

KINGS GARDEN – STRATA PLAN LMS 2926

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

CARETAKER

Brad Gartside
604-786-0713

STRATA MANAGER

Chris Drake
Direct Phone: (604) 595-1164
Fax: (604) 592-3645
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 9:01 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).

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance of strata and levy fees for the Residential sections was \$2,991.00.

This is largely due to none payment of strata fee and special levies. The remaining are for late payment penalties due to the increase of strata fees. 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.

The Council has sent out lien warning letters and the Council intends to lien the overdue accounts if the Owners do not respond within the deadline given in the lien warning letters.

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 GUEST SPEAKER – UNIT OWNER

The Council agreed to have a unit Owner address the Council at the Residential Council meeting to discuss his concerns about his parking allotment. The unit Owner claims the developer promised him two parking stalls but the Owner has no paper work to verify the claim. The Strata Council assigned a parking stall outside the gated area that is part of the limited common parking area of the Strata Corporation.

4.2 REIMBURSEMENT TO COUNCIL MEMBER

Council Vice President Arlene Johnston was issued a cheque for \$30.00 for reimbursement for dumping fees. Arlene has misplaced the cheque and requested to have the cheque re-issued minus the stop payment charge of \$12.50. The Baywest accountant was instructed to issue a new cheque.

4.3 COUNCIL MEMBER AT LARGE

Council had a discussion regarding a Council member who has not attended any of the Council Meetings since the Annual General Meeting. Council has asked the Strata Manager to send the Council member a letter to ask for their resignation as per the Strata bylaws:

As per Strata Bylaw 19.1: If a council member resigns or is unwilling or unable to act for a period of two or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term. The Council member has resigned from Council and apologized to the Strata for causing any inconvenience.

5) CORRESPONDENCE

All correspondence and emails will be forwarded to the Strata Manager. 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 placed 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.

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. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence as deemed necessary.

5.1 LIEN WARNING LETTERS

The Strata Manager sent out several lien warning letters to Owners who have overdue accounts. The Owners must reply within the time specified in the warning letters otherwise their unit will have a lien placed on it.

5.2 FLOORING UPGRADE REQUEST

The Strata Manager received an email from an Owner wishing to upgrade their carpet to laminate. The Strata Council reviewed the request and approved the request based on a professional installation and the 3 millimeter sound barrier underlay being installed. The Strata Manager sent out an assumption of liability form for the Owner to sign and return prior to the installation.

5.3 FORM K REQUEST

The Strata Manager sent out two form K request to a unit Owner who owns and rents out two units but hasn't supplied the Strata with a form K with their tenant's information. The Strata bylaws require all Owners to ask the permission of Council before they rent out their units and the Strata Corporation requires that a form K tenant information form is filled out prior to the commencement of the lease. Kings Garden Strata bylaw:

7. Duty to inform Strata Corporation

7.1 An owner must notify the strata corporation:

- (a) within two weeks of becoming an owner, of the owner's name, strata lot number and mailing address outside the strata plan, if any; and
- (b) within two weeks of any mortgage or other dealing in connection with the owner's strata lot, of such mortgage or other dealing.

7.2 On request by a strata corporation, a tenant must inform the strata corporation of the tenant's name and the strata lot which the tenant occupies.

The unit Owner can face a bylaw fine if they don't send in the requested information to the Strata Corporation.

5.4 UNIT OWNER – PARKING STALL INQUIRY

The Strata Manager received several letters from one Owner regarding their parking stall assignment that was initiated by the sale of their Strata lot. The Owner is an original Owner but doesn't have any parking stalls assigned to their unit. Over the years their handicapped tenant was allowed to park in the commercial handicapped parking stall. The Strata Council reviewed the Owners request and the Owner was assigned a parking stall outside the parking gate but within the limited common property designated parking area of the Strata Corporation. The Council also noted that the Owner will not have parking stall #75 assigned as requested because this would leave the current assigned Owner with a non-assignable parking stall.

5.5 UNIT OWNER – PARKING STALL INQUIRY

The Strata Manager received an email from an Owner wanting to confirm their parking stall assignment. The unit Owner received a letter from the previous Owners signed by their lawyer that two parking stalls came with the unit. The Council discussed the Owners letter and the Council

President explained that the unit Owners do not own the individual parking stalls as they are part of the Strata Corporation and every Owner owns a piece of the entire parking area as limited common property but not the individual stalls. The Strata Corporation assigns the parking stalls to the Owners and in this Owners case they did have one parking stall assigned to them and Council confirmed this was the proper assignment.

5.6 STORAGE LOCKERS

The Strata Manager received an email from the Council President regarding the re-assignment of the storage lockers. Some units have been re-assigned to the new lockers and the process will continue until all Owners have their new locker assignments. Council President Julie Moore will be contacting Owners directly to give them their new locker assignments.

5.7 NEW KEY REQUEST

The Strata Manager received an email from an Owner asking for a new key to the front entrance door because their current key doesn't work very well. The Strata Council Vice-President, Arlene Johnston will provide a new key to the Owner. The Strata will charge back the unit Owners account in the amount of \$25.00 for the new key.

(6) NEW BUSINESS

6.1 CLEANING OF PARKING STALLS AND LOCKERS

The Council sent out a notice to all Owners to have their parking stalls cleaned out. The Strata bylaws do not allow anything to be stored in the parking stalls. Parking stalls are for insured vehicles that are owned by the unit Owners or their tenants only. The Storage locker area has storage items improperly stored and the fire department have recently noted the problems during an inspection. The Strata Corporation has unit March 13th to clean up the areas of illegal storage in both the parking stalls and the storage locker areas to avoid a fine from the fire department.

6.2 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 felt the budget looked good and once the charges are removed from the current Residential budget it will change some of the deficit numbers for the upcoming budget. The April 17, 2014 will be the last regular Council meeting before the May 27, 2014 Annual General Meeting ("AGM") and the Council will have one final look at the proposed budget to make any further changes before the AGM notice package is mailed out to the Owners prior to the Annual General Meeting.

6.3 [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 9:30 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.