

**COUNCIL MEETING MINUTES - CORPORATE THURSDAY, DECEMBER 11, 2014
KINGS GARDEN – STRATA PLAN LMS 2926S**

LOCATION:

7:00 pm – 335 Carnarvon St.
New Westminster, BC V3L 1B9

LOBBY

STRATA COUNCIL

2014 / 2015

PRESIDENT

Julie Moore

VICE PRESIDENT

Arlene Johnston

TREASURER

Colin Naples

SECRETARY

Chuck Wren

AT LARGE

Mark Conn
Robert Sandberg
Allison Gartside

CARETAKER

Brad Gartside
604-374-4564

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

BAYWEST MANAGEMENT

13468 77th AVENUE
SURREY, B.C. V3W 6Y3

E-MAIL:

service@baywest.ca

ATTENDANCE:

Julie Moore
Arlene Johnston
Robert Sandberg
Allison Gartside
Chuck Wren

REGRETS:

Colin Naples
Mark Conn

Guest: Brad Gartside, Caretaker

(1) CALL TO ORDER

The President called the meeting to order at 7:10 p.m. A quorum was established.

1.1 GUESTS:

Radu & Allen spoke to the Strata Council regarding the Depreciation Report. The Depreciation Report will help the owners understand the life expectancy of items in the building and how much needs to be raised to replace them.

Items were reviewed to establish which section they belonged to; the Corporate, Residential or Commercial.

Arrangements were made for Radu to view a unit.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held on September 17, 2014 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes of September 17, 2014 as distributed. **CARRIED**

The minutes were posted on mybaywest.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENT

It was moved and seconded to adopt the Financial Statements for the period of September 1, 2014 to November 30, 2014. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

It was reported that, as of the meeting date, the outstanding balance is \$0.67.

(4) BUSINESS ARISING FROM PREVIOUS MEETING

4.1 FIRE SAFETY PLAM

Invoice #1483 in the amount of \$2,498.04 plus tax was received from Canadian Emergency Consultants for the completed Fire Safety Plan. The New Westminster Fire Department reviewed the Fire Safety Plan and has found it acceptable in principle. A copy of the Fire Safety plan must be kept at the property.

It was moved and seconded to approve payment of this invoice once the Safety Plan has been received. **CARRIED**

The Safety Plan lock box that is to be kept near the fire panel is \$150.00.

It was moved and seconded to approve the purchase of the lock box. Council will install. **CARRIED**

4.2 DEPRECIATION REPORT

The Depreciation Report being worked on. Council is working with Zavosh Consulting to complete it.

4.3 STRATA INSURANCE

Hub International Coastal Insurance Broker submitted the new insurance policy for the term of 08/28/2014 to 08/28/2015 in the amount of \$17,760/

It was moved and seconded to approve the policy be paid out of the Contingency Reserve Fund (CRF) as per Strata Property Act Section 95(4) & Strata Property Act Regulations 6.3(1) which states the loan is to be repaid by the end of that fiscal year of the Strata Corporation. **CARRIED**

4.4 AGENCY AGREEMENT

The new Accounting Only agency agreement was submitted to council for signing. The new Management fee for this service will cost the Residential section \$600 plus tax per year.

(5) CARETAKERS REPORT

Itemized reports will be submitted to council once a month.

OCTOBER 2014

- MDR Ltd is here onsite to do work on 6 balconies. All of the roof deck railings have all been removed again & laid down..
- Tower Electric Ltd.: install/troubleshoot the light fixture.
(Note: The light is connected to the timer system. /The on/off switch located in the electrical room lower level of P1.)
- Dick's Lumber delivered new deck material for the roof.
- **DAY OFF SICK! / THANK YOU EVERYONE FOR YOUR HELP TODAY!**
- One City Window Cleaners / Areas that were not addressed when they were here. A wall on the eastside by the southeast stairs. / b) 4th floor on the west side. / c) The driveway & the ledge above the gate.
- MDR Ltd: Looks like the roof deck is finished
- Security: suspicious gentleman spotted in the underground parking. The police were called we did a walk through together before we met the officer. Colin was given the contact information & the file number
- Service Master Residential for Carpet Cleaning / an appointment was scheduled, starting at 11:00 a.m. in the morning. Shown all carpeted areas, both old & new & measurements were taken in the hallways & lobbies.
- Fire Pro. Scheduled a visit to do the winterization on Wednesday November 12, 2014.

