

**KINGS GARDEN – STRATA PLAN LMS 2926S****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  
David Jobson

**CARETAKER**

Brad Gartside  
604-786-0713

**STRATA MANAGER**

Chris Drake  
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**ALL ACCOUNTING INQUIRIES**

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**BAYWEST MANAGEMENT**

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**E-MAIL**

[www.baywest.ca](http://www.baywest.ca)  
Open 'Help Centre'  
Follow prompts

**ATTENDANCE:**

Julie Moore  
Arlene Johnston  
Colin Naples  
David Jobson

**REGRETS:**

Mark Conn  
Chuck Wren  
Ron Paredes

Chris Drake, Baywest Management Corporation

**(1) CALL TO ORDER**

The President called the meeting to order at 7:45 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 Wednesday September 25, 2013 as prepared by Council. The Council Meeting that was to be held on Thursday November 21, 2013, did not take place due to a lack of quorum. **CARRIED**

**(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements for the period of September 1<sup>st</sup> to December 31, 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 Corporate section was \$5,435.59. The commercial representative David Jobson will seek payment of the balance owing with their accountant.

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 \$420). 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 ADRIENNE MURRAY LAW – LETTER**

Adrienne Murray's Law Office drafted a response letter to the commercial section to decline the offer of purchasing the residential parking spaces and her letter explains the legal reasons for her conclusions. Therefore the residential section has informed the legal council for the commercial section that they deem the Strata Corporation has full ownership of the parking stalls and as a result will not be making any rental payments to the commercial section.

##### **4.2 STANDARD OPERATING PROCEDURES**

Council reviewed and updated the Strata Corporation's standard operating procedures. The standard operating procedures have been adopted by Council to ensure the smooth operation of the Strata Corporation.

#### **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 placed 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** Correspondence was received from the commercial representative David Jobson. David needed the strata's insurance policy number for their own insurance provider. Both Insurance providers swapped policy information for coverage purposes.

**5.2** Correspondence was received from the previous insurance provider Johnston Meir. Johnston Meir over charged a few months worth of insurance and they sent a refund cheque back to the Strata. Council request the Strata Manager to contact Johnston Meir to put a trace on the cheque as it has not been received.

**5.3** Correspondence between Council members regarding having the hedges trimmed. All the hedges were trimmed.

It was moved and seconded to pay the invoice from Circo Landscaping in the amount of \$787.50 including tax. **CARRIED**

**5.4** Correspondence from the caretaker and the duties he performed at the complex from September 23 to October 4, 2013 were reviewed by Council.

**5.5** A lien warning letter was sent to the commercial section for the arrears on their account. Commercial representative came into Baywest on December 9, 2013 to pay the overdue balance.

**5.6** Correspondence from Council regarding the courtyard drains have been cleaned and cleared and an extension piece was installed to help divert water from the overhang in the courtyard. Council is happy with the work performed and approved the invoice.

It was moved and seconded to ratify payment to MDR Ltd of the invoice of \$420 for the courtyard drains and \$1,600 for the overhang in the courtyard. **CARRIED**

**5.7** Correspondence from Suncor Appraisals was received regarding an overdue payment for a 2008 appraisal for the property. Council Vice President Arlene Johnston will search in the paper record files to try and locate the invoice to see if payment was ever made. This item will be tabled to the next Council Meeting to follow up at that time.

## **6) NEW BUSINESS**

### **6.1 CORPORATE TAX FILING**

Baywest Accounting has offered the new corporate tax filing services to the strata. Baywest has an accounting division that will prepare and file the mandatory T2 corporate tax filings for \$350 per year. Kings Garden would be provided the opportunity to file an up to date tax filings that would include the fiscal year of 2012 to 2014 at a cost of \$1,102.50 (GST included).

It was moved and seconded to put \$1,102.50 plus tax into the 2014-2015 budget. **CARRIED**

### **6.2 BFI – NEW CARDBOARD RECYCLING PICK UP DAY**

BFI has informed the Strata Council that their new cardboard recycling pick up day will now be on Monday's. The Strata Manager has informed the Caretaker of the new pick up day.

### **6.3 STRATA INSURANCE - RENEWAL**

BFL Insurance provided a financing contract that would allow the Strata to pay the Strata Insurance in monthly payments. A down payment was made in the amount of \$4,408.93 to BFL and monthly insurance payments are \$1,554.61.

### **6.4 RICHMOND ELEVATOR REQUEST**

Richmond elevator approached the Strata Corporation with a request to store keys for elevator rooms at other Strata's at Kings Garden. In return Richmond elevator would reduce the monthly elevator maintenance fee by ten percent. The Council approved Richmond Elevator's offer. The Strata now receives a ten percent discount every month on their maintenance invoice from Richmond Elevator

**CARRIED**

### **6.5 MECHANICAL QUOTES**

The Strata Council review several quotes for the maintenance of the Strata Mechanical equipment and approve the quote from DMS Mechanical. DMS was very price competitive and Council found their quote to be comprehensive in scope. The annual payment will be \$988.00 plus tax with quarterly service dates included in the quote. This mechanical contract will include service to the controls, PRV station, c/o propane fan sensors, sump pumps, make-up air fans, duct heaters, fans and ancillary equipment. It was moved and seconded to approve accept the quote from D.M.S. Mechanical. **CARRIED**

## **6.6 FIRE MONITORING QUOTES**

Council reviewed three different fire monitoring quotes. The Council would like to have the same company that inspects the system to have the fire monitoring contract. The Strata Manager will contact A1-Fire Supplies, Accurate Fire & Safety and Reliable Security and bring the quotes to the next council meeting to see if they offer both services and then Council will be able to determine the best quote for the Strata at the next Council Meeting.

## **6.7 ROOFING QUOTES**

Council reviewed a previous quote from Design Roofing for roofing maintenance repairs. In order to access the roof the old roof deck would have to be removed. Council received a quote from Best Quality Roofing for the removal of the old deck and the maintenance of the roof on the day of the Council Meeting but did not have enough time to review the quote. Council has decided to table the quotes for the next meeting to allow more time to review the quotes in detail.

## **6.8 ANNUAL FIRE AND SAFETY INSPECTION QUOTES**

Council reviewed a previous quote from Voltech Fire Protection and Acme Fire and Safety Company for the Strata's annual fire and safety inspection. Please see Section 6.6.

## **6.9 TRANSFORMER QUOTE**

Council reviewed a quote from Litespan Electric Ltd. for inspection and servicing the transformer. Council President Julie Moore will seek out another quote for Council to review before approving the maintenance work on the transformer.

## **7) TERMINATION**

There being no further business, the meeting was terminated at 8:56 p.m.

The next scheduled Meeting will be Wednesday February 26, 2014 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
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