

COUNCIL MEETING MINUTES

Thursday, October 17, 2013

DISTRICT CROSSING – BCS 4175**LOCATION:**

6:30 p.m. – 1679 Lloyd Ave.
Amenity Room, 2nd Floor
North Vancouver, BC

**STRATA COUNCIL
2012/2013**

PRESIDENT

Elsa Nohlen

VICE-PRESIDENT

David Dickinson

TREASURER

Jane Dennison

BUILDING MAINTENANCE

Tadashi Kubota

BYLAWS/RULES

Greg Parfitt

**SECURITY/ FIRE SAFETY/
PRIVACY OFFICER**

Franz Schmitt

STRATA MANAGER

Laszlo Antal

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ACCOUNTING

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**BAYWEST MANAGEMENT
301 – 1195 West Broadway
Vancouver, B.C. V6H 3X5**

Phone: (604) 257-0325

ATTENDANCE:

Elsa Nohlen
David Dickinson
Jane Dennison
Tadashi Kubota
Greg Parfitt
Franz Schmitt

REGRETS:

Laszlo Antal, Baywest Management Corporation
Marinela Flendescu, Baywest Management Corporation

Paul Kernan, RDH Building Engineering Ltd.
Darien Deans, RDH Building Engineering Ltd.

(1) CALL TO ORDER

The meeting was called to order by the Council President, Elsa Nohlen at 6:30 p.m. and quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held July 9, 2013 and there being no errors or omissions noted it was MOVED/SECONDED to adopt the Minutes as prepared by Baywest. CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 TWO YEARS WARRANTY REVIEW BY RDH BUILDING ENGINEERING**

Council welcomed representatives, Paul Kernan and Darienne Deans, from RDH Building Engineering Ltd., who provided Council an overview of the completed second (2nd) year common area warranty review. A copy of the warranty review was posted on the Strata's website for the Owners' review and records. At tonight's meeting Council discussed every item on this list with the engineers.

It was clearly stated by the engineers that the observations and report of RDH Engineering will be up to the warranty provider to interpret and Council may also have other options to pursue warranty claims if they are denied. The two engineers then left the meeting at 7:15p.m.

As a first step, Council and the Strata Manager will follow up with the Developer in good faith to address the content of the report.

Owners may also obtain a copy of the 2nd Year Warranty report from the Strata Manager or from the Strata's Website at <http://bcs4175.mybaywest.com>

3.2 GYM UPGRADE

Council is still waiting for a Fitness Town quote for a second layer of rubber mat and chin-up bar.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

Following the review of the Financial Statements for the month of July, August and September, 2013, it was MOVED/SECONDED to adopt the Financial Statements up to and including September 30, 2013 as prepared by Baywest. CARRIED

4.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at October 17, 2013 and it was noted 20 accounts were in arrears for a total amount of \$7,752.66.

Council instructed the Strata Manager to follow up with these 20 units and start collection proceedings.

Owners are reminded Strata Fees are due and payable on the first day of each and every month and the Strata Corporation is solely dependent upon prompt receipt of all Strata Fees to finance its day-to-day activities and Special Levies to finance special projects. Failure to pay on time will place the strata lot in jeopardy of a lien being placed on the unit.

OWNERS ARE REMINDED ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS AND ESTABLISHED "ARREARS POLICY".

All Owners in arrears will be sent a late notice, advising them of their outstanding balance and requesting immediate payment. The Strata Council will also send lien notification letters to any Owner whose arrears are in excess of 2 months. Please note the administration costs of a lien will also be charged to the unit's account.

Owners must also ensure that they pay for their separate Hot Water Bills on time, every time.

(5) COMMITTEE REPORTS

5.1 BUILDING MAINTENANCE

GUTTER CLEANING – Council hired Champion Window and Pressure Cleaning Services to clean all gutters at the end of October.

