

BEL AIR – STRATA PLAN BCS 1265

LOCATION:
6:00pm
208-2828, Yew Street
Vancouver, BC, V6K 4W5

STRATA COUNCIL
2012/2013

PRESIDENT
Bob Richardson

VICE-PRESIDENT
Mike Zitka

TREASURER
Tim Grant

AT LARGE
Trevor Johnstone
William Cheung

STRATA MANAGER
Lucian Naita
Email: the help centre at
www.baywest.ca

ALL ACCOUNTING INQUIRIES
Toll Free 1-877-585-4411

BAYWEST MANAGEMENT
301-1195 WEST BROADWAY
VANCOUVER, B.C. V3W 6Y3
24 Hour Line: (604) 257-0325

ATTENDANCE:
Bob Richardson
Mike Zitka
Trevor Johnstone
Tim Grant
William Cheung

REGRETS:

Lucian Naita, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 6:06 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held October 2, 2012 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as distributed. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the Financial Statements for the periods ending September 30th, 2012 to December 31st, 2012 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance was \$1,470.61.

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 letter 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. 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 MINUTES

4.1 ROOF VENTS MAINTENANCE

In follow-up to section 4.1 of the previous minutes, the Strata Manager informed Council that no report has been received yet from Roofix concerning the roof vents condition and maintenance. The Strata Manager will follow-up with the contractor and an update will be provided at the next meeting.

4.2 DEPRECIATION REPORT

In follow-up to section 6.7 of the previous minutes, the Strata Manager presented Council with a sample of a Depreciation Report. After discussion, Council directed the Strata Manager to obtain quotes so the matter can be placed on the agenda of the next Annual General Meeting. The quotes will be forwarded electronically to Council for review.

*William Cheung arrived at this moment.

4.3 GARAGE DOOR

In follow-up to section 6.10 of the previous minutes, the Strata Manager presented Council with the last maintenance report from Precision Door and Gate, the garage door maintenance company. The garage door is in decent shape and no extra expenses are expected in the near future.

(5) CORRESPONDENCE

Council dealt with correspondence received as follows:

5.1 Council reviewed correspondence from two (2) owners concerning water ingress from one unit into another, as well as reports from the plumbing company (Latham's) which attended the matter. Apparently, a broken toilet seal caused the water ingress – After discussion, Council concluded that this incident is owners' responsibility only and directed the Strata Manager to forward letters accordingly to both parties involved. The bill from the plumbing company which attended the water ingress will be charged back to the strata lot from which the water ingress originated – Owners are reminded that they are ultimately responsible for repairs to their own strata lots as per bylaw 2 (Repairs and maintenance of property by owners), (1), Division 1, as well as bylaw 8 (Repair and maintenance of property by strata corporation), (d) from Strata Plan BCS 1265 bylaws which state:

Repair and maintenance of property by owner

2 (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

Repair and maintenance of property by strata corporation

8 The strata corporation must repair and maintain all of the following:

(d) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to

(i) the structure of a building,

- (ii) the exterior of a building,
- (iii) chimneys, stairs, balconies and other things attached to the exterior of a building,
- (iv) doors, windows and skylights on the exterior of a building or that front on the common property, and
- (v) fences, railings and similar structures that enclose patios, balconies and yards.

5.2 Council reviewed reports from another incident concerning water ingress from one unit into another – The incident is apparently similar to the one covered on item 5.1 of these minutes. Letters will be sent to the respective owners accordingly.

In the aftermath of these water ingress incidents, Council reminds owners to contact their private insurers and to obtain adequate insurance for their strata lots.

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.

(6) NEW BUSINESS

6.1 BREAK-IN

A ground floor unit on 12th Avenue experienced a break-in last October and apparently a window frame was damaged in the process. Action Glass was contacted and the damaged portion of the window unit has been replaced. Since the sealed window units are part of the building's envelope, the strata corporation paid the invoice in the amount of \$440 plus HST.

