

**BEL AIR – STRATA PLAN BCS 1265**

**LOCATION:**

6:30 p.m. – Front lobby  
2828, Yew Street  
Vancouver, BC

**STRATA COUNCIL**  
2012/2013

**PRESIDENT**  
Bob Richardson

**VICE PRESIDENT**  
Mike Zitka

**TREASURER**  
Tim Grant

**AT LARGE**  
Trevor Johnson  
William Cheung

**STRATA MANAGER**  
Lucian Naita  
E-Mail: the help centre, at  
[www.baywest.ca](http://www.baywest.ca)

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

**BAYWEST MANAGEMENT**  
301-1195, WEST BROADWAY  
VANCOUVER, B.C. V6H 3X5

**PRESENT**

11 Strata Lots Represented  
10 In Person  
1 By Proxy

Lucian Naita, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Strata President, Bob Richardson.

**(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES**

All received proxies were verified and certified by the Strata Manager.

There are 35 Strata Corporation votes at Bel Air. The Strata Property Act and Bylaws requires one-third of the strata corporation's votes (12 votes) to be eligible voters present in person or by proxy to constitute a quorum.

As only 11 eligible voters were represented at the time of call to order, the meeting was adjourned for 30 minutes in accordance with the Strata Corporation Bylaws, and at that time the meeting was then declared competent to deal with the business at hand with the 11 strata lots then represented.

**(3) PROOF OF NOTICE OF MEETING**

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the Strata Property Act. **CARRIED**

**(4) APPROVAL OF THE AGENDA**

It was moved and seconded to approve the agenda of the Annual General Meeting as distributed. **CARRIED**

**(5) APPROVAL OF SPECIAL GENERAL MEETING MINUTES**

It was moved and seconded to approve the previous General Meeting Minutes of July 19, 2012 as distributed. **CARRIED**

**(6) PRESIDENT'S REPORT**

Council President, Bob Richardson thanked all Council members for their contribution with the strata business over the last fiscal year.

**(7) ANNUAL INSURANCE REPORT**

Each owner was provided with a copy of the insurance Cover Note for the building as part of the Notice of Annual General Meeting package. The cover note set out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the insurance policy which included:

All property coverage for \$12,050,000  
 Directors and officers liability at \$2 million  
 Deductibles: Water/Sewer - \$5,000; All Risks - \$2,500

The Strata Manager opened the floor for insurance related questions and responded to the same.

Owners are reminded they should purchase homeowner's insurance for any in-suite upgrades (betterments), personal possessions, additional living expenses and third party liability (in case someone is injured within a strata lot). The Strata Corporation's insurance does not cover upgrades (betterments) or personal possessions, and might have limited additional living expense coverage. Owners with tenants are also encouraged to ensure they and their tenant(s) have appropriate insurance for their situation, including the tenant's personal effects.

Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles. Failure to have coverage of the water damage deductible can cause financial hardship for Owners should an incident such as toilet overflow, washing machine or dishwasher malfunction, etc. occur that damages other units or common property and the Strata Corporation charges back up to the \$5,000 deductible to the Owner. Please ensure you have sufficient coverage.

**(8) CONSIDERATION OF 2013/2014 OPERATING BUDGET**

It was moved and seconded to adopt the 2013/2014 Budget as presented.

The President opened the floor for discussion.

As there were no further questions or comments on the proposed budget, the vote was called to adopt the Budget as presented.

11 In favour, 0 opposed, 0 abstained

**CARRIED**

**Strata Fees Payment Options**

The new budget takes effect on June 01, 2013. Please find attached a copy of the approved budget and listing of strata fees for each strata lot. Strata fees may be paid as follows:

1. The preferred method of payment is ***Paying your Monthly Strata Fee Online***. This method allows you to control your payment – you pay from your account rather than having it

drawn from your account. It is easy and convenient - please visit the Baywest website at [www.baywest.ca](http://www.baywest.ca) - Quick Links to Maintenance Fee for details, or direct link to <http://www.baywest.ca/baywest/maintenancefees>.

