

DISTRICT CROSSING – BCS 4175

LOCATION:

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

**STRATA COUNCIL
2014/2015**

PRESIDENT

David Dickinson

VICE-PRESIDENT

Tadashi Kubota

TREASURER

Jane Dennison

AT LARGE

Franz Schmitt
Carylynn English

STRATA MANAGER

Fernanda Mendo
E-Mail: service@baywest.ca

ACCOUNTING

Direct: 1.877.592.3647
E-Mail: PAC@baywest.ca

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

Phone: (604) 257-0325

ATTENDANCE:

David Dickinson
Jane Dennison
Franz Schmitt
Tadashi Kubota
Carylynn English

REGRETS:

(1) CALL TO ORDER

The Council President called the meeting to order at 6:35 pm. A quorum was established.

(2) GUESTS ATTENDING

Mr. Peter Berney from Solutions Engineering was asked to attend and discuss with Council the funding models on the Depreciation Report. Mr. Berney briefly went through the report explaining the various models. Particular attention was paid to the fully funded model with no special levies. The cash flow table for this model states the anticipated "Opening Balance" at the start of the first financial year (October 30, 2016) should have an opening balance of \$90,711.00 and contributions of \$72,000.00 for that year. Discussion then ensued that the Strata is on the right track. The total CRF balance as of January 31, 2015 is \$132,484.82 and the 2015 contributions is \$40,000.00. Mr. Berney then noted that the biggest expense would be a potential roof replacement in 2032, and it would be best to clarify who owns what sections of the roof in regards to the membrane replaced. If it includes the Commercial Strata then they will need to contribute towards the Depreciation Report forecast membrane costs. Mr. Berney was thanked and left the meeting.

(3) BUILDING MANAGERS REPORT

Council was presented with the Building Managers report for the month of January 2015 with reference to administrative matters and maintenance arising since the last meeting.

(4) ADOPTION OF PREVIOUS MINUTES

Following a review of the minutes of the Council Meeting held on January 29, 2015, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

The Treasurer presented the Financial Statements for January 2015 noting that all accounts were in order and recommended acceptance. It was moved and seconded to approve the financials for January 2015. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable, noting that as of the meeting date, the outstanding balance of unpaid fees was \$11,728.74.

Please be informed that strata fees are due and payable on the first of each month.

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.

(6) BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 DIRECTIVES

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

- Mircom submitted a report, several suites did not provide access for the second attempt at inspecting the in-suite devices. Council was advised that letters had been sent requesting that the owner conduct the inspection and submit proof.
- The bike auditing is almost complete; the Building Manager will tag all unidentified bikes for removal.
- The roof maintenance report was sent to Travellers, their response is that both the first and second year portions of the Materials and Labour Warranty has expired, although there is still coverage under the Five-Year Building Envelope portion until August 16, 2016, at this time there is no evidence of water ingress and consequently they denied the claim. A copy of the report was also sent to the Developer, following discussion, council requested that Renewal construction present a proposal to conduct the repairs and regular maintenance on the roof.
- Waste Management to deliver two 64 gallon bins, there is a lobby session potentially scheduled for March 25th.
- Stevens Plumbing repaired the two sections of the sewer pipes at parkade stalls #64 and 65.

(7) CORRESPONDENCE

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

- Correspondence received regarding noise complaints. Council was informed that a noise violation letter has been sent to the respective strata lot. Following, council directed that a fine be applied since this is the second warning and no response was received after the 14 day response period.

- An owner advised that their in-suite cabinet lighting is not working, the owner was informed that this repair or replacement is the responsibility of the owner,
- A request from an owner to move the rodent trap that is beside the main door of 1677. The Pest Control company has been advised to move the trap.

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 and e-mail to our Client Service – service@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.

(8) NEW BUSINESS

8.1 Garden Genie Maintenance submitted a Contract Agreement from 2015 landscaping services. Council directed the Strata Manager to obtain other quotes for this service.

8.2 A proposal from Garden Genie Maintenance to add soil and plants on the six planters in the courtyard, the cost of all labour, plants and soils is approximately \$830.00 plus GST. Several of the plants have died since the gardens were installed, during last Spring the landscapers transplanted quite a few plants to fill in holes and have suggested to the same again this Spring. The cost to replace the plant that died along Lloyd Avenue is \$300.00.

Council will make a decision on the above once they have reviewed other quotes.

8.3 Council was provided with samples of “No Smoking Signs” – these signs will be posted at each lobby entrance and parkade level entrances. The installation is in progress.

8.4 There was discussion regarding the current company servicing the mechanical equipment and whether to continue using their services, the Strata Manager was asked to obtain proposals from other reputable mechanical companies.

8.5 SPRING CLEANING

The Strata Manager will obtain quotes for the following, cleaning is anticipated to start in early Spring.

- Parkade cleaning (sweep and pressure wash)
- Exterior cleaning
- Window Cleaning
- Carpet Cleaning

(9) OTHER BUSINESS AS PER COUNCIL

9.1 Council has noticed that areas of the common areas are not being cleaned properly, appearing that only surface cleaning is being done. The Strata Manager was directed to report this matter to the cleaning company.

(10) TERMINATION

There being no further business, the meeting was adjourned at 8:00 pm.

The next schedule meeting is on Tuesday, March 17, 2015 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.