6.2 FIRE INSPECTION

Council reviewed the fire deficiencies report from the Annual Fire Inspection which took place on November 2 & 3, 2012 and directed the Strata Manager to obtain a breakdown of the amounts concerning the deficiencies from the fire company. The subsequent report will be forwarded electronically to Council and a decision will be communicated to the Strata Manager by the same method.

An update will be provided at the next meeting.

6.3 DRYER VENTS CLEANING & GRILLS REPLACEMENT

The dryer vents were cleaned from the outside on December 13, 2012 by National Air in the amount of \$665 plus HST. At the same time National Air replaced the outside grills (in the amount of \$425 plus HST) to provide a better flow of the lint from the dryer to the outside.

6.4 CARPET CLEANING

The carpets on common areas were cleaned by Serviplus Services Ltd. on October 15, 2012 in the amount of \$335 plus HST.

*Trevor Johnston left at this moment.

6.5 WINDOW AND BUILDING CLEANING

Council reviewed a quote from Black Tie concerning the cleaning of windows as well as the exterior of the building. After discussion, Council agreed that windows as well as certain parts of the building, mainly at the main entrance, should be cleaned sometimes in April 2013, as soon as the weather improves. The Strata Manager will contact Black Tie accordingly. **CARRIED**

6.6 ACCESS CARD AUDIT

For safety purposes, a volunteer Council member had contacted all owners and undertook the access cards and garage remotes audit. Following the audit, 64 access cards and 80 garage remotes were deleted from the system. Council thanked the volunteer Council member for his time in conducting this audit.

6.7 LANDSCAPING

Council discussed the possibility to replace two (2) maybe three (3) trees in the courtyard, as well as having new annuals in the spring. The Strata Manager will contact the landscaper for a quote in these regards and will electronically forward it to Council for review. Council will contact the Strata Manager by the same method with their decision if necessary.

6.8 SPRINKLER SYSTEM

A Council member noted that a sprinkler head in front of the building is broken. After discussion, Council directed the Strata Manager to contact the sprinkler system service provider to proceed with a system check-up prior to starting the system in spring.

6.9 INSURANCE

Following discussion on the Insurance premium and the new increase which apparently is forecasted again this year, and in order to ensure the strata corporation has the best coverage at the best price, Council directed the Strata Manager to obtain two (2) quotes, in addition to the insurance company who provides the current coverage. The quotes will be obtained prior to renewal of the insurance policy in August 2013.

6.10 ELEVATOR

Following a report from a Council member that the elevator is not functioning properly, the Strata Manager contacted the elevator maintenance company, Richmond Elevator, to investigate. As of the meeting date, the report was not available, however, Council noticed already an improvement in elevator functioning. Once received, the report will be electronically forwarded to Council for review. Council will communicate by the same method with the Strata Manager if a follow-up is necessary.

6.11 MYBAYWEST

In an effort to reduce administration costs, Council reminds owners that this set of minutes will be the last one mailed out to owners and that starting with 2013-2014 fiscal year, the minutes from all meetings will only be posted on the mybaywest website and will no longer be distributed

by regular mail to owners. Owners who have not already done so should register for access to the website as soon as possible. Assistance to log in can be obtained at info@baywest.com or at 604.714.6383.

6.12 NOISE CONCERNS

Owners are reminded that they are ultimately responsible for the noise coming from their unit and are kindly asked to be mindful to their neighbours. Council reminds the owners of the bylaw 3 (Use of Property), 1, a), b) and c) from Strata Plan BCS 1265 bylaws which states:

Use of property

- 3 (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
- (a) causes a nuisance or hazard to another person,
 - (b) causes unreasonable noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot

6.13 ANNUAL GENERAL MEETING

The next AGM is tentatively scheduled to take place on Tuesday, May 14, 2013 at 6:30pm in the main lobby at the building. The registration will commence at 6:15pm. Owners will be informed in advance of the final day and time via regular mail.

6.14 2013/2014 BUDGET

The Strata Manager will prepare a draft budget for next year and electronically submit to Council for review before March 31, 2013.

(7) TERMINATION

There being no further business, the meeting was terminated at 7:32 p.m.

The next Council meeting will be scheduled with the new Council after the AGM.

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.