

BEL AIR – STRATA PLAN BCS 1265**LOCATION:**

6:30pm
208-2828, Yew Street
Vancouver, BC, V6K 4W5

**STRATA COUNCIL
2014/2015****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: service@baywest.ca

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

BAYWEST MANAGEMENT
301-1195 WEST BROADWAY
VANCOUVER, B.C. V3W 6Y3
24 Hour Line: (604) 257-0325

ATTENDANCE:

Bob Richardson
Mike Zitka
Claudio Pini
William Cheung

REGRETS:

Mohamed Khedr
Trevor Johnstone
Tim Grant

Lucian Naita, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 6:44 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held April 22, 2014 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 April 30 & May 31, 2014 as distributed.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance was \$2,115.15.

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 FIRE DEFICIENCIES**

In follow-up to section 4.3 of the previous minutes, Council reviewed and partially approved the updated quote from Voltech. The amount approved for common area repairs is \$1,270.95 plus tax. The replacement of the forty five (45) aged smoke alarms inside the units in the amount of \$2,517.75 plus tax will be completed at the next Annual Fire Inspection. **CARRIED**

4.2 WATER INGRESS

In follow-up to section 6.6 of the previous minutes, the Strata Manager informed Council that the repairs following a sink overflow in a unit have been completed and the unit has paid the charge back of \$5,000 to the Strata Corporation.

The piping repairs due to pinholes on Strata pipes have been completed as well by Latham's and On Side Restoration. The total amount for those additional repairs is \$2,159.35 tax included. The Strata Corporation paid for these repairs. **CARRIED**

4.3 BUILDING INTERIOR PAINTING

In follow-up to section 4.7 of the previous minutes, the painting of hallways, main lobby and the elevator lobby has been approved by the Owners at the last Annual General Meeting. Council reviewed the quote and a Council member volunteered to meet on site with Wolfgang Painters representative to ensure the details of the scope of work are clear. The painting will take place in late Fall 2014.

An update will be provided at the next meeting.

4.4 STRATA FUNDS

In follow-up to section 6.5 of the previous minutes, Council reviewed the options available for the Strata Funds investment and decided to proceed with investing \$100,000.00 from the Contingency Reserve Fund. Such investment is permitted by the Strata Property Act. A Council volunteer will contact Baywest tax department for a follow-up. **CARRIED**

An update will be provided when additional information is available.

(5) CORRESPONDENCE

The correspondence was dealt with by Council as follows:

5.1 Noise from a unit – Council reviewed multiple letters received and sent concerning a noise complaint. After discussion, Council decided that if there is another written complaint concerning the same unit, a fine will be applied to the unit against the complaints are made.

5.2 Renovation request and minor cracks on walls inside a unit – Council reviewed and approved a renovation request. Council will also further monitor the walls cracks evolution to ensure there are no structural deficiencies.

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 STANDARD OPERATING PROCEDURE

The SOP has been completed by Council and will be filed for future reference.

6.2 WINDOW COVERINGS

Council received a request to install nonstandard window coverings in a unit. Council will review the request and advise the unit holder as soon as possible.

6.3 ANNUAL MAINTENANCE PLAN

Council reviewed and updated the Annual Maintenance Plan to suit the Strata needs.

6.4 HOT WATER RECIRCULATION

Following review of the water ingress incidents over the past years due to piping failure, Council electronically directed the Strata Manager to contact Latham's for a review of the hot water recirculation system to ensure the system is functioning adequately. Latham's will review over the next months the building's mechanical plans and conduct a through investigation. An update will be provided when additional information is available.

6.5 WATER INGRESS

Council reviewed a water ingress incident apparently due to a pinhole in a Strata pipe. Latham's completed the repairs in the amount of \$2,532.61. **CARRIED**

Council electronically directed the Strata Manager to obtain two (2) quotes from two (2) different companies for the drywall and flooring repairs to the two (2) units affected.

An update will be presented at the next meeting.

6.6 MAKE UP UNIT

Latham's completed the repairs to the MUA #1 unit on the roof (replacing the blower bearings and complete the MUA's through inspection) in the amount of \$786.19 tax included. **CARRIED**

6.7 PARKADE RAMP

Following review of the complementary building reports prepared by PCI Developments, the building's developer, Council directed the Strata Manager to obtain quotes for parkade ramp repairs. There are cracks present on the ramp and the waterproofing membrane is aging.

An update will be provided at the next meeting.

6.8 BUILDING WARRANTY

With the ten (10) year warranty deadline (May 25, 2015) approaching fast, Council is considering all options to ensure the Strata Corporation's due diligence is accomplished. Council will further review all reports and a decision on follow-up will be taken at the earliest opportunity.

An update will be provided at the next meeting.

6.9 LATHAM'S INVOICES

Council reviewed two (2) outstanding invoices (#192928 - \$655.86 & #195654 - \$366.98) for miscellaneous work and a report from Latham's detailing the invoices. The invoice #195654 in the amount of \$366.98 was credited by Latham's. However, Council is of an opinion that the invoice in need of a credit is the invoice #192928 in the amount of \$655.86 and the invoice #195654 should be revised and not credited. The Strata Manager will inform Latham's of Council's request. **CARRIED**

6.10 ALARM MONITORING

Council reviewed the alarm monitoring contract with Vancouver Fire & Security and decided to terminate the contract effective November 01, 2014 due to high service costs. The Management Company will send a letter to the monitoring company at least sixty (60) days before the renewal date of November 01, 2014 as per contract. **CARRIED**

Another company will be hired to ensure the building is monitored accordingly. An update will be provided at the next meeting.

(7) TERMINATION

There being no further business, the meeting was terminated at 8:27pm.

The next Council meeting is scheduled for Tuesday, October 28, 2014 within unit #208 at 6:30pm.

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.