

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

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
Mohamed Khedr

REGRETS:

Tim Grant
Trevor Johnstone

Lucian Naita, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 6:36 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held July 08, 2014 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 June 30 to September 30, 2014 as distributed.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance was \$2,565.85.

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 FIRE DEFICIENCIES**

In follow-up to section 4.1 of the previous minutes, the Strata Manager informed Council that Voltech will schedule the repairs at the earliest opportunity. A notice in this regard will be posted at the building.

4.2 BUILDING INTERIOR PAINTING

In follow-up to section 4.3 of the previous minutes, the painting of the hallways has been completed by Wolfgang painters on October 27, 2014.

4.3 STRATA FUNDS

In follow-up to section 4.4 of the previous minutes, Council confirmed the investment of \$100,000.00 from the Contingency Reserve Fund in a guaranteed investment for one (1) year at 2.1% interest.

4.4 ANNUAL MAINTENANCE PLAN

In follow-up to section 6.3 of the previous minutes, Council reviewed and updated the Annual Maintenance Plan to ensure that regular maintenance is followed accordingly.

4.5 HOT WATER RECIRCULATION

In follow-up to section 6.4 of the previous minutes, the Strata Manager informed Council that Latham's has been contacted and handed the documents requested in order to investigate the plumbing system. Latham's will present a report once the investigation has been completed.

An update will be provided at the next meeting.

4.6 WATER INGRESS

In follow-up to section 6.5 of the previous minutes, the Strata Manager informed Council that the drywall repairs have been completed. However, due to unforeseen events, the hardwood floor repairs in a unit have not been yet completed. The Strata Manager presented Council with a quote from the respective unit's relative for the repair. After discussion, Council approved the quote in the amount of \$1,270 plus tax, subject to the owner signing an Assumption of Liability form.

CARRIED

4.7 PARKADE RAMP

In follow-up to section 6.7 of the previous minutes, Council reviewed a quote from a contractor for water ingress related repairs. Due to the nature and amount of the repairs additional quotes will be obtained by the Strata Manager and Council will review and make a recommendation for repair to be approved by Qwners at the next Annual General Meeting.

4.8 BUILDING WARRANTY

In follow-up to section 6.8 of the previous minutes, Council will continue to review the matter. A decision on follow-up will be taken at the next Council meeting.

4.9 LATHAM'S INVOICES

In follow-up to section 6.9 of the previous minutes, the Strata Manager informed Council that Latham's responded positively to Council's request. The invoice to be revised will follow shortly.

4.10 ALARM MONITORING

In follow-up to section 6.10 of the previous minutes, the Strata Manager informed Council that Vancouver Fire & Safety has been sent a Termination letter effective November 01, 2014. Arpel will take over the Alarm Monitoring services from the same day. Arpel will attend the building on October 29, 2014 to set-up their system. This action will enable savings of approx. \$170 per month after a 4 to 5 month payback period for the installation costs.

(5) CORRESPONDENCE

The correspondence was dealt with by Council as follows:

5.1 Charge Back – Council reviewed a charge back letter sent to a unit due to hose bib damage. The residents of the unit damaged the hose bib when trying to pressure washing their patio.

5.2 Items on Balcony – Council reviewed a letter sent to a unit concerning prohibited items stored on the balcony. Council reminds all residents that they must abide by the strata bylaws at all times.

5.3 Water Ingress – Council reviewed a water ingress incident involving two (2) units. Letters have been sent to both units and a restoration company has attended to mitigate the damages. Council decided a plumbing company must attend to determine the cause of the water ingress. An update will be provided at the next meeting.

5.4 Miscellaneous – Council reviewed written comments from a unit concerning the following issues:

- Paint peeling from balcony edge – Council can provide the unit with left over paint
- Drywall cracks – The cracks being inside the unit, this matter is a unit's responsibility
- Door frame distortion – Since the distortion concerns an inside unit door frame, Council considers this matter a unit's responsibility.

5.5 Tent Trailer – Council reviewed written requests from a unit to park their tent trailer in one of the unit's parking stalls. After discussion, Council would like to have more information concerning the trailer's dimensions and for how long the item will be parked (if approved) in the underground parking. An update will be provided when additional information is available.

5.6 Inside of unit and entry door – Council reviewed written comments from a unit concerning matters related mostly to the interior of the unit. Council reminds all owners that it is their responsibility to know, maintain and repair their own strata lot. Council, on behalf of the Strata Corporation manages the common area. The exterior of the unit's entry door is part of the common area, therefore, it is the Strata Corporation responsibility to maintain and repair. The entry doors haven't been painted during the interior hallway's painting for two (2) main reasons, one being the additional costs, and second being the logistical aspects of the work (unit entry doors must be maintained open by residents for at least a 2 hour painting and drying period).

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 CARPET CLEANING

The common area carpet cleaning in the amount of \$400 plus tax has been scheduled with Serviplus for November 06, 2014. A notice in this regard has been posted at the building and on mybaywest site.

6.2 ORGANICS RECYCLING PROGRAM

The Organics Recycling program becomes mandatory starting on January 01, 2015. Council reviewed two (2) quotes and directed the Strata Manager to contact Smithrite (which is the current regular waste service provider) to provide details and additional suggestions on their offer.

An update and instructions to Owners/residents will be provided prior to the Jan 01 implementation date. **Owners/residents please note that after a brief familiarization period Organic materials must no longer be placed in the general garbage but be properly disposed of as a part of the Organics Recycling program. The Strata will be fined for improper disposal.**

6.3 BYLAWS

Council reviewed a few bylaw proposals. After discussion, Council agreed to further review them before bringing the new bylaws to owners' attention for a vote at the next AGM. The Strata Manager recommended that all bylaws be reviewed by a lawyer before they are brought for a vote, to ensure they withstand legal requirements. The Strata Manager will provide Council with samples of bylaws for reference.

An update will be provided at the next meeting.

6.4 INSURANCE

Council electronically reviewed and approved the Insurance renewal with CMW Insurance. The new Insurance Premium for 2014-2015 in the amount of \$19,363 has been paid via a loan from the Strata Contingency Reserve Fund to avoid any unnecessary interest payments. **CARRIED**

Attached at the end of these minutes is a summary of coverage for owners' information.

6.5 WINTERIZATION

The winterization of the dry sprinkler system has been completed by Voltech in the amount of \$135/dry valve system. **CARRIED**

6.6 MAKE UP UNIT

Latham's completed the repairs to the MUA #1 unit on the roof (replacing the blower bearings and completing the MUA's thorough inspection) in the amount of \$786.19 tax included.

CARRIED

(7) TERMINATION

There being no further business, the meeting was terminated at 8:16pm.

The next Council meeting is scheduled for Tuesday, February 03, 2014 within unit #208 at 6:30pm.

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.