

**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**  
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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SURREY, B.C. V3W 6Y3

24 Hour Line: (604) 591-6060

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

**ATTENDANCE:**  
Julie Moore  
Arlene Johnston  
Chuck Wren  
Mark Conn  
David Jobson

**REGRETS:**  
Colin Naples

Chris Drake, Baywest Management Corporation

**(1) CALL TO ORDER**

The President called the meeting to order at 7:02 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held on February 26, 2014 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes of February 26, 2014 as distributed.

**CARRIED**

**(3) FINANCIAL REPORT**

**3.1 FINANCIAL STATEMENTS**

It was moved and seconded to table the Financial Statements for the period of February 1 to March 31, 2014 until the next Council meeting. The end of the fiscal year financials for March were preliminary and Council will wait until they are finalized

**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 \$4,843.90. A lien warning letter will be sent after ninety days to the commercial owner to pay their outstanding arrears. If payment is not made by the commercial lot the Council will lien the commercial strata lot.

The Strata Corporation runs on the monthly strata fees paid by owners. When the strata fees and charge-back fees are not paid the Strata Corporation may find it difficult to meet their obligations.

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 ninety days, the owner will be forwarded a demand letter (\$52.50 charged to the owners account) to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property (\$420 administration and debt recover charged to owners account).

**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 ANNUAL FIRE AND SAFETY INSPECTION**

The Strata's annual fire and safety inspection was conducted on Wednesday March 5, 2014 by Fire Pro. Some units did not provide access and a second inspection date will be scheduled and the Owners who still need their units inspected will be sent a notice letter and they will be charged back for the second service call.

##### **4.2 FIRE MONITORING QUOTES**

The Strata Manager will send the remaining fire monitoring quotes to the Council via email and the Council will vote and award a service provider for the alarm monitoring contract.

##### **4.3 GARBAGE CONTRACT**

Council discussed the garbage contract with Progressive (formerly BFI) and the council has decided to reduce the size of the bins to save some money to the Strata. The Council noted that the second bin was often empty or close to empty. The Strata Council encourages every owner/resident to view the City of New Westminster's website for tips on cutting back on garbage to the landfill and the City's organic waste program. To find out more please visit the City of New Westminster's website at:

**[http://www.newwestcity.ca/residents/residents\\_services/garbage\\_\\_recycling\\_calendar.php](http://www.newwestcity.ca/residents/residents_services/garbage__recycling_calendar.php)**

##### **4.4 REVIEW OF 2014-2015 PROPOSED BUDGET**

Council reviewed a revised copy of the budget work sheet for the next fiscal year that will be presented at the upcoming annual general meeting. The Council made some revisions and the Strata Manager will make the final changes to the budget before mailing out the package to the Owners/Residents for the May 27, 2014 Annual General Meeting.

##### **4.5 [HTTP://LMS2926.MYBAYWEST.COM](http://LMS2926.MYBAYWEST.COM)**

Currently there are 13 owners out of 30 owners that are signed up for this free service. Please sign up for this useful tool. Mybaywest helps Strata Councils manage day to day operations and communicate with owners while giving owners access to important information such as minutes, bylaws, notices of pending schedules for work at the Strata and their own owner profile information. Please call Baywest at 604.714.6383 or email [info@mybaywest.com](mailto:info@mybaywest.com) to register.

#### **5) CORRESPONDENCE**

**Council dealt with correspondent received as follows:**

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.

**5.1** Correspondence was received from Johnston Meir the broker for the previous Strata insurance provider for Kings Garden. Johnston Meir sent a reimbursement cheque back to the Strata for over charges but the cheque they sent had the wrong Strata plan number. The Baywest accounting department will investigate if they can still cash the cheque or whether Johnston Meir will have to issue a new cheque with the proper Strata plan number.

**5.2** Correspondence was received from the Baywest controller regarding filling out a Workers Compensation Claim form for a work place accident. The caretaker had a minor accident while performing his duties and the protocol is to fill out a report with W.C.B. even though there will be no claims.

**5.3** Correspondence was received from Snoopy Sum from Baywest Accounting confirming that Baywest has filed the 2012 and 2013 T2 tax filings on behalf of the Corporate and Residential Strata Corporations at a combined rate of \$350 a year plus G.S.T.

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. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence as deemed necessary.

