

**DISTRICT CROSSING – BCS 4175**

**LOCATION:**

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

**STRATA COUNCIL  
2014**

**PRESIDENT**  
Elsa Nohlen

**VICE-PRESIDENT**  
David Dickinson

**TREASURER**  
Jane Dennison

**BUILDING MAINTENANCE**  
Tadashi Kubota

**SECURITY/ FIRE SAFETY/  
PRIVACY OFFICER**  
Franz Schmitt

**STRATA MANAGER**  
Fernanda Mendo  
Direct Phone: (604) 714-1537  
E-Mail [fmendo@baywest.ca](mailto:fmendo@baywest.ca)  
Fax: (604) 592-3682

**ACCOUNTING**  
Direct: 1.877.592.3647  
E-Mail: [PAC@baywest.ca](mailto:PAC@baywest.ca)

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

Phone: (604) 257-0325

**ATTENDANCE:**

Elsa Nohlen  
David Dickinson  
Franz Schmitt  
Jane Dennison

**REGRETS:**

Tadashi Kubota

**(1) CALL TO ORDER**

The meeting was called to order at 6:32 pm by the Council President, a quorum was established.

**(2) BUILDING MANAGERS REPORT**

Council reviewed the Building Managers report on the various matters arising since the last meeting.

**(3) ADOPTION OF PREVIOUS MINUTES**

Following a review of the minutes of the Council Meeting held on April 23, 2014, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

**(4) FINANCIAL REPORT**

**4.1 FINANCIAL STATEMENTS**

The Treasurer presented and discussed at length the Financial Statements for April and May 2014 noting that all accounts are in order and recommended acceptance. It was moved and seconded to approve the Financials for April and May 2014. **CARRIED**

**4.2 ACCOUNTS RECEIVABLE**

Council reviewed the accounts receivable, noting that as of the meeting date, the outstanding balance of unpaid fees was \$10,615.70. Correspondence was sent to an owner with a significant amount owing to the Strata Corporation.

**A reminder that strata fees are due and payable on the first of each month.**

**The special levy was due and payable immediately upon passage of the special resolution by the Owners at the Annual General Meeting. Owners are advised that late payment fees will be applied to all strata lot in arrears of the special levy.**

In accordance with the Strata Corporation bylaws, any strata lot in arrears after the due date may be assessed a late payment fine, plus interest penalties will be applied to the accounts that are more than one month in arrears. If an Owner is in arrears for ninety days, the Owner will be forwarded a letter to request the account be brought up-to-date within a specified time period. If the balance remains outstanding, a lien may be registered and all expenses related will be charged back to the strata lot in arrears. It was moved and seconded to register liens after ninety days. **CARRIED**

**4.3** Council approved payment of the two invoices submitted by Geopacific Consultants. The invoices relate to the investigation on the patio area behind the gym and amenity room.

## **(5) BUSINESS ARISING FROM PREVIOUS MINUTES**

### **5.1 DIRECTIVES**

Council was presented with a list of directives arising from the last meeting or other issues noting that some items are in progress while others are pending trades availability or quotes.

- As discussed in previous minutes, Starline Windows the original installers advised that the window is not under warranty. Another company Accurate Glass was called to provide a quote, a boom will be required to remove the damaged pane and install the new one. Council will review the quote.
- Solutions Engineering submitted the Depreciation Report and invoice, however the invoice was billed to the wrong strata and the report was not received, after several phone calls and e-mails a PDF coloured report was sent and the invoice corrected. Payment was made from the special levy account. A copy of the report was sent to all Council Members.
- North Shore Décor completed the common area painting project and payment was made from the special levy account.
- On May 20<sup>th</sup>, Council requested that the Strata Manager contact the original electricians to have them evaluate the electrical systems and emergency generator, the building has suffered damages to the electrical system due to the power outages. A response from the company is pending. Following some discussion, the Council believes that the building's 3 elevators should go down to the ground floor with their doors open in case of a power outage. The Strata Manager will call the elevator company to determine the feasibility of this.
- The Strata Manager followed up with Fitness Town Service regarding the chin up bar, after several attempts, the company advised that they will deliver within the next few days.
- Dobra Design installed the racks, it has been noted that someone already took over the racks, these new racks were meant for the use of the bike owners that have their bikes beside the large fan, a suggestion was made to complete a Bike Audit.

