

**COUNCIL MEETING MINUTES**

Thursday, June 6, 2013

**DISTRICT CROSSING – BCS 4175****LOCATION:**

6:30 p.m. – 1679 Lloyd Ave.  
Amenity Room, 2nd Floor  
North Vancouver, BC

**STRATA COUNCIL**  
**2012/2013**

**PRESIDENT**

Elsa Nohlen

**VICE-PRESIDENT**

David Dickinson

**TREASURER**

Jane Dennison

**BUILDING MAINTENANCE**

Tadashi Kubota

**BYLAWS/RULES**

Greg Parfitt

**SECURITY/ FIRE SAFETY/  
PRIVACY OFFICER**

Franz Schmitt

**STRATA MANAGER**

Laszlo Antal

Direct Phone: (604) 501-8773

E-Mail lantal@baywest.ca

Fax: (604) 592-3646

**ACCOUNTING**

Direct: 1.877.592.3647

E-Mail: PAC@baywest.ca

**BAYWEST MANAGEMENT**  
**301 – 1195 West Broadway**  
**Vancouver, B.C. V6H 3X5**

Phone: (604) 257-0325

**ATTENDANCE:**

Elsa Nohlen  
David Dickinson  
Tadashi Kubota  
Greg Parfitt  
Franz Schmitt

**REGRETS:**

Jane Dennison

Laszlo Antal, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order by the Council President, Elsa Nohlen at 6:30 p.m. and quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held April 16, 2013 and there being no errors or omissions noted it was MOVED/SECONDED to adopt the Minutes as prepared by Baywest. CARRIED

**(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 ENTERPHONE**

It was MOVED/SECONDED to hire Blue Mountain Technologies Inc. to turn the enterphone panel away from the sun for \$680 plus tax in an effort to improve the operation of the enterphone unit. CARRIED

**3.2 HOT WATER BILLING**

The Strata Corporation's hired hot water billing company, Enerpro Systems Corporation, reported to Council that 89 units signed up for "Electronic-billing". Council would like to encourage the rest of the units/Owners to sign up for this type of billing for faster and more convenient service. Owners are also reminded that the hot water billing is not a Strata matter and Owners must look after their own accounts and ensure that bills are paid promptly. Owners who sold their units will be responsible to pay for the hot water use until the last day of ownership and must advise Enerpro and Baywest's forms department of that date (last day of ownership).

## **(4) FINANCIAL REPORT**

### **4.1 FINANCIAL STATEMENTS**

Following the review of the Financial Statements for the month of March and April 2013, it was MOVED/SECONDED to adopt the Financial Statements up to and including April 30, 2013 as prepared by Baywest. CARRIED

### **4.2 ACCOUNTS RECEIVABLE**

Council conducted a review of the Accounts Receivable as at June 6, 2013 and it was noted 31 accounts were in arrears for a total amount of \$7,201.08.

Council instructed the Strata Manager to follow up with these 31 units and start collection proceedings, which may involve hiring a lawyer.

Owners are reminded Strata Fees are due and payable on the first day of each and every month and the Strata Corporation is solely dependent upon prompt receipt of all Strata Fees to finance its day-to-day activities and Special Levies to finance special projects. Failure to pay on time will place the strata lot in jeopardy of a lien being placed on the unit.

**OWNERS ARE REMINDED ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS AND ESTABLISHED "ARREARS POLICY".**

All Owners in arrears will be sent a late notice, advising them of their outstanding balance and requesting immediate payment. The Strata Council will also send lien notification letters to any Owner whose arrears are in excess of 2 months. Please note the administration costs of a lien will also be charged to the unit's account.

**Owners must also ensure that they pay for their separate Hot Water Bills on time, every time.**

## **(5) COMMITTEE REPORTS**

### **5.1 BUILDING MAINTENANCE**

**DRIP PANS IN PARKADE** – Council identified the dripping underground heat pumps (due to water condensation) The Strata Manager will arrange the installation of the drip pans accordingly with the help of the original HVAC company, Gandy Installations. As agreed previously the cost will be split between the Commercial and Residential Stratas 50%/50%.

**ILLEGAL WASTE BY RESIDENTS** – Some Residents are continuing to dump illegal waste and unwanted furniture in the garbage room. This is causing additional expense for the Strata Corporation. Council is asking these Residents again to "please stop doing this".

To get rid of unwanted furniture or other items, Residents may hire their own contractors at their own cost, such as "1800-Got-Junk".

Residents may also transport their additional garbage to:

North Shore Transfer Station  
30 Riverside Drive, North Vancouver  
T: 604-521-1715

Monday - Friday:  
 Nov 1 to Mar 31 - 8 am to 5 pm  
 Apr 1 to Oct 31 - 8 am to 7 pm  
 Saturday & Sunday: 8 am to 6 pm  
 Stat Holidays: 8 am to 5 pm  
 Closed Christmas Day & New Year's Day

Minimum charge 10 am - 2 pm weekdays	\$20 per load
All other times	\$10 per load

**GARBAGE BIN PULL-OUT SERVICE** – The Strata manager asked Dash Building Maintenance not to pull the garbage and cardboard containers out too early, but on the day of pick-up.

**HALLWAY PAINTING** - After reviewing a revised hallway painting estimate from Nicon's Enterprises, Council asked the Strata Manager to obtain two (2) more quotations.

**BOLLARD REPAIR** – The courtyard bollard had to be repaired again due to another vehicle impact. Council asked the Strata Manager to obtain a quote to replace two bollards with a spring, "swing-back" style bollards.

