

**COUNCIL MEETING MINUTES**

Tuesday, April 16, 2013

**DISTRICT CROSSING – BCS 4175****LOCATION:**

6:30 p.m. – 1679 Lloyd Ave.  
Amenity Room, 2nd Floor  
North Vancouver, BC

**STRATA COUNCIL  
2012/2013**

**PRESIDENT**

Elsa Nohlen

**VICE-PRESIDENT**

David Dickinson

**TREASURER**

Jane Dennison

**BUILDING MAINTENANCE**

Tadashi Kubota

**BYLAWS/RULES**

Greg Parfitt

**SECURITY/ FIRE SAFETY/  
PRIVACY OFFICER**

Franz Schmitt

**STRATA MANAGER**

Laszlo Antal

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**ACCOUNTING**

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**BAYWEST MANAGEMENT  
301 – 1195 West Broadway  
Vancouver, B.C. V6H 3X5**

Phone: (604) 257-0325

**ATTENDANCE:**

Elsa Nohlen  
David Dickinson  
Jane Dennison

**REGRETS:**

Franz Schmitt  
Greg Parfitt  
Tadashi Kubota

Laszlo Antal, Baywest Management Corporation  
Aura Chiriac, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order by the Council President, Elsa Nohlen at 6:30 p.m. and quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held March 14, 2013 and there being no errors or omissions noted it was MOVED/SECONDED to adopt the Minutes as prepared by Baywest. CARRIED

**(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 COMMON AREA DEFICIENCIES**

Council reviewed the current Common Area efficiency list and asked the Strata Manager to file it with the warranty provider and Developer when the RDH Building Engineering report is completed.

**(4) FINANCIAL REPORT****4.1 FINANCIAL STATEMENTS**

Following the review of the Financial Statements for the month of February 2013, it was MOVED/SECONDED to adopt the Financial Statements up to and including February 28, 2013 as prepared by Baywest. CARRIED

**4.2 ACCOUNTS RECEIVABLE**

Council conducted a review of the Accounts Receivable as at March 14, 2013 and it was noted 19 accounts were in arrears for a total amount of \$4,026.09, which also included the special levy for the second year warranty review. The Strata Manager contacted many of these Owners asking for immediate payment. Owners in arrears also received a formal notice from Baywest.

Owners are reminded Strata Fees are due and payable on the first day of each and every month and the Strata Corporation is solely dependent upon prompt receipt of all Strata Fees to finance its day-to-day activities and Special Levies to finance special projects. Failure to pay on time will place the strata lot in jeopardy of a lien being placed on the unit.

**OWNERS ARE REMINDED ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS AND ESTABLISHED "ARREARS POLICY".**

All Owners in arrears will be sent a late notice, advising them of their outstanding balance and requesting immediate payment. The Strata Council will also send lien notification letters to any Owner whose arrears are in excess of 2 months. Please note the administration costs of a lien will also be charged to the unit's account.

**Owners must also ensure that they pay for their separate Hot Water Bills on time, every time.**

## **(5) COMMITTEE REPORTS**

### **5.1 BUILDING MAINTENANCE**

**PARKING STALL LEAK** – It was agreed by both the Residential and Commercial Councils to install drip pans under the heat pumps in parkade level 2 for approximately \$2400 plus tax. This cost will be shared and split 50/50.

**ENTERPHONE PANEL** – The enterphone system was serviced and is working properly at present time. Council also asked the Strata Manager to obtain a quote from the installing trade to "build" some type of shade cover over the enterphone panels due to the heat from the sun. It was noticed that in hot weather the panels often don't work.

**SPOT PAINTING IN COMMON AREAS** – Council would like to have the common area walls cleaned and spot painted in all three buildings. Council will discuss the painting options at the next Council meeting in June.

**YELLOW RECYCLING BINS** – Two additional recycling bins were installed in the garbage room to deal with the overflow of empty cans.

**MAILBOX REPAIR** – On March 25<sup>th</sup> the mailbox panel was broken into at 1673 Lloyd Ave and repairs were made right away by Titan Security.

