

BEL AIR – STRATA PLAN BCS 1265

LOCATION:
6:30pm
208-2828, Yew Street
Vancouver, BC, V6K 4W5

STRATA COUNCIL
2013/2014

PRESIDENT
Bob Richardson

VICE-PRESIDENT
Mike Zitka

TREASURER
Tim Grant

AT LARGE
Trevor Johnstone
William Cheung
Claudio Pini
Mohamed Khedr

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

ATTENDANCE:
Bob Richardson
Mike Zitka
Claudio Pini
Mohamed Khedr
Trevor Johnstone

REGRETS:
Tim Grant
William Cheung

Lucian Naita, Baywest Management Corporation

(1) **CALL TO ORDER**

The President called the meeting to order at 6:35 p.m. A quorum was established.

(2) **APPROVAL OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held June 09, 2013 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 July 31, August 31 & September 30, 2013 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance was \$2,926.69.

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 the roof vents maintenance has been completed by Roofix as previously approved. After discussion, Council directed the Strata Manager to contact Roofix and clarify certain technical details following the roof vents maintenance work.

An update will be provided at the next meeting.

4.2 DEPRECIATION REPORT

In follow-up to section 4.2 of the previous minutes, the Strata Council electronically approved Normac Appraisals to prepare the Depreciation Report. Normac Appraisals has been informed to proceed and 50% of the service fees have been paid as per contract (\$2,465 plus tax). The report is in progress.

An update will be provided when additional information is available.

4.3 SPRINKLER SYSTEM / IRRIGATION

In follow-up to section 4.6 of the previous minutes, the Strata Manager informed Council that the repairs have been completed by University Sprinklers in the amount of \$90.36 plus tax.

4.4 INSURANCE

In follow-up to section 4.7 of the previous minutes, Council electronically voted to renew the Strata Insurance with CMW Insurance. The new Premium is \$18,548 and the amount has been paid in full from the Operating Budget account to avoid any unnecessary interest. Attached to these minutes is the Summary of Coverage for owners' perusal. Council reminds owners to bring the SOC to their private insurer to ensure the owners' insurance is adequate. **CARRIED**

4.5 WATER STAINS

In follow-up to section 5.2 of the previous minutes, the Strata Manager presented Council with the report received from Latham's Plumbing. As per the report, the blue/greenish color in the clothes appearing after washing them is due to the copper pipes within the building. Per the report as well, there are steps to be taken to try to reduce the impact of the interaction of the water with copper (e.g. reducing the temperature of the domestic water system when possible, ensure there is not extreme velocity within the domestic water system). Latham's Plumbing will make all efforts to adjust, if necessary, the system for optimal use.

4.6 ANNUAL FIRE INSPECTION

In follow-up to section 6.2 of the previous minutes, the Strata Manager presented Council with additional information concerning quotes and answers from the three (3) Fire Companies to Council's questions. After discussion, Council directed the Strata Manager to obtain additional information from one (1) Fire Company for further review.

An update will be provided at the next Council meeting.

4.7 GARAGE ACCESS

In follow-up to section 6.3 of the previous minutes, the Strata Manager informed Council that the common area keys to parking access from the front lobby are now ready.

Only registered owners can pick up the above mentioned key. If an owner's representative will pick-up the key, the representative must have in their possession an owner's written authorization. ID checks will be performed on owners or their representatives.

4.8 BUILDING WARRANTY – 10 YEARS

In follow-up to section 6.5 of the previous minutes, the Strata Manager presented Council with hard copies of the documents in Baywest possession. Additional documents may be available on site among Strata documents. As per available documents, the 10 years structural building warranty expires on May 25, 2015. The Strata Manager recommended to Council that the Strata hire an Engineering Company to prepare a report. After discussion, Council directed the Strata Manager to obtain a quote from an Engineering Company for Council's review.

An update will be provided when additional information is available.

4.9 ENTERPHONE

In follow-up to section 6.6 of the previous minutes, Council noted that various companies have been contacted to provide information on the enterphone system. However, the information obtained is not conclusive at this point. Council will further review the matter.

An update will be provided at the next Council meeting.

(5) CORRESPONDENCE

Council dealt with correspondence received as follows:

5.1 Council reviewed written reports from a unit concerning uneven pavers on limited common property – After discussion, Council directed the Strata Manager to contact the building's landscaper and request the grounds/soil to be leveled

5.2 Council reviewed a letter sent to a unit concerning smoking on limited common property – Since this matter is considered a nuisance, Council is reflecting on the options available to appeal to residents for a positive outcome. The matter will be discussed further at the next Council meeting.

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 LOBBY

Latham's Plumbing and later Vancouver Fire & Security attended a minor water ingress in the building's main lobby. The sprinkler pipe has been repaired by Vancouver Fire & Security. Council electronically reviewed the invoice and directed the Strata Manager to obtain technical

details from the contractor. Council will electronically be informed once the details are obtained and a decision may be taken by Council and communicated to the Strata Manager by the same method. The drywall repairs will be completed when additional work is necessary on common area.

6.2 WATER INGRESS

The Strata Manager informed Council that a unit experienced water ingress from the roof through a ceiling vent. It is the same unit that experienced the same situation last year. Roofix has been contacted, attended the site and completed the repairs under the warranty.

6.3 GARBAGE BIN

It has come to Council's attention that various objects have been left around the garbage bin, including mattresses. Council volunteers cleaned the mess and properly disposed of the different objects found around the bin. This is not the first time such practices have been noted and Council informs Owners that such behavior will not be tolerated in the future. Council will monitor the situation and fines will be levied against the Owners of those units that are found responsible for such practices. Owners are reminded that they are ultimately responsible for their tenants' acts towards the Strata Corporation.

6.5 MOVE IN/OUT PROCEDURE

Council wishes to remind Owners and/or Rental Agents that arrangements for elevator reservation may only be made by contacting the Strata Manager directly. The building Custodians have been directed to refer all such calls to the Strata Manager who will make the necessary arrangements and inform the Strata Council so they can monitor the Move including garbage disposal and door security. Owners and/or Rental Agents are reminded that Move arrangements should be made at least 7 days in advance. Residents who are Moving In or Out must be provided with a copy of the Strata Move In/Out Bylaws that can be found on the Strata Website at MyStrata>Documents>Property Documents>Schedule of Standard Bylaws-Plus amendments (Section 37).

6.6 PARKADE

Council directed the Strata Manager to obtain a quote for parkade power washing. The parkade power washing will be scheduled in the Spring along with other building maintenance items.

Council also noted that there are lights out in the parkade and directed the Strata Manager to contact an electrician so the lights can be changed accordingly.

(7) TERMINATION

There being no further business, the meeting was terminated at 7:43 p.m.

The next Council meeting is scheduled for Monday, January 20, 2013 at 6:30pm in unit 208.

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.