

BEL AIR – STRATA PLAN BCS 1265**LOCATION:**

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

STRATA MANAGER

Lucian Naita

**BAYWEST CLIENT
SERVICE CENTRE
604-591-6060**

service@baywest.ca

**MAILING ADDRESS:
BAYWEST MANAGEMENT
13468 77TH AVENUE
SURREY, B.C. V3W 6Y3**

PRESENT

12 Strata Lots Represented*

09 In Person

03 By Proxy

*Strata Lots represented at the beginning of the meeting

Lucian Naita, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:35 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 12 eligible voters were represented at the time of call to order, the quorum was established and the meeting was declared competent to deal with the business at hand.

(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**

*At this time, an owner left a Proxy for a Council member bringing the total of votes at 13.

(5) APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the previous General Meeting Minutes of May 20, 2014 as distributed. **CARRIED**

(6) PRESIDENT'S REPORT

Council President, Bob Richardson thanked all Council members as well as the Strata Manager for their contribution to Strata Business over the last fiscal year. The Council President then summarized the major items Council attended to over the past year:

- The interior common area (hallways and main lobby) painting has been completed by Wolfgang Painters
- There have been above average plumbing repairs and subsequent drywall repairs
- The service for the Fire System Alarm monitoring system as well as the Elevator emergency line is now being provided by Arpel
- Replacing the Fire Alarm System provider allowed the Strata Corporation to renounce to two (2) phone lines – The changes ensured the Strata Corporation substantial savings
- In a constant effort to being pro-active, Council obtained a report from an Engineering Company (Level 5), to ensure the necessary common area repairs are being done as necessary; a Resolution in these regards is on the Agenda of the current meeting and Council invites all owners to vote in favor of the respective repairs

*At this time, an owner arrived bringing the total of votes at 14.

(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 \$12,878,000
 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 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 the \$5,000 deductible to the Owner. Please ensure you have sufficient coverage.

(8) CONSIDERATION OF 2015/2016 OPERATING BUDGET

It was moved and seconded to adopt the 2015/2016 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.

14 In favour, 0 opposed, 0 abstained

CARRIED

Strata Fees Payment Options

The new budget takes effect on June 01, 2015. 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 - 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 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 your 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 2015 to May 2016 and made payable to **Strata Plan BCS 1265**.

Please note that there is a 6.7% increase in strata fees for 2015/2016 fiscal year. Owners previously making payment by way of an automatic withdrawal from their bank accounts need not take any action, as the management company will adjust their maintenance fees to the new schedule. Due to the AGM being held close to end of the month, the automatic withdrawal for June 01, 2015 may be in the old amount and if this is the case, the new Strata Fees amount will be withdrawn in July 01, 2015, along with the “make-up” amount for the month of June 2015.

(9) CONSIDERATION OF VOTE “A” – BYLAW AMENDMENT (ANNUAL FIRE INSPECTION)

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 1265, Bel Air, to amend the Strata Bylaws and add Division 9 – Annual Fire Inspection, Section 32, Subsections (1), (2), (3), (4) & (5) as follows:

Division 9 - Annual Fire Inspection

Section 32 – Annual Fire Inspection

- (1) Upon notice given in accordance with section 7 of these bylaws, an owner, tenant, occupant or visitor must allow any person or company authorized by the strata corporation entry to the strata lot for the purpose of conducting an annual fire inspection, including without limitation testing fire alarms, smoke alarms, and fire extinguishing equipment within the strata lot. If any equipment or component is found to be deficient the strata corporation's fire inspection personnel are authorized to repair or replace such equipment or component, at the expense of the strata corporation.

