

**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:**

Jane Dennison  
Franz Schmitt  
Tadashi Kubota

**REGRETS:**

David Dickinson  
Carylynn English

**(1) CALL TO ORDER**

The Strata Manager was asked to chair the meeting; the meeting was called to order at 6:30 pm a quorum was established.

**(2) BUILDING MANAGERS REPORT**

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

**(3) ADOPTION OF PREVIOUS MINUTES**

Following a review of the minutes of the Council Meeting held on February 23, 2015, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

**(4) FINANCIAL REPORT**

**4.1 FINANCIAL STATEMENTS**

The Treasurer presented the Financial Statements for February 2015 noting that all accounts were in order and recommended acceptance.

It was moved and seconded to approve the financials for February 2015 as recommended. **CARRIED**

**4.2 ACCOUNTS RECEIVABLE**

Council reviewed the accounts receivable, noting that as of the meeting date, the outstanding balance of unpaid fees was \$10,009.04. The Strata Manager informed Council that arrear letters were mailed on February 24<sup>th</sup> and one strata lot had a lien registered for unpaid special levies.

**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.

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

### **5.1 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.

- Bikes that have not been identified with the residents (building and suite number) have been tagged with a red marker. At the end of March these bikes will be removed if not claimed.
- Waste Management will deliver the two organic bins before the end of March, important information regarding what is acceptable in the organic bin will be available to the residents and notices posted at each building.
- Strata Manager contacted three companies for proposals on landscaping services for the Strata Corporation.
- Kodiak Signs is in the process of completing the non-smoking decals and signs.
- Strata Manager contacted companies for proposals on the Mechanical Preventative Maintenance. Council was informed that the Contract with Trotter expires on October 1, 2015. As per contract agreement, Council can terminate their services 30 days prior to the expiry date. Council agreed to diarize this item.
- Several companies have been contacted to provide quotes for Spring Cleaning (parkade cleaning, pressure washing, window and carpet cleaning). Council agreed to have this completed in May.
- The mechanical company Trotter and Morton was called to investigate a noise issue coming from the roof. The technician attended on March 2<sup>nd</sup> and noticed the wires serving the air make unit on the lower roof of 1677 were cut and the unit disconnected. It appears that someone has been tampering with the system. The Building Manager will check to ensure that padlocks are in place to prevent this from occurring.
- The electrician will check an outlet on the residential parkade stall 54 during the next regular visit to the building.
- Care Pest Control contacted to move and relocate the rodent bait station close to 1677 and to submit a quote to install bird spikes to prevent the pigeons from roosting on the roof area at 1679.
- As per Council's instruction correspondence has been sent to all strata lot in arrears of strata fees, fines or other charge backs, correspondence sent to all strata lot owners who did not provide access for the re-inspection of the in-suite fire safety devices. The owners are now responsible to conduct their own inspection and provide proof of the inspection.

## **(6) CORRESPONDENCE**

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

- Questions from an owner regarding the special levies and how they are allocated to each strata lot.
- An owner reporting a recent washing machine leak.
- A strata lot resident reported mold growing on all of the windows. The Strata has some recommendations to prevent this from happening.

**NOTE**

**Condensation/moisture is caused by everyday living. The moisture is absorbed into the warm atmosphere of your apartment and when it cools down, the moisture rests on cool surfaces. The most common sign of condensation is water collecting on the inside of windows or on the window sill. It is most noticeable where it forms on non-absorbent surfaces such as windows, tiles, but can form on any surface and it may not be noticed until organic growth, rotting of materials or peeling of decorations.**

**The following is a list of solutions to prevent condensation inside your strata lot:**

- 1. Open windows whenever possible for air flow and ventilation**
- 2. Use your kitchen's exhaust fan at all times when cooking**
- 3. Close the bathroom door when you bath/shower – use the fan at all times**
- 4. Ensure the flex hose at the back of your dryer is properly connected**
- 5. Maintain a steady temperature in your unit**
- 6. Keep lids on pots whenever possible when cooking**
- 7. Clean the windows weep holes for air flow**

