

KINGS GARDEN – STRATA PLAN LMS 2926

LOCATION:

#201 – 335 Carnarvon St. New
Westminster, BC V3L 1B9

STRATA COUNCIL

2013 / 2014

PRESIDENT

Julie Moore

VICE PRESIDENT

Arlene Johnston

TREASURER

Colin Naples

SECRETARY

Chuck Wren

AT LARGE

Ron Paredes
Mark Conn

CARETAKER

Brad Gartside
604-786-0713

STRATA MANAGER

Chris Drake
Direct Phone: (604) 595-1164
Fax: (604) 592-3645
E-mail: cdrake@baywest.ca

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

BAYWEST MANAGEMENT

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

24 Hour Line: (604) 591-6060

E-MAIL

www.baywest.ca
Open 'Help Centre'
Follow prompts

ATTENDANCE:

Julie Moore
Arlene Johnston
Colin Naples

REGRETS:

Mark Conn
Chuck Wren
Ron Paredes

Chris Drake, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 7:15 p.m.
A quorum was established.

(2) GUEST SPEAKER

A unit Owner requested to address Council regarding his unit. The Owner wanted to clarify his parking allotment for his unit. The unit Owner had an agreement with the Developer for two parking stalls when buying the unit pre-construction. The Council wasn't provided any written confirmation from the unit Owner and with no extra parking spots available, the Council agreed to look into the matter further and get back to the Owner at a later date. The Owner thanked the Council for listening to his concerns and left the meeting.

The guest left the meeting at 7:45 p.m. and Council stopped the Residential meeting to hold the Corporate Council meeting. The Residential meeting then resumed at 9:00 p.m. after the Corporate meeting adjourned.

(3) APPROVAL OF PREVIOUS MINUTES

It was moved and seconded to approve the minutes for the Council meeting held on Thursday November 21, 2013 as prepared by Council. **CARRIED**

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the Financial Statements for the period of October 1 to December 31, 2013 as distributed. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance of strata and levy fees for the Residential sections was \$2,991.00.

This is largely due to none payment of strata fee and special levies. The remaining are for late payment penalties due to the increase of strata fees.

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 sixty days, the owner will be forwarded a final demand letter to request the account be brought to date within a specified time period (there will be a \$56 administration fee). If the balance remains outstanding, a lien may be registered against their property (the lien administration cost on a overdue account is \$420). Should an Owner fail to pay their arrears after receiving the final demand letter, a forced sale may be required through legal action (The Owner would be responsible for any of the legal costs).

Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

5) BUSINESS ARISING FROM PREVIOUS MEETING

5.1 EXCLUSIVE FLOORING – 4TH FLOOR CARPET

Council President Julie Moore has been communicating back and forth with Exclusive Floors regarding the recent hallway carpet installation. The initial flooring quote from Exclusive Flooring excluded the fourth floor North Wing. Exclusive has provided an additional quote to complete the north wing on the fourth floor at an additional cost. Julie has negotiated a deal with Exclusive so that each party would pay half of the extra costs to finish the fourth floor north wing.

Council has asked that Exclusive Floors provide a new quote with all of the agreed costs clearly specified on the quote. Council voted via email to approve the quote to be ratified at the next council meeting.

5.2 UNIT FORECLOSURE

The Strata Manager verified to Council that a residential unit that was in foreclosure was sold in December, 2013. The unit Owner owed almost \$5,000.00 to the Strata Corporation in unpaid fees. The unpaid fees were collected upon completion of the sale.

5.3 M.D.R. LIMITED INVOICE

The Strata Corporation paid the final installment to M.D.R. for building the new storage lockers. The total cost of the storage locker project was \$4200.00 plus GST.

5.4 ANNUAL GENERAL MEETING DATE

The next Annual General Meeting for Kings Garden will be held on Tuesday May 27, 2014 at the Century House at 620 Eighth St, New Westminster B.C., V3M 3S2. Registration will start at 6:30 p.m. and the Corporate Meeting will start at 7 p.m. The Residential Annual General Meeting will start immediately following the adjournment of the Corporate A.G.M. Meeting.

5.5 UNIT UPGRADE ALTERATION REQUEST

The Council received a request from an Owner to install laminate flooring. The Council agreed to the request and notified the Owner of the required sound barrier underlay specifications. The Strata Manager provided the underlay specifications and an assumption of liability ("AOL") letter for the
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Owners to sign and send back to Council. The Owner informed Council that he will have all Owners on title sign the A.O.L. document and send it back to the Strata Manager.

As per Strata Bylaws Section 8.1 An owner must obtain the written approval of the strata corporation before making or authorizing an alteration to a strata lot.

5.6 NEW LOCKER ASSIGNMENTS

The Council President Julie Moore has started the process of assigning new lockers to Owners. Julie will be gathering all of the necessary information from Owners and will log all the new locker assignments and send them to the Strata Manager to file them in the permanent data base.

6) CORRESPONDENCE

All correspondence and emails will be forwarded to the Strata Manager. Non-urgent and routine correspondence will be dealt with by the Strata Manager prior to the next Council meeting. For the purpose of Council ratification and reporting in the minutes, such correspondence will be place on the agenda for the next regular Council meeting. Urgent correspondence will be communicated to the Council president upon receipt. The Strata Manager, at the President's direction, will take immediate action with respect to urgent matters.

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 as deemed

6.1 NEW OWNER CORRESPONDENCE

The Strata Manager received correspondence from a new Owner inquiring about the Strata Insurance policy number and documentation to provide to his personal home insurance provider.

All Owners are reminded that they need to have their personal insurance provider cover and Strata Insurance deductibles if any insurable damage is caused by the Owner's suite.

6.2 REALTOR CORRESPONDENCE

The Strata Manager received an email from a realtor who has a unit listed for sale in the Strata complex. The Realtor had a list of questions about the Strata and the building and the Strata Manager sent the realtor the answers to all of his questions.

7) NEW BUSINESS

7.1 GUEST SPEAKER – UNIT OWNER

The Council agreed to have a unit Owner address the Council at the Residential Council meeting to discuss his concerns about his parking allotment. The unit Owner claims the developer promised him two parking stalls but the Owner has no paper work to verify the claim. There are no new residential parking spots available and Council agreed to look into the matter and get back to the Owner.

7.2 REIMBURSEMENT TO COUNCIL MEMBER

Council Vice President Arlene Johnston was issued a cheque for \$30.00 for reimbursement for dumping fees. Arlene has misplaced the cheque and requested to have the cheque re-issued minus the stop payment charge of \$12.50.

7.3 COUNCIL MEMBER AT LARGE

Council had a discussion regarding a Council member who has not made any of the Council Meetings since the Annual General Meeting. Council has asked the Strata Manager to send the Council member a letter to ask for their resignation as per the Strata bylaws:

As per Strata Bylaw 19.1: If a council member resigns or is unwilling or unable to act for a period of two or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.

7) TERMINATION

There being no further business, the meeting was terminated at 10:05 p.m.

The next scheduled Meeting will be Wednesday February 26, 2014 at 7:00 p.m.

<p>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.</p>