- (2) If any owner, tenant, occupant or visitor fails to provide access to the strata lot for the annual fire inspection on the date and time given in the fire inspection notice, then the owner, tenant, occupant or visitor must allow access to the strata lot at a later date as specified in a subsequent notice given in accordance with section 7 of these bylaws, and such later inspection will be at the strata lot owner's expense.
- (3) Failure to allow access to the strata lot for the annual fire inspection will result in a \$200 fine charged to the strata lot owner.
- (4) If the annual fire inspection indicates that any fire alarm, smoke alarm, or fire extinguishing equipment in the strata lot is missing, disconnected or willfully damaged, it will be repaired or replaced at the strata lot owner's expense.
- (5) An owner must ensure that any maintenance or alteration in a strata lot to the fire protection system will be carried out by the company retained by the strata corporation to maintain the fire system.

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" – Annual Fire Inspection as presented.

14 In favour, 0 opposed, 0 abstained

CARRIED

(10) CONSIDERATION OF VOTE "B" – BYLAW AMENDMENT (WINDOW COVERINGS)

Be it resolved by a three-quarter ($\frac{3}{4}$) vote of the Owners of Strata Plan BCS 1265, Bel Air, to amend the Strata Bylaws and add Division 10 – General, Section 33 – Window Coverings as follows:

Division 10 - General

Section 33 – Window Coverings

(1) An owner, tenant, occupant or visitor may only install or hang in a professional manner window coverings that are solid white in colour toward the outside of the building. All exterior window blinds or cellular shades installed in the strata lot must be horizontal venetian, horizontal honeycomb or horizontal roller blinds.

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" – Window Coverings as presented.

14 In favour, 0 opposed, 0 abstained

CARRIED

(11) CONSIDERATION OF VOTE "C" – BYLAW AMENDMENT (VENTILATION APPLIENCES)

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 1265, Bel Air, to amend the Strata Bylaws and add to Division 10 – General, Section 34 – Ventilation Appliances as follows:

Division 10 - General

Section 34 – Ventilation Appliances

- (1) An owner, tenant, occupant or visitor may not install or allow to be installed any air-conditioner, fan or heating unit which is visible from the exterior of the strata lot.

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 1265, Bel Air, to amend the Strata Bylaws and add Division 10 – General, Section 33 – Window Coverings as follows:

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

14 In favour, 0 opposed, 0 abstained

CARRIED

(12) CONSIDERATION OF VOTE “D” – BYLAW AMENDMENT (COMMON PROPERTY)

Be it resolved by a three-quarter (3/4) vote of the Owners of Strata Plan BCS 1265, Bel Air, to amend the Strata Bylaws and add to Division 10 – General, Section 35 – Common Property as follows:

Division 10 - General

Section 35 – Common Property

- (1) An owner, tenant, occupant or visitor must not deposit or store any personal items or garbage on or about the common property areas such as hallways and fire exits of the building, or otherwise obstruct the hallways, walkways and driveways of the common property.
- (2) The strata corporation may remove and dispose of all property which remains on the common property after notice in that behalf has been given to the strata lot occupant or tenant, and the costs of such removal and disposal shall be charged to the strata lot owner.

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

14 In favour, 0 opposed, 0 abstained

CARRIED

(13) CONSIDERATION OF VOTE “E” – COMMON AREA REPAIRS (CRF EXPENDITURE)

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 \$30,000 (thirty thousand dollars) be expended from the Contingency Reserve Fund for the purpose of common area repairs as outlined in Level 5 Engineering report here attached.

Costs include all repairs, applicable taxes and contingency.

It was moved and seconded to adopt $\frac{3}{4}$ Vote “E” 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 “E” – Common Area Repairs (CRF Expenditure)

14 In favour, 0 opposed, 0 abstained

CARRIED

(14) ELECTION OF 2015/2016 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:

Vinayak Vastal – 304
Mike Zitka – 409
Tim Grant – 403

Claudio Pini – 103
William Cheung - 206

The Strata Manager called for additional nominations or volunteers from the floor. As none were received after 3 successive occasions, a vote was called and the above Owners have been elected unanimously as the 2014/2015 Strata Council.

