

**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**

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](mailto: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](http://www.baywest.ca)  
Open 'Help Centre'  
Follow prompts

**ATTENDANCE:**

Julie Moore  
Arlene Johnston  
Chuck Wren  
Mark Conn

**REGRETS:**

Colin Naples

Chris Drake, Baywest Management Corporation

**(1) CALL TO ORDER**

The President called the meeting to order at 8:40 p.m.  
A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held on February 26, 2014 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes of February 26, 2014 as distributed.

**CARRIED**

**(3) FINANCIAL REPORT**

**3.1 FINANCIAL STATEMENTS**

It was moved and seconded to table the Financial Statements for the period of February 1 to March 31, 2014 until the next Council meeting. The end of the fiscal year financials for March were preliminary and Council will wait until they are finalized

**CARRIED**

**3.2 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 \$887.20.

The Strata Corporation runs on the monthly strata fees paid by owners. When the strata fees and charge-back fees are not paid the Strata Corporation may find it difficult to meet their obligations.

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 demand letter (\$52.50 charged to the owners account) 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 (\$420 administration and debt recover charged to owners account).

**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 MEETING**

##### **4.1 CLEANING OF PARKING STALLS AND LOCKERS**

The Council sent out a notice to all Owners to have their parking stalls cleaned out. The Strata bylaws do not allow anything to be stored in the parking stalls. Parking stalls are for insured vehicles that are owned by the unit Owners or their tenants only. The Storage locker area has storage items improperly stored and the fire department have recently noted the problems during an inspection. The Strata Corporation has unit March 13<sup>th</sup> to clean up the areas of illegal storage in both the parking stalls and the storage locker areas to avoid a fine from the fire department.

##### **4.2 REVIEW OF 2014-2015 PROPOSED BUDGET**

Council reviewed a revised budget work sheet for the next fiscal year that will be presented at the upcoming annual general meeting. The Council felt the budget looked good but there will be a deficit and the Owners will have to decide to either have a special one time levy to pay off the deficit or to have the deficit included in next years budget.

##### **4.3 ROOF TOP DECK QUOTE**

The Council President has been in contact with Markic Development and Restoration (M.D.R.) for a revised quote for the rooftop deck replacement. Parts of the deck were not salvageable after removal for the roof repairs and a new revised quote is necessary. The Council will review the new quote at the next regular Council Meeting.

##### **4.4 [HTTP://LMS2926.MYBAYWEST.COM](http://LMS2926.MYBAYWEST.COM)**

Currently there are 13 owners out of 30 owners that are signed up for this free service. Please sign up for this useful tool. Mybaywest helps Strata Councils manage day to day operations and communicate with owners while giving owners access to important information such as minutes, bylaws, notices of pending schedules for work at the Strata and their own owner profile information. Please call Baywest at 604.714.6383 or email [info@mybaywest.com](mailto:info@mybaywest.com) to register

#### **5) 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 necessary.

## 5.1 PARKING STALL LETTER

The Strata Manager sent out a letter to an Owner requesting information about a vehicle stored in the parking stall assigned to their unit requesting verification of vehicle storage insurance. If the Council doesn't have a response within 2 weeks the Strata Council could impose a bylaw fine.

### Kings Garden bylaws:

40.3 A resident must not permit an unlicensed or uninsured vehicle to be stored in the underground parking area, or on common property, limited common property, or land that is a common asset.

40.4 A resident storing a vehicle must provide proof of insurance to the strata corporation on the commencement date of the storage.

## 5.2 FORM K REQUEST

The Strata Manager sent a form K request to a unit Owner who owns and rents out a unit but hasn't supplied the Strata with a form K with their tenant's information. The Strata bylaws require all Owners to ask the permission of Council before they rent out their units and the Strata Corporation requires that a form K tenant information form is filled out prior to the commencement of the lease. Kings Garden Strata bylaw:

### 7. Duty to inform Strata Corporation

7.1 An owner must notify the strata corporation:

- (a) within two weeks of becoming an owner, of the owner's name, strata lot number and mailing address outside the strata plan, if any; and
- (b) within two weeks of any mortgage or other dealing in connection with the owner's strata lot, of such mortgage or other dealing.

7.2 On request by a strata corporation, a tenant must inform the strata corporation of the tenant's name and the strata lot which the tenant occupies.

