

BRICKWOOD PLACE APTS  
STRATA NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE B.C  
V2X 0X7

## MAINTENANCE SCHEDULE FOR 2007

Following discussions , inspections and conversations with owners and previous Strata members , a building envelope report ; and now the withdrawal of AQUA COAST due to other work and buisness committments , { they were on site 3 times } the following should be implemented this year based on Pomeroy's findings and the various quotes and information gathered from the tendering process.

1. All Balcony's / Decks to be reinstated.
2. Repairs / replacement and painting / staining of fencing.

To finance this and on going maintainance work a special assessment based on apt. size will suffice. So we can continue to have excellent maintainance an increase to our monthly maintenance fee is necessary.

I have made inquiry's to cleaning of dryer vents etc. and it appears the most serious issue is the LINT collecting around the electric motor , this is where most fires start and not in the actual ducting

As not all Apts. have a dryer, it is reccomended that each owner remove the dryer cover and clean and remove lint. {unplug power first }  
Also once a year remove exterior duct covers and clean  
Strata can organise cleaning, however all dryer and access is required same day.

Other than the balcony / deck repairs, work needed to the building is relatively easy to complete and inexpensive.

The building exterior where vinyl siding is, has been cleaned , the irony of this is only a few minor leaks were reported

Some fence panels had to be removed during the cleaning and it is evident that all fencing be replaced ASAP.

All plumbing , drainage and stucco works to patio level to be attended to once the deck / balcony repairs have been completed.

The fresh air motors need regular filter replacement { bi monthly }  
The roof needs some minor maintainance however replacement should be within the next 3 to 5 years. If maintained correctly the roof could last longer.

For the betterment of the building and its owners / tenants, implementing an on going schedule of maintainance is a must and should be followed and works duly carried out when needed. Everyone should have input and involve themselves someway to enable a good process for future strata to continue with.



# SUNBURY CEDAR

A Division of Westshore Specialties Ltd.

10008 River Road

Delta, B.C.

V4C 2R3

Tel: 604-589-1900

Fax: 604-583-8316

BN# 89757 - 1311 - RT001

NO. 3801034 CASH QUOTE

04/10/07 13:51 001

BN#89757 1311 RT001

BRICKWOOD PLACE APARTMENTS  
11595 FRASER STREET  
MAPLE RIDGE B.C.

LB-47 S- 1  
P- 6  
A- 1  
W- 18  
C- 18  
P- 1

CUST#: 127542.000C

TERMS: NET - CASH

604-476-0345

L#	QTY	DESCRIPTION	ITEM #	UNITS	PRICE	AMOUNT
1D	72	B-5 PREMADE FENCE PANEL	260402050	72	72.00 EA	5184.00
2D	50	B-4 PREMADE FENCE PANEL	260402040	50	67.00 EA	3350.00
3D	25	C-4 PREMADE FENCE PANEL	260403040	25	74.00 EA	1850.00
4						
5		AS PER DEAN				

PAID BY:

THANK-YOU FOR YOUR INQUIRY  
QUOTE GOOD FOR THIRTY(30) DAYS

	SUBTOTAL	10384.00
D	DELIVERY RETAIL/WH	150.00
D	G.S.T.	632.04
D	P.S.T.	726.88
	TOTAL	11892.92

RECEIVED BY

SURREY CEDAR

8'x5' Lattice @\$7.00 each.

Home Depot & Lowe's

8'x5' Lattice \$92 and \$96 each.

File No. MR-Q0725  
Date: April 13, 2007

11595 Fraser Street  
Maple Ridge

Attn: Robert

Re: Quotation price for Balcony Rehabilitation and Wall Rehabilitation.

Part One – Balcony Rehabilitation:

- 1 Set-up scaffold and temporary hoarding to designated decks.
- 2 Remove handrail and store for future re-use.
- 2 Cut remove and dispose of stucco along perimeter of deck and saddle connections.
- 3 Remove vinyl siding, two courses along perimeter of deck, store for future re-use.
- 4 Remove existing PVC deck coating and dispose.
- 5 Inspect deck sheathing and report finding to client.
- 6 Prep deck sheathing for new PVC decking.
- 7 Apply PVC 60 mill decking to deck sheathing detailing saddle connections.
- 8 Apply stucco to upturns of wall to closely match colour and texture as possible.
- 9 Install existing handrail.
- 10 Remove hoarding and scaffold.

Amount:

\$161 000.00 + G.S.T

# Ridgeway Aluminum Ltd.

Abbotsford: 852-4341

Chilliwack: 793-4311

Surrey: 581-4311

Fax: 852-4351

- \* Awnings & patio covers
- \* Aluminum railings
- \* Gutter & downpipe
- \* Garage doors & openers
- \* Vinyl siding & soffit
- \* Vinyl decking

Customer Name	Brickwood Place	Date	April 3 / 2007
Telephone: Bus.	Res.	Job #	
Fax. 872-6895	Cel. 838-2855	Ship to	11595 - Fraser Street
Mailing Address			Maple Ridge
		Contact	Robert Murphy

## The parties mutually agree as follows:

That Ridgeway Aluminum Ltd. will perform the following work on the terms set out:

### Remove and replace:

- 40 mil vinyl decking to all decks

\$24,650.00

### Includes:

- \* disposal of existing material
- \* remove and re install aluminum railing with new fasteners
- \* new flashing and PVC clip on all decks

Does Not Include: any plywood that may be rotten

This will have to be charged out as an extra

Quote is valid for 30 days

GST number: R 122089113

WCB number: 387041 - 460

### Terms and Conditions:

- \* Cheques made payable to Ridgeway Aluminum Ltd.
- \* Final cheque may be given to installer on completion of work

### Mail All Correspondence to:

#4 - 30508 Great Northern Way  
Abbotsford, B.C., V2T 6H4

Contract Price	\$24,650.00
+ G.S.T	\$1,479.00
Total Price	\$26,129.00
- Deposit Paid	
Due on Completion	\$26,129.00

Dated at

VOYE

B.C., this

day of

,2007

Purchasers

Ridgeway Rep.

Steve McNeil

(234)

Robert

From: "Frank Ens" <frens@shaw.ca>  
To: <ausycan@telus.net>  
Sent: March 30, 2007 8:30 PM  
Subject: Estimate # 2987 Franks Total Deck Ltd

52 mm.

Here are some prices for the following units. Please remember that they are only estimates and could be subject to change if conditions change or become evident upon discovery eg. rotten wood behind a wall or flooring, etc... All prices DO NOT include GST.

Type A (unit 411) \$390.00 material & labour with siding and rail re & re

Type C (unit 410) \$505.50 material & labour not including stucco work

Type D (unit 404) \$499.50 material & labour not including stucco work

Type E (unit 301) \$612.00 material & labour with siding and rail re & re

Type F (unit 203) \$322.50 material & labour with siding and rail re & re

Type B (unit 413) \$4579.50 material & labour with new aluminum rail and wall removed with new fascia not including stucco work and metal roof work on south side.