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.**

**(7) NEW BUSINESS**

**7.1** Council was presented with two quotes for landscaping services (1) Good Earth Landscaping and (2) ParaSpace Landscaping, following review, Council agreed to engage the services of Good Earth Landscaping. **CARRIED**

**7.2** Two proposals for the “Mechanical Preventative Maintenance” were provided to Council. Following discussion, it was agreed to diarize this matter until late August at which time Council will consider these quotes and decide whether to cancel the current contract agreement with Trotter and Morton.

**7.3 SPRING CLEANING QUOTES**

Atlas Power washing submitted a quote to clean the parkade, Council will review one other quote before making a decision, the cleaning of the parkade will take place in mid to late May.

Council reviewed a quote from Service Master to clean the common area carpeting. It was agreed to clean the carpets after the parkade and exterior spring cleaning.

#### **7.4 ELECTRIC VAULT**

The Building Manager reported that a lot of water was seeping through the floor in the electric room. Re-Systems was called to investigate if the leak was coming from above, but noted that this was all ground water seeping through parkade cracks. Edenflo was then called to check on the pole pit with a drain located four feet below the floor of the electrical room, this drain also has a dedicated sump pump outside the room in the parkade, the technicians cleaned the sump but noticed that the pump was not in full operation, Trotter and Morton was called in to service and repair the pump. The issue with the electrical vault flooring has been reported to Marcon Construction.

#### **7.5 MECHANICAL**

The Technician from Trotter and Morton reported that the boiler #2 is down due to a leaking heat exchanger. This unit is still under warranty, the process is to have a new one shipped from Mississauga, remove the old and install the new unit and then send the old one back to the lab for testing. The Strata will have to pay \$13,689.00 up front and be reimbursed once the test proves the heat exchanger was not improperly installed, but a faulty unit. Shipping costs are \$800.00 and labor costs are approximately \$3,900.00 plus tax. Council agreed to proceed.

**7.6** A quotation from Renewal Construction to repair areas of the building that could potentially cause water ingress was reviewed. The quote was based on the Roof Maintenance Report provided by Renewal. Council will bring this matter up for discussion in May.

**7.7** There was a report from Fitness Town Maintenance and proposal. This was tabled for review and discussion during the next Council Meeting. The Council President who met with the representative will explain to council the purpose of the report and proposal.

**7.8** BC Hydro sent a report on the investigation conducted on the electrical power quality at District Crossing. In conclusion the power quality metering has shown that steady state voltage, total harmonic distortion, voltage unbalance and flicker are all within the appropriate limits. To note that these measurements were taken directly at the transformer and they will likely be different within the facility. It is still possible that loads within the building are interacting with each other in an undesirable manner. A review of the outage history and events recorded by the smart meter reveal the likely cause of the equipment damage (air make up unit). Two separate events involved single phasing – a situation where one or two of the primary phase voltages are lost. Because District Crossing has a delta-wye transformer, this caused the secondary voltage to drop to roughly half. The second event on April 21, 2014 lasted for approximately 4 minutes and likely caused the equipment to fail.

#### **(8) OTHER BUSINESS AS PER COUNCIL**

**8.1** Strata Manager to ask Tricia Ward at Marcon Construction where the shut off valve are located for the units that have hoses on their patios.

Pet owners are reminded to ensure they follow the Pet Bylaws established for the Strata Corporation.

Obtain quotes to install cameras in the garbage room area.

Send a copy of the BC Hydro Report to Villa Electric.

Contact the Strata Manager for the Commercial area regarding the landscaping on the Marine

side and around the Bank of Montreal.

**(9) TERMINATION**

There being no further business, the meeting was adjourned at 7:45 pm.

The next schedule meeting is on Tuesday, May 26, 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.**