

**BEL AIR – STRATA PLAN BCS 1265****LOCATION:**

6:30pm  
208-2828, Yew Street  
Vancouver, BC, V6K 4W5

**STRATA COUNCIL  
2014/2015****PRESIDENT**

Bob Richardson

**VICE-PRESIDENT**

Mike Zitka

**TREASURER**

Tim Grant

**AT LARGE**

Trevor Johnstone  
William Cheung  
Claudio Pini  
Mohamed Khedr

**STRATA MANAGER**

Lucian Naita

Email: [service@baywest.ca](mailto:service@baywest.ca)

**ALL ACCOUNTING INQUIRIES**

Toll Free 1-877-585-4411

**BAYWEST MANAGEMENT  
301-1195 WEST BROADWAY  
VANCOUVER, B.C. V3W 6Y3  
24 Hour Line: (604) 257-0325**

**ATTENDANCE:**

Bob Richardson  
Mike Zitka  
Claudio Pini  
William Cheung  
Tim Grant  
Trevor Johnstone

**REGRETS:**

Mohamed Khedr

Lucian Naita, Baywest Management Corporation

**(1) CALL TO ORDER**

The President called the meeting to order at 6:40 p.m. A quorum was established.

**(2) APPROVAL OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held October 28, 2014 & February 03, 2015 and there being no errors or omissions noted, it was moved and seconded to approve the Minutes as distributed. **CARRIED**

**(3) FINANCIAL REPORT****3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements for the periods ending October 31 to December 31, 2014 & January 31 to March 31, 2015 as distributed. **CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that, as of the meeting date, the outstanding balance was \$4,722.79.

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 letter 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. 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 MINUTES**

#### 4.1 HOT WATER RECIRCULATION

In follow-up to section 4.5 of the previous minutes, the Strata Manager informed Council that Latham's hasn't yet provided the Strata Corporation with the report concerning the state of the plumbing system. After discussion, Council directed the Strata Manager to obtain from Latham's a firm date when the report would be ready.

An update will be provided at the next meeting.

#### 4.2 COMMON AREA REPAIRS

In follow-up to section 4.7 of the previous minutes, Council reviewed four (4) updated budgetary estimates for repairs at the parkade ramp as well as other areas of common property. Council decided to recommend that an allocation from Contingency Reserve of \$30,000 for these repairs be recommended for approval at the AGM. Council will request more firm and detailed estimate from at least 2 contractors and after assessment a decision on proceeding will be communicated electronically to the Strata Manager. The Council expects work on the most important repairs will commence during the summer and Occupants should expect some disruption in traffic to and from the parkade, details to be provided in the future.

An update will be provided at the next meeting.

#### 4.3 ORGANIC PROGRAM

In follow-up to section 6.2 of the previous minutes, Council electronically reviewed and approved the contract in the amount of \$399 plus tax per month (\$89 for the Organic waste & \$310 for the regular waste collection) with Smithrite. **CARRIED**

#### 4.4 BYLAWS

In follow-up to section 6.3 of the previous minutes, Council reviewed and discussed the draft Bylaw amendments prepared by Strata's Legal Counsel. The finalized Bylaws will be brought to owners' attention for approval at the upcoming Annual General Meeting.

#### 4.5 WATER INGRESS

In follow-up to section 5.3 of the previous minutes, Council electronically reviewed and approved a quote in the amount of \$1,948 plus tax from On Side Restoration. The amount covers the repairs to two units due to a Strata pipe failure that occurred in the hot water recirculation system. **CARRIED**

#### (5) CORRESPONDENCE

**The correspondence was dealt with by Council as follows:**

**5.1** Arrears – Council reviewed the outstanding Strata Fees owing by a unit and after discussion Council decided that a Demand Letter should be sent to the respective unit at the earliest convenience.

**5.2** Owner's Information Form – Council reviewed letters sent to three (3) units to complete the Owner's Information Form to ensure the Strata Corporation has the necessary contact information in case of an emergency.

**5.3 Unit Alteration & Window Seal** – Council reviewed an alteration request from a unit. Apparently, the owner can hear the alarm clocks from other units and would like to insulate their unit accordingly. Council directed the Strata Manager to obtain additional details from the unit before approving the work.

