

BEL AIR – STRATA PLAN BCS 1265

LOCATION:

6:30 p.m. – Front lobby
2828, Yew Street
Vancouver, BC

STRATA COUNCIL

2013/2014

PRESIDENT

Bob Richardson

VICE PRESIDENT

Mike Zitka

TREASURER

Tim Grant

AT LARGE

Trevor Johnson
William Cheung
Claudio Pini
Mohamed Kehdr

STRATA MANAGER

Lucian Naita

E-Mail: info@mybaywest.com

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

BAYWEST MANAGEMENT

**301-1195, WEST BROADWAY
VANCOUVER, B.C. V6H 3X5**

24 Hour Line: (604) 257-0325

PRESENT

14 Strata Lots Represented
10 In Person
04 By Proxy

Lucian Naita, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:36 p.m. by Strata President, Bob Richardson.

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Manager.

There are 35 Strata Corporation votes at Bel Air. The Strata Property Act and Bylaws requires one-third of the strata corporation's votes (12 votes) to be eligible voters present in person or by proxy to constitute a quorum.

As 14 eligible voters were represented at the time of call to order, the quorum was established and the meeting was declared competent to deal with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the Strata Property Act. **CARRIED**

(4) APPROVAL OF THE AGENDA

It was moved and seconded to approve the agenda of the Annual General Meeting as distributed. **CARRIED**

(5) APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the previous General Meeting Minutes of May 14, 2013 as distributed. **CARRIED**

(6) PRESIDENT'S REPORT

Council President, Bob Richardson thanked all Council members for their contribution to Strata Business over the last fiscal year. The Council President then summarized the major items Council attended to over the past year:

- There have been several costly water ingress incidents all of which have been attended to
- One of the hot water storage tanks has had to be replaced and the boilers cleaned by Latham's
- A roof preventive maintenance program has been put in place to ensure all the roofing components performs adequately over time
- The enterphone, fire detection panel and landscape sprinkler system have all required repair
- A new Fire Inspection and Repair Company, Voltech, has been hired to complete the mandatory annual Fire Inspection at a reduced cost to the Strata
- The Depreciation Report has been finalized – it will be available at no charge via the mybaywest site for Bel Air
- Garage door problems have been issues both for cost and security lately – Owners are reminded to be patient and ensure the door closes completely before leaving the property and not to allow unidentified vehicles to follow on entry to the garage, ensuring the property is safe at all times

The President pointed out that Strata Corporation has considerably exceeded the repairs budget for the past year and this is likely to continue in the future as the building ages, requiring Council to significantly raise fees for next year. The Depreciation Report has also shown that we need to increase contributions to our reserve fund significantly over the coming years in order to avoid high special levies for major repairs as the building ages, another reason for fee increases in coming years.

(7) ANNUAL INSURANCE REPORT

Each owner was provided with a copy of the insurance Cover Note for the building as part of the Notice of Annual General Meeting package. The cover note set out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the insurance policy which included:

All property coverage for \$12,398,000
 Directors and officers liability at \$2 million
 Deductibles: Water/Sewer - \$5,000; All Risks - \$2,500

The Strata Manager opened the floor for insurance related questions and responded to same.

Owners are reminded they should purchase homeowner's insurance for any in-suite upgrades (betterments), personal possessions, additional living expenses and third party liability (in case someone is injured within a strata lot). The Strata Corporation's insurance does not cover upgrades (betterments) or personal possessions, and might have limited additional living expense coverage. Owners with tenants are also encouraged to ensure they and their tenant(s) have appropriate insurance for their situation, including the tenant's personal effects.

Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles. Failure to have coverage of the water damage deductible can cause financial hardship for Owners should an incident such as toilet overflow, washing machine or dishwasher malfunction, etc. occur that damages other units or common property and the Strata Corporation charges back the \$5,000 deductible to the Owner. Please ensure you have sufficient coverage.

(8) CONSIDERATION OF 2014/2015 OPERATING BUDGET

It was moved and seconded to adopt the 2014/2015 Budget as presented.

The President opened the floor for discussion.

As there were no further questions or comments on the proposed budget, the vote was called to adopt the Budget as presented.

13 In favour, 01 opposed, 0 abstained

CARRIED

Strata Fees Payment Options

The new budget takes effect on June 01, 2014. Please find attached a copy of the approved budget and listing of strata fees for each strata lot. Strata fees may be paid as follows:

1. The preferred method of payment is ***Paying your Monthly Strata Fee Online***. This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It is easy and convenient - please visit the Baywest website at www.baywest.ca - Quick Links to Maintenance Fee for details, or direct link to <http://www.baywest.ca/baywest/maintenancefees>.
2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not do anything further. Approval of this budget gave Baywest the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to ***Paying your Monthly Strata Fee Online***, please advise our office to cancel your PAC by calling our A/R Call Centre: 1-877-585-4411.
3. Post-dated cheques – Owners may send in a series of 12 post-dated cheques dated for the first day of each month from June 2014 to May 2015 and made payable to **Strata Plan BCS 1265**.