## **(6) CORRESPONDENCE**

**6.1** Council reviewed correspondence received or sent to the date of this meeting.

- E-mail correspondence from Fitness Town Service apologizing for the late response and delivery of the chin up bar.
- Correspondence from a resident reporting a problem with the fob not working on any of the entrance doors.
- Another item of correspondence regarding a dog (pit bull)
- Correspondence received regarding a strong smell of smoking coming from another unit's balcony. Residents are asked to refer to the notice posted regarding smoking and the regulations from the District of North Vancouver.
- Another complaint relating to cigarette smell or other illegal substances from the balcony of

another unit.

- Council reviewed correspondence from an owner about the ongoing issue with noise from the suite above; constant banging and jumping throughout the day and evening. The owner of the strata a lot above has responded to say that he was not aware of these claims as he had not received the previous correspondence. The owner has informed his tenant of this matter and hopes that no other action is required.

Owners are kindly asked to address all issues in writing. Correspondence received will be discussed at the next scheduled meeting and a response as instructed by the Strata Council will be sent to the respective Owners. Owners reporting a complaint against another strata lot Owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

**Noise complaints or other property related concerns, suggestions or matters that do not require immediate attention, must be addressed in writing to the Strata Council, via Baywest Management Corporation – Attention Strata Manager, Fernanda Mendo, e-mail [fmendo@baywest.ca](mailto:fmendo@baywest.ca)**

**In case of a building emergency, residents are requested to please contact Baywest Management at 604.257-0325. For life threatening emergency please call 911. Residents are kindly requested NOT to directly contact the Strata Council members, as they are volunteers and already offer many hours of personal time and effort attending the duties of running a Strata Corporation.**

**Please note that all complaints must be received directly from the Owners of the unit, Tenants must communicate their issues directly through their Landlords.**

## **(7) NEW BUSINESS**

- 7.1** Exterior – A complaint was received regarding the exterior cleanliness and debris pick up. The Strata Manager will speak to the onsite staff to ensure that this area is cleaned properly; Council advises that they are only responsible to clean the residential section of the complex.
- 7.2** Window Cleaning and pressure washing – Council reviewed the quote from City View Systems to conduct cleaning for all exterior inaccessible windows and glass railings and pressure wash exterior areas of the complex. Council requested that the quote include cleaning of the residential parkade, a suggestion was made to include the Commercial owners to share on the cost of cleaning a portion of the upper commercial parking.

## **(8) OLD BUSINESS**

- 8.1** Shattered window – Council was presented with the quote from Accurate Glass and approved the installation of one sealed window unit. This will require the use of a bosun's chair to access the exterior window trims.
- 8.2** Insurance Claim – Trotter and Morton advised that due to the delay on their part on the replacement motor on the HVAC system they are offering the Strata Corporation a slight discount on the cost from \$2,350.00 to \$2,154.00. The new motor has been installed and the system is now in operation.

## **8.3 COMMON AREA BUILDING DEFICIENCIES**

*Marcon has recently attended to complete the repair deficiency work with the exception of one strata*

*lot on the fifth floor of 1679; the owner did not provide access. The Strata Manager will follow up with Marcon on the storage locker #67 leak which is believed to be from the large planter above the locker.*

**(9) OTHER BUSINESS AS PER COUNCIL**

- Have the handyman attend to repair the damaged bollard.
- Council has noticed that some of the mortar around the bricks on the building exterior wall are missing and needs repointing.
- Replace the burned out light in front of the entrance of 1679.
- Advise the cleaners to clean the stairwells more often in all three buildings.
- Ask the landscaper to address the weeds and moss on the exterior courtyard bricks.
- Handyman to install a door stopper at 1673 and 1679 to prevent the stairwell door from hitting the wall in the lobby of each of these buildings.

**(10) TERMINATION**

There being no further business, the meeting was adjourned at 8:15 pm.

The next scheduled Council Meeting is on Wednesday, July 23, 2014 at 6:30 pm.

**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.**