POWER GENERATOR – The Strata's small power generator for the sump pumps was serviced as per the current maintenance contract. The Strata Corporation does not have a back up generator for the buildings and this small generator only services the sump pumps at the parkade level in case of a flood and power outage.

PAVERS AND FOUNDATION BEHIND GYM – The soil and sand is being washed away from under the pavers behind the gym. At this time the Developer deferred this to the Strata Corporation as a

“regular maintenance item”. A contractor, Nicon’s Enterprises Ltd., was hired by Council to discover the cause and also to provide a quote to make prompt repairs. Nicon’s hired their own engineer from “CCI Group” and recommendations were made for high quality backfill placement and compaction as well as to fill the void underneath the cantilever slab.

Council asked the Strata Manager to obtain two quotes from Geo Technical Engineering Firms, one being the original consultant. Council will wait for the geotechnical report before a decision is made as to whether the Council accepts the cost of the repair as being a maintenance item rather than a deficiency and thus to be covered by warranty.

BALCONY – One of the units’ balconies was investigated by RDH Building Engineering where the Developer’s representative/contractor was also present. The issue is a water overflow from the balcony and down into the below unit’s balcony. It was found that the balcony pavers were installed incorrectly and the drain system was not working. This problem caused water pooling under the balcony pavers. The Developer’s trade left the site meeting with the understanding that they are responsible for the repairs and to correct this problem.

BOLLARD – Another safety bollard was hit in the court-yard and the Council authorized the installation and replacement of the bollard with a “swing-back bollard”.

SECOND GARAGE GATE – The second (2nd) garage gate was vandalized and one of the bars was cut. The Strata Manager reported the incident (attempted break-in) to the Police and an officer attended the scene. The garage gate was repaired the next day.

VENTILLATION NOISE – Council authorized the insulation of one of the air vent ducts to minimize the noise to nearby units. The work was completed by the original installing trade, Gandy Installations for \$660.00 plus tax.

HALLWAY TEMPERATURE – The Strata Corporation’s HVAC contractor, Trotter and Morton Facility Services, performed their regular maintenance and inspected the roof top make up air units as well for smooth operation for the winter. The electrician, from Villa Electric Ltd., inspected the thermostats and wiring of the heaters and found that two units will have to be repaired. The electrician will advise the Strata Manager if this work will be covered under the warranty (depending on the findings).

DRYER VENT CLEANING – Council asked the Strata Manager to obtain two (2) quotations for dryer vent cleaning.

SPOT PAINTING THE HALLWAYS – Council is planning spot painting of hallways in the next fiscal year. This item will be proposed in the budget at the next Annual General Meeting.

5.2 LANDSCAPING

The Strata Manager reported to Council that the landscape irrigation was winterized.

5.3 PARKING

Council asked the Strata Manager to post a notice in the building advising Residents that storing of any items in parking stalls are not allowed. These items will be treated as garbage and will be removed without a second notice.

(6) CORRESPONDENCE

Council will deal with the correspondence received and where deemed necessary, the Strata Manager will be directed to correspond with the various authors. Others will have their concerns

addressed in the Minutes or be contacted by a member of Council for a first-hand report. At tonight's meeting the following issues were discussed:

NOISE – Council received four (4) noise complaints and letters were sent to Owners accordingly.

SMOKING – One letter was sent to a unit for smoking on the balcony and allowing the smoke to drift into other units causing nuisance.

INSURANCE DEDUCTIBLE CHARGE BACK – One unit received an insurance deductible charge back letter with the \$5,000 water deductible amount and as per their role in this insurance claim, which included water damage from a plugged shower drain (Owner placed bucket over shower drain and left water running).

WATER LEAK – Two units were instructed by the Strata Manager to make repairs at their own costs to their units due to minor water damage (below insurance deductible). The cause of the water leak was inconclusive at this time and there was no indication of common area source malfunction.

GARBAGE LEFT IN HALLWAY – A letter was sent to one unit for leaving their garbage in the common area hallway on a regular basis.