For details on this quote, contract details, and warranty info please contact me for a copy of the estimate in full and ask for work order # 2987.

Thank you,

Frank Ens

Frank's Total Deck Ltd.  
(604) 853-6964

WCB # 682227 - AQ (042)

X

31/03/2007

LOCAL  
WORK



20780 River Road  
Maple Ridge, BC V2X 1Z7  
Ph:604-463-3838 Fax:604-463-8111

#### Unit 410 - Type A Deck 6 Units

- Removal and disposal of existing vinyl decking includes extra prep to plywood surface ie. Grinding and filling	= \$175.00
- Sundeck waterproofing using certified 60mil Weatherdek roofing membrane 138 sqft. of material used at \$10.00 per sqft.	= \$1380.00
- Remove bottom piece of vinyl siding to allow membrane To return 8" up wall (then re-install)	= \$162.50
- Install mechanical fastener or flashing	= \$105.00
- Install custom 4" drip flashing	= \$105.00
- Re&Re aluminum hand rail	
- replace fasteners using stainless steel then seal using A polyurethane sealant	= \$245.00
Subtotal	= \$2147.50
GST	= \$128.85
Total	= \$2276.35

Note: Any additional repairs  
Are based on \$65.00 per man hour  
And material costs.

COPIED  
8.10.04  
11.11.04



20780 River Road  
Maple Ridge, BC V2X 1Z7  
Ph:604-463-3838 Fax:604-463-8111

**Unit 410 - Type A Deck 6 Units**

- Removal and disposal of existing vinyl decking includes extra prep to plywood surface ie. Grinding and filling	= \$175.00 ← LABOUR COST
- Sundeck waterproofing using certified 60mil Weatherdek roofing membrane 138 sqft. of material used at \$10.00 per sqft.	= \$1380.00
- Remove bottom piece of vinyl siding to allow membrane To return 8" up wall (then re-install)	= \$162.50 ← LABOUR COST
- Install mechanical fastener or flashing	= \$105.00 ← LABOUR COST
- Install custom 4" drip flashing	= \$105.00 ← LABOUR COST
- Re&Re aluminum hand rail	
- replace fasteners using stainless steel then seal using A polyurethane sealant	= \$245.00 ← LABOUR COST.
Subtotal	= \$2147.50
GST	= \$128.85
Total	= \$2276.35

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\$175.00  
\$162.50  
\$105.00  
\$105.00  
\$245.00

LABOUR

\$792.50

**BRICKWOOD PLACE – Strata Plan NWS 3379**  
**11595 Fraser St**  
**Maple Ridge, BC V2X 0X7**

Minutes of the Extra Ordinary Meeting of Strata Plan NWS 3379  
January 8, 2007  
@ 19:30 hrs, Lobby, Brickwood Place

Proxies were counted, meeting was called to order at 19:30.

This meeting was called primarily to find a council.

**Could all owners who have email please email the strata at [strata.nws3379@gmail.com](mailto:strata.nws3379@gmail.com) so that we can build up a database of owners. This way we can correspond easily with owners for reminders etc.**

**We took care of some ongoing business first:**

- Everyone agreed that the parkade is not a dumping zone, and that it looked embarrassing over the past few weeks. No one liked the sight of the mess that was left in front of the recycle.
- It is unfortunate that some owners consider the building to be their own garbage lot.
- We have an owner who has volunteered to do dump runs from time to time – a notice will go out when it will happen, and you will contact him for the specifics. This means **NO GARBAGE TO BE DUMPED IN THE PARKADE**. If you can take your garbage as far as the parkade, you can take it to the dump.
- An owner has volunteered to get rid of the leaves piled in the RV lot

**Thank you to our volunteers**

- The night of the 5<sup>th</sup> as well the 8<sup>th</sup> (after the meeting) the parkade was broken into. The bars again were cut so that someone could crawl through. Both times it has been repaired the same day.
- We urge people not to leave anything valuable in the vehicles, as well as locking your suites even when in them. **NO REMOTES TO BE LEFT IN CARS!**
- It was voted unanimously to get a plexiglass style cover for the gate so stop the bars from being cut. It is on order.

**Thank you Bob for your quick and hard work with getting the gate repaired**

**New Business:**

- 3 options were brought forward to the owners regarding council / property managers:
  - a) Five council members voted in and we run as we have been
  - b) Three council members voted in and we hire an owner to be a building manager – fee to increase marginally
  - c) Three council members are voted in and we hire a property management company – fee to go up dramatically
- It was voted and passed to hire an owner to be a building manager, and Christoph has accepted the position for a three month trial at \$800 / month
- It was also voted and passed that Leanne would stay on to do the books, not being apart of council, for \$100 / month



- The fee increase is based on entitlement. A notice is attached to let you know your increase. Because the cheques have already been handed in for the year, we will be asking for 1 cheque for the total increase for the year, due in March.
- It was unfortunately difficult to find three owners would take on the task of council, but the following owners were voted in:
  - a) Trena Zaiser
  - b) Giancarlo Briglio
  - c) Jeff Sommersgill
- Michelle, suite 208 has volunteered to be parking / storage manager. If you need your new clicker programmed, an extra parking stall, or a storage locker, put it in writing to the council first. She will arrange with strata so that all records / fees are kept up to date.

Reminder to all owners that correspondence to the council must be put in writing and put in the new mailbox in the lobby by the elevator or use the email address. The pager is connected and the number remains the same. For emergencies, please use the pager.

Meeting adjourned at 20:36.

*Building manager Email:*

*manager.nws3379@gmail.com*

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE BC V2X 0X7

JANUARY 9<sup>TH</sup>, 2007  
@17:30 HRS SUITE 404 BRICKWOOD PLACE

Present:	Chris Kearney	404
	Leila Myton	407
	Mike Anderson	302
	Linda Wass	308
Guest	Gabby	108
Absent with leave	Trenna Zaiser	311

On going business:

Welcome package

Bylaw review

Exterior building wash project set to commence this spring Will include entire building, balconies and windows Notice will be posted

Block watch programme initiated Meetings held every 2<sup>nd</sup> Wed of the month Interested volunteers – please contact strata

Fence maintenance/repairs continue

Website in process

Building security ongoing

Fraser Valley Fire Inspection replaced sensors and will replace light in the NE stairwell

Approval from District of Maple Ridge to clean up brush area across the street

Curb painting ongoing

Audit of storage lockers ongoing

Onsite restoration has now completed their work

Building assessment ongoing

New business:

Maintenance contract programme was presented An extraordinary general meeting to be held February 6<sup>th</sup>, 2007 in the Lobby Registration 7:00 pm Meeting 7:30

No insurance claim will be processed due to the quick action of our Caretaker A pipe burst on the 2<sup>nd</sup> floor – the water was quickly turned off Dehumidifiers were placed on site by Onside Restoration

Front gutter over parking garage overflowing and will be corrected

Complaints about the building water temperature has been rectified. Appears that one of the heaters on one of the boilers had been turned off.

Inspection of the caulking on the first level has been approved and additional repairs to commence.