**NEW SIGNS** – As per Council, a new parking rule sign was installed by the loading zone to avoid any misunderstanding when vehicles are towed and impounded. In the gym and on the mirrors an additional sign was installed asking Residents not to drop the weights.

**COMMON AREA DOORS** – The locksmith repaired and upgraded a few common area doors due to wear and tear.

**HALLWAY VENTILLATION** – The Strata's selected contractor, Trotter & Morton inspected and serviced the make up air units to ensure proper ventilation in the common areas.

### **5.2 BYLAWS AND RULES**

- Some Residents are dumping furniture and other illegal waste in the garbage room, which is costing the Strata (all owners) more money to get rid of.

- Some Residents are bringing their bicycles into the building and dragging dirt into the lobbies, elevators and hallways.
- Some pet owners are not cleaning up after their pets and the caretaker had to clean up dog poop from common area stairs. This type of cleaning service is not included in the janitorial contract and the Strata will be billed extra.
- Some Residents are “too tired” to throw the garbage into the garbage bins inside the garbage room and instead the garbage bag is left inside the lobby or in front of the main entrance. Again, these type of janitorial clean ups will be at an extra charge and Strata Fees (and most likely rent for Tenants) may increase because of this behaviour.

Residents are asked to observe the Strata Corporation’s Bylaws and Rules and when witnessing an infraction please report it to the Strata Manager via email.

## **(6) CORRESPONDENCE**

Council will deal with the correspondence received and where deemed necessary, the Strata Manager will be directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

At tonight’s meeting the following issues were discussed:

**NOISE** – Council received three noise complaints. Residents are reminded to be mindful of their fellow neighbour’s rights to enjoy their homes peacefully.

**BALCONY ROOF LEAK** – One unit complained about their balcony and how water pours over and into the balcony area when it rains. The Strata Manager emailed this information to RDH Building Engineering and asked if they could investigate this complaint. The Strata manager also included this item under the “Common Area Deficiency List” to be filed with the warranty provider and Developer.

**STORAGE LOCKER BROKEN INTO** – Due to the recent break-ins into some of the storage lockers Council received correspondence from concerned Residents. Council authorized the repair and upgrades to the storage room doors, which was completed already. Council is also considering the installation of additional dead bolt locks and Council asked the Strata manager to obtain a quote.

**NOISE FROM KITCHEN FAN** – A Resident complained that sometimes her kitchen fan makes a loud noise when it’s windy outside and even rain water would drip down onto the stove. The Strata Manager contacted the Developer and they responded that this is not considered a defect or a warrantable item. The Strata Manager included this item on the Common Area Deficiency List and will submit it to the warranty provider.

**IN-SUITE ITEMS** – Council received correspondence regarding in-suite concern. Please note, Owners must contact the Developer for in-suite deficiencies and concerns. Please also note that on most units the in-suite 12 months warranty has now expired and Owners will have to hire their own contractors to make in-suite repairs.

**BEER CANS IN THE WIND** – Council received a complaint from an Owner that empty beer cans are being blown off from another neighbour’s balcony by the wind. The owner of the beer cans called the Strata manager and apologized and promised to secure his empty bottles.

**WASHING BALCONIES AND WATER DRIPPING DOWN** – An Owner complained that while an above neighbour was washing their balconies, the dirty soap water was dripping down to the unit below. Residents are asked to wash their balconies carefully and avoid water dripping down onto other units.

Owners wishing to write to Council, to register a concern, may do so by sending an email or a letter to the Strata Manager. In your correspondence, please state your full name, the Strata Plan number (BCS4175), unit number and building, contact phone number and provide a concise but detailed description of the reasons for your correspondence. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a detailed description of what you saw and what action was taken. Again, please ensure that you are absolutely positive about the source of the alleged Bylaw infraction and identify the unit correctly. For example: if you live in unit "00808", don't ever assume, that the unit above you must be "00908". Noise travels and the source could be originating from another nearby unit.

