

DISTRICT CROSSING – BCS 4175

LOCATION:

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

**STRATA COUNCIL
2013/2014**

PRESIDENT
Elsa Nohlen

VICE-PRESIDENT
David Dickinson

TREASURER
Jane Dennison

BUILDING MAINTENANCE
Tadashi Kubota

**SECURITY/ FIRE SAFETY/
PRIVACY OFFICER**
Franz Schmitt

STRATA MANAGER
Fernanda Mendo
Direct Phone: (604) 714-1537
E-Mail fmendo@baywest.ca
Fax: (604) 592-3682

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
Franz Schmitt

REGRETS:

Jane Dennison

(1) CALL TO ORDER

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

1.1 NEW STRATA MANAGER

Fernanda Mendo introduced herself to the Council members as the new appointed Strata Manager for the District Crossing.

(2) COUNCIL APPOINTMENTS

Following discussion, it was moved and seconded to keep the Council appointments the same as in previous year. **CARRIED**

(3) CARETAKER REPORT

The Strata Council was presented with the Caretakers report for the month of November and December on various administrative matters or maintenance that took place since the last council meeting.

(4) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held on October 17, 2013; it was moved and seconded to adopt the minutes as distributed. **CARRIED**

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

In the absence of the Treasurer, it was moved and seconded to table the financials for October and November for review and discussion during the next Council Meeting. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

An up to date Accounts Receivable Report was presented to Council, noting that as of the meeting date, the outstanding balance of strata fees and fines was \$22,836.41. Owners are reminded that strata fees are due and payable on the first of each month.

In accordance with the Strata Corporation Bylaws, any strata lot in arrears after the due date may be assessed a late payment fine, plus interest penalties will be applied to the accounts that are more than one month in arrears. If an owner is in arrears for sixty days, the

owner will be forwarded a letter to request the account be brought up-to-date within a specified time period. If the balance remains outstanding, a lien may be registered and all expenses related will be charged back to the strata lot in arrears.

The Strata Manager was directed to check with accounting to ensure that late payment fines and interest has been applied in all accounts currently in arrears.

(6) BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 DIRECTIVES

A list of directives from items arising from the last meeting and interim directives or other reported issues to the date of this meeting was presented to Council for review and discussion. Some items have been completed while others are work in progress.

The directives made reference to the following:

- One additional sign was installed at the entrance of the garage P1 to inform the commercial clients of the available pay parking.
- Champion Window Cleaning conducted the gutter cleaning at 1677 and 1679.
- Villa Electric completed the repairs of the common area lighting on the 5th floor at 1679.
- Solutions Engineering has been instructed to proceed with the Depreciation Report. All of the information requested by the company has been sent. The Report is in progress.
- The Strata Manager followed up with the Accounts Receivable regarding a unit in arrears, should the strata lot remain in arrears, Council may decide to register a lien against the unit.
- RDH and the Developer's representative were on site to investigate an issue with water overflow from a balcony and down to the balcony below. They found that the balcony pavers were installed incorrectly and the drain is not working. Water was pooling underneath the pavers. The Developer's trade left indicating that they are responsible for the repairs and correct the problem. This will require follow up with the Developer.
- Geopacific Consultants conducted an investigation on the patio area behind the gym. The Consultant confirmed that the material, when it rains, is being washed into a void that is running along the underside of the overhanging slab that runs along the building footprint. This void is due to insufficient backfill placed beneath the overhanging slab and rain water seeping through the tiles is believed to have washed the granular soil into the void. The repair is straightforward and is in progress.
- Core Security was called to repair the door at the elevator lobby of 1679; the door was not latching properly.
- An owner on the 4th floor of 1673 reported that there is an apparent leak from the roof area above the bathroom, leaking through the light fixture. New World Roofing Ltd. was contacted to investigate, the company promised to send a technician during the first week of January. This will require follow by the Strata Manager.
- During the recent preventative maintenance on the mechanical systems, the technician found that the air make up unit (MUA) on the residential requires a new gas regulator, the electrical on the (MUA) needs to be modified, the gas regulator is locking at too high a pressure causing hard light offs, this also causes flame failures. The technician attended and installed a new regulator and re-wired the MUA back to factory wiring using the factory approved controllers. This has been a problem all along and possibly is still covered under the warranty. The Strata Manager will follow up.
- Fitness Town Centre was contacted to provide a quote and recommendations to double the mats in the

gym at the free weight area.

