

**KINGS GARDEN – STRATA PLAN LMS 2926S**

**LOCATION:**

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

**STRATA COUNCIL**

2014 / 2015

**PRESIDENT**

Julie Moore

**VICE PRESIDENT**

Arlene Johnston

**TREASURER**

Colin Naples

**SECRETARY**

Chuck Wren

**AT LARGE**

Mark Conn  
Robert Sandberg  
Allison Gartside

**CARETAKER**

Brad Gartside  
604-786-0713

**STRATA MANAGER**

Chris Drake  
Direct Phone: (604) 595-1164  
Fax: (604) 592-3645  
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**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](http://www.baywest.ca)  
Open 'Help Centre'  
Follow prompts

**ATTENDANCE:**

Julie Moore  
Arlene Johnston  
Robert Sandberg  
Chuck Wren  
Colin Naples  
Allison Gartside

**REGRETS:**

Mark Conn

Chris Drake, Baywest Management Corporation

**(1) CALL TO ORDER**

The President called the meeting to order at 7:12 p.m.  
A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held  
on April 17, 2014 and there being no errors or omissions  
noted, it was moved and seconded to approve the Minutes  
of April 17, 2014 as distributed. **CARRIED**

**(3) FINANCIAL REPORT**

**3.1 FINANCIAL STATEMENTS**

It was moved and seconded to approve the Financial  
Statements for the period from March 1 to June 30, 2014  
as presented. **CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date,  
the outstanding balance is \$6,541.62. A lien warning letter  
will be sent after ninety days to the strata lot owner 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 ANNUAL FIRE AND SAFETY INSPECTION**

The Strata's annual fire and safety inspection was conducted on Wednesday March 5, 2014 by Fire Pro. Two units still need to provide access for a follow up inspection. A new inspection date will be scheduled and the two Owners who still need their units inspected will be sent a notice letter and they will be charged back for the additional service call.

##### **4.2 FIRE INSPECTORS RECOMMENDATIONS**

The Strata has completed all the recommendations that were noted on the Fire Inspectors report from February 21, 2014.

##### **4.3 ONSIDE – UNIT PIN POINT WATER TEST**

An Owner requested follow up to a pin point water test that had previously been conducted at their unit. Council had Best Quality Roofing inspect the inside and outside the unit and found no active water ingress. The Owner noted some wood floor buckling but that was dry and could have been from a previous water escape. The Owner and their tenant will monitor the Strata lot for any changes.

##### **4.4 FIRE PLAN – CANADIAN EMERGENCY CONSULTANTS**

Canadian Emergency Consultants have now completed the new fire plan for Kings Gardens and the Strata Manager delivered it to the Council at the meeting. The Strata Council will be reviewing the new fire safety plan and then displaying it near the fire panel as per the Fire Inspectors recommendations.

##### **4.5 POWER WASHING**

Council contracted One City Window cleaners to clean the exterior of Kings Garden, including the balcony floors on Tuesday July 22, 2014. Council Vice President negotiated down the original quote of \$4,800 to \$3,000 from One City. The cost will be split between the Corporate section and the Residential section.

##### **4.6 [HTTP://LMS2926.MYBAYWEST.COM](http://LMS2926.MYBAYWEST.COM)**

Currently there are 13 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](mailto:info@mybaywest.com) to register.

All council meeting minutes are put on this website and owners with computers are requested to sign up to obtain a copy of the minutes or any notices that are published. They will assist with the Strata Budget.

## 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 so Council can address them at the next Council Meeting.

**5.1** Correspondence was received from Zavosh Consulting, who have been contracted to develop the depreciation report for Kings Garden. Zavosh Consulting requested approval from the Council to spend up to \$900.00 to obtain architectural and survey drawings of the Strata building to help them prepare the Depreciation Report. The Council reviewed this request at the meeting and voted in favour to spend up to \$900.00 to obtain the drawings for the City of New Westminster. **CARRIED**

**5.2** The Council reviewed a request from the commercial section with regards to the parking stall ownership dispute. Representative from the Commercial Section has requested a mediation with the Strata Council to resolve the issue.

Strata Council has not approved the Commercial Section's request for mediation. The Strata Corporation has a legal opinion from the Strata Corporation's lawyer and to condense the very detailed opinion into a brief statement, the opinion provided to the Strata Council is while the Commercial Strata Lots, who were also the Developer at the time the strata building was build, had expressed an intent to have a 99 year lease but the necessary legal process to establish this was not completed, thus not filed with the City of New Westminster's land titles. The Strata Corporation lawyer explored all possibilities but found no grounds to support the Commercial's claims of control over the whole of the parking for Kings Gardens. Therefore there is no parking lease - in fact there was never a parking lease, only the intent which was never legally established.