Due to the brush clearing behind and beside our fence line, drainage inspection will take place when the snow clears.

Parking manager position assigned.

Friendly Reminders:

Be considerate of your neighbours regarding excess noise.

Strata Page Number 443-0996

February 6<sup>th</sup>, 2007 Extraordinary General Meeting 7:00 pm in the Lobby

Meeting adjourned at 9:30 pm

Next strata meeting to be announced

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE, BC  
V2X 0X7

Minutes of the Extraordinary General Meeting February 6<sup>th</sup>, 2007  
In the Lobby of Brickwood Place at 19:30 hrs

1. Registration of voting members at 19:00 hrs and the meeting was called to order at 19:30 hrs.
2. A quorum was declared
3. All members received voting cards
4. The minutes of the last strata meeting were approved

There was a general discussion of old business regarding a water pipe repair and the replacement of the ceiling panels in the lobby area. New business discussion involved 3 items: a rattling water pipe to be investigated; tree roots lifting of asphalt and the chairman reported that, as of this time, there has been no report of any building permit issued for the lot next door that was recently cleared.

The extraordinary meeting was called to discuss an Engineering Building Inspection and the recommendation that Brickwood Place enter into an ongoing Building Maintenance contract.

Strata has contracted Pomeroy Building Maintenance Ltd. of Burnaby, BC to commence repairs to the membrane on the patio area. In their initial investigation, it was determined that there are some other areas that will require repair. Pomeroy provided a written report, with pictures that was distributed to all in attendance.

A lengthy question and answer period followed. The main area of concern appears to be the balconies. General opinion of the owners being that repairs must be done. A meeting has been requested with the owners and Pomeroy Building Maintenance Ltd – date and time to be announced.

It was voted to have Pomeroy to continue and complete their building inspection and strata to arrange for a Third Party review of Pomeroy's assessment.

A short discussion involving BBQ's followed. No propane is allowed in the building. No propane/electric/briquette BBQ's are permitted in areas that are underneath an overhang. This is a Maple Ridge Fire By-Law regulation.

The Chairman presented a volunteer sign up sheet. As we are a self-managed building, any interested parties are invited to assist in ongoing issues. Ideas, suggestion, those people with special skills and expertise are encouraged and welcome to join strata and/or volunteer.

The meeting adjourned at 20.30 hrs

#### Friendly Reminders

Excess noise -- please be thoughtful

Use a dust pan when sweeping your deck

Watch the closing of the parking gate -- in and out

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE, BC V2X 0X7

FEBRUARY 21, 2007  
@17:00 HRS LOBBY AT BRICK WOOD PLACE

Present:	Chris Kearney	404
	Leila Myton	407
	Mike Anderson	302
	Trenna Zaiser	311
	Linda Wass	308
Guests:	Leanne Swenson	203
	German Barahona	307
	Rob Murphy	301

Ongoing Business:

Fencing maintenance/repairs

Building security – recommendations/suggestions submitted by Community

Policing/Block Watch audit – eg additional lighting to back of building; attach chain link to parking gate (quote received @ \$1,500.00); removal of graffiti; motion lights; security camera in lobby; increased lighting in underground parking and painting of the underground, south side hedge trimmed

Storage locker audit – 80% done

Building assessment for insurance purposes – strata member to report results of investigation

Clean up of brush area across the street – strata member continues to remind District of Maple Ridge of request

Block Watch Programme – strata requesting 2 volunteers to participate in monthly programme eg require Block Watch Captain and Co-Captain

Notice to be posted re exterior building wash – should be the week of April 16<sup>th</sup>/22<sup>nd</sup>

Likely ½ of the building due to the time frame for Pomeroy Building Maintenance to finish their work

Website creation

Curbside painting

Overflowing gutter over parking garage

Water temperature – strata member to check

Drainage inspection in and around the NW side of the fence line

Welcome package has been created and will be handed out to existing & new residents – additional information which strata hopes all residents will find useful

Work in 105 and 205 has been completed

Emergency light in NE stairwell has been replaced

Omission from February 6<sup>th</sup>, 2007 AGM minutes: Vote to have repairs commence to the patio area in and around Gabby's unit on the ground floor

Omission from Jan 9<sup>th</sup>, 2007 minutes: approval for a bank card to be issued to the bookkeeper to allow for after hours banking privileges

New Business:

Touch up painting on the 1<sup>st</sup> floor and touch up on the elevator doors to begin – part of the existing maintenance programme

Key holder list: Chairman extends a big thank you to Bonnie re the storage locker doors

Robert and Kerri volunteered to review the work being done by Pomeroy. In addition, various residents took the time to be interviewed and Robert presented this report to strata. It was expressed, by Robert, that he has no complaint regarding Pomeroy's endeavours. He recommends a maintenance programme, and for more open communication with owners; stressed that the building permit must be signed off immediately and suggested that a full Building Envelope Inspection be reviewed. Pomeroy's findings will be reviewed by a third party, Aqua Coast Engineering, at a quote of \$1,800.00.

Volunteer to report on obtaining and replacing the missing lobby ceiling tiles from Onside Restoration

Strata member to report on obtaining and posting of signage in the underground parking area

Parking Manager position has been accepted. This will be a 6 month rotation tenure position.

Update owner contact list

Timeline of the current situation:-

Unit 108 reports patio leak

Pomeroy Building Maintenance makes presentation regarding their programme. Owner of 108 attends this presentation.

A quote of \$50.00 per linear foot is presented.

Pomeroy begins investigation on patio at 108 and reports the membrane requires repair and this problem extends to a few other ground floor units.

Pomeroy initiates a building review and produces partial findings to strata

Extraordinary general meeting is called and a complete written review by Pomeroy is handed out

It is agreed to have the initial repair work reviewed and completed

Pomeroy is to finalize the existing work, repair portion of wall that was removed, replace a window in 108 and remove tarps – weather dependent (some product used in the repair needed to cure).

The quote discussed at the extraordinary meeting was not just for this initial repair, but for a full building ongoing maintenance programme. This would encompass a long term and on going maintenance programme, as budget and priority would dictate.

ANOTHER EXTRAORDINARY MEETING IS SCHEDULED FOR MARCH 14<sup>TH</sup>,  
2007 IN THE LOBBY REGISTRATION 7:00 PM MEETING 7:30 PM

Pomeroy Building Maintenance to be in attendance

#### NOTICE

Strata e-mail: strata.nws3379gmail.com

Strata pager: 604-443-0996

Friendly Reminders:

Lost/damaged parking garage clicker? Strata provides one clicker only. Owner will be responsible for replacement; see strata for programming.

Mandatory to have parking gate closed behind you

Make sure that building access doors are completely closed



Challenge unknown parties who are looking for access to the building

Smoking is not permitted within inside common areas of the building

Strata meetings are open to owners, encouraged and welcomed to attend

Volunteer with vehicle to remove old fencing material to landfill?