2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of this budget gave Baywest the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to ***Paying your Monthly Strata Fee Online***, please advise our office to cancel you PAC by calling our A/R Call Centre: 1-877-585-4411.

3. Post-dated cheques – Owners may send in a series of 12 post-dated cheques dated for the first day of each month from June 2013 to May 2014 and made payable to **Strata Plan BCS 1265**.

The new budget takes effect June 01, 2013. Please find attached a copy of the approved budget and listing of strata fees for each strata lot. Please note that there is a 3% increase in strata fees for 2013/2014 fiscal year. Owners previously making payment by way of an automatic withdrawal from their bank accounts need not take any action.

**(9) CONSIDERATION OF VOTE “A” – TRANSFER THE PAINTING FUND TO CONTINGENCY RESERVE FUND**

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 1265, Bel Air, to transfer the balance of the Reserve Fund – Painting (approximately \$25,769), to the Contingency Reserve Fund.

It was moved and seconded to adopt  $\frac{3}{4}$  Vote “A” as presented.

The President opened the floor for discussion.

As there was no further discussion or amendments on the item, a vote was called to adopt  $\frac{3}{4}$  Vote “A” – Transfer the Painting Fund to the Contingency Reserve Fund  
11 In favour, 0 opposed, 0 abstained

**CARRIED**

**(10) CONSIDERATION OF VOTE “B” – OBTAINING A DEPRECIATION REPORT**

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 1265, Bel Air, that an amount not to exceed \$5,500 (five thousand five hundred) be expended from the Contingency Reserve Fund for the purpose of obtaining a Depreciation Report.

It was moved and seconded to adopt  $\frac{3}{4}$  Vote “B” as presented.

The President opened the floor for discussion.

As there was no further discussion or amendments on the item, a vote was called to adopt  $\frac{3}{4}$  Vote “B” – Obtaining a Depreciation Report  
9 In favour, 2 opposed, 0 abstained

**CARRIED**

\*As the vote “B” passed, the vote “C” was not considered.

**(11) ELECTION OF 2013/2014 STRATA COUNCIL**

As per the Strata's Bylaws, a minimum of three and a maximum of seven Strata Council members could be elected. Given the foregoing, the Strata Manager opened the floor for nominations or volunteers for the Council positions. The following Owners volunteered or were nominated and agreed to stand for office:

Bob Richardson – 208  
Mike Zitka – 409  
Tim Grant – 403  
Mohamed Khedr – 105

Trevor Johnson – 209  
William Cheung - 206  
Claudio Pini – 103

The Strata Manager called for additional nominations or volunteers from the floor. As none were received after 3 successive occasions, it was moved and seconded to accept by Majority vote the above Owners as nominated or volunteered as the 2012/2013 Strata Council. **CARRIED**

Following the Annual General Meeting, the new Strata Council met briefly and agreed to the following positions:

Bob Richardson – President  
Mike Zitka – Vice-President  
Tim Grant – Treasurer  
Trevor Johnson – At Large  
William Cheung – At Large  
Mohamed Khedr – At large  
Claudio Pini – At Large

**(12) TERMINATION**

There being no further business, the meeting terminated at 7:30 p.m.

*Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.*

**BEL AIR - BCS 1265**

AGM - MAY 14, 2013

**APPROVED BUDGET - June 01, 2013 - May 31, 2014**

<b>Account</b>	<b>Account Name</b>	<b>2013-2014 New Budget</b>
<b>RECEIPTS / REVENUE</b>		
5285-0000	Interest Income	0.00
5290-0000	Fobs/Keys/Remotes	0.00
5300-0000	Late Payment Interest	0.00
5310-0000	Late Payment Penalty	0.00
5385-0000	MoveIn/Out Fee	0.00
5410-0000	Other Income	0.00
5455-0000	Prior Years Surplus	2,798.00
5500-0000	Owners' Contributions	130,307.00
<b>TOTAL RECEIPTS / REVENUE</b>		<b>\$ 133,105.00</b>
<b>EXPENSES &amp; RESERVES</b>		
<b>ADMINISTRATIVE EXPENSES</b>		
6004-0000	Statutory Review of Trust Accounts	336.00
6008-0000	Additional Services	1,890.00
6028-0000	Bank Charges	276.00
6080-0000	Insurance Premium	19,000.00
6088-0000	Legal Fees	200.00
6098-0000	Management Fees	12,978.00
6128-0000	Postage/Copies/Office Exp.	700.00
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>35,380.00</b>
<b>UTILITIES</b>		
6308-0000	Electricity	12,500.00
6316-0000	Gas	11,500.00
6334-0000	Utilities - General	1,950.00
6336-0000	Water & Sewer	10,100.00
<b>TOTAL UTILITIES</b>		<b>36,050.00</b>
<b>CONTRACT / BLDG EXPENSES</b>		
7002-0000	Alarm Monitoring	1,600.00
7048-0000	Elevator & License	3,300.00
7058-0000	Enterphone	780.00
7069-0000	Fire Protection	1,800.00
7076-0000	Garage Door	175.00
7080-0000	Garbage Collection	3,800.00
7096-0000	Janitorial	9,920.00
7100-0000	Landscaping	5,100.00
7126-0000	Mechanical	2,200.00
7210-0000	Telephone	0.00
<b>TOTAL CONTRACT / BLDG EXPENSES</b>		<b>28,675.00</b>
<b>REPAIRS &amp; MAINTENANCE EXPENSES</b>		
7660-0000	Repairs & Maintenance	13,000.00
7882-0000	Supplies	0.00
<b>TOTAL REPAIRS &amp; MAINTENANCE EXPENSE</b>		<b>13,000.00</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>113,105.00</b>
<b>CRF &amp; OTHER BUDGETED RESERVE FUNDS</b>		
8920-0000	Contingency Reserve Fund	20,000.00

**BEL AIR - BCS 1265**

AGM - MAY 14, 2013

**APPROVED BUDGET - June 01, 2013 - May 31, 2014**

<b>Account</b>	<b>Account Name</b>	<b>2013-2014 New Budget</b>
8964-0000	Painting Reserve	0.00
	<b>TOTAL RESERVE FUNDS</b>	<u>20,000.00</u>
	<b>TOTAL EXPENSES &amp; RESERVES</b>	<u>133,105.00</u>
	<b>SURPLUS / (DEFICIT)</b>	<u><u>-</u></u>

**Bel Air (bcs1265)**  
**Approved Strata Fee Schedule**  
**For the Year June 1, 2013 to May 31, 2014**  
 AGM - MAY 14, 2013

Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF Portion	Reserves-Painting Portion	Fee Inc/Dec by	New Strata Fee
101	1	116	\$ 364.52	\$ 317.82	\$ 57.63	\$ -	\$ 10.93	\$ 375.45
102	2	58	\$ 182.26	\$ 158.91	\$ 28.81	\$ -	\$ 5.46	\$ 187.72
103	3	108	\$ 339.37	\$ 295.91	\$ 53.65	\$ -	\$ 10.19	\$ 349.56
104	4	87	\$ 273.38	\$ 238.37	\$ 43.22	\$ -	\$ 8.21	\$ 281.59
105	5	86	\$ 270.24	\$ 235.63	\$ 42.72	\$ -	\$ 8.11	\$ 278.35
106	6	87	\$ 273.38	\$ 238.37	\$ 43.22	\$ -	\$ 8.21	\$ 281.59
107	7	108	\$ 339.37	\$ 295.91	\$ 53.65	\$ -	\$ 10.19	\$ 349.56
108	8	104	\$ 326.81	\$ 284.95	\$ 51.66	\$ -	\$ 9.80	\$ 336.61
201	9	116	\$ 364.52	\$ 317.82	\$ 57.63	\$ -	\$ 10.93	\$ 375.45
202	10	96	\$ 301.66	\$ 263.03	\$ 47.69	\$ -	\$ 9.06	\$ 310.72
203	11	107	\$ 336.23	\$ 293.17	\$ 53.15	\$ -	\$ 10.09	\$ 346.32
204	12	87	\$ 273.38	\$ 238.37	\$ 43.22	\$ -	\$ 8.21	\$ 281.59
205	13	86	\$ 270.24	\$ 235.63	\$ 42.72	\$ -	\$ 8.11	\$ 278.35
206	14	87	\$ 273.38	\$ 238.37	\$ 43.22	\$ -	\$ 8.21	\$ 281.59
207	15	93	\$ 292.24	\$ 254.81	\$ 46.20	\$ -	\$ 8.77	\$ 301.01
208	16	91	\$ 285.95	\$ 249.33	\$ 45.21	\$ -	\$ 8.58	\$ 294.53
209	17	104	\$ 326.81	\$ 284.95	\$ 51.66	\$ -	\$ 9.80	\$ 336.61
301	18	116	\$ 364.52	\$ 317.82	\$ 57.63	\$ -	\$ 10.93	\$ 375.45
302	19	96	\$ 301.66	\$ 263.03	\$ 47.69	\$ -	\$ 9.06	\$ 310.72
303	20	107	\$ 336.23	\$ 293.17	\$ 53.15	\$ -	\$ 10.09	\$ 346.32
304	21	87	\$ 273.38	\$ 238.37	\$ 43.22	\$ -	\$ 8.21	\$ 281.59
305	22	86	\$ 270.24	\$ 235.63	\$ 42.72	\$ -	\$ 8.11	\$ 278.35
306	23	87	\$ 273.38	\$ 238.37	\$ 43.22	\$ -	\$ 8.21	\$ 281.59
307	24	93	\$ 292.24	\$ 254.81	\$ 46.20	\$ -	\$ 8.77	\$ 301.01
308	25	91	\$ 285.95	\$ 249.33	\$ 45.21	\$ -	\$ 8.58	\$ 294.53
309	26	104	\$ 326.81	\$ 284.95	\$ 51.66	\$ -	\$ 9.80	\$ 336.61
401	27	116	\$ 364.52	\$ 317.82	\$ 57.63	\$ -	\$ 10.93	\$ 375.45
402	28	96	\$ 301.66	\$ 263.03	\$ 47.69	\$ -	\$ 9.06	\$ 310.72
403	29	107	\$ 336.23	\$ 293.17	\$ 53.15	\$ -	\$ 10.09	\$ 346.32
404	30	87	\$ 273.38	\$ 238.37	\$ 43.22	\$ -	\$ 8.21	\$ 281.59
405	31	86	\$ 270.24	\$ 235.63	\$ 42.72	\$ -	\$ 8.11	\$ 278.35
406	32	87	\$ 273.38	\$ 238.37	\$ 43.22	\$ -	\$ 8.21	\$ 281.59
407	33	93	\$ 292.24	\$ 254.81	\$ 46.20	\$ -	\$ 8.77	\$ 301.01
408	34	91	\$ 285.95	\$ 249.33	\$ 45.21	\$ -	\$ 8.58	\$ 294.53
409	35	104	\$ 326.81	\$ 284.95	\$ 51.66	\$ -	\$ 9.80	\$ 336.61
<b>Monthly Total</b>	<b>3355</b>		<b>\$ 10,542.56</b>	<b>9,192.25</b>	<b>\$ 1,666.67</b>	<b>\$ -</b>	<b>\$ 316.36</b>	<b>\$ 10,858.92</b>
			X12	X12	X12	X12	X12	X12
<b>Annual Total</b>			<b>\$ 126,510.72</b>	<b>\$ 110,307.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 3,796.28</b>	<b>\$ 130,307.00</b>



# PAYING YOUR STRATA FEES WHAT ARE THE OPTIONS?

## 1. ONLINE BANKING

**Online banking gives you complete control** over your strata fee payments and the assurance that your strata fees will be paid on time every month. You can eliminate stamps, envelopes and paperwork – it's the green way to pay! And there is no need to inform us if you change banks or bank accounts – you choose which account to pay from.

