

COUNCIL MEETING MINUTES WEDNESDAY, JUNE 19, 2024
ORANGEWOOD COUNTRY HOMES– STRATA PLAN NW 2836

manager.orangewood@quaypacific.com

LOCATION:
6:30 p.m. – Clubhouse
21937– 48th Avenue
Langley, B.C.

STRATA COUNCIL
2023-2024

PRESIDENT
Hermine Benson

VICE-PRESIDENT
PJ Wall

TREASURER
Anthony Cooke

SECRETARY/PRIVACY OFFICER
Catherine Johnston

MAINTENANCE
Susan Parsons
Dona MacLennan\
Sharon Thompson

CLUBHOUSE/BLOCKWATCH/PARKING

LANDSCAPING
Carla Owen Bragg

SNOW REMOVAL
Carla Owen Bragg

STRATA AGENT
Arthur Wong
Direct Phone: (604) 521-0876
Ext. #246
E-Mail:
manager.orangewood@quaypacific.com

QUAY PACIFIC PROPERTY MANAGEMENT
535 FRONT STREET
NEW WESTMINSTER, BC
V3L 1A4

Phone: (604) 521-0876
Fax: (604)-525-1299

EMERGENCY SERVICE
24 HOURS – 7 DAYS/WEEK
(604) 521-0876

ATTENDANCE:

Hermine Benson Anthony Cooke Dona MacLennan
Carla Owen Bragg Catherine Johnston Sharon Thompson
PJ Wall Susan Parsons

Arthur Wong of Quay Pacific Property Management Ltd.

1. CALL TO ORDER

The meeting was called to order at 6:30 P.M. by the President Hermine Benson. A quorum was established.

2. ADOPTION OF PREVIOUS MINUTES

It was **MOVED AND SECONDED** to approve the minutes of May 16, 2024. **UNANIMOUSLY CARRIED**

3. FINANCIAL REPORT

3.1. Financial Statements

March and April financials were reviewed. It was **MOVED** (Anthony) and **SECONDED** (Hermine) to approve March and April financials. **UNANIMOUSLY CARRIED**

3.2 Accounts Receivables

The current A/R was reviewed. A lien was placed on strata lot 2 for arrears of \$2,446.24.

Owners are reminded Strata Fees are due and payable on the first day of each and every month and the Strata Corporation is solely dependent on prompt receipt of all Strata Fees to finance its day-to-day activities and Special Levies to finance special projects. It is the Owner's responsibility to ensure their payments are made on time.

4. BUSINESS ARISING

4.1 Depreciation Report

Update to the depreciation report is in progress.

4.2 Lighting

The strata have received delivery of exterior lights to replace entryway lights in Buildings 1, 3, 5, 7, 8, 10, 13 and 14. The carport lights were replaced in Building 13 & 14. An electrician has been contracted to perform the installation. Some carports will need to be cleared. Notices will be distributed prior to installation,

4.3 Pest Control

It was **MOVED** (Hermine) and **SECONDED** (Anthony) to award Rain City Pest Control the contract starting August 1, 2024. The strata manager will prepare a termination letter to Abell Pest Control.

4.4 Trip Hazard

Unit# 1201 True Level Concrete has been contacted to lift the patio in the backyard.

4.5 Vinyl Decking Replacment

Owners were advised, disconnection of air conditioning units was required for the vinyl decking replacement. The owners were then advised; they were also responsible for the cost.

4.6 Dryer Vent

Dryer vent cleaning was performed May 24 – 31.

4.7 Clubhouse

Two ceiling fans will be installed in the clubhouse.

5.0 COUNCIL REPORTS

5.1 LANDSCAPE

When I look at the body of work by Vista it has been topnotch. Orangewood is looking better than it ever has and Vista is executing their work flawlessly.

Upcoming Plans

- Weed Control:

- We plan on removing buttercups, crabgrass, dandelions on the lawns, and will get two quotes on this work. Vista and Weedman will be invited to quote.
- All applications will be pet friendly.

- Heat Management

- With the summer finally upon us and temperatures increasing we are looking into:
 - Gator Bags and Water Tubes: To prevent our Rhododendrons (Rhodies) from dying.
 - Installation of soaker hoses to be installed where needed.

- Resident Resources

- Gardening Tools:

- Gardening tools have been added to the workshop for residents to use.
- A sign-out sheet will be provided for residents to sign out the tools and sign them back in the same day.

- Volunteer Help Needed

- If anyone can help with watering or deadheading the Rhododendrons, please let me know.

Carla Owen

Landscaping liaison

It was **MOVED** (Hermine) and **SECONDED** (Anthony) to approve up to the \$2000.00 to purchase gator bags and water tubes. **UNANIMOUSLY APPROVED.**

5.2 MAINTENANCE REPORT

JUNE 2024

- Building 1, 3, 7, 8 & 10 vinyl deck replacement is ongoing – completion is expected in August.
- Building 4 & 14 will have exterior trim painted this summer. The painting includes wood trim around windows and doors, front doors, garage doors, garage pedestrian doors, railings on Building 4 and weather stripping will be replaced where it is required. Owners will be notified when we have a start date.
- Unit 403 and 1206 concrete parking pads were repaired and replaced to prevent water from pooling on their driveways.
- Abney Roofing repaired gutters, soffits in unit# 406 to prevent bird access to the attic area and attached vinyl trim throughout the complex where it was required.
- Building 14 retaining wall rebar holes in the concrete were cut and plugged in all the units.