The same unit reported that the rubber seals on their windows appear to be in poor condition (soft and sticky). After discussion, Council is of the opinion that actually the rubber seals are in good condition if they appear to be soft and sticky. When rubber seals lose these properties they tend to become hardened and crack.

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.

## **(6) NEW BUSINESS**

### **6.1 LANDSCAPING**

Council electronically reviewed and approved the Landscaping contract in the amount of 375.67 plus tax per month with Rakes & Ladders. **CARRIED**

The contractor will be reminded that the scope of work includes all Landscaping terrain which is the property of BCS 1265.

### **6.2 PHONE LINES**

Council reviewed the termination letter sent to Telus for two (2) phone lines (604.731.1045 & 604.731.1065) effective March 17, 2015. Telus will be contacted to ensure the termination letter has been received and that no invoices will be sent in the future for the above mentioned phone lines. The Strata is able to terminate these lines due to consolidating alarm monitoring with Arpel.

Council directed the Strata Manager to contact Shaw and obtain an estimate for a business phone line to replace the current Telus line, potentially at a cost saving. Council requested that this change, if beneficial, be completed by May 31, 2015.

### **6.3 DRYER VENTS**

The dryer vent cleaning has been completed by National Air on April 14, 2015. Council reminds all owners that the vents are only cleaned from the outside of the units and that the interior cleaning is units' responsibility.

### **6.4 FIRE SYSTEM**

Council electronically reviewed and approved the fire deficiencies quote in the amount of \$444.69 (tax included) from Voltech to replace four (4) emergency lighting batteries and one (1) missing head wrench in the common areas. **CARRIED**

### **6.5 FINANCIAL STATEMENT OF OPERATIONS**

Council instructed the Strata Manager to attach the latest approved Financial Statement of Operations to the Meeting Minutes of each Strata Council Meeting henceforth.

### **6.6 2015-2016 BUDGET**

Council reviewed, amended and approved the 2015-2016 fiscal year budget. The Council asked the Strata Manager to provide a list of accounts that could be used to breakout and provide some details of the Maintenance and Repair budget line. The finalized budget will be brought to owners' attention for approval at the upcoming AGM.

#### **6.7 AGM**

The next AGM has been scheduled for Tuesday, May 26, 2015 at 6:30pm in the building's lobby. The registration starts at 6:15pm.

#### **6.8 ASSOCIA ON CALL**

To ensure all future incidents related to the common areas are attended in a more timely manner, Council agreed that Associa On Call, a division of Associa-Baywest, will be contacted as necessary along other contractors to provide quotes for repairs. **CARRIED**

#### **6.9 PROJECT LEFTOVERS**

Following completion of the Depreciation Report and the interior common area Painting project, and since both projects came under the budgeted amount, Council agreed that the leftover funds can now be returned to the Contingency Reserve Fund. The leftover funds are approximately \$191 from the Depreciation Report and \$3,337 from the Painting project. **CARRIED**

#### **(7) TERMINATION**

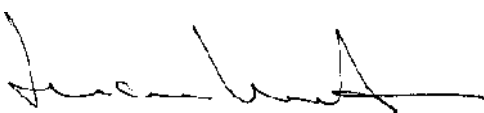
There being no further business, the meeting was terminated at 8:12pm.

The next Council meeting will be scheduled with the new Council after the AGM.

*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.*

Bel Air (bcs1265)  
**Statement of Operations**  
 For the 10th Month Ending March 31, 2015