Follow these simple steps to set up online strata fee payments:

1. Sign onto your online banking site.
2. Go to the bill payment option.
3. Add Baywest Management Corp as a Payee.
4. You will be asked to provide an ID number. Your ID number is

SXXXXXXXX00\_\_\_\_ \_

Fill in the 3 blanks with your strata lot number. Do not use your suite number. If your strata lot is only 1 or 2 digits put zeros, not Oh's, in the first blanks.

5. Enter your payment amount and payment date. Please note that your **strata fees are due on the 1<sup>st</sup> of each month** and it will take 1 to 3 business days for your payment to reach us. As your strata most probably assesses late penalties on payments received after the 1st, we suggest you set the payment date around the 26<sup>th</sup> of each month for payment the following month.
6. For added convenience we highly recommend you set your strata fee up as a recurring payment.
7. Follow any other instructions required by your financial institution and you are done.

You now have complete control over your strata fee payments and the peace of mind of knowing that your strata fees will be paid on time each month.

Any questions or problems? Just give our Accounts Receivable Helpdesk a call, toll free from anywhere, at 1-877-585-4411.

Its been our pleasure to assist you in streamlining one more thing in your busy day.

so you can live your life ■



## 2. PERSONALLY APPROVED PAYMENTS – PAP

By signing up for Personally Approved Payments you are authorizing your bank to transfer a specific amount of money to the strata corporation's bank on the 1<sup>st</sup> of each month. Once in place the monthly transfer will occur automatically and if your strata fees change, your monthly deduction will automatically change as well.

Follow these steps to set up Personally Approved Payments:

1. Complete the enclosed Pre-authorized Payment Service Agreement and return it, along with a VOID cheque, to our office. You may mail, fax or email the information to us. Our contact information is at the bottom of the form.
2. Remember to let us know if you make any changes to your banking arrangements.

Any questions or problems? Just give our Accounts Receivable Helpdesk a call, toll free from anywhere, at 1-877-585-4411.

## 3. POST DATED CHEQUES

Post dated cheques are a more time consuming and complicated way to pay your strata fees. Its suitable for owners that do not have computer access or do not like auto payments. It requires an owner to write out 12 cheques each year and to stay on top of fiscal year and strata fee changes.

Follow these steps to pay your strata fees by post dated cheques:

1. Determine the fiscal year of your strata corporation.
2. Write out 12 cheques dated for the 1<sup>st</sup> of each month and payable to your Strata Plan number. Examples of your Strata Plan number might be BCS 1234, LMS 2345 or KAS 4332.
3. Mail or drop off the cheques to our office. Our address is Baywest Management, Central Accounting Office, 13468 77<sup>th</sup> Avenue, Surrey, B.C., V3W 6Y3. If you are delivering your cheques in person you are welcome to stop in at any of our offices.
4. Make a note on your calendar as to when the cheques will run out to ensure you do not inadvertently fall behind on your strata fee payments.
5. If you have an Annual General Meeting coming up its best to send in only 3 cheques for the upcoming fiscal year as, once the AGM has been held and the new fees confirmed, you can write 9 cheques for the new amount and send in 1 make up cheque to cover the shortfall of the 3 cheques you sent previously.
6. Please note that if you live in a brand new strata, one that has just been built, you will be paying one strata fee amount during the interim period and another strata fee amount once the fiscal year starts. Your cheques will therefore need to be adjusted once the fiscal year starts.

Between changeovers in fiscal years, interim periods for new stratas, and AGMs held after the fiscal year has finished you almost need to be an Accountant to keep on top of how much to pay and when. We therefore suggest you consider Online Payments or Personally Approved Payments to streamline your strata fee payments.