

KINGS GARDEN – STRATA PLAN LMS 2926S

LOCATION:

#201 – 335 Carnarvon St. New
Westminster, BC V3L 1B9

STRATA COUNCIL

2013 / 2014

PRESIDENT

Julie Moore

VICE PRESIDENT

Arlene Johnston

TREASURER

Colin Naples

SECRETARY

Chuck Wren

AT LARGE

Mark Conn
David Jobson

CARETAKER

Brad Gartside
604-786-0713

STRATA MANAGER

Chris Drake
Direct Phone: (604) 595-1164
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E-mail: cdrake@baywest.ca

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

BAYWEST MANAGEMENT

13468 77TH AVENUE
SURREY, B.C. V3W 6Y3

24 Hour Line: (604) 591-6060

E-MAIL

www.baywest.ca
Open 'Help Centre'
Follow prompts

ATTENDANCE:

Julie Moore
Arlene Johnston
Colin Naples
Mark Conn

REGRETS:

Chuck Wren

Chris Drake, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 7:02 p.m.
A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held
on January 22, 2014 and there being no errors or
omissions noted, it was moved and seconded to approve
the Minutes of January 22, 2014 as distributed. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the Financial
Statements for the period of January 1 to 31, 2014 as
distributed with the following changes:

The following were invoiced to the Residential Section
budget in error and the amounts will now be carried over
to the Corporate budget accounts: Water damage repairs
for \$429.98 (06/25/2013), reimburse caretaker for \$343.76
(07/08/2013), reimburse waste disposal \$30.00
(07/31/2013), reimburse eco weed purchase \$22.38
(09/13/2013), reimburse caretaker \$227.65 (09/20/2013),
unit emergency services \$1,000.00 (09/26/2012).

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date,
the outstanding balance of strata fees for the Corporate
section was \$7,920.00. The commercial representative
David Jobson was not in attendance but a lien warning
letter has been sent and the commercial division has until
March 13, 2014 to pay their outstanding arrears. If
payment is not made by the commercial lot the Council will
lien the commercial strata lot.

The Strata Corporation runs on the monthly strata fees paid by owners. When the strata fees and charge-back fees are not paid the Strata Corporation may find it difficult to meet their obligations.

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for ninety days, the owner will be forwarded a demand letter (\$52.50 charged to the owners account) to request the account be brought to date within a specified time period. If the balance remains outstanding, a lien may be registered against their property (\$420 administration and debt recover charged to owners account).

Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

4) BUSINESS ARISING FROM PREVIOUS MEETING

4.1 CORPORATE TAX FILING

Baywest Accounting has offered the new corporate tax filing services to the strata. Baywest has an accounting division that will prepare and file the mandatory T2 corporate tax filings for \$350 per year. Kings Garden would be provided the opportunity to file an up to date tax filings that would include the fiscal year of 2012 to 2014 at a cost of \$1,102.50 (GST included).

Baywest does not manage the commercial section or the church and day care and therefore the tax filing will not cover the commercial section. The only data related to the commercial section will be their contribution to the joint cost of the Strata Corporation. This will be included in the strata corporation data. The church and day care will file their own tax return for self-managing the common property of the commercial section.

It was moved and seconded to approve Baywest to do the tax filing at the January 22, 2014 last council meeting.

4.2 BFI – NEW CARDBOARD RECYCLING PICK UP DAY

BFI has informed the Strata Council that their new cardboard recycling pick up day will now be on Monday's. The Strata Manager has informed the Caretaker of the new pick up day.

4.3 STRATA INSURANCE - RENEWAL

BFL Insurance provided a financing contract that would allow the Strata to pay the Strata Insurance in monthly payments. A down payment was made in the amount of \$4,408.93 to BFL and monthly insurance payments are \$1,554.61. BFL Canada which is the current insurance provider for the Strata Corporation has emailed the Strata Manager and indicated that they don't anticipate their rates rising for the next fiscal year. The Strata Council would like to get multiple quotes again this year to try and bring down the annual cost of insurance.

