108.96
55	55	14	7,775.04
56	56	11	6,108.96
57	57	14	7,775.04
58	58	11	6,108.96
59	59	14	7,775.04
60	60	14	7,775.04
61	61	14	7,775.04
62	62	14	7,775.04
63	63	14	7,775.04
64	64	14	7,775.04
65	65	14	7,775.04
66	66	14	7,775.04
67	67	19	10,551.84
68	68	19	10,551.84
69	69	19	10,551.84
70	70	19	10,551.84
71	71	11	6,108.96
72	72	14	7,775.04
73	74	11	6,108.96
74	73	14	7,775.04
75	75	19	10,551.84
76	76	19	10,551.84
77	77	19	10,551.84
78	78	19	10,551.84
Totals	1100		610,896.23

Details

Date on Sales Slip or Contract	Supplier or Contractor		Description	Is labour included?	Strata Plan Amount	Supplier Total
	Name	GST#				as a % of Unit Total
30/09/2009	Lazar Plumbing & Heating Service	826007320	Hosebibb isolation valves up	Yes	4,751.56	0.78%
31/12/2009	ATC Consulting	855283305	Consulting on roof project	Yes	13,860.00	2.27%
27/01/2010	DC Roofing	865990154	Re-Roofing project	Yes	564,507.39	92.41%
02/11/2009	Ascent Real Estate Mgmt Corp	100286079	Roof project management	Yes	14,218.44	2.33%
27/01/2010	Hahn's Lawn & Garden	n/a	Tree removal	Yes	3,774.75	0.62%
24/08/2009	Broco Technologies	875239105	Supply/install window/door	Yes	8,359.24	1.37%
15/09/2009	First Canadian Messenger	899575485	Courier service to DC Roofing	Yes	74.85	0.01%
12/11/2009	CMW Insurance	n/a	Endorsement	Yes	1,350.00	0.22%
Total:					\$610,896.23	100%

For each supplier, please multiply your individual unit tax credit total by the supplier percentage to arrive at your individual unit supplier amount.
i.e. for unit 1, \$7,775.04 x 0.78% = \$60.65 for Lazar Plumbing and Heating and \$7,775.04 x 2.27% = \$176.49 for ATC Consulting

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

Held on January 13, 2010 in the Clubhouse

PRESENT:

Stewart deBalinhard	President
Marie Bourgeois	Vice-President
Kim Musselman	Treasurer
Anita Boulianne	
Deb Schoch	
Luba Streleaff	

AGENT:

Ann Benoit, *Strata Agent, Ascent Real Estate Management Corporation*

GUESTS:

Ted Neef	ATC Consulting
Chris Chomechko	DC Roofing

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

GUEST BUSINESS

Council requested that Ted and Chris attend the meeting to address their questions concerning the roofing project. The following items were discussed:

- The vinyl siding damage on one unit will be repaired.
- A gutter downspout will be re-attached on another unit.
- All areas will be left free and clear of debris at the end of each day.
- All skylights will be firmly secured at the end of each day.
- No ladders will be left unlocked.
- The project should be completed by the end of April.
- It was **MOVED, SECONDED** and **CARRIED** to have DC Roofing purchase all the material so that the owners could capitalize on the HRTC tax rebate.
- DC Roofing will have all required HRTC documentation to Ascent by the second week of February for distribution to the owners.
- Chris detailed the work process for council and advised that different crews depending on their skills perform different functions.
- Pressure washing and final cleaning will be done at the end of the project. DC Roofing confirmed that they will be very careful around all openings such as doors and windows.
- The project is halfway complete.

The emergency evening number for DC Roofing is 604-968-3565.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the October 14, 2009 minutes, as previously circulated.

FINANCIALS

Roof Levy: Currently one owner has yet to remit payment of the special levy. The courts have been petitioned for a force sale in regards to this unit.

Financial Statements: It was **MOVED, SECONDED** and **CARRIED** to approve the financial statements ending December 2009.

Accounts Receivables: Council directed the strata agent to continue with the demand letter and lien process with respect to overdue accounts.

BUSINESS ARISING

1. **Window Replacement:** With the new fiscal year commencing on February 1, 2010, council will once again be proceeding with the replacement of the remaining windows that have failed seals. A questionnaire is attached to these minutes that all owners must complete if they have failed seals. If you have completed one in the past or have sent an email to council concerning your window you **MUST** still complete this questionnaire to be included on the list. As per previous years, late submissions will not be accepted. The form must be submitted by March 1, 2010.

