

STRATA CORPORATION COUNCIL MEETING MINUTES WEDNESDAY SEPTEMBER 17, 2014
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

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

BAYWEST MANAGEMENT

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

E-MAIL

service@baywest.ca

ATTENDANCE:

Julie Moore
Arlene Johnston
Robert Sandberg
Mark Conn
Colin Naples
Allison Gartside

REGRETS:

Chuck Wren

Guest: Brad Gartside, Caretaker

(1) CALL TO ORDER

The President called the meeting to order at 7:13 p.m.
A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held on July 23, 2014 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes of July 23, 2014 as distributed. **CARRIED**

The minutes were posted on mybaywest.

2.1 MEETING SCHEDULE

2014 / 2015 Meeting Schedule – 4 Council & 1 AGM

1. Wednesday, July 23, 2014
2. Wednesday, September 17, 2014
3. Thursday, December 11, 2014 – **Pre-Budget**
4. Wednesday,, March 18, 2015 – **Budget & AGM Resolutions**
5. Wednesday, May 27, 2015 – **Annual General Meeting**

2.2 MAINTENANCE SCHEDULE

1. Carpet cleaning – October 2014
2. Fire extinguisher testing – April, 2015
3. Perimeter drains upgraded to once a year
4. Dryer vent, inside only vent cleaning every second year; inside and outside vent every other year.
5. Roof annual maintenance – summer of 2015

3.1 FINANCIAL STATEMENT

It was moved by the Treasurer and seconded to approve the financial statements from July 1, 2014 to August 31, 2014. **CARRIED**

3.2 ACCOUTS RECEIVABLE

It was reported that, as of the meeting date, the outstanding balance is nil..

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 annual fire and safety inspection was conducted on Wednesday March 5, 2014 by Fire Pro. The two units that needed to provide access were accessed and all deficiencies have been completed. Next inspection is scheduled for April, 2015.

4.2 FIRE SAFETY PLAN

The Strata Council reviewed and approved the new fire safety plan. Canadian Emergency Consultants have sent it to the New Westminster Fire Department for review. Once complete the final copy will be delivered to the Strata Council for display near the fire panel as per the Fire Inspectors recommendations

4.3 DEPRECIATION REPORT

Zavosh Consulting reported that he is approximately 80% complete in finishing the Depreciation Report. Council will request the blueprints that the Strata has paid for be delivered with the Depreciation Report.

4.4 PARKADE DOOR QUOTE

Council reviewed quotes from Ideal Door and Precision Door for the repairs and maintenance of both P1 & P2 parkade gates. Out of the two quotes, council preferred the quote from Precision Door.

Repairs: Council approved Option #2 from Precision door quote for a custom aluminum open picket style 3 piece gate with perforated aluminum sheeting welded to the insides of all three sections.

- Powder coated while.
- Hardware to be one heavy duty Manaras 1/2 h.p. trolley style gate operator, complete with time delay
- Re-use existing field controls

Cost: \$6,495 plus tax. This will be put into the 2015-2016 Budget.

Maintenance: Scheduled maintenance for 2 parkade gates and motor operators 4 times per year. Cost will be \$145,00 per visit plus applicable parts and tax. Total \$580 plus tax annually)

It was moved and seconded to approve the maintenance quote from Precision Door. **CARRIED**

Council will inform Ideal Door of council's decision.

4.5 MOVING PARKING GATE

Council has tabled this item to be included in the 2014-2015 budget.

4.6 CARETAKERS DUTIES

Itemized reports will be submitted to council once a month.

August 5 – 29, 2014

- One City Window Washing power washed building and then washed the windows. They came back to power wash the back stairs leading to 4th Ave on August 7;
- Richmond elevator arrived August 8 for their monthly service,
- Atlas alarms on site August 8,
- Richmond elevator on site Aug 11,
- Fire Pro technician replaced missing smoke detector in one unit Aug. 15,
- Normac Appraisal onsite for review of property,
- Richmond elevator on site August 25.

Council requested Brad to check out the smell in the P2 elevator waiting room off parkade.

4.7 NEW LIGHT FIXTURE

Julie will pick up the new fixture for the building's driveway to be installed by an engineer. Arlene will arrange for the electrician.

4.8 ONE CITY WINDOW WASHERS

Council to request One City Window Cleaners to come back and clean the driveway of bird excrement also east facing exterior wall of front stairwell needs to be cleaned.

5) **CORRESPONDENCE** – no correspondence at this time

Council dealt with correspondent received as follows:

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

Please drop your questions in the Strata Mail Box in the lobby.

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 placed 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 year new appraisal from Normac Appraisal Ltd. putting the property coverage for Kings Gardens at \$8,400,000. The cost of the appraisal was \$525.00.

It was moved and seconded to approve the invoice for the appraisal report.

CARRIED

6.2 INSURANCE

Quotes were received for Strata Insurance coverage from BFI and Hub Coastal. Council found the quote from Hub Coastal more reasonable and, in Council's opinion better coverage. Hub International Coastal Insurance Broker submitted the new insurance policy for the term of 08/28/2014 to 08/28/2015 in the amount of \$17,760. .

It was moved and seconded to approve the policy be paid out of the Contingency Reserve Fund (CRF) as per Strata Property Act Section 95(4) & Strata Property Act Regulations 6.3(1) which states the loan is to be repaid by the end of that fiscal year of the Strata Corporation.

CARRIED

6.3 FIRE SAFETY COMMITTEE

Volunteers for Fire Safety Committee are Brad Gartside and Allison Gartside. Fire-Pro to be contacted for training.

6.4 BALCONY REPAIR

Two balconies have structural issues that need to be repaired. Markic Development and Restoration (M.D.R.), have quoted to repair these balconies for approximately \$1,500.00

It was moved and seconded to approve this quote.

CARRIED

6.5 AGENCY AGREEMENT

The Council reviewed the Agency Agreement received from Baywest and notated the amounts on the contract were incorrect. New agreements will be requested to be reviewed.

7) TERMINATION

There being no further business, the meeting was terminated at 8:27 p.m.

Kings Gardens was switched to accounting only with Baywest Management on August 1, 2014. Any accounting inquiries should be made to the accounting department at Toll Free 1-877-585-4411 or email service@baywest.ca

The next scheduled Meeting will be on Wednesday December 11, 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.