4.4 RICHMOND ELEVATOR REQUEST

Richmond elevator approached the Strata Corporation with a request to store keys for elevator rooms at other Strata's at Kings Garden. In return Richmond elevator would reduce the monthly elevator maintenance fee by ten percent. The Council approved Richmond Elevator's offer. The Strata now receives a ten percent discount every month on their maintenance invoice from Richmond Elevator
CARRIED

4.5 MECHANICAL QUOTES

The Strata Council review several quotes for the maintenance of the Strata Mechanical equipment and approved the quote from DMS Mechanical. This mechanical contract will include service to the controls,

PRV station, c/o propane fan sensors, sump pumps, make-up air fans, duct heaters, fans and ancillary equipment. DMS has started their work at Kings Garden for the above mentioned repair and maintenance items and notices have been given to the Owners.

4.6 FIRE MONITORING QUOTES

Council reviewed three different fire monitoring quotes. The Council would like to have the same company that inspects the system to have the fire monitoring contract. The Strata Manager has contacted A1-Fire Supplies, Accurate Fire & Safety and Reliable Security. Once all of the quotes have been received the Strata Manager will email out the quotes to the Strata Council to review and vote on their choice for a fire monitoring provider.

4.7 ROOFING QUOTES

Council reviewed a previous quote from Best Quality Roofing ("BQR") and have approved a portion of their quote to include the cleaning of the roof decks, drains and replace any damaged or missing flashings and mechanically fasten all perimeter fascia wrap and mechanically fasten and seal loose soffits for a total of \$3,580.00 plus GST.

Also reviewed in the quote is to have BQR remove and dispose of the old wooden deck for a total cost of \$2,480.00 plus GST.

The Council also reviewed the quoted section of having BQR repair areas where UV protection has separated from the roofing system once they detect water ingress. Currently no water ingress has been detected but it is anticipated that once the old roof deck is removed there will be sections underneath that will need to be repaired. The cost of this portion is \$7.50 per square foot with a minimum charge of \$295.00 and the area of repair may encompass a square footage area of approximately 750 to 1000 square feet.

It was moved and seconded to approve these quotes three quotes from Best Quality Roofing

CARRIED

The Council reviewed a quote from Markic Development & Restoration Ltd. ("MDR") for a balcony membrane repair on the fourth floor in the amount of \$882 plus tax. MDR will clean the existing membrane and inspect the membrane for any defects or blistering and report any findings to the Strata. MDR will then apply a liquid three coat membrane protection system.

It was moved and seconded to approve this quotes three quotes from Markic Development & Restoration.

CARRIED

(Note: the above roof work will be funded from the Special Roof Levy fund as voted on from the June 2013 Annual General Meeting in which the Owners approved the 3/4 Roof Levy)

4.8 ANNUAL FIRE AND SAFETY INSPECTION

Council approved the quote from Fire Pro in the amount of \$1,050 plus tax for the annual fire and safety inspection. The annual fire and safety will be performed on Wednesday March 5, 2014 from 11:00 a.m. to 7:00 p.m.

4.9 TRANSFORMER QUOTE

Council reviewed a quote from Litespan Electric Ltd. in the amount of \$2,805.50 plus tax for inspection and servicing the transformer. Council President Julie Moore is waiting for a second quote.

5) **CORRESPONDENCE**

Council dealt with correspondent received as follows:

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting.

5.1 Correspondence was received from Council member Ron Paredes with him submitting his resignation from the Strata Council at the request of the Council. Ron wasn't able to attend any Strata Council meeting since the Annual General Meeting in June of 2013 and his lack of attendance has affected the quorum count. The Strata Council thanks Ron for resigning and keeping the Strata's best interest in mind.

5.2 Correspondence was received from the current insurance provider BFL Canada. BFL responded to a request by the Strata Manager to provide an early quote for the next fiscal year's insurance premium. BFL responded that at this time they don't anticipate an increase to the premium for the next fiscal year for Kings Garden.

5.3 A lien warning letter was sent to the commercial section regarding their account arrears in the amount of \$7920.00. The commercial section has until March 13, 2014 to respond.

