

STRATA RESIDENTIAL COUNCIL MEETING MINUTES THURSDAY, DECEMBER 11, 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
604-374-4564

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
Allison Gartside
Chuck Wren

REGRETS:

Colin Naples
Mark Conn

Guest: Brad Gartside, Caretaker

(1) CALL TO ORDER

The President called the meeting to order at 8:50 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

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

The minutes were posted on mybaywest.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENT

It was moved and seconded to adopt the Financial Statements for the period of September 1, 2014 to November 30, 2014. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Council reported that, as of the meeting date, the outstanding balance owed by owners to the Strata Corporation Residential Section was \$3,191.33 which is due to none payment of strata fee and special levy fees that were due on July 1, August 1, and September 1, from two units, late payment penalties on three units and short payment on one unit.

The Strata Corporation runs on the monthly strata fees paid by owners. When the strata fees, special levies 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.

As the balance remains outstanding for two units, the Strata Corporation has, without further notice to the unit owner, filed a Certificate of Lien (in Form G) against the title to both strata lots, pursuant to s. 116 of the Strata Property Act. The cost for administration of arrears receivables, (\$420 administration and debt recover charged to owners account), was charged to both strata lots.

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 ASSIGNMENT

The Council President organized the allocation of the new lockers and new locker assignments and notices have been posted on the locker doors with reassignment information. Allocation assignments for the new lockers (storage locker "B") are complete.

4.2 ORIGINAL LOCKERS

The enhanced security for locker room "A", lockers 11-19, and the gate to close the alcove under the stairs will be put on the 2015 – 2016 Budget. The budget cost is approximately \$1,700 - \$2,000.

4.3 CARPET PROJECT

A 50% deposit on the remaining balance owing in the amount of \$1,903.98 was sent to Exclusive Flooring. The carpet for the 4th floor North and cove base for all floors except the main lobby was ordered but is on back order at the Mill until the end of January, 2015. The installation will be scheduled for the first week in February and will take two days for installation. Notices will be posted for owner information once the date is confirmed.

4.4 ROOF DECK

Invoice in the amount of \$9,075 plus tax for the roof deck and \$1,760 plus tax for the rubber shims for underneath the deck was received from Markic Development and Restoration (MDR). The deck is complete and the lock on the roof top door will be changed back to the master key.

It was moved and seconded to pay this invoice.

CARRIED

4.5 BALCONY REPAIRS

Balcony repairs were done to Unit 403 and Unit 409, along with railing maintenance in the amount of \$1,680 plus tax.

It was moved and seconded to pay this invoice.

CARRIED

4.6 FORM K – TENANT INFORMATION

Currently there are 9 units that are rented, 2 are vacant but only 3 units have submitted a Form K. As per the Strata Bylaws 7.1 (a) & 7.2:

7.1 (a) An owner must notify the strata corporation within two weeks of becoming an owner, of the owner's name, strata lot number and mailing address outside the strata plan.

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.

IMPORTANT NOTICE TO TENANTS:

1. Under the Strata Property Act, a tenant in a strata corporation must comply with the bylaws and rules of the strata corporation that are in force from time to time (current bylaws and rules attached).
2. The current bylaws and rules may be changed by the strata corporation, and if they are changed, the tenant **must** comply with the changed bylaws and rules.
3. If a tenant or occupant of the strata lot, or a person visiting the tenant or admitted by the tenant for any reason, contravenes a bylaw or rule, the tenant is responsible and may be subject to penalties, including fines, denial of access to recreational facilities, and if the strata corporation incurs costs for remedying a contravention, payment of those costs.

Council requested a letter be sent to each unit owner with the Form K attached. For any unit owner who does not comply, bylaw fines may be applied.

4.7 FIREPLACE CLEANING

10 units were scheduled to be cleaned / repaired. If you missed having your fireplace cleaned please contact Zisis Anagnostos at: cell 604-968-6100, home phone 604-523-9992 or email zisis_ana@yahoo.ca while he is still offering a group rate.

It is important to have the entire fireplace cleaned and ready for another year of use, including cleaning any residue from the glass doors, inside and out.

One thing you don't ever want to take for granted year in and year out is that the equipment in a gas fireplace is operating the way it should. Over time, valves and connections could develop leaks. Thermopile and thermocouple could not be working and/or need cleaning. The ceramic logs should be checked to ensure they are properly placed and in working condition.

Gas Fireplaces are required by the Canadian Gas Association (CSA) to be inspected before each use, and checked annually by a qualified professional serviceperson.

4.8 ROOF TOP UNIT TIMER

Invoice 50935 was received from DMS Mechanical Ltd. in the amount of \$808 plus tax for the installation of rubber isolation pads for the north building air-exchange fan and also the installation of the time clock. As the fan is noisy and does not run 24/7, the timer will turn the fan off when it is not needed.

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

CARRIED

4.9 ELEVATOR FAN

Invoice 50934 was received from DMS Mechanical Ltd. in the amount of \$758 plus tax for the replacement of the elevator machine room exhaust fan which failed due to the blower wheel hub broke.

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

CARRIED

4.10 AGENCY AGREEMENT

The new Accounting Only agency agreement was submitted to council for signing. The new Management fee for this service will cost the Residential section \$346 plus tax per year.

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

Currently there are 14 owners out of 28 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 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) **MAINTENANCE**

5.1 **CARPET CLEANING**

Invoice 18512 was received from ServiceMaster Clean in the amount of \$550 plus tax for the cleaning of all the common areas except the 4th floor north.

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

CARRIED

(6) **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.

6.1 An Owner requested to replace their carpet with laminate flooring. Council approved the request under the conditions that the underlay must have FICC rating equal to or above 60 and all materials will be removed from site and not left for the Strata Corporation's waste removal company to remove.

An approval letter was sent stating all stipulations necessary. An Assumption of Liability form (AOL) was attached stipulating that the form had to be signed and returned prior to any work starting. The signed AOL has not been returned to date.

6.2 A Certificate of Lien was filed against the title of a strata lot for outstanding strata fees and special levies owing to the Strata Corporation Section and Residential Section. The administration of arrears receivable in the amount of \$420 was also charged to the strata lot. This account is now up-to-date.

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.

(7) **NEW BUSINESS**

7.1 **DRYER VENT CLEANING**

A quote in the amount of \$980 plus tax was received from National Air for the cleaning of the dryer vent cleaning inside and outside for the 28 residential units. Council has asked for a revised quote as the dryer stacks are on the roof and no chairs are necessary.

7.2 **PROPOSED BUDGET**

The Vice-President submitted a proposed budget for council to review. The budget was reviewed and all necessary changes made to Council's satisfaction. The Proposed Budgets will be put on the next Agenda for fine tuning before being presented to the owners at the Annual General Meeting.

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

7) **TERMINATION**

There being no further business, the meeting was terminated at 9:50 p.m.

The next scheduled Meeting will be on Wednesday March 18, 2015 in Lobby

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.