NOVEMBER 2014

- Items left at 4t street exit - After two police officers were called in, all the stuff left outside belonging to the street person was removed from the property.
- MDR Ltd is back on site today! All that I have seen so far is of them putting equipment away, such as dismantling scaffolding.
- DMS Mechanical :
 - a) (Roof) Install the timer on the roof fan & the isolation pads to help with the vibrations
 - b) (Elevator Room / lower level P2) Repaired exhaust fan
- MDR – removed garbage

5.1 PETTY CASH

Receipts were submitted from Brad for supplies purchased from petty cash in the past year in the amount of \$497.26.

It was moved and seconded to reimburse the petty cash account.

CARRIED

(6) MAINTENANCE

6.1 GARAGE DOOR

Invoice 35162 was received from Precision Door in the amount of \$409.85 for the scheduled maintenance, replaced brake solenoid and drive belt on exterior gate and replaced both cables on exterior gate.

Invoice 35188 was received from Precision Door in the amount of \$168.00 for the repair of broken /cut spring.

It was moved and seconded to ratify approval of this invoices.

CARRIED

Precision Door submitted a quote to replace the existing bottom safety reversing edge on the exterior gate in the amount of \$495 plus tax.

Quote was received to replace the complete brake assembly with a new Manaras heavy-duty brake assembly for the interior gate in the amount of \$515 plus tax.

It was moved and seconded to approve the quote for the exterior door. The interior gate brake assembly will be put on next year's budget.

CARRIED

6.2 WINDOW CLEANING

Invoice 300 was received from One City Window Cleaners in the amount of \$3,150 for the pressure washing of:

- Entire building (and tuckerpole clean windows after)
- Power wash all private balconies
- Power wash driveway entrance concrete.

It was moved and seconded to code each amount to the correct section and ratify payment \$2,300 from the Corporate Budget.

CARRIED

6.3 SPRINKLER SYSTEM

Invoice 36249 was received from Fire-Pro Fire Protection Ltd. in the amount of \$215.25 to winterize and drain all accessible dry sprinkler system low points.

It was moved and seconded to ratify payment of this invoice.

CARRIED

6.4 BALCONY

Invoice KG-14110 was received from Markic Development & Restoration Ltd. (MDR) for balcony repair to Unit 408. As there was structural damage, the amount of \$7,365.47 was paid from the Contingency Reserve Fund as an emergency expenditure as per Section 98(3) of the Strata Property Act.

(7) **CORRESPONDENCE** – no correspondence at this time

Council dealt with correspondent received as follows:

Council's decisions and actions may be reflected in these minutes or Residents may receive a direct response from a Council member.

Please drop your questions in the Strata Mail Box in the lobby

Owners are requested to put any questions or concerns in writing and send them to the Strata Council so Council can address them at the next Council Meeting. Non-urgent and routine correspondence will be dealt with 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. Council will respond either in the minutes or by correspondence as deemed necessary.

(8) **NEW BUSINESS**

8.1 PROPOSED BUDGET

The Vice-President submitted a proposed budget for council to review. The budget was reviewed and all necessary changes made to Council's satisfaction. The Proposed Budgets will be put on the next Agenda for fine tuning before being presented to the owners at the Annual General Meeting.

Resolutions for the Annual General Meeting:

1. Inner courtyard, stairs
2. Caulking for building seams
3. Gate of 4th Street

8.2 TAX FILING

A letter was received from Baywest Management regarding the Strata Corporation Tax Filing Service Offer. Tax filing service does not form part of the existing Agency Agreement. Baywest has not set up a tax filing service exclusively for their clients and is pleased to offer this service to Kings Gardens. The service commences with the filing of the returned of the Strata's fiscal year end March 31, 2015. The service fee offered for this service is \$350 plus tax per annual tax return with no additional charge for filing T1044, if the criteria for filing are met.

Council approved to have Baywest do the Tax Filing for the Strata Corporation which covers the Residential Section as well, as only one tax filing is necessary.

Kings Gardens was switched to accounting only with Baywest Management on August 1, 2014. Any accounting inquiries should be made to the accounting department at Toll Free 1-877-585-4411 or email service@baywest.ca

(9) TERMINATION

There being no further business, the meeting was terminated at 8:50 p.m.

The next scheduled Meeting will be on Wednesday March 18, 2015 in Lobby.

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.