6 NEW BUSINESS

6.1 Downspout on Building 3 carport

A vehicle has damaged the post and downspout on Building 3's carport. The strata council will repair the damage and charge back the owner who backed into the carport.

6.2 Door Adjustment

It was **MOVED** (Hermine) and **SECONDED** (Anthony) to approve the \$656.25 Tarcott quote to adjust the door at 1408. **UNANIMOUSLY APPROVED.**

6.3 Building Maintenance

Unit 703 requested touch up painting, water pooling on their patio and overflowing gutters. The maintenance liaisons have contracted the appropriate trade to resolve.

6.4 Bicycle Storage

An owner suggested converting a parking stall for bicycle storage. The strata council declined the suggestion. There are other owners who want to rent covered parking stalls.

6.7 Parking Stall

It was **MOVED** (Hermine) and **SECONDED** (Anthony) to approve the \$945.00 S&S Paving quote to repave a parking stall at building 14 when asphalt was removed during a drainage project. **UNANIMOUSLY APPROVED.**

6.8 Signage

It was **MOVED** (Hermine) and **SECONDED** (Anthony) to approve up to approximately \$550.00 to replace weathered signage and to add new road signs. **UNANIMOUSLY APPROVED.**

6.9 The strata council ratified the following invoices for payment:

MKY Holdings \$11,303.25 for building washing 6, 7, 8, 9 & 10

Dad's Dryer Vent Cleaning \$6,409.08 for exterior dryer vent cleaning

E.B. Horsman & Son \$3,727.43 for exterior lights Buildings 1, 3, 5, 7, 8, 10, 13 & 14 + carports

KCC Property Services \$38,628.25 (deposit) for vinyl decking replacement Building 1, 3, 7, 8 & 10

Peak Glass \$1,056.57 to replace solarium window glass unit# 401

General Concrete \$10,290.00 to replace and partially replace concrete unit# 1206 & 403

7. CORRESPONDENCE

7.1 Unit 104 reported over spray on their vehicle resulting from power washing. Damage to private property is a private matter of the owners. The owner has contacted ICBC-

7.2 Unit 502 submitted an alteration request to install an air conditioner. The request was approved. The strata management company will forward an AOL for signing.

7.3 Unit 907 submitted an alteration request to install attic insulation and upgrade a new bathroom venting fan. The request was approved. The strata management company will forward an AOL for signing.

7.4 Unit 1203 reported a section of soffit was missing. The maintenance liaisons will contract a trade to resolve.

7.5 Unit 1102 submitted an alteration request to replace the ensuite bathtub with a shower. The request was approved. The strata management company will forward an AOL for signing.

7.6 Unit 1309 reported the wall behind a removed shrub requires painting. The handyman will be contracted for this job.

7.7 Unit 1106 reported cracks in the patio. Safe Sidewalks Canada have been contacted to inspect the cracked patio in the backyard.

7.8 Unit 605 repairs - The owner reported overflowing gutters by the front door and staining on their pedestrian door. Trades have been contacted to resolve the issues.

CORRESPONDING WITH STRATA COUNCIL

If you wish to send an e-mail to strata council, please do so by sending it to the Strata Manager Arthur Wong at manager.orangewood@quaypacific.com. Please be sure to include your name and Unit number. To ensure that issues are noted and tracked accordingly, please include a subject line that relates to the nature of your e-mail. If the matter is a complaint, please ensure that the specifics of the time and date are included. If possible, please attach picture(s) of the complaint and/or concern in the email. Correspondence received that is not an emergency is reviewed by the Strata Council at the next scheduled council meeting, this includes letters received in the clubhouse.

Contacting Strata Council members directly should be avoided. In an event of an emergency - Fire, Injury, Loss of Life, Security - please dial 911 or the local RCMP detachment 604-534-1040. All other requests should be in writing and sent to the Strata Manager to be discussed at the next Strata Council meeting.

Documents available on the Strata Corporation website include **Bylaws and Rules; Insurance Summary of Coverage; Minutes; Owners Correspondence Form, Renovation Request Form, and other relative documents.**

Quaypacific.com

Strata Login #: **Strata Login 357** Password: **OWnw2836**

8. TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:05 P.M.

The next scheduled meeting of the strata corporation is a council meeting scheduled July 17, 2024, at 6:30 pm in the Clubhouse. Deadline for correspondence will be July 10, 2024. Correspondence received after July 10, 2024, will be moved to the following council meeting.

**These minutes have been produced by Quay Pacific Property Management Ltd. and the NW 2836
Strata Council**

Quay Pacific Property Management Ltd.
535 Front Street, New Westminster, BC V3L 1A4
Phone: 604-521-0876 x246 Fax: 604-525-1299
Strata Property Manager: Arthur Wong manager.orangewood@quaypacific.com

**THE CURRENT MINUTES WILL REMAIN POSTED ON THE STRATA WEBSITE
FOR AT LEAST 2 MONTHS FROM THE DATE OF POSTING.**

**Note: Documents are password protected with the password below.*

[HTTP://WWW.QUAYPACIFIC.COM/STRATA-PAGE/](http://www.quaypacific.com/strata-page/)

Click on your assigned Strata Login # and enter the password below.

The password is case sensitive.

Strata Login #: **Strata Login #357**

Password: **OWnw2836** (case sensitive)

**OWNERS CAN REQUEST COPIES OF MINUTES BY ORDERING THROUGH OUR OFFICE.
OWNERS ARE ENCOURAGED TO KEEP UP TO 2 YEARS OF MINUTES.**