Next meeting scheduled for Tuesday, March 27<sup>th</sup>, 2007 – unit 302

Meeting adjourned at 8:45 pm

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE, BC  
V2X 0X7

Minutes of the Extraordinary General Meeting March 14<sup>th</sup>, 2007  
In the Lobby of Brickwood Place at 19:30 hrs

1. Registration of voting members at 19:00 hrs and the meeting was called to order at 19:15 hrs.
2. A quorum was declared
3. All members received voting cards

This meeting was organized for owners to receive a presentation from PCM Pomeroy Construction & Maintenance given by Bruce Pomeroy, President and Darryl Maisey, Construction Superintendent. A handout, dated March 8, 2007, titled Building Envelope Assessment and Report was the main focus of their address. Attached to their report are copies of Certificate of General Liability Insurance held by Wilson M Beck Insurance Services; a Clearance Reference Certificate from Work Safe, BC, stating their account is currently active and in good standing; a short printout from their website with references and contact names and numbers attached.

Section 5.0 lists 12 recommendations. Each section was reported on by Darryl Maisey with Bruce Pomeroy stating the proposed costs for each item. They also presented a picture board indicating visually, a few areas that require repairs. PCM reports that the first and major item for repair would be the balconies. This would include a better design for the railings, which would be attached on the outside of the deck, instead of being attached through the vinyl membrane on the deck surface

In addition, they recommend that the first floor membrane repair continue around the building. Generally, they feel the building is sound with the roof in good shape at this time. Some additional repairs to caulking and flashings are to be considered. Some sealant should be removed and replaced as they have outlived their lifespan.

They state that all the items recommended for repair, could likely be fully completed within 6 months, barring any unforeseen circumstances. They also report that the work could be done over time, based on the owners priority and budget constraints. PCM will provide to strata a budget proposal shortly.

A short question and answer period followed. The question of PCM's expertise on building envelope inspection was questioned. Bruce Pomeroy reports that they work with Engineering firms and would be agreeable and willing to work with any strata chosen overseers or Engineers on their construction trades and practices. The question

of closing up what has been started was raised. PCM said they would not do a stucco repair, but would 'secure' the tarps in the meantime. PCM does not recommend the stucco going back on until the full extent of the repair has been addressed. This delay was proposed in order for a strata member to obtain estimates from balcony repair companies.

PCM stated that they will work in close contact with strata on all repairs. He reports all repair work would include written warranties and expressed that PCM would like to have a continuing relationship with Brickwood Place. Council members can, and do, change over time and a maintenance programme would provide a complete history of Brickwood Place.

Bruce Pomeroy and Darryl Maisey were thanked for their presentation and left at 20:15 hrs. They left the picture presentation board for owners inspection.

It was agreed to have strata member obtain further balcony tenders and obtain a third party building envelope inspection report.

Robert Murphy was voted to be a member council.

Strata to investigate cleaning of dryer vents.

It was voted and agreed to purchase additional security for the front parking gate.

One resident has volunteered to become a part of the Block Watch Programme. Strata would like to encourage one more person to come forward and be part of this team.

Strata member to obtain and replace the ceiling tiles in the main lobby.

Strata member to investigate a Disaster Preparation Programme.

Meeting adjourned at 20:45 hrs

Next meeting to be announced

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE, BC V2X 0X7

APRIL 2<sup>ND</sup>, 2007  
@ 8PM SUITE 404 BRICKWOOD PLACE

Present:	Chris Kearney	404
	Leila Myton	407
	Rob Murphy	301
	Linda Wass	308
Absent:	Mike Anderson	302
	Trenna Zaiser	311

Ongoing Business:

Storage Audit

Building Assessment re insurance purposes – strata member still gathering information

Overflowing gutter to be attended to by strata member

Water temperature – repair to commence

Strata website creation

Fence maintenance/repairs

Strata member continues to have third party building assessment report to be completed –

hopefully full report will be available for the next strata meeting Company doing the third party building envelope inspection is Aqua Coast Building Envelope, Burnaby BC

Strata member continues to obtain 3 quotes for balcony repairs

Exterior building wash will commence this month

Building permits to be cleared with the District of Maple Ridge

New Business:

Purchase of additional security system for front parking gate on hold at this time

Boxes of replacement tiles for the front lobby are available from Onside Restoration – strata member in process of obtaining

Parking Manager to supply report

Discussion re protocol for granting extension to resident for rental purposes due to hardship – refer to the Condo Act

Much discussion re the balcony repair issue, the ongoing maintenance programme regarding budget and priorities This included the discussion of any special assessments and suggestion that strata fees would likely also have to be increased to support the

necessary maintenance of the building. A figure of \$25.00 was discussed and this will be more fully explored as costs are evaluated

Strata member has also gone to look at the ventilation system and inspect the roof. It was reported that there are some small repairs to be done. The filter has to be replaced and the belt system appears to be good.

A resident has volunteered to be our Handyman – thank you!

Graffiti removal has been investigated by strata member

Next strata meeting scheduled for May 1<sup>st</sup>, at 7:30pm – Host unit 301

Meeting adjourned at 10:00 pm

Friendly reminders:

Parking area is for vehicles only – please remove any non permitted items

Pick up your mail daily

Ensure the parking gate is closed behind you

Report to strata, in writing, any maintenance items that require attention

Excessive noise – be considerate of your neighbours

Attend a strata meeting – become involved – all are welcome

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE, BC V2X 0X7

MAY 1<sup>ST</sup>, 2007  
7:30 PM SUITE 301 BRICKWOOD PLACE

Present: Chris Kearney  
Trenna Zaiser  
Robert Murphy  
Linda Wass

Absent: Leila Myton  
Mike Anderson

Ongoing Business:

Storage audit  
Building Assessment for insurance coverage  
Website  
Aqua Coast Building Envelope report from their April, 2007 inspection  
Building permits cleared thru District of Maple Ridge  
Graffiti removal  
Fence maintenance/repairs - strata member has obtained quotes & estimates  
Review of bylaws - strata member has produced report  
Parking Manager to present report  
Building security  
Emergency Preparedness report  
Balcony repairs - strata member has obtained three quotes  
Ceiling tiles in foyer have now been replaced  
Increase in strata fees continues to be addressed

New Business:

Strata member has discussed building permit issue with Chantelle Gemperie in the Planning and By-law Enforcement department at the Corporation of Maple Ridge. Member was advised that no permits would be required for reinstatement work done to balconies

Letters issued to residences regarding uninsured vehicles

Letters regarding oil leaks in the underground will be issued

Letters regarding parking stalls being used for storage will be issued

Treasurer report requested for next strata meeting

Storm drain on the street in the front of the building appears to be plugged - address with the District of Maple Ridge

Friendly Reminders:

Please do not leave mis-directed mail in the slot above the mailboxes. The mailperson will not take it and it is not the caretakers job to drop it in a mailbox.

Ensure your garbage goes down the chute - please do not leave it in the drawer.

The blue bins in the parking area are for recycling only. Do not leave any household items. Call Big Brothers or drop these items at the Salvation Army or Value Village.

Do not operate any vehicle within the property limits at speeds in excess of 10 km/h.

