

COUNCIL MEETING MINUTES

Tuesday, July 9, 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

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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:

David Dickinson
Jane Dennison
Tadashi Kubota
Greg Parfitt

REGRETS:

Elsa Nohlen
Franz Schmitt

Laszlo Antal, Baywest Management Corporation

(1) CALL TO ORDER

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

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held June 6, 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 AT 1679 LLOYD AVE.**

As per Council's vote at the last Council Meeting, Blue Mountain Technologies Inc. completed the repositioning of the enterphone panel at the 1679 Lloyd Avenue entrance. It is now turned away from the sun for smoother operation.

3.2 SIGNAGE AT GARAGE ENTRANCE

The commercial Strata Council proposed additional signage to be installed at the driveway entrance and the parkade entrance and to direct commercial clients to the pay parking area on parkade level one (1). After discussion Council agreed to the proposed sign above the parkade entrance, but not to the sign at the driveway entrance. The Strata Manager will inform the Commercial Strata accordingly.

3.3 TWO YEARS WARRANTY REVIEW BY RDH BUILDING ENGINEERING

The Strata Manager contacted the RDH Engineer to provide an update on the two year common area warranty review. The report is not complete yet at this time. The Strata Manager will advise Council and the Owners as soon as the warranty report is done and it will be posted on the Strata's website and filed with the warranty provider and Developer for their

consideration, review and action.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

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

4.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at July 9, 2013 and it was noted 21 accounts were in arrears for a total amount of \$4,931.11.

Council instructed the Strata Manager to follow up with these 21 units and start collection proceedings.

It was also MOVED/SECONDED to contact the Owner(s) of one unit and inform them of their many months of Strata Fee arrears and demand full payment by August 1, 2013 or the unit's account will be sent to a lawyer for collection. CARRIED

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

GUTTER CLEANING – It was MOVED/SECONDED to hire a gutter cleaning trade to spot clean certain areas behind the 1677 and 1679 Lloyd Avenue buildings where some of the gutters and downspouts appear to be clogged up. CARRIED

POWER GENERATOR – The Strata's small power generator for the sump pumps was serviced as per the current maintenance contract. The Strata Corporation does not have a back up generator for the buildings and this small generator only services the sump pumps at the parkade level in case of a flood and power outage.

ELECTRICAL WORK – The Strata Corporation's electrician inspected the common area light fixtures and made repairs throughout the building.

(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 GYM EQUIPMENT

Council received a request from a Resident to install a 'Chin Pull Up Bar' in the gym. Council is now asking for a picture of the item to see where it could be installed. Council Vice President, David Dickinson will also obtain a quote for additional sound proofing mats for the free weight area.

7.2 WATER LEAK FROM A RESIDENTIAL UNIT INTO BANK OF MONTREAL

Trades had to be dispatched to investigate and repair minor water damage to Bank of Montreal due to a small water escape incident in the Residential unit above. All repair costs will be charged to the source Residential unit.

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. Post notice in the building reminding Residents to close the gym and amenity room doors and lock after use.

Action taken: Notice was posted.

2. Post Enerpro reminder notice in the building regarding the Hot Water billing and payment obligation of Owners.

Action taken: Notice was posted.

3. Post balcony washing notice in early July.

Action taken: Notice was posted.

4. Follow up with delinquent accounts and collect Strata Fees as soon as possible.

Action taken: The Strata Manager contacted Owners with outstanding amounts and, as per Council, applied late payment penalties and/or placed a lien on strata unit(s).

5. Council approved the repositioning of the enterphone panel at the 1679 Lloyd Avenue entrance to avoid sun damage and ensure smooth operations.

Action taken: The work was completed.

6. Install drip pans under selected heat pumps in the second parkade level.

Action taken: The work is in progress.

7. Obtain 3 more hallway painting quotes.

Action taken: The Strata manager received two and will send one more to Council for their consideration.

8. Obtain quote to install spring/swing-back bollard.

Action taken: The Strata's handyman is currently researching the item and will inform the Strata Manager of what he found to replace the damaged safety bollard.

9. Hire the Strata's electrician (Villa Electric) to inspect and repair all common area light fixtures as needed.

Action taken: Work was completed.

10. Post "No Car Washing" notice in the building.

Action taken: Notice was posted.

(9) TERMINATION

There being no further business, the meeting was terminated at 7:15 p.m.

The next scheduled Council Meeting is set for October 17, 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.