Non -urgent and routine correspondence will be dealt with by the Strata Manager prior to the next Council meeting. For the purpose of Council ratification and reporting in the minutes, such correspondence will be place on the agenda for the next regular Council meeting.

Urgent correspondence will be communicated to the Council president upon receipt. The Strata Manager, at the President's direction, will take immediate action with respect to urgent matters. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence as deemed necessary.

6) **NEW BUSINESS**

6.1 ANNUAL FIRE AND SAFETY INSPECTION

The Strata's annual fire and safety inspection will be conducted by Fire Pro on Wednesday March 5, 2014 from 11:00 a.m. until 7 p.m. with the residential suites being inspected from 5:30 p.m. until 7 p.m. All Owners/Residents are asked to provide access to their suite as this is a mandatory inspection as per the BC Fire Codes.

6.2 FIRE MONITORING QUOTES

Council is waiting on a couple more quotes for the building fire monitoring. Once all the quotes are received, the Strata Manager will send them to Council via email and the Council will vote on company to provide the monitoring service.

6.3 GARBAGE CONTRACT

Council noted that the current garbage contract with BFI is a five year term and not a three year term as originally thought. The current contract with BFI will expire on April 2, 2016.

6.4 DECK QUOTE

Council reviewed a quote from Building Dreams Consulting Ltd. to rebuild the roof deck. The Council rejected this quote for \$13,101.63 because the Council received a better and more affordable quote.

6.5 CANSTAR INVOICE

Council reviewed the revised Canstar Restorations invoice for a water escape that happened in a second floor unit on August 24, 2012. The Strata had asked Canstar to revise their quote to remove some of the charges they felt were over charged during the restoration. Canstar reduced their quote by \$780.16 for a total revised quote of \$1,000.00. The Strata Manager advised the Council that the Baywest accountant was inquiring if there would be a charge back to the unit Owner. The Council discussed the area of the water escape and the Council members determined it originated inside the common wall and therefore the Council President said it was within the common property and a Strata Corporation expense. All Council members voted in favour except one Council member who abstained from the vote because the unit involved was their unit and therefore couldn't vote on the motion.

CARRIED

6.6 NORMAC APPRAISAL QUOTE

Council reviewed and approved a quote from Normac Appraisal for the renewal of their services to provide the Strata with a yearly appraisal for the Strata Corporation building. This appraisal is on a three year cycle where the Strata pays once every three years but receives an update every year. The appraisal is used by the Strata Insurance providers to determine the amount of Insurance coverage needed for the building and then Insurance premiums are based on the coverage needed.

CARRIED

6.7 SUNCOR

Council reviewed a previous invoice dating back to an appraisal provided by Suncor Appraisals from 2008 in the amount fo \$735.00. Suncor sent correspondence that they were contracted and did provide the service but the invoice was never was paid. The Council reviewed all of the correspondence and couldn't find any records that the Strata Corporation had paid this invoice.

It was moved and seconded to approve payment of this outstanding invoice.

CARRIED

6.9 REVIEW OF 2014-2015 PROPOSED BUDGET

Council reviewed a preliminary budget work sheet for the next fiscal year that will be presented at the upcoming annual general meeting. The Council made some revisions and the Strata Manager will tweak the budget for the next Council meeting. The April 17, 2014 will be the last regular Council meeting before the May 27, 2014 A.G.M. and the Council will have one final look at the proposed budget and make any further changes before the A.G.M. notice package is mailed out the Owners prior to the Annual General Meeting.

6.10 [HTTP://LMS2926.MYBAYWEST.COM](http://LMS2926.MYBAYWEST.COM)

Currently there are 12 owners out of 30 owners that are signed up for this free service. Please sign up for this useful tool. Mybaywest helps Strata Councils manage day to day operations and communicate with owners while giving owners access to important information such as minutes, bylaws, notices of pending schedules for work at the Strata and their own owner profile information. Please call Baywest at 604.714.6383 or email info@mybaywest.com to register.

7) TERMINATION

There being no further business, the meeting was terminated at 9:01 p.m.

The next scheduled Meeting will be Thursday April 17, 2014 at 7:00 p.m.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot.

There will be a charge for copies