Smoking is not permitted on the common property.

Bicycles must be carried through the lobby, hallways and in the elevator.

No excessive noise or loitering on an ongoing basis.

The use of barbecues is not permitted at any time - no matter what kind.

Meeting adjourned 8:45 pm. Next strata meeting set for Tuesday, June 5<sup>th</sup>, 2007 7:30 in 301.

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE, BC V2X 0X7

EXTRAORDINARY GENERAL MEETING  
MAY 29<sup>TH</sup>, 2007  
LOBBY OF BRICKWOOD PLACE

Registration: 7:00 pm

A quorum was declared and the meeting was called to order by the Chairman at 7:20pm

Copy of the Maintenance Schedule for 2007 was handed out

A short report was given by the Chairman

- the vinyl portion of the building wash has been completed
- minor repairs to the first floor stairwell completed
- front entrance walkway will be power washed
- minor repair around the elevator done
- loose lock to the parking garage door to be investigated
- security gate reminder - please "Wait the Gate"

The floor was handed to Robert Murphy and the Maintenance Schedule for 2007 he prepared, was gone over in great detail. Quotations for fencing and balcony repairs were explained in depth. Robert stressed that all companies contacted had public liability insurance and warrantied the workmanship and products. Aqua Coast withdrew from producing their written engineering report. They did do onsite inspections with Robert in attendance. Based on these inspections, and with information provided by Pomeroy, this meeting was called to expedite the more urgent repairs to the front of the building. Robert recommends that when repairs are completed, a city engineer inspect the final work.

Some of the recommendations:

Upper floor balconies be reinstated first, followed by repairs to the first floor patio area.

Clean dryer vents annually

Roof skylites would likely have to be replaced in approximately 5 years

Ventilation motor to be serviced regularly and the filters changed regularly

Purchase fence panels and have a volunteer group handle the installation

Increase strata fees to cover ongoing building maintenance & eventually, the roof replacement - suggested increase, approx \$25.00/\$30.00 per suite for a three year term, commencing in the new fiscal year

Initiate a special assessment using a formulae of \$3.00 per square foot to cover the reinstatement of the balconies and patio area

A lengthy, enthusiastic question and answer discussion followed.

The Chairman called for a vote:

1. Special assessment, as recommended, was approved.
- 2.. Increase of strata fees, as recommend, was approved.



Trenna Zaiser presented the By-Laws for Brickwood Place. Three items required a vote. Trenna did a thorough review of these by-laws and discovered that the items listed below had been written, but had not, in fact, minutes, ever been legally been voted on appropriately. See below:

- 9.1 Shall not operate any vehicle within the property limits at a speed of 10km/h - approved
- 9.9 Courtyard is restricted to the rental of 5 recreation vehicles spaces. In the event of an increase, 60 days notice will be given - approved
- 13.5 Anyone who wilfully tampers with or removes fire-fighting equipment shall be fined \$500.00 at the first offence - approved

A short question period, regarding Brickwood by-laws followed.

The Chairman thanked Robert Murphy and Trenna Zaiser for their hard work and many hours of investigation on behalf of the strata committee and all owners and residents.

The meeting was adjourned at 9:00 pm

FRIENDLY REMINDERS:

Brickwood Place By-Laws are the schedule circled #1 - please keep these for your reference and files

Summer is upon us - in order to cut expenses - please turn off your fireplace pilot light

WAIT THE GATE

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE, BC V2X 0X7

JUNE 5<sup>TH</sup>, 2007  
7:30 PM SUITE 301 BRICKWOOD PLACE

Present: Chris Kearney  
Trenna Zaiser  
Robert Murphy  
Leila Myton  
Mike Anderson  
Linda Wass

Guests: Gabby Marcano  
Nathan Blefare

Ongoing:

Storage Audit - moving out, storage locker keys to be returned to strata along with parking garage door clicker

Building assessment

Emergency preparedness package completed and will be handed out

Third party building engineering report still being investigated

Brush removal ongoing thru District

Fence rebuilding to commence in August - materials to be ordered - volunteer work party suggested to assist in labour costs

Bylaw review completed

Parking Manager report:

- audit still being conducted
- 6 spots have oil stains
- 4 un-insured vehicles
- letters to be issued
- enforcement discussed per bylaws eg fines and towing

Balcony re-instatement to commence June 22<sup>nd</sup>

Building security - discussion regarding the closure of the parking gate - result in recommendation that offending license plate numbers be reported to strata for enforcement

Signage for the parking garage to be investigated

Notice of new strata fees in the coming fiscal year to be handed out

Special Assessment: Due June 22<sup>nd</sup>, 2007 \$1,000.00 per suite for deposit

Final balance due August 1<sup>st</sup>, 2007



New Business:

Report of wasps

Quote received for cleaning of parking garage - includes brush system, sealant, repaint lines and numbers - quote tabled for future reference

Quote requested for painting of the unfinished storage wall in the parking garage to be obtained

Discussion of handyman wages contract vrs hourly \$25.00

Window replacement report

Lighting in storage locker repaired by electrician

Fraser Valley Fire Inspection done. Letters will go out to non-participants

Fire Marshall from the District of Maple Ridge completed their inspection and issued their report marked Good Job

Angel Restoration to be contacted re 108

Pomeroy contacted and will fix the membrane which is under warranty

In house manager position versus the hiring of a Property Management company discussed at length. Position for in house manager a salaried position. If nobody can fill this position in house, it is recommended that a Property Management company be implemented

MEETING ADJOURNED AT 9:50 PM

REMINDERS:

DO NOT LEAVE VALUABLES IN YOUR VEHICLE - USE A CLUB

STRATA ACCEPTING RESUMES FOR IN HOUSE MANAGEMENT POSITION

SPECIAL ASSESSMENT ENTITLEMENTS WILL BE HANDED OUT

STRATA PLAN NWS 3379  
11595 FRASER STREET  
MAPLE RIDGE, BC V2X 0X7

JULY 3, 2007  
7:30 PM LOBBY BRICKWOOD PLACE

Registration: 7:00 pm  
Quorum established  
Meeting called to order 7:30 pm by Chris Kearney

The meeting was called by Chris Kearney to make the announcement his resignation from strata effective immediately due to work constraints and commitments. He then handed the meeting over to Robert Murphy.

The following discussions ensued:

In house accounting to be re- established. This has been reviewed with Anthony Foster.

Caretaker position will remain the same.

Gardening position is now an open position to be filled.

Reinstatement of the balconies has begun

Removal of fence panels has begun and new panels to be ordered shortly.

Window replacement

Suggested that the new fencing be stained versus painting and that a work bee established to lessen labour costs

Follow up committee to knock on doors regarding collection of unpaid special levy fees

Recommendation of Job Jar List to be created for volunteers to view

Property management company versus in house property management. Recommended that continue with in house at this time. Volunteer Nancy Sutherland in 314, to report at Annual General Meeting, investigation and quotes from various outside management companies.