Please note that there is a 12% increase in strata fees for 2014/2015 fiscal year. Owners previously making payment by way of an automatic withdrawal from their bank accounts need not take any action.

(9) CONSIDERATION OF VOTE “A” – PAINTING OF COMMON AREA (INTERIOR OF THE BUILDING)

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 1265, Bel Air, that an amount not to exceed \$10,000 (ten thousand dollars) be expended from the Contingency Reserve Fund for the purpose of painting the interior walls of the common area (main lobby and hallways).

Costs include applicable taxes, contingency fees and Baywest administration fees as per the

Agency Agreement Schedules.

It was moved and seconded to adopt $\frac{3}{4}$ Vote "A" as presented.

The President opened the floor for discussion.

There was general agreement that Council should also secure a quote for repainting the main emergency exit stairwells.

As there was no further discussion or amendments on the item, a vote was called to adopt $\frac{3}{4}$ Vote "A" – Painting of Common Area (Interior of the Building)

14 In favour, 0 opposed, 0 abstained

CARRIED

(11) ELECTION OF 2014/2015 STRATA COUNCIL

As per the Strata's Bylaws, a minimum of three and a maximum of seven Strata Council members could be elected. Given the foregoing, the Strata Manager opened the floor for nominations or volunteers for the Council positions. The following Owners volunteered or were nominated and agreed to stand for office:

Bob Richardson – 208
Mike Zitka – 409
Tim Grant – 403
Mohamed Khedr – 105

Trevor Johnson – 209
William Cheung - 206
Claudio Pini – 103

The Strata Manager called for additional nominations or volunteers from the floor. As none were received after 3 successive occasions, it was moved and seconded to accept by Majority vote the above Owners as nominated or volunteered as the 2014/2015 Strata Council. **CARRIED**

Following the Annual General Meeting, the new Strata Council met briefly and agreed to the following positions:

Bob Richardson – President
Mike Zitka – Vice-President
Tim Grant – Treasurer
Trevor Johnson – At Large
William Cheung – At Large
Mohamed Khedr – At large
Claudio Pini – At Large

(12) GENERAL DISCUSSION

Owners complained of several instances of Noise from a tenant occupied unit. The Property Manager explained the standard process for reporting and disposing of Noise complaints which starts with a written complaint to the Manager either by mail or email, followed by Council involvement as necessary and warnings and possible fines to the offending resident/owner.

Concern was also expressed regarding Garage security particularly of multiple cars entering the parkade with only the lead car proving access authorization using their fob. The Property Manager agreed to provide a Notice for posting asking residents to be more diligent in maintaining parkade security

(13) **TERMINATION**

There being no further business, the meeting terminated at 7:15 p.m.

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.

Bel Air (bcs1265)

Approved Budget - June 1, 2014 To May 31, 2015

Account	Account Name	2014-2015 Proposed Budget
RECEIPTS / REVENUE		
5285-0000	Interest Income	0.00
5290-0000	Fobs/Keys/Remotes	0.00
5385-0000	MoveIn/Out Fee	0.00
5455-0000	Prior Years Surplus	0.00
5500-0000	Owners' Contributions	145,323.40
TOTAL RECEIPTS / REVENUE		\$ 145,323.40
EXPENSES & RESERVES		
ADMINISTRATIVE EXPENSES		
6004-0000	Statutory Review of Trust Accounts	315.00
6008-0000	Additional Services	315.00
6028-0000	Bank Charges	276.00
6080-0000	Insurance Premium	19,500.00
6088-0000	Legal Fees	200.00
6098-0000	Management Fees	13,367.40
6128-0000	Postage/Copies/Office Exp.	400.00
TOTAL ADMINISTRATIVE EXPENSES		34,373.40
UTILITIES		
6308-0000	Electricity	13,000.00
6316-0000	Gas	12,000.00
6334-0000	Utilities - General	1,600.00
6336-0000	Water & Sewer	10,500.00
TOTAL UTILITIES		37,100.00
CONTRACT / BLDG EXPENSES		
7002-0000	Alarm Monitoring	2,850.00
7048-0000	Elevator & License	3,500.00
7058-0000	Enterphone	0.00
7069-0000	Fire Protection	1,500.00
7076-0000	Garage Door	200.00
7080-0000	Garbage Collection	3,800.00
7096-0000	Janitorial	9,920.00
7100-0000	Landscaping	4,780.00
7126-0000	Mechanical	2,300.00
7178-0000	Roof	2,000.00
TOTAL CONTRACT / BLDG EXPENSES		30,850.00
REPAIRS & MAINTENANCE EXPENSES		
7660-0000	Repairs & Maintenance	20,000.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		20,000.00
TOTAL OPERATING EXPENSES		122,323.40
CRF & OTHER BUDGETED RESERVE FUNDS		
8920-0000	Contingency Reserve Fund	23,000.00
TOTAL RESERVE FUNDS		23,000.00
TOTAL EXPENSES & RESERVES		145,323.40

