

RESIDENTIAL SECTION COUNCIL MEETING MINUTES WEDNESDAY, JULY 10th, 2013
KINGS GARDEN – STRATA PLAN LMS 2926

LOCATION:
#201 – 335 Carnarvon St. New
Westminster, BC V3L 1B9

STRATA COUNCIL
2013 / 2014

PRESIDENT
Julie Moore

VICE PRESIDENT
Arlene Johnston

TREASURER
Colin Naples

SECRETARY
Chuck Wren

AT LARGE
Ron Paredes
Mark Conn

CARETAKER
Brad Gartside
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STRATA MANAGER
Chris Drake

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ATTENDANCE:
Julie Moore
Arlene Johnston
Colin Naples
Chuck Wren
Ron Paredes

REGRETS:
Mark Conn

Chris Drake, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 8:41 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

It was moved and seconded to approve the minutes for the Council meeting held on Thursday January 31st, 2013 and Sunday March 17th, 2013 as prepared by Council.

CARRIED

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the Financial Statements for the period of April 1st to May 31st, 2013 as distributed.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance of strata fees for the Residential sections was \$1,830.66

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for sixty days, the owner will be forwarded a final demand letter to request the account be brought to date within a specified time period (there will be a \$56 administration fee). If the balance remains outstanding, a lien may be registered against their property (the lien administration cost on an

overdue account is \$448). Should an Owner fail to pay their arrears after receiving the final demand letter, a forced sale may be required through legal action (The Owner would be responsible for any of the legal costs).

Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

4) BUSINESS ARISING FROM PREVIOUS MEETING

4.1 CARPET INSTALLATION

The carpet project for the north and south hallways in Residential Section has been scheduled through Exclusive Floors. The work to install the new carpets is set for Wednesday July 10th, 2013 and is anticipated to take three day to complete.

4.2 STANDARD OPERATING PROCEDURE

Council reviewed and submitted to Strata Manager. A copy will be given to each Council member at the next Council Meeting.

4.3 STORAGE LOCKER CONSTRUCTION

Council reviewed the Storage Locker quote received. After careful consideration Council awarded the contract to Markic Development & Restoration (MDR). The quotation was for the fabrication of storage lockers in the Residential Section. The quote is for 13 lockers using a 2 X 4 frame and a 1 X 4 lattice and will include all hinges and clasps. Council voted to approve the quote at a cost of \$4,200.00 plus GST. Markic will be contacted to schedule a start date for the approved project.

It was moved and seconded to award the contract to MDR for build the storage lockers in the small storage room at a cost of \$4,200.00. **CARRIED**

5) CORRESPONDENCE

All correspondence and emails will be forwarded to the Strata Manager. Non-urgent and routine correspondence will be dealt with by the Strata Manager prior to the next Council meeting. For the purpose of Council ratification and reporting in the minutes, such correspondence will be place on the agenda for the next regular Council meeting. Urgent correspondence will be communicated to the Council president upon receipt. The Strata Manager, at the President's direction, will take immediate action with respect to urgent matters.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence as deemed necessary.

5.1 LIEN WARNING LETTERS

The Council reviewed lien warning letters sent to two unit owners. If a response is not received in the time period allotted in the lien warning letters, a lien will be placed on their property and a force sale to pay for the arrears as per the Strata Property Act may be initiated.

6) **NEW BUSINESS**

6.1 **BUILDING MAINTENANCE**

- Council received quotes for the storage lockers, and roof repair and maintenance.
- Council also discussed the need to have the phone room drain looked at following a leak. Check to see if maintenance is required on the drain. Council approved up to \$600.00 and will have MDR quote on the project.

It was moved and seconded to have MDR repair the drain over the telephone room in the amount of \$600.00. **CARRIED**

- The Council reviewed the list of supplies that the caretaker submitted that were needed. Council reviewed the list and approved some supplies to be purchased in the amount of \$343.76

Vice President mentioned that there was a mop and handle in the storage locker room for the caretaker to use.

It was moved and seconded to approve the supplies for the caretaker in the amount of approximately \$350.00.

CARRIED

- Council discussed having hydro check their new meter that they installed on the property. There seems to be a jump in costs and Council would like to know why. The Strata Manager will check with hydro to see why the sudden change in costs.
- Council discussed that they need to have the sump pumps and the transformer on a maintenance program. The Strata Manager and Council request quotes from maintenance providers on these two areas.

6.3 **INSURANCE RENEWAL**

Council received a quote for the 2013 / 2014 Strata insurance, which is up for renewal on August 28, 2013. Strata Manager will get a second quote to present to Council.

6.4 **LEGAL**

6.4.1 **PARKING – KUHN LEGAL LETTER**

The Strata Corporation received a letter from the lawyer representing the Commercial section and in the letter they made a one time offer to the Strata Corporation to buy the parking from the commercial section for \$56,000.00. The Church would be willing do accept a payment plan of \$11,200 on January 15th of each year commencing January 15th, 2014 and spread over 5 years. The offer is open until July 26th, 2013.

The Council discussed the offer and after careful deliberation, decided to turn down this offer based on the Strata Lawyer's view the parking already belongs to the Strata Corporation and not the Commercial Owner.

6.4.2 FORTIS GAS METERS – KUHN LEGAL LETTER

The Strata Corporation received a letter from the lawyer representing the Commercial section and in the letter they stated that they had a technician from Fortis BC visit Kings Garden to determine which meter is for which section. The technician determined that the meter in dispute for account # 734516 is for the fireplaces at the Residential section. Strata Manager will follow up to verify.

6.5 AUGUST 1ST, 2013 – STRATA FEES

New strata fees were approved at the Annual General Meeting are to be back dated from the new fiscal year of April 1st, 2013. Therefore Owners should be made aware that on their August 1st, 2013 pre-authorized payment plan they will have the difference of the increased amount of the Strata fees from April, May, June, July and August as well as the new increased Monthly Strata fees for September 1, 2013. To calculate the total of the expenditures that will be coming out of your bank account you would take your new strata fee and minus your old strata fee. The difference would then be multiplied by the back dated months of April through to August 2013 (5 months) and then add that amount to the regular new strata fee amount to get the total amount of money that will be withdrawn from your account on September 1, 2013.

This amount does not include the Roof Levy. Special Levy is paid starting July 1, 2013 and continuing for 6 months by cheque to Strata Plan LMS2926. Please send your cheques to the Baywest Office in Surrey. Please see first page of minutes for address. Owners can also pay online and in one lump sum.

6.6 LOBBY IMPROVEMENTS

A Council member had generously donated material for the front lobby and will be making curtain toppers to help with the aesthetics of the building. It was moved and seconded to accept the donation.

CARRIED

7) TERMINATION

There being no further business, the meeting was terminated at 9:27 p.m.

The next scheduled Meeting will be Wednesday September 25' 2012 at 7:00 p.m.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.