The unit Owner can face a bylaw fine if they don't send in the requested information to the Strata Corporation.

## 5.3 NEW OWNER REQUEST

The Strata Manager and the Council President received numerous emails from a new Owner asking question about how to pay their strata fees and their assigned parking stall. The questions were answered and the Strata Manager sent the new Owner the welcome package which includes all of the documents about the property including the bylaws and the strata fee payment information.

## 5.4 UNIT ALTERATION APPROVAL

The Strata Manager received a signed assumption of liability from an unit Owner who was approved for new laminate flooring in their unit. All Owners wishing to perform any unit alterations or betterments must first have the approval of Council and sign a assumption of liability form prior to

*LMS 2926 KINGS GARDEN Residential Council Meeting Minutes – Thursday, April 17, 2014*

the work being performed by a professional installer.

### **5.5 UNIT OWNER – REQUEST TO HAVE LATE FEES WAIVED**

The Council received a letter from a unit Owner requesting to have their account late penalty fees and interest waived. The Council reviewed and denied the request because the Owner had plenty of warnings through the Strata minutes to pay their fees on time.

### **5.6 UNIT OWNER INQUIRY – FIRE DOORS**

A unit Owner wrote to the Council asking why the fire doors were being propped open. The Strata Manager said that the air make up unit was out of order and perhaps another resident has been opening up the fire doors for fresh air. The Strata Council had the air make up unit repaired and will turn on the unit so that there will be fresh air in the hallways again.

### **5.7 OWNER REQUEST FOR A LETTER**

The Strata Manager received an email from an Owner asking for a letter confirming that repairs were made to his unit by the Strata two years ago after a water leak. The Council approved that a general letter could be provided stating the repairs made to their unit.

### **5.8 OWNER REQUEST – WAIVE EXTRA MOVE IN FEE**

The Strata Manager received an email from an Owner asking that the extra move in fee be waived from their account because they never moved in but rented out their unit from the beginning. The Strata charged for the move in of the new renter and the new Owner and since the Owner never actually moved in the Strata Manager waived the extra move in fee and the Council ratified it at the Council meeting.

### **5.9 UNIT ALTERATION REQUEST**

The Strata Manager received an email from an Owner asking for a unit alteration for a new laminate flooring to be installed. The Council reviewed the request and granted the Owners request based on the proper sound proof underlay be installed and the installation to be installed by a professional installer. The Strata Manager will send the unit Owner an Assumption of Liability Form to the Owner to fill out and return to the Strata Manager with their signature.

## **(6) NEW BUSINESS**

### **6.1 LOCKER ASSIGNMENTS**

The Council President has organized the allocation of the new lockers and new locker assignments. Letters will be sent to Owners in stages so that every Owner will have time to move out of their old locker and into their new assigned lockers to facilitate a smooth transition.

### **6.2 REVIEW OF 2014-2015 PROPOSED BUDGET**

Council reviewed a revised budget work sheet for the next fiscal year that will be presented at the upcoming annual general meeting. The Council felt the budget looked good but there will be a deficit and the Owners will have to decide to either have a special one time levy to pay off the deficit or to have the deficit included in next years budget. The Annual General Meeting Notice Package will be mailed out in the first full week of May and all Owners are asked to bring the package with them to the annual general meeting on May 27, 2014

### **6.3 FORTIS GAS CHARGE BACK TO RESIDENTIAL BUDGET**

The gas meters for the building were pinged by Fortis BC last year and one gas meter that was mistaken as the Church's gas meter was actually the gas meter for the Residential fireplaces. Once this had been determined by the Strata Council the Strata had to remove the charge of this gas from the commercial account and then charge it to the residential budget. The charges for the gas (\$6,518.32) for the fireplaces was not budgeted for in the 2013-2014 budget and this will leave a deficit in the residential budget that will be dealt with at the upcoming A.G.M.

#### **(7) TERMINATION**

There being no further business, the meeting was terminated at 9:40 p.m.

The next scheduled Meeting will be the Annual General Meeting following the Corporate Annual General Meeting on Tuesday May, 27, 2014 at 7:00 p.m. at Century House, Spruce Room, #620-8<sup>th</sup> Street, New Westminster, B.C. Registration starts at 6:45 p.m.

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.