**All complaints must be received directly from the Owner of the unit, which means, Tenants must communicate their issues through their Landlords.**

**In case of a building emergency Owners are asked to contact Baywest Management at 604-591-6060 and to report criminal and suspicious activity to the Police - 911. Please DO NOT knock on the doors of Council members, as they are volunteers and they too would like to enjoy their homes peacefully. All complaints must be put in writing and sent to Baywest to the Strata Manager.**

## **(7) NEW BUSINESS**

### **7.1 CARETAKER'S REPORT**

Council reviewed the caretaker's report with the Strata Manager and duly noted all the work the caretaker had to perform since the last Council meeting.

## **(8) REVIEW OF DIRECTIVES**

At each Council meeting the Strata Manager and individual Council members will have tasks that they have to complete by the next Council meeting. At tonight's meeting the Strata Manager reported most directives/tasks were completed and some of the pending work is in the hands of contractors and the Developer. The Strata Manager will keep Council posted.

At tonight's meeting the following Directives were reviewed as per the last Council Meeting:

**1. ENERPRO FOR HOT WATER BILLING** – Post reminder notice in building and ask Owners to set up their accounts with Enerpro right away.

**Action taken:** Notice was posted.

**2. COMMON AREA DEFICIENCY LIST** – Send C.A.D. list to Council and ask them to review and add to it if they wish.

**Action taken:** Strata Manager sent the list to Council for their review and record.

**3. FEBRUARY FINANCIAL STATEMENTS** – Send February Financial Statements to Council for their review.

**Action taken:** Council received the Financial Statements for February, 2013 and at tonight's meeting it was approved.

**4. SPECIAL LEVY REMINDER** – Post reminder notice in the building.

**Action taken:** Owners were reminded via notice that the special levy is now past due and payment must be made right away.

**5. HEAT PUMP DRIP PANS** – Council approved the installation of the drip pans in parkade level 2 with the condition that the Commercial Strata will pay fifty percent of the cost.

**Action taken:** The Strata manager met with the Commercial Council and they also approved the quote and agreed to pay the other fifty percent of the quote. The Strata Manager contacted the Developer and asked them to coordinate the work with their original, installing contractor.

**6. YELLOW RECYCLING BINS** – Order two more recycling bins for empty bottles.

**Action taken:** The Strata Manager ordered the bins.

**7. ENTERPHONES** – Contact Blue Mountain Technologies and ask for a solution to solve the enterphone problems.

**Action taken:** Blue Mountain responded and stated all systems are working correctly at present time. Council asked the Strata Manager to obtain a quote for a type of shield cover for the enterphones at 1677 and 1679 Lloyd entrance. These enterphone panels don't work well when the weather is hot and sunny.

**8. BOLLARD IN COURT YARD** – Bollard was hit again by a vehicle and must get it repaired.

**Action taken:** The Strata Manager hired a handyman to get this bollard replaced as soon as possible.

**9. ADDITIONAL SIGNAGE** – Install new parking Rules by loading zone and "Do Not Drop Weights" sign in gym.

**Action taken:** The Strata Manager ordered the signs and had them installed by Sign-A-Rama.

**10. FOB READER FOR GYM** – Adjust timer so that residents can not go into the gym 30 minutes before closing time.

**Action taken:** One of the Council members completed the reprogramming of the timer for the gym's fob reader.

**11. GYM OPENING HOURS** – Post reminder notice in the building.

**Action taken:** Notice was posted.

**(9) TERMINATION**

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

The next scheduled Council Meeting is set for June 6, 2013.

Laszlo Antal  
Strata Manager

**Owners wishing to have Strata Fees taken directly from their bank account, the Pre-Authorized Chequing (PAC) forms can be obtained from the Strata Manager.**

**Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.**

**Owner's wishing to attend a Council Meeting may do so as observers only. Any Owner wanting to speak at a Council Meeting is asked to email the Strata Manager 1 week in advance in order to prepare the Agenda accordingly.**