CARRIED

(15) GENERAL DISCUSSION

The following issues arose during discussion:

- Hot water - Two (2) units on the 1st floor mentioned that it takes a couple of minutes before the water is hot enough. The Strata Mechanical contractor will be contacted regarding this matter
- Water leaks – The units should monitor their strata lot for any eventual leaks (notably in closed spaces) and report them immediately to the Management Company (info on the first page)
- Water pooling – A unit reported that water pools on their patio when the irrigation system is on or during heavy rains. A contractor will be approached to investigate
- Main door timing – A few units noted that the main door timing set-up is too short for them to open the door comfortably as well as is the timing between the main door and the 2nd door when guests are buzzed in. Action Lock will be contacted to modify accordingly the timing set-up.

- Thanks – Owners thanked the previous Strata Council President for his time and dedication to the Strata Corporation business.

(16) TERMINATION

There being no further business, the meeting terminated at 7:23 p.m.

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

Bel Air (bcs1265)

Approved Budget - June 1, 2015 to May 31, 2016

Account	Account Name	2015-2016 New Budget
RECEIPTS / REVENUE		
5285-0000	Interest Income	0.00
5290-0000	Fobs/Keys/Remotes	0.00
5385-0000	MoveIn/Out Fee	0.00
5500-0000	Owners' Contributions	154,944.00
TOTAL RECEIPTS / REVENUE		\$ 154,944.00
EXPENSES & RESERVES		
ADMINISTRATIVE EXPENSES		
6004-0000	Statutory Review of Trust Accounts	315.00
6008-0000	Additional Services	315.00
6028-0000	Bank Charges	276.00
6080-0000	Insurance Premium	20,200.00
6088-0000	Legal Fees	1,500.00
6098-0000	Management Fees	13,768.00
6128-0000	Postage/Copies/Office Exp.	500.00
TOTAL ADMINISTRATIVE EXPENSES		36,874.00
UTILITIES		
6308-0000	Electricity	13,900.00
6316-0000	Gas	12,000.00
6334-0000	Utilities - General	1,800.00
6336-0000	Water & Sewer	10,500.00
TOTAL UTILITIES		38,200.00
CONTRACT / BLDG EXPENSES		
7002-0000	Alarm Monitoring	2,100.00
7048-0000	Elevator & License	2,800.00
7069-0000	Fire Protection	1,300.00
7076-0000	Garage Door	200.00
7080-0000	Garbage Collection	0.00
7080-8100	Garbage Collection (Organic Debris)	1,200.00
7080-8200	Garbage Collection (Non-Organic Debris)	4,000.00
7096-0000	Janitorial	10,220.00
7100-0000	Landscaping	4,750.00
7126-0000	Mechanical	2,300.00
7178-0000	Roof	2,000.00
TOTAL CONTRACT / BLDG EXPENSES		30,870.00
REPAIRS & MAINTENANCE EXPENSES		
7660-0000	Repairs & Maintenance	22,000.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		22,000.00
TOTAL OPERATING EXPENSES		127,944.00
CRF & OTHER BUDGETED RESERVE FUNDS		
8920-0000	Contingency Reserve Fund	26,500.00
8934-0000	Deficit Recovery	500.00
TOTAL RESERVE FUNDS		27,000.00
TOTAL EXPENSES & RESERVES		154,944.00

Bel Air (bcs1265)