Robert Murphy confirmed he will continue as Building Maintenance Manager

Existing Strata Council stepped down and the following were nominated, accepted and voted as new strata members:

Michelle Pulko	Unit 208
Trenna Zaiser	Unit 311
Mike Anderson	Unit 302
Leila Myton	Unit 407
Robert Murphy	Unit 301
Leanne Swensson	Unit 203

The Meeting was adjourned at 8:15 pm

The new strata council then held a short meeting to establish Chairman, Vice-Chair, Treasurer and Secretary positions.

## ADDENDUM :

MICHELLE	PRESIDENT
ROBERT	V. P.
LEANNE	TREASURER
TRENNA	SECRETARY
MIKE	PARKING MANAGER
LEILA	MEMBER @ LMGE

BRICKWOOD PLACE – Strata Plan NWS 3379  
11595 Fraser St  
Maple Ridge, BC V2X 0X7

Minutes of the Strata Council Meeting of Strata Plan NWS 3379  
August 15, 2007  
@ 19:30 hrs, suite 301, Brickwood Place

Present: Michelle Pulko 208  
Robert Murphy 301  
Leanne Swensson 203  
Trenna Zaiser 311  
Mike Anderson 302  
Leila Myton 407

Guests: Christopher Kearney 404  
Gabby Marcano 108

The meeting was called to order at 19:30. The minutes of the last meeting were approved.

**Old and Ongoing Business**

-Move out fee has been abolished as it is too hard to collect. Move in fee will stay at \$25 and be added to the first month's strata fees

-Website no longer happening

-Building needs to be appraised for insurance purposes, it runs out in December of this year. We received 2 quotes from February, rechecking the quotes as it has been 6 months

-Fire inspection – 10 suites still outstanding.  
Strata will organize one more day to get all suites done, and give owners 1 month notice. If the suites still have not been checked after that point, owners will be fined and will be financially responsible for their inspection. Letters will go out to these suites to let them know of the date.

-Garage sign to be completed this weekend

-Pomory has still yet to complete the membrane to our satisfaction – we are on top of them

**New Business:**

-We now have in-house Treasurer, so we can keep a better track of money coming and going.

-Financial report was given by treasurer and was accepted that finances are in order

-Special Assessment – there are 2 suites that owe the full amount and 3 suites who owe the remaining amount after deposit. These people will be reminded again. If money not received by the end of the month they will be fined.

-There is one suite with outstanding fees for August

**-NSF CHARGES: there is a \$20 charge to each owner for every cheque that is returned NSF.**

**-There are some random cheques missing for strata fees. Please make sure that when post-dating your cheques that all months are written correctly. Please include all extras (parking, storage lockers, RV) in one cheques with maintenance fees.**

-Treasurer will do all typical treasurer duties – discussed paying someone to do yearly budget. Everyone approved, Leanne to get quotes.

-Looking into being able to offer owners direct deposit for strata fees to get rid of using post-dated cheques. More information to follow

-Leila will be in charge of making sure all new owners receive the Welcome package with parking garage and locker maps included

-Everyone happy with the new decks

-Still getting quotes for stucco work – not many trades' people do it anymore. Hope to have completed in next 3 - 4 weeks

**-Owners are responsible for checking and cleaning their own dryer vents. Robert is willing to check some owners vents if you feel incapable of doing your own. Please contact him to arrange a time.**

-Roof had soft spots that have been pointed out many times that we would need to look into fixing certain spots. One spot finally leaked and we were able to get it fixed and resealed along with a few gutter issues.

**-Fences almost complete. WE NEED A WORK PARTY OF VOLUNTEERS TO PAINT / COAT THE FENCE. PLEASE CONTACT STRATA ASAP TO HELP, THIS NEEDS TO BE DONE IN THE NEAR FUTURE!**

-Locksmith was here to fix the lock going from the lobby to underground

-Taylor has stepped down, and we need a new cleaner for Sept 1<sup>st</sup>. It was agreed to allow Rhonda to start Sept 1<sup>st</sup>, but anyone wanting to apply please contact strata. A job description is available. If we have not found anyone by the end of September, Rhonda will continue the job.

### **Correspondence:**

-One complaint letter received re: window in that suite not getting fixed right away. We are still getting quotes for the work on the windows, no one has had windows replaced yet, it is still ongoing.

## **By-laws:**

-We have only received 1 copy of Storage Insurance for the uninsured cars in the underground. A third letter will go out to the remaining owners. Strata requires a photocopy to be put in your file and updated annually. It is the owner's responsibility to present it to strata; the cars will be towed next week if we do not receive a copy of everyone's insurance.

-As stated in The Brickwood Bylaws 4.6:

An owner must receive written approval of the strata corporation before undertaking alterations to the exterior or structure of the strata lot, or limited common property, including but not limited to the resurfacing of balcony floors/patios or the addition of surfacing material to them, and to the attachments, erection or extension of fences, sun and wind screens, patio covers or enclosures, antennas, trellises, or similar items or structures and to the painting or staining of the exterior of the buildings or any aforesaid items.

It has been brought to strata's attention that there is an owner has put up an external air conditioner. These are not allowed. The only air conditioners that are allowed are the portable type. The owner will receive a letter to remove the air conditioner or face a fine.

## **Reminders:**

**-No loitering or playing inside the lobby or at the front door**

**-Never leave the front door unattended while open, especially when moving items**

**-Please take care when putting recycle away – it is not the cleaner's responsibility to clean up after you.**

Meeting adjourned at 18:36. Next meeting set for September 15 @ 7:30, location to be announced.



Nov 7

BRICKWOOD PLACE – Strata Plan NWS 3379  
11595 Fraser St  
Maple Ridge, BC V2X 0X7

Minutes of the Strata Council Meeting of Strata Plan NWS 3379  
September 19, 2007  
@ 19:30 hrs, suite 208, Brickwood Place

Present: Michelle Pulko 208  
Robert Murphy 301  
Leanne Swensson 203  
Trenna Zaiser 311 – 463-2520  
Leila Myton 407

Absent: Mike Anderson 302

Guests: Christopher Kearney 404  
Gabby Marcano 108  
Giancarlo Briglio 201

The meeting was called to order at 19:30. The minutes of the last meeting were approved.