2. **Roof:**

Once again, all owners are reminded to adhere to the following:

- It is strongly recommended that you take down any interior items that may be loose or unbalanced (e.g. pictures, vases or ornaments). DC Roofing and the Strata Corporation will not be held liable for any fallen or damaged objects.
- Please also remove and/or cover any items stored in your attic spaces, as small debris and dust will fall into the attic.
- DC Roofing and the strata corporation will not be responsible for subpar drywall installation, which can sometimes lead to emerging cracks and exposed nails/screws during the re-roofing process.
- Crews will be working on-site from approximately 7am to 6pm Monday to Friday (excluding weekends and holidays). With permission from council, work will occur on the occasional weekend if inclement weather persists during the week.
- For your safety, there will be orange cones and caution tape surrounding the areas where work is being performed. We formally ask that all residents and visitors respect our request to avoid blocked areas.
- Upon commencement of the re-roofing of your building, there will be a disposal bin placed outside your home and in nearby parking stalls. If you require the use of your vehicle, we suggest moving it to an alternate location that is more easily accessible.
- Please provide easy access to outside water and power outlets as DC Roofing crews will need to use these during the re-roofing. If access is not provided, there will be an increased cost to perform the work given that power and water will have to be provided by the contractor –this will result in increased fees to the owners.
- All owners are reminded to direct any concerns to council at windsoroaksstrata@hotmail.com.
- Please do not convey concerns to the roofers, as taking up their time will delay the project.
- The Strata Corporation and DC Roofing will not be responsible for any items that may be damaged. If you are concerned about your patio furniture, planters, decorative lights and any other items please either move them to the grassed area behind your unit or place them in your garage.
- Council understands that this project will inconvenience some owners and they appreciate your cooperation in order to have it completed correctly and efficiently.

Insurance: The strata corporation's insurance has been placed with CMW for the roofing project.

Communication: All owners are reminded to forward any questions that they may have concerning the roofing project to: windsoroaksstrata@hotmail.com

3. **Exterior Painting:** Council has reviewed the exterior paint quotes and would like to proceed with New City Contracting. The painting includes all the wood trim and doors including garages. No colour selection has yet been determined and owners will be consulted during this process. A special levy will be presented to all owners at the upcoming AGM.
4. **Roadway Cracks:** As stated in the previous minutes, council reviewed quotes for pavement and crack repairs on the common area roadways. The proposed budget being presented at the Annual General Meeting (AGM) includes a reserve for these repairs.
5. **Tree Removal:** Council reviewed quotes for the removal of nine trees. It was **MOVED, SECONDED** and **CARRIED** to proceed with the removal of the trees.
6. **Landscaping:** It was **MOVED, SECONDED** and **CARRIED** to gain quotes for the landscaping service.
7. **Mall Area:**

Council would like to remind all owners that they must take all junk mail back to their own unit and dispose of it correctly. Currently other owners are picking up after those who do not dispose of the junk mail correctly.
8. **Skylights:** Council would like to remind all owners that skylights are being reviewed and properly secured during the roofing project.
9. **Dog Waste:** Council would like to once again remind all owners that they must pick up after their pets. Failure to do so will result in fines from the City for the city owned property bordering the roadways; and council will fine for infractions on strata corporation common property. If the situation does not improve, council will be asking the owners to pay for a pet waste removal company; which will only increase strata fees.
10. **Gutters:** Council will be presenting a special levy to all owners at the upcoming AGM for the replacement of the gutters. Numerous owners have reported seem leakage.
11. **Gutter Cleaning:** It was **MOVED, SECONDED** and **CARRIED** to have the clubhouse gutters cleaned. The gutter above the doorway to one unit will also be cleaned at this time.

NEW BUSINESS

1. **Christmas Light Reminder:** Council would like to remind those who have not yet removed their Christmas lights that it must be done by January 15th. Please refer to the following bylaw.

By-Law 44.11 An owner must ensure that Christmas lights are installed after November 15th of the year approaching Christmas and removed before January 15th of the year following Christmas
2. **Water Damage:** A unit was recently damaged as the above unit had no power and therefore the sprinkler pipes located in the ceiling froze and burst. An insurance claim has been filed and the above owner will be responsible for the insurance deductible.
3. **HRTC Credit:**

The Federal government recently updated the (HRTC) rules, which are as follows:

The Home Renovation Tax Credit (HRTC) was initiated by the Canadian government as part of its Economic Action Plan to stimulate the economy. As a result of this tax credit, Canadian homeowners can claim up to \$1,350 tax credit on their 2009 income tax return. In order to be eligible for this credit, homeowners must have done home improvements on their house, condo or cottage between January 27, 2009 and February 1, 2010. The HRTC applies to eligible expenses of more than \$1,000, but not more than \$10,000, resulting in a maximum non-refundable tax credit of \$1,350 $[(\$10,000 - \$1,000) \times 15\%]$.

This credit does not apply to rented dwellings. In order to qualify for the HRTC, a family member must have inhabited the dwelling at some time during the period of eligibility. Although the maximum amount that can be claimed per family cannot exceed \$10,000 of expenses, tax credit of \$1350, it can be split amongst the family members in order to get full usage of the credit. Also, if a dwelling is owned by more than one family, both families are entitled to claim the maximum tax credit of \$1,350.00.