**LIGHT FIXTURES** – The caretaker will work with the Strata's electrician from Villa Electric to ensure all light fixtures are repaired and in good working order.

**HALLWAY VENTILLATION** – The batteries in the hallway thermostats were replaced and the hallway ventilation is now working normally.

**FITNESS TOWN SERVICE** – Fitness Town inspected and serviced the gym equipment to ensure proper operation.

## **5.2 SECURITY**

The amenity room and gym doors in the back are being left open on a regular basis. This is a major security threat to the building. Council asked the Strata Manager to post educational bulletins again and install signs on these doors asking Residents to close and lock the doors after use.

### **(6) CORRESPONDENCE**

Council will deal with the correspondence received and where deemed necessary, the Strata Manager will be directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Owners wishing to write to Council, to register a concern, may do so by sending an email or a letter to the Strata Manager. In your correspondence, please state your full name, the Strata Plan number (BCS4175), unit number and building, contact phone number and provide a concise but detailed description of the reasons for your correspondence. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a detailed description of what you saw and what action was taken. Again, please ensure that you are absolutely positive about the source of the alleged Bylaw infraction and identify the unit correctly. For example: if you live in unit "00808", don't ever assume, that the unit above you must be "00908". Noise travels and the source could be originating from another nearby unit.

**All complaints must be received directly from the Owner of the unit, which means, Tenants must communicate their issues through their Landlords.**

**In case of a building emergency Owners are asked to contact Baywest Management at 604-591-6060 and to report criminal and suspicious activity to the Police - 911. Please DO NOT knock on the doors of Council members, as they are volunteers and they too would like to enjoy their homes peacefully. All complaints must be put in writing and sent to Baywest to the Strata Manager.**

## **(7) NEW BUSINESS**

### **7.1 CAR WASHING**

Residents are not allowed to wash their vehicles in the parkade or on Strata Property. Car washing is only allowed in a building if there is a dedicated carwash bay. In the building of District Crossing there is no such bay/stall. Also, parkade level one is owned and operated independently by the Developer and it is illegal to clean and wash cars on parkade level one (1). Residents must have their vehicles cleaned at an outside public carwash place.

### **7.2 BALCONY WASHING**

Council asked the Strata manager to post a balcony washing notice in July for the Residents with the following dates:

July 20<sup>th</sup> top floors  
 July 21<sup>st</sup> next floor down  
 July 27<sup>th</sup> next floor down  
 July 28<sup>th</sup> next floor down

Residents will be allowed to wash their balconies on these specified days. Please try to minimize debris falling off of your balcony and sweep inward (not off your balcony). Also, when washing your balconies, try to use a wet rag/mop with minimal water dripping down and onto your neighbours' balconies.

### **7.3 CARETAKER'S REPORT**

Council reviewed the caretaker's report with the Strata Manager and duly noted all the work the caretaker had to perform since the last Council meeting.

## **(8) REVIEW OF DIRECTIVES**

At each Council meeting the Strata Manager and individual Council members will have tasks that they have to complete by the next Council meeting. At tonight's meeting the Strata Manager reported most directives/tasks were completed and some of the pending work is in the hands of contractors and the Developer. The Strata Manager will keep Council posted.

At tonight's meeting the following Directives were reviewed as per the last Council Meeting:

#### **1. Obtain Hallway painting quote.**

**Action taken:** Strata Manager asked for three (3) quotes and will present it to Council at the July 9<sup>th</sup> Council Meeting.

#### **2. Keep Council updated of the arrears and the progress of collection.**

**Action taken:** Strata Manager advised Council of the most current arrears' report and will continue to follow up with delinquent accounts.

**3. Hire Gandy Installations to install drip pans under selected heat-pumps in underground parkade.**

**Action taken:** Strata Manager met with the Council President and a representative from Gandy Installations in the underground parkade to identify the heat-pumps that drip water due to water condensation. The pans were ordered and will be installed shortly.

**4. Council approved the repositioning of the enterphone panel at 1679 Lloyd Ave. due to sun interference.**

**Action taken:** The Strata Manager advised the contractor, Blue Mountain Technologies, accordingly and this work will be completed shortly.

**5. Court yard bollard needs to be repaired again. Council asked Strata Manager to obtain a quote for swing/spring style bollards.**

**Action taken:** The Strata Manager hired a handyman in behalf of Council and the repair to the damaged bollard was completed. The Strata manager is also working on obtaining a quote to replace two bollards with a different style of safety bollard.

**6. Light fixtures must be inspected and repaired as needed.**

**Action taken:** The Strata Manager is co-ordinating the project with the site caretaker and electrician to complete this work.

**7. Bike room door (by first gate) must be bolted down even more firmly.**

**Action taken:** The locksmith completed this work.

**8. Storage locker door had to be upgraded to avoid further break-ins.**

**Action taken:** The upgrade and repairs were completed by locksmith.

**(9) TERMINATION**

There being no further business, the meeting was terminated at 7:05 p.m.

The next scheduled Council Meeting is set for July 9, 2013.

Laszlo Antal  
Strata Manager

**Owners wishing to have Strata Fees taken directly from their bank account, the Pre-Authorized Chequing (PAC) forms can be obtained from the Strata Manager.**

**Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years. There will be a charge for copies.**

**Owner's wishing to attend a Council Meeting may do so as observers only. Any Owner wanting to speak at a Council Meeting is asked to email the Strata Manager 1 week in advance in order to prepare the Agenda accordingly.**