

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: the help centre at
www.baywest.ca

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

**BAYWEST MANAGEMENT
301-1195 WEST BROADWAY**

ATTENDANCE:

Bob Richardson
Mike Zitka
Claudio Pini
Tim Grant
William Cheung

REGRETS:

Trevor Johnstone
Mohamed Khedr

Lucian Naita, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 6:45 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held January 22, 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 January 31 to June 30, 2013 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance was \$1,651.89.

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.

*Tim Grant arrived at this moment.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 ROOF VENTS MAINTENANCE

In follow-up to section 4.1 of the previous minutes, the Strata Manager presented Council with the report from Roofix concerning the roof vents maintenance. After a brief discussion, Council agreed to proceed with the maintenance suggested by Roofix, to clear all drains and caulk all storm collars, in the amount of \$2,540 plus tax. The Strata Manager will contact Roofix to schedule the maintenance as soon as possible. **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, the Strata Manager presented Council with three (3) quotes for obtaining a Depreciation Report. Council will further review the quotes and will electronically inform the Strata Manager of their decision.

An update will be provided at the next meeting.

4.3 FIRE DEFICIENCIES

In follow-up to section 6.2 of the previous minutes, the Strata Manager informed Council that all reported deficiencies by the fire company have been completed. Council reviewed the latest information and agreed to pay the invoice in the amount of \$4,985.40 to Vancouver Fire & Services. **CARRIED**

4.4 WINDOW CLEANING & POWER WASHING

In follow-up to section 6.5 of the previous minutes, the window cleaning and power washing have been completed by Black Tie in the amount of \$1,465 plus tax. **CARRIED**

4.5 LANDSCAPING

In follow-up to section 6.7 of the previous minutes, Council electronically agreed to landscaper's quote in the amount of \$736.63 to plant annuals and additional ground cover where required at the building. Due to multiple factors, the Landscaper has planted the flowers very late in the season, therefore agreed to deduct \$60 from the original quote. **CARRIED**

4.6 SPRINKLER SYSTEM/IRRIGATION

In follow-up to section 6.6 of the previous minutes, the sprinkler system has been turned on for the summer season and repairs to the system in the amount of \$746.06 plus tax have been completed. However, it has come to Council's attention that there are still some repairs to be performed in order for the irrigation system to be fully operational. Council will electronically inform the Strata Manager of the details of the repairs to be done and University Sprinklers, the contractor servicing the building will be informed accordingly. **CARRIED**

An update on the repairs will be provided at the next Council meeting.

4.7 INSURANCE

In follow-up to section 6.9 of the previous minutes, the Strata Manager presented Council with two (2) quotes for strata Insurance purposes. Council will further review the quotes and will electronically inform the Strata Manager of their decision.

An update will be provided at the next meeting.

4.8 ELEVATOR

In follow-up to section 6.10 of the previous minutes, the Strata Manager presented Council with a report from Richmond Elevator. Apparently, the minor deficiencies have now been addressed.

(5) CORRESPONDENCE

Council dealt with correspondence received as follows:

5.1 Council reviewed a water ingress report from Latham's Plumbing concerning a situation due to a broken hot water line – The pipe repairs as well as the repairs due to the pipe failing have been addressed in a timely manner by Latham's Plumbing and SMM Construction. Council electronically approved the invoices from Latham's Plumbing (\$1,706.91 plus tax) and SMM Construction (\$950 plus tax). **CARRIED**

5.2 Council reviewed written comments from an owner concerning a blue/greenish color of certain clothes after washing them – Latham's plumbing has been already asked to look into the matter, however, no report has been received as of the date of the meeting.

An update will be provided at the next Council meeting.

5.3 Council reviewed the written request from an owner concerning a unit alteration – The request has been electronically approved by Council and the standard documents have been forwarded to the respective owner.

5.4 Council reviewed the written comments from an owner concerning a stained outside unit door – The common area painting of the inside of the building is on Council's agenda. The matter may be placed on an upcoming General Meeting.

5.5 It has come to Council's attention that an owner requested an additional locker – Council reminds owners that there are no additional lockers available for rent. There is only one locker per unit assigned by the developer.

In the aftermath of these water ingress incidents, Council reminds owners to contact their private insurers and to obtain adequate insurance for their Strata lots.

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

Following recent water ingress situations, Council prepared and posted a notice at the building and on mybaywest site. Council reminds owners that it is their responsibility to repair and maintain their own strata lot. The notice is also attached to these minutes.

6.2 ANNUAL FIRE INSPECTION

To ensure the Strata Corporation receives the best services concerning the safety inspections, the Strata Manager presented Council with three (3) additional quotes for the annual fire inspection. Council will further review the quotes and the decision will electronically be sent to the Strata Manager.

An update will be provided at the next meeting.

6.3 POWER OUTAGE – GARAGE ACCESS

In the aftermath of the last power outage the Strata experienced, it has come to Council's attention that the underground parking is not easily accessible to all owners in a power outage situation or if the elevator is unavailable. After a brief discussion, Council decided to provide all owners with a common area key to parking access from the front lobby. A volunteer Council member will cut those keys and the keys will be available for pick-up at Baywest office in Vancouver. Only registered owners can pick up the above mentioned key. If an owner's representative will pick-up the key, the representative must have in their possession an owner's written authorization. ID checks will be performed on owners or their representatives. Owners will be informed via a notice posted at the building as well as on mybaywest site on the exact date when the keys will be available.

Only one key per unit will be issued at no costs. If the key is lost, or additional keys are requested, the fee for any additional key is \$50 (non-refundable).

6.4 HVAC

Council reviewed and approved an invoice from Latham's Plumbing in the amount of \$2,136.76 for miscellaneous repairs to the HVAC system. **CARRIED**

6.5 BUILDING WARRANTY – 10 YEARS

It has come to Council's attention that the building is fast approaching ten (10) years of existence. After a brief discussion, Council directed the Strata Manager to send all documents available concerning the ten (10) year warranty to Council for review.

An update will be provided at the next meeting.

6.6 ENTERPHONE

The Council President noted that following a request at the last AGM to investigate whether the Enterphone view panel can use and display random numbers rather than unit numbers, the Enterphone system may not require a phone line in order to function properly. A phone line is presently maintained with TELUS for the Enterphone system. A volunteer Council member will investigate further.

An update will be provided at the next Council meeting.

6.7 BUILDING MAINTENANCE

Council discussed the basic building maintenance service and determined that from a logistic point of view and for maximum efficiency, the Window cleaning (inaccessible windows), the Annuals planting, the Carpet Cleaning (common area), as well as the Dryer Vent Cleaning (outside only), should be performed in the Spring of each year before the Strata fiscal year ends (May 31). The Strata Manager will inform the respective contractors to schedule the service accordingly.

(7) TERMINATION

There being no further business, the meeting was terminated at 7:57 p.m.

The next Council meeting is scheduled for Monday, October 07, 2013 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.



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NOTICE TO ALL OWNERS

BATHTUB/SHOWER AND TOILET SEALS (CAULKING AND GROUT)

Please be advised that following water ingress in a few units, Latham's, the plumbing company who is servicing the building, informed the strata corporation that the seals around bathtubs, showers and toilets may be aging and need attention.

Since this matter is an owner's responsibility, Council advises owners to have those seals (caulking and grout) checked by a professional at the earliest opportunity and repaired if necessary.

Council also reminds all owners that it is each owner's responsibility to repair all damages to their strata lot caused by water ingress even when the source may originate from another strata lot.

We thank you for your cooperation and immediate attention to this matter.

Baywest Management Corporation
March 06, 2013