**Old and Ongoing Business**

- Choosing an appraisal company for building insurance was voted on. Will be contacted to set up a date to have building appraised.
- **REMINDER FOR THE SUITES HAVING THE FIRE INSPECTION DONE – OCTOBER 5<sup>TH</sup> 9:30am.**
- Parking garage sign completed and Robert to put up tomorrow.
- Still have 18 units to return the Owner contact sheets with the parking / storage / RV/ gas/ fireplace info. **PLEASE RTN ASAP**, we are trying to get an up to date master list of owners and their fees.
- For the month of September, Rhonda has been doing the cleaning of the building. We had one other submission for the job. We have voted to keep Rhonda on as the cleaner.
- We have received a quote on the windows. Repair / replacement will begin on the 4<sup>th</sup> floor and go down from there.
- **You will receive notice when your floor's windows are getting fixed. If you decide to be unavailable for that time, your suite will be missed, and your windows will not be repaired/replaced.**
- Stucco work on the building has been completed. There are some cracks noticed in the stucco surface (decorative coat), that will have to be re-sealed in the next few years.
- Gabby submitted 3 quotes to get the carpets replaced due to the water damage in 2 suites. Strata voted on a quote and Gabby to organize the company to come in and lay the carpets.
- **POMEROY DISCUSSION:**
  - o the new membrane is useless. Pomeroy did burst the bubbles that had formed, but at this point it was decided to cut our losses. Discussion at length of what we should do with the trench that is now there. IT was voted on to get a landscaper in to put pavers in the trench, as leaving it as is, is not an option.
  - o Contacted Bedford Landscaping. They are pretty booked at the moment. Worst case is January, but we are trying to get it done sooner.
  - o The slope of the patio has been looked at 3 times by different people and everyone has said that it is fine.

## Treasure's Report

- All money is in order.
- All outstanding invoices for work done on the building have been paid.
- There are 2 suites with outstanding amounts for the assessment. A letter will be going out them. Next step is to charge interest.
- There are 2 suites in arrears for maintenance fees. They have already been contacted and a letter will follow.
- **Reminder that there is a \$20 NSF charge for all returned cheques.**
- As previously discussed an outside company will do our budget for 2008. They will have it ready for the AGM.
- Will have more information regarding the direct deposit of maintenance fees at the AGM.

## New Business:

- Giancarlo Briglio from suite 201 was voted onto the strata, replacing Leila who has stepped down.
- Will get estimate on price to re-seal the stucco to prepare for when it needs to be done.
- Will get proposal put together for maintenance of the caulking of all doors and windows.
- Jip rock work completed at a cost of approx. \$4000.00, including getting an electrician in to reconnect one of the suites. Wanted to do it right so that there were no problems down the road.
- Looking into getting bigger recycle bins, or at least more bins. Also contacting garbage company to replace the garbage bin as it smells.
- Carpet cleaning scheduled for Wed Sept 26<sup>th</sup> – all halls and stairwells. Need a volunteer to let them in at 9am. Please contact strata.
- New fence is up and still needs to be stained / sealed. As stated last month we need volunteers to help out. Strata cannot and will not do everything alone.
- **\*\*\*\* Strata is organizing a work party on Sat Sept 29<sup>th</sup> starting at 10am. We will stain / seal the fence. Strata will provide pizza and drinks at the end of the day! \*\*\*\* Please come out, we need all the help we can get.**
- There was one complaint that the owners cannot change the exterior of the building, but strata can change the fence. A few things to keep in mind:
  - o The fence needed to be changed due to rot and damage.
  - o It was voted on at the XO meeting that the fence be stained and not painted as it will last longer.
  - o We have had no other complaints on the choice of staining vs painting. Painting the fence makes it look cheaper, not the other way around.

## Correspondence:

- 1 letter received regarding cracks on the outside walls, Robert to follow up.
- Owner asked if they could put things on the fence inside their lot. There is not a problem with that as long as owner assumes responsibility to all damage done to the fence (strata will not replace fence due to owner damaging it). Any plants that crawl up the fence must go on a trellis, no ivy, vines ect, to attach to the fence alone.
- 5 letters received regarding excess noise. Owners have received 2 letters and next step is a fine.
- 1 letter out to owner in response failing to wait for the gate to close.

- 2 letters out to owners regarding changing of the exterior strata lot.
- 2 letters out to owners regarding uninsured cars in the underground requiring storage insurance
- **Any correspondence to strata MUST be in writing, through the pager or email. If you have a question, or complaint DO NOT approach strata members in the hallways for example while they are unloading groceries. Please remember that strata is a volunteer position and we need our free time as well.**
- Only emergencies will be dealt with ASAP.
- **We are actively getting quotes for a property management company. We know it was voted down at the XO meeting, assuming that strata can do everything. Once again, strata is a volunteer position, and we are here to speak on behalf of the building. We cannot and will not do everything. We are not a handy man service or a maintenance service. So if no one else is willing to help we will be hiring a property management company, and yes fees will go up over and above next year's increase.**

#### Reminders:

- Please use common sense when it comes to garbage and recycle if it doesn't fit, don't force it!!
- Anything going down the bin needs to be in a garbage bag.
- **Things that are NOT allowed down the suit and are the owner's responsibility:**
  - o Electronics
  - o Liquids, house hold or car
  - o Plant pots
  - o Lamps and other small furniture
  - o Children's toys
- Anyone found putting these items down the suit will be fined
- The small garbage can next to the recycle was meant to be there for "car garbage" when people are using the car wash and cleaning out their vehicles. Due to the abuse it gets – people stacking it up with garbage that is too big to fit in the suit, it is being removed. Please bag up any garbage from your car and put it down the suit.
- Do not buzz anyone into the building that you do not know.
- The lobby is not a playground. Please have your kids use the park.
- Fees will be going up starting in December. You will receive your new fee amount before the AGM, so please bring your cheq's with you in Nov.
- **When you sell your suite you cannot sell it with your storage locker and / or extra parking. These are common property and are rented from the strata.**

Meeting adjourned at 21:28. Next meeting set for October 10th @ 7:30, Suite 208

**AGM SCHEDULED FOR NOVEMBER 7<sup>th</sup>** ✱

BRICKWOOD PLACE – Strata Plan NWS 3379  
11595 Fraser St  
Maple Ridge, BC V2X 0X7

Minutes of the Strata Council Meeting of Strata Plan NWS 3379  
Oct 9, 2007  
@ 19:30 hrs, suite 208, Brickwood Place

Present: Michelle Pulko 208  
Robert Murphy 301  
Leanne Swensson 203  
Trenna Zaiser 311

Absent: Mike Anderson 302  
Giancarlo Briglio 201

Guests: Christopher Kearney 404

The meeting was called to order at 19:30. The minutes of the last meeting were approved.

**Old and Ongoing Business**

- October 5 fire alarm testing completed, thank you to all owners for the co-operation.
- October 5 appraisal on building completed
- Carpet cleaning completed.
- Rhonda has completed first month of cleaning and will continue the job, thank you Rhonda.
- Finalization of the 4<sup>th</sup> floor window quotes to be completed by the end of the week, and then work can begin.
- Still waiting on quote for the proposal to re-seal, caulk windows, fix cracks in stucco ect.
- The suites on the first floor that required flooring to be replaced must submit in writing requesting compensation. We have received inv for 2 suites. They will be contacted by strata re: compensation.
- **Reminder – All owner are to notify strata of any upgrades / repairs being done to their suite (ex. Flooring) for both security and future repairs. Must make sure floors are put down right to ensure sound proofing ect.**
- Extra recycle to be dropped off this week and new garbage bin on order. **Please flatten all recycle cardboard / plastic so it will all fit in the bins!!**
- **URGENT!!!! Must have ALL owner info forms returned within the next week to accurately access maintenance fees. Please contact strata if you need another copy.**

**Treasurer's Report:**

- We have been able to save money in different areas this year.
- Money is all in order.
- There are still 2 suites in arrears with the assessment.