The Commercial have received this legal opinion and are well aware of lack of legal standing for their claim to the P2 parking.

As the Commercial Section has no control over the parking established on the Strata Plan as Limited Common Property for the use of strata lots 3-30 they have no grounds to:

- a) claim that the Residential Section is required to pay for the use of P2 parking, or
- b) request the Strata Corporation spend any more time or money in discussions regarding this issue, or
- c) designate parking spots to any resident owner in the P2 parking.

All parking spots for strata lots 3-10 is designated by the Strata Council only.

The only authority who has greater legal weight then the Strata Corporate's lawyer would be a court judge, so unless the Commercial Section chooses to take this before the courts the Strata council considers this matter closed.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council so Council can address them at the next Council Meeting. Non-urgent and routine correspondence will be dealt with 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. Council will respond either in the minutes or by correspondence as deemed necessary.

## 6) **NEW BUSINESS**

### 6.1 **APPRAISAL**

Council reviewed the year 3<sup>rd</sup> year appraisal from Suncorp Valuations putting the property coverage for Kings Gardens at \$7,855,400. This information will be used by the Strata's insurance agency when they provide the new insurance coverage and premium for the August 28, 2014 insurance renewal date. The Council has contracted Normac Appraisals to do the building appraisals for the next three years.

### 6.2 **IDEAL DOOR - QUOTES**

Council reviewed some recommendations from Ideal doors to add a safety bottom edge to the garage door and to replace the 17 year old garage door motor. Council decided to seek two more quotes before making any decisions to upgrade the current system.

### 6.2 **ALARM MONITORING QUOTE**

The Strata Manager received an alarm monitoring quote from Acme alarms the current Strata alarm monitoring company. The new quote will upgrade the system and Acme will provide alarm monitoring for \$39.95 with a three year contract. Currently the Strata are paying \$199.00 a month on an old monitoring system. The Council unanimously approved the Acme quote. **CARRIED**

### 6.3 **STRATA INSURANCE RENEWAL**

The Strata Manager has asked for two quotes from two insurance companies for comparison on coverage and premiums as the Strata's insurance renewal date is August 28, 2014.

### 6.4 **ROOF REPAIR UPDATE**

The Council reviewed the progress on the roof repair. The main repairs have been completed and the roof deck can be installed at any time on the south roof. Best Quality Roofers still need to do some sealing on some broken seams and they have ordered the flashing.

### 6.5 **ROOF TOP AIR EXCHANGE FAN**

A quote was received from DMS Mechanical to supply and install one new make-up air heating section in the amount of \$7,238.18 plus tax and permits. The heater on the one air exchange unit has failed a year or so ago. The Strata has been operating without it and the Council recommends tabling the replacement at a future date.

The air fan unit is operational and the Council recommended adding a timer to the unit to save energy over the year. A quote was received from DMS Mechanical for the control timer for the north make up air unit for \$850 plus tax and the energy saved over one year would be enough to pay for the timer.

It was moved and seconded to approve the control time in the amount of \$850 plus tax. **CARRIED**

### 6.7 **FRONT DOOR REPAIRS**

Accurate Lock reinforced the front door with a new knob and lock and parts are on order for a new plate to be put on the front door. The front door was breached and a mail box panel was damaged. Accurate lock fixed the mail box panel and secured it so that Canada Post would start delivery again. Caretaker Brad Gartside followed up with Accurate Lock and the security cover for the front door has now been installed.

**6.8 REVIEW PARKING GATE – MOVING THE GATE**

The Strata Council tabled this item for the next Council Meeting.

**6.9 REVIEW CARETAKER DUTIES**

The Strata Council decided that they should table this item to the next meeting and request the Strata Caretaker, Brad Gartside attend each council meeting as a guest as of the next council meeting.

**6.10 NEW LIGHT FIXTURE FOR BUILDING DRIVEWAY**

Council President Julie Moore noticed the light fixture at the building driveway was broken when reviewing the gate repairs. Julie has sourced out some exterior light fixtures at a local hardware store that would be appropriate for this location and would only cost between \$35 and \$45 dollars.

It was moved and seconded to approved the expenditure up to \$45 plus tax for a light fixture replacement. **CARRIED**

**7) TERMINATION**

There being no further business, the meeting was terminated at 8:30 p.m.

**Kings Garden will be switching to accounting only with Baywest Management on August 1, 2014. Any inquiries after August 1, 2014 should be made to Council Vice President Arlene Johnston at [ajohnston@baywest.ca](mailto:ajohnston@baywest.ca) or by calling her direct line at 604.714.6386**

The next scheduled Meeting will be on Wednesday September, 17, 2014 at 7:00 p.m. in unit 201.

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