In order for an expense to qualify for the Home Owner tax credit, the expense must have incurred after January 27, 2009 and before February 1, 2010, under an agreement entered into after January 27, 2009, for work performed or goods acquired for an eligible dwelling. The renovation or alteration to an eligible dwelling must be of an enduring nature and integral to the dwelling. The item purchased must become a permanent part of the eligible dwelling. Expenses incurred pursuant to an agreement that was entered into before January 28, 2009, will not be eligible for the credit. Even if goods are installed later than February 1, 2010, the expense of acquiring these goods is an eligible expense. However, if an eligible expense involves work to be performed by a contractor or a third party after February 1, 2010, only the portion of the work that was completed prior to February 1, 2010 would be eligible to be included in the expense even if the contractor has already been paid. For a list of items that Canada Revenue has disqualified, please visit the Canada Revenue agency website (<http://www.cra-arc.gc.ca/hrtc/>)

In order to claim the HRTC, a new schedule will be included in your 2009 tax package to allow you to list your eligible expenses and to calculate the amount you can claim. Also, a new line will be added to Schedule 1 to claim the HRTC. This schedule will be submitted with your tax return; however, receipts or documents supporting the schedule need not be submitted but will need to be available should Canada Revenue Agency request to see them.

In a strata corporation, individual homeowners may have expenses for their own strata lots that may qualify as eligible expenditures for HRTC. The Canada Revenue Agency website has a worksheet that will assist individual homeowners with tracking these expenditures and calculating their total expenditures to be claimed. In order to assist homeowners, the strata corporation council with the assistance from Ascent Real Estate Management Corp. will be reviewing each strata corporations general ledger to determine if there are any expenditures which are not just repair and maintenance expenses, and were completed during the period of eligibility. If there are expenditures that qualify for the HRTC a breakdown based on unit entitlement of each homeowners proportionate share of these expense will be calculated and then be provided to each homeowner to add to their own schedule of individual eligible expenses.

As the eligibility period does not end until February 1, 2010, it is anticipated that the month of February will be spent consolidating this information and the information will be provided to homeowners in early March 2010, by Ascent Real Estate Management Corporation, the strata brokerage, through the Strata Corporation.

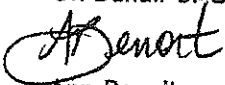
The best source of information regarding Home Owner Tax Credit is the Canada Revenue Agency website <http://www.cra-arc.gc.ca/hrtc/> and its list of frequently asked questions.

4. **Notice of Call Review:** Council reviewed the Notice of Call (agenda) for the AGM. The Notice of Call includes the following:
- The operating budget represents no increase in strata fees;
 - A special levy for gutter replacement;
 - A special levy for exterior painting;
 - A hose bib bylaw given the interior shut-off installation. > Done
5. **Leaking Window:** Water is currently being found around a window in one unit that appears to not be from a failed window seal. Columbia Restoration has been contacted to review the area.
6. **Flower Pots on Driveway:** Council would like to remind all owners that flower pots are not permitted to be placed on driveways.
7. **Dumpster:** An owner requested that council consider having a dumpster left on site for spring clean-up. It was **MOVED, SECONDED** and **CARRIED** to not expend strata corporation funds on this item and to advise owners that they can call services such as Big Brothers to come and pick up the items; or take them to the local dump.
8. **Parking:** Council would like to once again remind all owners that parking is for visitors. Any owner found parking in visitors will be towed. Bylaw infraction letters have been sent to some owners concerning this.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:02 p.m.

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


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

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 Website: www.ascentpm.com



February 18, 2010

NW3312

All Owners

19160 119th Avenue

Pitt Meadows, BC V3Y 2L7

Dear Owners:

Please find enclosed your copy of the Notice of Call for the Annual General Meeting (AGM).

Please take a moment to review the Notice of Call prior to the AGM. Council would like you to note the following:

- The proposed budget represents no increase in strata fees.
- A paving reserve is being included in the Operating Budget to repair the high priority paving concerns. This paving reserve replaces the previously included roof reserve.
- A special levy is being proposed to replace the gutters and to perform exterior painting and repairs. Due to their age and the fact that numerous owners have been reporting seam leaks, Council feels that the gutters require replacement. The complex requires painting as numerous repairs have been noted by owners as well as New City Contracting (their report made mention of rotten fascia boards, door trim and garage door damage). Council is recommending that these items be done in conjunction with each other to benefit from reduced painting costs given that the gutters will be removed in order to paint behind them. If the levy is approved, all owners will be provided the opportunity to vote on an exterior colour. The proposed due date for this levy is June 1, 2010 as Council wishes to afford the owners the opportunity to have the work completed prior to the implementation of the HST, which is an additional 7%. By having it done prior to the implementation of HST, the Strata Corporation would save \$10,762.37.
- A water shut-off bylaw is also being proposed as the Strata Corporation installed interior water shut-offs in all units. An improperly shut-off water tap resulted in over \$6,000 in damage this year and Council wants to ensure that this does not occur in the future.

Council encourages all owners to attend this important AGM. If you are unable to attend, please assign your proxy to a friend, relative or neighbour.

Yours Truly,

Ann Benoit
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AB/mm

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