	Current Actual	YTD Actual	YTD Budget	YTD Variance	Annual Budget
<b>5000-0000 REVENUE</b>					
5285-0000 Interest Income	10.75	127.40	0.00	127.40	0.00
5290-0000 Fobs/Keys/Remotes	0.00	350.00	0.00	350.00	0.00
5385-0000 MoveIn/Out Fee	0.00	500.00	0.00	500.00	0.00
5500-0000 Owners' Contributions	12,110.32	121,103.20	121,102.80	0.40	145,323.40
<b>5999-9999 TOTAL REVENUE</b>	<b>12,121.07</b>	<b>122,080.60</b>	<b>121,102.80</b>	<b>977.80</b>	<b>145,323.40</b>
<b>6000-0000 OPERATING EXPENSES</b>					
<b>6001-0000 ADMIN EXPENSES</b>					
6004-0000 Statutory Review of Trust Accounts	0.00	315.00	262.50	-52.50	315.00
6008-0000 Additional Services	0.00	315.00	262.50	-52.50	315.00
6028-0000 Bank Charges	23.00	207.00	230.00	23.00	276.00
6080-0000 Insurance Premium	1,613.58	16,000.00	16,250.00	250.00	19,500.00
6088-0000 Legal Fees	0.00	0.00	166.70	166.70	200.00
6098-0000 Management Fees	1,113.95	11,139.48	11,139.50	0.02	13,367.40
6128-0000 Postage/Copies/Office Exp.	49.94	374.30	333.30	-41.00	400.00
<b>6199-9999 TOTAL ADMIN EXPENSES</b>	<b>2,800.47</b>	<b>28,350.78</b>	<b>28,644.50</b>	<b>293.72</b>	<b>34,373.40</b>
<b>6300-0000 UTILITY EXPENSES</b>					
6308-0000 Electricity	0.00	8,919.36	10,833.30	1,913.94	13,000.00
6316-0000 Gas	1,153.31	8,465.55	10,000.00	1,534.45	12,000.00
6334-0000 Utilities - General	0.00	1,018.50	1,333.30	314.80	1,600.00
6336-0000 Water & Sewer	2,976.58	6,888.89	8,750.00	1,861.11	10,500.00
<b>6399-9999 TOTAL UTILITY EXPENSES</b>	<b>4,129.89</b>	<b>25,292.30</b>	<b>30,916.60</b>	<b>5,624.30</b>	<b>37,100.00</b>
<b>7000-0000 CONTRACT &amp; BUILDINGS EXPENSES</b>					
7002-0000 Alarm Monitoring	268.16	2,296.00	2,375.00	79.00	2,850.00
7048-0000 Elevator & License	302.34	3,165.12	2,916.70	-248.42	3,500.00
7069-0000 Fire Protection	0.00	141.75	1,250.00	1,108.25	1,500.00
7076-0000 Garage Door	0.00	178.50	166.70	-11.80	200.00
7080-0000 Garbage Collection	441.18	3,276.58	3,166.70	-109.88	3,800.00
7096-0000 Janitorial	826.53	8,265.30	8,266.70	1.40	9,920.00
7100-0000 Landscaping	781.72	3,489.49	3,983.30	493.81	4,780.00
7126-0000 Mechanical	0.00	1,628.00	1,916.70	288.70	2,300.00
7178-0000 Roof	0.00	399.00	1,666.70	1,267.70	2,000.00
<b>7499-9999 TOTAL CONTRACT &amp; BLDG EXPENSES</b>	<b>2,619.93</b>	<b>22,839.74</b>	<b>25,708.50</b>	<b>2,868.76</b>	<b>30,850.00</b>
<b>7500-0000 REPAIRS &amp; MTCE EXPENSES</b>					
7660-0000 Repairs & Maintenance	4,859.73	19,331.41	16,666.70	-2,664.71	20,000.00
<b>7999-9999 TOTAL REPAIRS &amp; MTCE EXPENSES</b>	<b>4,859.73</b>	<b>19,331.41</b>	<b>16,666.70</b>	<b>-2,664.71</b>	<b>20,000.00</b>
<b>8900-0000 CRF &amp; OTHER BUDGETED RESERVES</b>					
8920-0000 Contingency Reserve Fund	1,916.67	19,166.70	19,166.70	0.00	23,000.00
<b>8999-9999 TOTAL CRF &amp; BUDGETED RESERVES</b>	<b>1,916.67</b>	<b>19,166.70</b>	<b>19,166.70</b>	<b>0.00</b>	<b>23,000.00</b>
<b>9997-9999 TOTAL EXPENSES / RESERVES</b>	<b>16,326.69</b>	<b>114,980.93</b>	<b>121,103.00</b>	<b>6,122.07</b>	<b>145,323.40</b>
<b>SURPLUS / (DEFICIT)</b>	<b>-4,205.62</b>	<b>7,099.67</b>	<b>-0.20</b>	<b>7,099.87</b>	<b>0.00</b>



Lucian Naita