PARKING – A letter was sent to one unit instructing the Owner to park their vehicle in the middle of the parking stall and not to encroach onto the neighbour's parking stall.

LIEN DEMAND LETTER – A "lien demand letter" was sent to one unit for neglecting Strata Fee payments for an extended period of time.

UNAUTHORIZED MOVE – A letter was sent to the Owner of this unit and a \$50.00 fine was levied to the unit's account for the unauthorized move.

Owners wishing to write to Council, to register a concern, may do so by sending an email or a letter to the Strata Manager. In your correspondence, please state your full name, the Strata Plan number (BCS4175), unit number and building, contact phone number and provide a concise but detailed description of the reasons for your correspondence. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a detailed description of what you saw and what action was taken. Again, please ensure that you are absolutely positive about the source of the alleged Bylaw infraction and identify the unit correctly. For example: if you live in unit "00808", don't ever assume, that the unit above you must be "00908". Noise travels and the source could be originating from another nearby unit.

All complaints must be received directly from the Owner of the unit, which means, Tenants must communicate their issues through their Landlords.

In case of a building emergency Owners are asked to contact Baywest Management at 604-591-6060 and to report criminal and suspicious activity to the Police - 911. Please DO NOT knock on the doors of Council members, as they are volunteers and they too would like to enjoy their homes peacefully. All complaints must be put in writing and sent to Baywest to the Strata Manager.

(7) NEW BUSINESS

7.1 PLANNING FOR THE ANNUAL GENERAL MEETING

The Strata Council finalized the proposed budget for the upcoming fiscal year 2013/2014. The budget was reviewed on a line-by-line basis and following discussion and modification, it was agreed the

budget would be accepted for presentation to the Owners at the Annual General Meeting. The meeting is planned for December 3, 2013. The formal Notice will be mailed out in sufficient time to meet the requirements of the Strata Property Act prior to the Annual General Meeting.

7.2 CARETAKER'S REPORT

Council reviewed the caretaker's report with the Strata Manager and duly noted all the work the caretaker had to perform since the last Council meeting.

(8) REVIEW OF DIRECTIVES

At each Council meeting the Strata Manager and individual Council members will have tasks that they have to complete by the next Council meeting. At tonight's meeting the Strata Manager reported most directives/tasks were completed and some of the pending work is in the hands of contractors and the Developer. The Strata Manager will keep Council posted.

At tonight's meeting the following Directives were reviewed as per the last Council Meeting:

1. Hire gutter cleaning contractor as per Council.

Action taken: Champion Window and Pressure Cleaning Services will clean all gutters at the end of October.

2. Common area light doesn't work on the 5th floor at 1679 Lloyd.

Action taken: Electrician made repairs.

3. Arrange discussion meeting with RDH Engineering to review the warranty report.

Action taken: Strata Manager invited RDH to the October 17, 2013 Council Meeting.

4. Include Depreciation Report options in budget.

Action taken: Owners will be provided with options.

5. Investigate possible gym upgrades.

Action taken: Strata Manager asked Fitness Town for a quote to include additional rubber mats and a "chin-up bar".

6. Follow up with arrears and start collection proceedings against units that neglected their Strata Fee accounts.

Action taken: The Strata Manager sent one lien demand letter to one unit and regular statements to others

7. Send Council a copy of the latest hot water billing information from Enerpro (billing company).

Action taken: The Strata Manager sent the latest Enerpro report to Council.

(9) TERMINATION

There being no further business, the meeting was terminated at 8:00 p.m.

The next scheduled Council Meeting will be determined after the Annual General Meeting.

Laszlo Antal
Strata Manager

Owners wishing to have Strata Fees taken directly from their bank account, the Pre-Authorized Chequing (PAC) forms can be obtained from the Strata Manager.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.

Owner's wishing to attend a Council Meeting may do so as observers only. Any Owner wanting to speak at a Council Meeting is asked to email the Strata Manager 1 week in advance in order to prepare the Agenda accordingly.