

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: info@mybaywest.com

ALL ACCOUNTING INQUIRIES
Toll Free 1-877-585-4411

BAYWEST MANAGEMENT
301-1195 WEST BROADWAY
VANCOUVER, B.C. V3W 6Y3

ATTENDANCE:
Bob Richardson
Mike Zitka
Claudio Pini
Tim Grant

REGRETS:
Trevor Johnstone
William Cheung
Mohamed Khedr

Lucian Naita, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 6:37 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held October 07, 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 October 31, November 30 & December 31, 2013 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance was \$1,155.48.

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, Council reviewed the quote from Roofix for the bi-annual roof maintenance in the amount of \$1,700 plus tax and the quote in the amount of \$849.81 plus tax to repair the membrane under the make-up unit on the roof. After discussion, Council approved both quotes. **CARRIED**

An update will be provided at the next meeting.

4.2 DEPRECIATION REPORT

In follow-up to section 4.2 of the previous minutes, it has been noted that Normac has now all the documents requested for the Depreciation Report preparation. Council will review the draft report and the Owners will be informed accordingly when the finalized report is available.

An update will be provided when additional information is available.

4.3 FIRE INSPECTION

In follow-up to section 4.6 of the previous minutes, Council electronically reviewed the information requested and approved the quote from Voltech in the amount of \$1,188.34 plus tax for all annual fire inspections as required by the fire code. **CARRIED**

As per attached notice, the annual fire inspection is scheduled for February 14, 2014 (common area) and February 15, 2014 (in-suite). Please note that if access is not provided for in-suite inspection on the date noted above, the costs of the return visits will be applied to those strata lots having not provided access.

4.4 BUILDING WARRANTY

In follow-up to section 4.8 of the previous minutes, Council reviewed the quote obtained by the Strata Manager for the preparation of the warranty report by an Engineering Company. After discussion, Council agreed to wait until the Depreciation Report is ready before proceeding with an Engineering report. An update will be provided when additional information is available.

4.5 ENTERPHONE

In follow-up to section 4.9 of the previous minutes, it was noted that there are two (2) phone lines for the fire monitoring and one (1) line for the elevator emergency communication system monitoring. The Enterphone does not use a phone line. If necessary, Council will further discuss any matters concerning the Enterphone system at an upcoming meeting.

4.6 PARKADE CLEANING

In follow-up to section 6.6 of the previous minutes, Council reviewed the quote from Black Tie obtain by the Strata Manager and the matter was tabled for the next Council meeting.

An update will be provided at the next Council meeting.

(5) CORRESPONDENCE

There was no correspondence received by Council before the 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 WATER INGRESS

It was noted that following minor water ingress in the parkade near the elevator lobby, Latham's attended the site on a several occasions and apparently, the water ingress may have originated in a unit. No relevant damages to the unit or the common area have been detected until the meeting date. Council will further monitor the matter and an update will be provided at an upcoming meeting if necessary.

6.2 PLUMBING

Following a routine maintenance by Latham's, it has been noted that emergency repairs are necessary to ensure the normal function of the plumbing system. Council electronically reviewed and approved the quote in the amount of \$3,012.50 plus tax from Latham's to replace the water storage tank #1 and the pressure relief valve for the same tank. The repairs have been completed. **CARRIED**

6.3 ALARM MONITORING

Council reviewed the quotes obtained from alarm monitoring Companies, as well a request for proposal letter sent by the Management Company to the current alarm monitoring Company. Since there was no response to the letter sent, Council directed the Strata Manager to follow-up on the request for proposal with the current Company.

An update will be provided at the next meeting.

6.5 ENERGY CONSUMPTION

Council reviewed an exhaustive report from a Council member regarding the Strata Corporation energy consumption. After discussion, Council decided to reduce the parkade lighting and will monitor all common areas of the Strata Corporation to ensure savings in the energy consumption are accomplished in a safe manner.

6.6 ALARM PANEL

Emergency repairs to the alarm panel have been completed by Voltech in the amount of \$616.00 plus tax. **CARRIED**

6.5 RENTALS

It has come to Council's attention that not all Owners are abiding by the Strata Bylaws in what concerns the rentals of their units. Council reminds owners to review the Bylaw 37 from the Strata Plan BCS 1265 Bylaws to ensure that in the future the units rental procedure is followed accordingly.

6.5 COMMON AREA – INSIDE PAINTING

A budget quote for common area inside painting (main lobby, parkade lobby & hallways) will be obtained by the Strata Manager and the matter will be brought to Owners' attention at the upcoming Annual General Meeting.

(7) TERMINATION

There being no further business, the meeting was terminated at 8:04 p.m.

The next Council meeting is scheduled for Monday, April 21, 2014 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.

VOLTECH FIRE PROTECTION



Strata BCS1265, **Bel Air**
2828 Yew Street, Vancouver

FIRE INSPECTION

**Friday, February 14th &
Saturday, February 15th, 2014**

Common Area Inspections Performed On Friday; 12:00 PM To 4:00 PM

**IN-SUITE INSPECTIONS WILL BE PERFORMED ONLY ON THE
DESIGNATED DAY AND TIMES BELOW**

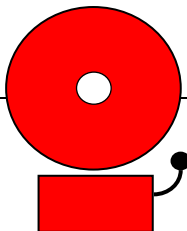
SATURDAY; 8:45 AM TO 12:00 PM APPROX.

IMPORTANT NOTE: A LIMITED amount of appointments can be made during the timeframe noted above. If you are able to provide access during the above-noted timeframe an appointment is not required. Appointments are booked on a first-come-first-served basis. Requests made on the day(s) of testing will not be accepted. Requests for testing times outside of the scheduled date(s) and time(s) as listed above are subject to additional charges.

***IF ACCESS IS NOT PROVIDED AND VOLTECH FIRE PROTECTION REQUIRES A
RETURN VISIT, THE COST FOR THE 2ND RETURN WILL BE APPLIED TO THOSE STRATA
LOTSHAVING NOT PROVIDED ACCESS DURING THE DATE NOTED ABOVE.***

ANNUAL FIRE ALARM SYSTEM INSPECTION: You may hear some bells ringing from time to time, and we apologize for any inconvenience. At the same time if your building has a sprinkler system it will be tested; this may cause some harmless water discolouration from sediment in the pipes. To remedy this possible effect, let the water run until it clears.

IN-SUITE INSPECTIONS: CAN/ULC S536-04 (*Standard for the Inspection and Testing of Fire Alarm Systems, Section 6 - Periodic Inspections and Tests, Yearly*) requires mandatory testing of all in-suite devices. Your cooperation in providing access is requested and appreciated. Thank you for your compliance and patience.



www.voltechfireprotection.com

604 299 8881

VOLTECH FIRE PROTECTION