## **6) NEW BUSINESS**

### **6.1 ANNUAL FIRE AND SAFETY INSPECTION**

The Strata's annual fire and safety inspection was conducted by Fire Pro on Wednesday March 5, 2014. Eight units did not provide access and the Strata Manager will schedule a follow up inspection date and mail a notice directly to the eight unit Owners to comply and provide access for the second inspection date. Other safety equipment deficiencies will be addressed on the second visit by Fire Pro. All Owners/Residents are asked to provide access to their suite as this is a mandatory inspection as per the BC Fire Codes.

### **6.2 FIRE INSPECTORS RECOMMENDATIONS**

The Strata Manager and the caretaker met with Rob Dick a Fire Inspector for the City of New Westminster on Thursday March 13, 2014 at Kings Garden. The Strata manager documented the list of safety recommendations and the Council reviewed the recommendations and will implement those recommendations.

### **6.3 D.M.S MECHANICAL QUOTES**

The Council voted and approved quotes from D.M.S. Mechanical. The quotes were for flushing some court yard and garage perimeter drains. Other quotes approved included work to repair the air make up unit on the roof and some pressure gauges in the mechanical closet.

**CARRIED**

### **6.5 DEPRECIATION REPORT QUOTE**

Council reviewed a quote from Zavosh Consulting Incorporated, an engineering firm who was asked to quote on the depreciation report for Kings Garden. The Depreciation report will inspect the building

and recommend service repair intervals throughout a 30 year time line as the building ages. The Government of British Columbia mandated that all Strata Corporations either have a depreciation report for their building structures by December 13, 2013 or waive the report for one year. The Strata is now ready to proceed with contracting out the depreciation report. Vice President Arlene Johnson reviewed the initial quote which was higher but negotiated a lower quote of \$5,500 plus G.S.T. The Council reviewed and approved the quote from Zavosh Consulting Inc.

**CARRIED**

#### **6.6 ONSIDE QUOTE FOR PIN POINT WATER TEST**

Council reviewed the invoice and asked the Strata Manager to check to see if the test was ever performed. The Strata Manager confirmed with On Side that the water test was performed and received the water test report from On Side.

#### **6.7 C.H.O.A. MEMBERSHIP**

The Council reviewed whether they want to join the condo home owners association but after discussion the Council felt it was well represented and up to date with information by having two Strata Managers at the Council Meetings.

#### **6.8 FIRE PLAN QUOTE**

The Strata Council requested quotes to have an up to date Fire Plan for the building. The Council voted to approve the quote from Canadian Emergency Consultants and the Strata Manager and the Caretaker were on site on March 20, 2014 with representatives from C.E.C. to help prepare for a new fire plan. Once the fire plan is complete, a copy will be posted near the fire panel in the front lobby for reference for all Owners.

#### **6.9 ADRIENNE MURRAY LETTER**

The Strata Council requested the help of lawyer Adrienne Murray with regards to the sale of one unit and parking stall assignments. Adrienne Murray has drafted a letter and will make the final adjustments after seeking more information from the Strata Council and the Strata Plan.

#### **6.10 BFL INSURANCE – FREE LEGAL OPINION**

The Strata Council asked noted that the current Strata insurance provider (BFL Canada) includes some free legal opinions. The Council will utilize the free legal advice to help save costs to the Strata.

#### **6.11 T.V. SERIES “THE KILLING”**

The Strata Corporation was approached with a request from a film company to allow a one day shoot in the court yard on Monday April 28, 2014. The Council reviewed the request and the offer of \$500.00 for using the courtyard for the day of shooting and decided to approve the request. The T.V. series will be responsible for their own W.C.B. coverage and their own third party liability insurance.

**CARRIED**

#### **6.12 CARETAKER DUTIES**

The Strata Council wanted to review the caretaker’s duties but due to lack of time and the meeting running over this item was tabled for the next regular council meeting.

#### **6.13 REVIEW OF PARKING GATE**

The Strata Council wanted to review the parking gate and where it is situated but due to lack of time and the meeting running over this item was tabled for the next regular council meeting.

**7) TERMINATION**

There being no further business, the meeting was terminated at 8:40 p.m.

The next scheduled Meeting will be the Annual General Meeting on Tuesday May 27, 2014 at the Century House, Spruce Room, #620 – 8<sup>th</sup> Street, New Westminster, BC. Registration starts at 6:45 p.m. and the Corporate AGM starts at 7:00 p.m. sharp.

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