

KINGS GARDEN – STRATA PLAN LMS 2926

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
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
Chuck Wren
Colin Naples
Robert Sandberg
Allison Gartside

REGRETS:

Mark Conn

Chris Drake, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 8:30 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 of 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 of strata and levy fees for the Residential sections was \$13,745.50. It was noted that most of the arrears is for levies passed at the recent Annual General Meeting. and most of money owed to the Strata has payment schedules that are not yet due. Owners are reminded that the Special levy for the previous fiscal year deficit recovery was due on July 1, 2014. Council has given a month grace period for Owners to pay the levy without late penalties. Late payment penalties will be applied after August 1, 2014.

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 LOCKER ASSIGNMENTS

The Council President has organized the allocation of the new lockers and new locker assignments and notices will be posted on the locker doors with reassignment information. One owner has occupied a locker without it being assigned. A note will be posted on that locker to contact the Strata President, otherwise items will be removed at owner's expense.

4.2 ORIGINAL LOCKERS

Council decided to table the discussion about installing screens above the lockers and a door by the crawlspace storage area until after Council has had a meeting with Markic Development and Restoration (M.D.R.), the same contractor that built the new storage lockers.

4.3 CARPET PROJECT

Council discussed the on-going carpet project and now that the Strata have funds to complete the project, Council voted to proceed with completing the final components of the project in the fourth floor North block

4.4 ROOF DECK

Council discussed the replacement of the roof deck, as per the Resolution passed at the Annual General Meeting. With the warm weather here it would be a good time to have the roof deck built. Council has requested to have the money borrowed from the Contingency Reserve Fund and paid back as the special levies are collected.

It was moved and seconded to approve to have the money to pay for the deck replacement in the amount of \$12,252 to be paid out of the Contingency Reserve Fund (CRF) as per Strata Property Act Section 95A & Strata Act Regulations 6.3(1) which states the loan is to be repaid by the end of that fiscal year of the Strata Corporation.

4.5 BALCONY REPAIRS

Council decided to have the balcony for unit 409 repaired the same time as the roof deck is built.

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 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. This will assist with the Strata Budget.

5) **CORRESPONDENCE**

Council dealt with correspondence received as follows:

Councils decisions and actions may be reflected in these minutes or Residents may receive a direct response from a Council member

5.1 COUNCIL LETTER TO OWNER

An Owner requested to have a letter from the Council to validate that his unit was repaired by Strata two years previously after a water leak in his bathroom. The Owner wanted written verification for a tenant issue. Council agreed and supplied the letter to the Owner.

5.2 FORM K REQUEST

The Strata Manager sent a form K request to a unit Owner who owns and rents out a unit 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.

5.3 OWNER REQUEST

A new Owner sent in correspondence asking if the Strata would pay for window screens. This is an Owner's responsibility and the Council approves any Owner who wants to buy screens for their windows as long as they color match the window (white in color) and fit the window size.

5.4 FIRE INSPECTION

An Owner inquired about the rescheduled time of a second inspection for the annual fire and safety inspection. The Strata Manager provided the date and time and the Owner had their tenant provide access for the mandatory inspection.

5.5 UNIT OWNER – REQUEST TO HAVE LATE FEES WAIVED

The Council received a letter from a unit Owner requesting to have their account late penalty fees and interest waived.

The Council reviewed and denied the request. Owner have received copies of the minutes noting levies and 2014/2015 strata fees as well as a letter from Baywest specifically notifying owners about the change of strata fees and that levies would be due and payable.

Owners are reminded to check their copy of the Annual General Meeting minutes to ensure they are informed of any changes to strata fees and/or due and payable levies. Anyone with questions can contact Baywest Accounting to check the status of their account or contact the Strata Council to check on changes / updates related to the strata. Please notify Baywest Accounting of any changes to address to ensure they are able to forward account statements.

5.6 PARKING STALL CLEAN UP

Council sent a letter to an Owner to have various items cleaned up from their parking stall and to have an uninsured vehicle moved or insured. All items have been cleaned up and the vehicle has been moved by the Owner's tenant.

5.7 LEVY PAYMENT QUESTION

An Owner emailed Council requesting they do not receive a late levy penalty for July 1, 2014. The Owner was not charged any late fees because the Council is giving the Owners a one month grace period due to lack of notice of the July 1, 2014 levy payment. Penalties will be assessed after August 1, 2014 for any Owners who still owe money for the July 1, 2014 deficit recovery Special levy.

5.8 UNIT CHARGE BACK – RESPONSE FROM OWNER

An Owner struck the parking gate and caused damage. Council had the gate fixed by Ideal doors and the cost of repairs (\$228.38) was charged back to the unit Owner. The Owner felt the repair charge was too high of a cost. Council discussed this repair charge and agreed it was in-line with industry standards for such a repair. Council has directed the Strata Manager to contact the Owners to inform them that they are responsible for the charge back cost for \$228.38 for the repair of the garage door.

5.9 OWNER'S REQUEST TO CHANGE LEVY PAYMENT SCHEDULE

An Owner inquired to Council asking for an altered levy payment. The Council reviewed the request about was unable to approve the request. Owners voted for the specific levies and levy installments dates, therefore Council is required to support and uphold the schedule of payments voted by the Owners.

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 DMS PLUMBER

An Owner contacted the Council President to ask if they could have D.M.S. Mechanical visit their unit to look at a plumbing issue. The Council agreed but informed the Owner if D.M.S. finds the clog to have originated within the Strata lot then the Owner will be charged back for the repair costs. If the clog is found in common property pipes, then the Strata will pay for the repair costs. D.M.S. will make arrangements with the unit Owner for a service date.

6.2 FIRE PLACE CLEANING

Council discussed having the fireplaces cleaned in the building as a maintenance and safety item. The fireplaces are an Owner responsibility for repair and upkeep and Council Vice-President Arlene Johnston has set up a group price for \$50.00 per unit if the Strata have a minimum of ten units signed up and interested to receive the group pricing. Each Owner interested would have to pay \$50 dollars for the inspection and cleaning plus any repairs. Council will have a sign up sheet in the common front lobby and Owners are asked to sign up by August 10, 2014 to receive the group rate.

6.3 TERMINATION OF FULL SERVICE AT BAYWEST

Notice was given to Kings Gardens by Baywest Management on the evening of the Annual General Meeting of an increase in management fees with an option to continue with them with an increase in management fees, or to go 'accounting only' with a more acceptable fee structure. As we had not budgeted for such an increase, we were forced to go accounting only to stay within our Budget. As of August 1, 2014 Baywest will no longer be our full service Property Management Company. Kings Garden will be self-managed with Baywest doing accounting only.

Any inquiries after August 1, 2014 should be made to Council Vice President Arlene Johnston at ajohnston@baywest.ca or by calling her direct line at 604.714.6386

(7) TERMINATION

There being no further business, the meeting was terminated at 9:25 p.m.

The next scheduled Meeting will be on Wednesday September, 17, 2014 after the Corporate Meeting 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.