Bel Air (bcs1265)

Approved Budget - June 1, 2014 To May 31, 2015

Account	Account Name	2014-2015 Proposed Budget
SURPLUS / (DEFICIT)		<u><u>-</u></u>

Bel Air (bcs1265)							
Approved Strata Fee Schedule							
For the Year June 1, 2014 to May 31, 2015							
Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF Portion	Fee Inc/Dec by	New Strata Fee
101	1	116	\$ 375.45	\$ 352.45	\$ 66.27	\$ 43.27	\$ 418.72
102	2	58	\$ 187.72	\$ 176.22	\$ 33.13	\$ 21.63	\$ 209.36
103	3	108	\$ 349.56	\$ 328.14	\$ 61.70	\$ 40.28	\$ 389.84
104	4	87	\$ 281.59	\$ 264.34	\$ 49.70	\$ 32.45	\$ 314.04
105	5	86	\$ 278.35	\$ 261.30	\$ 49.13	\$ 32.08	\$ 310.43
106	6	87	\$ 281.59	\$ 264.34	\$ 49.70	\$ 32.45	\$ 314.04
107	7	108	\$ 349.56	\$ 328.14	\$ 61.70	\$ 40.28	\$ 389.84
108	8	104	\$ 336.61	\$ 315.99	\$ 59.41	\$ 38.79	\$ 375.40
201	9	116	\$ 375.45	\$ 352.45	\$ 66.27	\$ 43.27	\$ 418.72
202	10	96	\$ 310.72	\$ 291.68	\$ 54.84	\$ 35.81	\$ 346.52
203	11	107	\$ 346.32	\$ 325.10	\$ 61.13	\$ 39.91	\$ 386.23
204	12	87	\$ 281.59	\$ 264.34	\$ 49.70	\$ 32.45	\$ 314.04
205	13	86	\$ 278.35	\$ 261.30	\$ 49.13	\$ 32.08	\$ 310.43
206	14	87	\$ 281.59	\$ 264.34	\$ 49.70	\$ 32.45	\$ 314.04
207	15	93	\$ 301.01	\$ 282.57	\$ 53.13	\$ 34.69	\$ 335.69
208	16	91	\$ 294.53	\$ 276.49	\$ 51.99	\$ 33.94	\$ 328.48
209	17	104	\$ 336.61	\$ 315.99	\$ 59.41	\$ 38.79	\$ 375.40
301	18	116	\$ 375.45	\$ 352.45	\$ 66.27	\$ 43.27	\$ 418.72
302	19	96	\$ 310.72	\$ 291.68	\$ 54.84	\$ 35.81	\$ 346.52
303	20	107	\$ 346.32	\$ 325.10	\$ 61.13	\$ 39.91	\$ 386.23
304	21	87	\$ 281.59	\$ 264.34	\$ 49.70	\$ 32.45	\$ 314.04
305	22	86	\$ 278.35	\$ 261.30	\$ 49.13	\$ 32.08	\$ 310.43
306	23	87	\$ 281.59	\$ 264.34	\$ 49.70	\$ 32.45	\$ 314.04
307	24	93	\$ 301.01	\$ 282.57	\$ 53.13	\$ 34.69	\$ 335.69
308	25	91	\$ 294.53	\$ 276.49	\$ 51.99	\$ 33.94	\$ 328.48
309	26	104	\$ 336.61	\$ 315.99	\$ 59.41	\$ 38.79	\$ 375.40
401	27	116	\$ 375.45	\$ 352.45	\$ 66.27	\$ 43.27	\$ 418.72
402	28	96	\$ 310.72	\$ 291.68	\$ 54.84	\$ 35.81	\$ 346.52
403	29	107	\$ 346.32	\$ 325.10	\$ 61.13	\$ 39.91	\$ 386.23
404	30	87	\$ 281.59	\$ 264.34	\$ 49.70	\$ 32.45	\$ 314.04
405	31	86	\$ 278.35	\$ 261.30	\$ 49.13	\$ 32.08	\$ 310.43
406	32	87	\$ 281.59	\$ 264.34	\$ 49.70	\$ 32.45	\$ 314.04
407	33	93	\$ 301.01	\$ 282.57	\$ 53.13	\$ 34.69	\$ 335.69
408	34	91	\$ 294.53	\$ 276.49	\$ 51.99	\$ 33.94	\$ 328.48
409	35	104	\$ 336.61	\$ 315.99	\$ 59.41	\$ 38.79	\$ 375.40
Monthly Total	3355		\$ 10,858.92	10,193.62	1,916.67	\$ 1,251.37	\$ 12,110.28
			X12	X12	X12	X12	X12

Annual Total		\$ 130,307.00	\$ 122,323.40	\$ 23,000.00	\$15,016.40	\$ 145,323.40