Approved Budget - June 1, 2015 to May 31, 2016

Account	Account Name	2015-2016 New Budget
SURPLUS / (DEFICIT)		-

Bel Air (bcs1265)							
Approved Strata Fee Schedule							
For the Period June 1, 2015 to May 31, 2016							
Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc/Dec by	New Strata Fee
101	1	116	\$ 418.72	\$ 368.64	\$ 77.79	\$ 27.72	\$ 446.44
102	2	58	\$ 209.36	\$ 184.32	\$ 38.90	\$ 13.86	\$ 223.22
103	3	108	\$ 389.84	\$ 343.22	\$ 72.43	\$ 25.81	\$ 415.65
104	4	87	\$ 314.04	\$ 276.48	\$ 58.35	\$ 20.79	\$ 334.83
105	5	86	\$ 310.43	\$ 273.30	\$ 57.68	\$ 20.55	\$ 330.98
106	6	87	\$ 314.04	\$ 276.48	\$ 58.35	\$ 20.79	\$ 334.83
107	7	108	\$ 389.84	\$ 343.22	\$ 72.43	\$ 25.81	\$ 415.65
108	8	104	\$ 375.40	\$ 330.51	\$ 69.75	\$ 24.85	\$ 400.25
201	9	116	\$ 418.72	\$ 368.64	\$ 77.79	\$ 27.72	\$ 446.44
202	10	96	\$ 346.52	\$ 305.08	\$ 64.38	\$ 22.94	\$ 369.46
203	11	107	\$ 386.23	\$ 340.04	\$ 71.76	\$ 25.57	\$ 411.80
204	12	87	\$ 314.04	\$ 276.48	\$ 58.35	\$ 20.79	\$ 334.83
205	13	86	\$ 310.43	\$ 273.30	\$ 57.68	\$ 20.55	\$ 330.98
206	14	87	\$ 314.04	\$ 276.48	\$ 58.35	\$ 20.79	\$ 334.83
207	15	93	\$ 335.69	\$ 295.55	\$ 62.37	\$ 22.23	\$ 357.92
208	16	91	\$ 328.48	\$ 289.19	\$ 61.03	\$ 21.74	\$ 350.22
209	17	104	\$ 375.40	\$ 330.51	\$ 69.75	\$ 24.85	\$ 400.25
301	18	116	\$ 418.72	\$ 368.64	\$ 77.79	\$ 27.72	\$ 446.44
302	19	96	\$ 346.52	\$ 305.08	\$ 64.38	\$ 22.94	\$ 369.46
303	20	107	\$ 386.23	\$ 340.04	\$ 71.76	\$ 25.57	\$ 411.80
304	21	87	\$ 314.04	\$ 276.48	\$ 58.35	\$ 20.79	\$ 334.83
305	22	86	\$ 310.43	\$ 273.30	\$ 57.68	\$ 20.55	\$ 330.98
306	23	87	\$ 314.04	\$ 276.48	\$ 58.35	\$ 20.79	\$ 334.83
307	24	93	\$ 335.69	\$ 295.55	\$ 62.37	\$ 22.23	\$ 357.92
308	25	91	\$ 328.48	\$ 289.19	\$ 61.03	\$ 21.74	\$ 350.22
309	26	104	\$ 375.40	\$ 330.51	\$ 69.75	\$ 24.85	\$ 400.25
401	27	116	\$ 418.72	\$ 368.64	\$ 77.79	\$ 27.72	\$ 446.44
402	28	96	\$ 346.52	\$ 305.08	\$ 64.38	\$ 22.94	\$ 369.46
403	29	107	\$ 386.23	\$ 340.04	\$ 71.76	\$ 25.57	\$ 411.80
404	30	87	\$ 314.04	\$ 276.48	\$ 58.35	\$ 20.79	\$ 334.83
405	31	86	\$ 310.43	\$ 273.30	\$ 57.68	\$ 20.55	\$ 330.98
406	32	87	\$ 314.04	\$ 276.48	\$ 58.35	\$ 20.79	\$ 334.83
407	33	93	\$ 335.69	\$ 295.55	\$ 62.37	\$ 22.23	\$ 357.92
408	34	91	\$ 328.48	\$ 289.19	\$ 61.03	\$ 21.74	\$ 350.22
409	35	104	\$ 375.40	\$ 330.51	\$ 69.75	\$ 24.85	\$ 400.25
Monthly Total		3355	\$ 12,110.32	\$ 10,662.00	\$ 2,250.00	801.68	\$ 12,912.00
Annual Total			\$ 145,323.84	\$ 127,944.00	\$ 27,000.00	\$ 9,620.16	\$ 154,944.00