**New Business:**

- We have decided to go to a Property Management Co. for a 1 year trial and will re-assess the situation next year.

- Strata has looked at the books and we have decided that we will not charge each suite for the 1 year trial. The total charge for their services is \$962.50 - \$17.50 per unit per month.
- All fences garbage, landscape garbage ect to be picked up on Sat.

**Correspondence:**

- Two complaints regarding noise. Letters have been issued to those suites.

**Reminders:**

- Please flatten all recycle cardboard / plastic so it will all fit in the bins!!
- All owner are to notify strata of any upgrades / repairs being done to their suite (ex. Flooring) for both security and future repairs. Must make sure floors are put down right to ensure sound proofing ect.

Meeting adjourned at 18:15.

**Next meeting:**

**AGM Nov 7, 2007 Registration 7:15 pm in the lobby**

BRICKWOOD PLACE – Strata Plan NWS 3379  
11595 Fraser St  
Maple Ridge, BC V2X 0X7

Minutes of the Strata Council Meeting of Strata Plan NWS 3379  
Nov 7, 2007  
@ 19:30 hrs, suite 301, Brickwood Place

Present: Michelle Pulko 208  
Robert Murphy 301  
Leanne Swensson 203  
Trenna Zaiser 311

Absent: Mike Anderson 302  
Giancarlo Briglio 201

Guests: Nancy Sutherland 314

The meeting was called to order at 19:30. The minutes of the last meeting were approved.

**Old and Ongoing Business**

- Finances in order
- Painting on the 4<sup>th</sup> Floor has been completed where we had a roof leak

**Your monthly strata fees cannot be finalized until you return your owner's information sheets. We are still missing 16 responses.**

**New Business:**

We have had an owner volunteer to be here during the day to allow for the winterization fire inspection of the building - date to be advised to the volunteer. Thank you from Strata.

**Correspondence:**

- Letter and verbal comments received by strata RE: suggestions about strata council improvements & better communication for people who wish to help
- Letter re: window work/repairs received – strata council responded with verbal message left for owner with update
- Letter received of complaint re: strata's communication re: work done on unit given approval by strata for carpet replacement – original amount of quote will be paid. Under no circumstance will the building pay for personal expenses i.e. moving of furniture. A bill went out to owner for costs in excess of the quote.
- Letter received from strata for unit requesting a storage locker - approved
- Letter received from new owner asking for strata to contact re: questions. Council member will make contact this week.

BRICKWOOD PLACE – Strata Plan NWS 3379  
11595 Fraser St  
Maple Ridge, BC V2X 0X7

Minutes of the Annual General Meeting of Strata Plan NWS 3379  
Dec 5, 2007  
@ 19:30 hrs, Lobby, Brickwood Place

The meeting was called to order at 19:30.  
Proxies were collected and accepted.  
The minutes of the 2006 AGM meeting were approved.

#### Old Business

No old business was brought forward

#### New Business:

##### Maintenance

- A lot of maintenance happened this year.
- A very detailed report was given by Robert detailing leaks, balconies, fences, etc. Copy of report to follow.
- Window seals have been found to be the main problem with the building. We have begun the repair process beginning with the top floor; we are awaiting parts from the company. They will be giving notice when each floor is to be inspected and work on. You will receive a notice, please be patient.
- Proposed landscaping company, who will take care of trees, lawns, plants, fertilization, etc. \$2425 / year; the contract was approved.
- To find out who is responsible for the trees along the path. City or us? Getting conflicting stories.
- Problems with garbage pick up. FIRST problem on record. We were told a lot of different "stories" from the company as to why our garbage was not picked up. We have had a new bin on order for 2 months now that we have yet to receive, but staying on top of it. **When things like this happen it is out of our hands, reminder to owners to please be patient when minor problems like this arise.**
- We have received more recycle bins as well.
- Envelope inspection was brought forward again. It was decided that now that the work is done, to ensure that everything is good. It was recommended that in the spring after the window seals were done.
- It was voted unanimous to get the envelope done in the spring, new strata to organize.
- Approved to get caps put on fence posts.
- **Suggestion of priority of maintenance for next year**
  1. Window seals / skylights
  2. fences remaining with gate to RV parking; stain fences
  3. gutters / framing at entrance replaced
  4. annual carpet cleaning / painting

##### Budget

- As approved at the XO, there is an increase of \$25 per unit. We had approved an increase of \$25-\$30, but kept it at \$25. It is a flat fee for everyone as it is for general maintenance and the roof.
- **PLEASE ADD \$25 TO THE AMOUNT OF FEES YOU PAID THIS YEAR AND HAND IN YOUR CHEQUES TO SUITE 203 ASAP**
- **CHEQUES MUST BE DATED JAN 08 – NOV 08 AND BE THE NEW STYLE WITH BOXED DATES.** Any questions contact Leanne suite 203.
- Landscape cost added to the budget
- Looking into gas costs
- Questions answered regarding variances from last year
- Budget approved

### **Property Manager**

- It was discussed at length the pros and cons of the property manager. It was decided that the next strata to discuss it.
- Cheapest base cost was \$17.50 / unit
- Have an owner researching companies, thank you very much

### **Reminders**

- Watch the gate. We will begin fining people who do not wait for the gate to fully close, it is reported that the same people are not waiting at the gate.
- Do not let people in the building you do not know.
- Help protect the security of the building. If someone looks suspicious, question them, or ask a neighbour to help you if you feel uncomfortable. Robert recently escorted a guy out who was in the stairwell "pocket" supposedly waiting for someone, though couldn't produce name or suite #.
- Pick up your mail daily. Again the mail boxes were open.

A new owner has volunteered to help where needed. Thank you, we need more volunteers like you to keep this building running.

Thank you to Nathan for VOLUNTEERING and continuing the window job, although the company is slow, you are doing a great job!

**COUNCIL STEPPED DOWN AT THE END OF THE MEETING, AND NO ONE IS WILLING TO RUN ON COUNCIL.**

**WE CURRENTLY DO NOT HAVE A COUNCIL; MICHELLE, TRENNNA AND LEANNE WILL ONLY STAY ON FOR 1 MONTH TO PERFORM IMPORTANT DUTIES SUCH AS FINANCES AND MINUTES, THAT IS ALL.**

**WE NEED 5 PEOPLE TO RUN THE BUILDING / SIT ON COUNCIL. AS A RESULT OF THIS THERE WILL BE AN XO MEETING HELD TO ALLOW OWNERS TO STEP UP TO THE PLATE.**

**IF WE DO NOT FIND A COUNCIL WE WILL HAVE TO HIRE A PROPERTY MANAGEMENT COMPANY AND FEES WILL GO UP POSSIBLY ANOTHER \$25!**

Meeting adjourned at 21:10.

**Next meeting XO set for TUES JANUARY 8<sup>th</sup> Registration 7:15 in the Lobby. (STRICTLY TO FIND A COUNCIL)**