- National Air Technologies was on site on December 18th to clean the dryer vents from the exterior.
- Villa Electric was on site December 18th to repair the thermostat in the lobby of 1679, replaced fluorescent tubes at stair #4 and #7 in level 5.
- The Caretaker reported a water leak showing on the ceiling in front of locker storage #37. The area is now dry but requires monitoring.
- Core Security was on site to replace a broken door handle at stair # 5, level 2 of 1677.
- Mircom attended to the fire safety deficiencies on December 19th. They were not able to gain access to a unit at the 1677 building to inspect the in-suite fire safety devices. A letter will be sent to the owner advising that testing of the devices annually is required pursuant to the district of North Vancouver's fire regulations, owners/residents are accordingly required by law to provide access to their units to facilitate such testing and the owner/resident must get the devices tested and provide proof of the inspection. While on site, the technician also replaced the damaged emergency light head on the 5th floor stair #3.
- Dash Building Maintenance has replaced the yellow bins.

The following is a list of items arising from the Annual General Meeting:

- An owner suggested the use of elevator mats to be installed during the move in/out. After discussion, the Strata Council directed the Strata Manager to obtain quotes for two mats.
- Wall cracks and ceiling repairs in the common area: The council informed that the cracks will be corrected during the common area painting project to be done.

(7) CORRESPONDENCE

7.1 Council reviewed several items of correspondence received or sent to the date of this meeting.

Correspondence received made reference to the following:

- An owner reporting ongoing noise issues with the residents above, regular parties, pounding, screeches and screams. After review the Council instructed the Strata Manager to send another letter to the respective residents and an offer to facilitate a mediation meeting between the parties.
- A report from an owner regarding a continuing issue from a fan in the parkade, the tray that was installed underneath is not enough to support the amount of condensation coming from this fan, the tray is full of water and is dripping onto the owners vehicle. The Strata Manager will follow up with the mechanical company to find a better solution to resolve this problem.
- Several items of correspondence has been sent that relate to vehicles leaking oil or transmission fluid onto their parking stalls, the owners in question have been advised that they are responsible for the clean up within a specified time period.
- Correspondence sent in reference to various owners that have placed mats outside their door entry on common property to allow for efficient cleaning by the maintenance staff. The Strata Council advises that the hallways need to be clear of mats and any resident who has mats is requested to remove them. Failure to comply will result in the mat being removed without notice.
- A report from a resident regarding a vehicle that consistently parks overnight in the co-op parking stall.
- A resident reporting an odor when they turn on their tap, after review the Council advises the owner to run the garburator. The owner will be advised in writing.

- Correspondence from an owner with regards to excessive noise and water damage from the unit above. The Strata Council advised that pursuant to *Strata Property Act (British Columbia)* any leaks from another strata lot (as a result of a bathtub overflow or some other source), that services only the strata lot is not the responsibility of the Strata Corporation to repair. This is a matter between owners.

Owners are kindly asked to address all issues in writing. Correspondence received will be discussed at the next scheduled meeting and a response as instructed by the Strata Council will be sent to the respective owners. Owners reporting a complaint against another strata lot owner must ensure that full details are provided, including time(s), date(s), how long the incident occurred and the unit number of the alleged offender.

Noise complaints or other property related concerns, suggestion or matters that do not require immediate attention, must be addressed in writing to the Strata Council, via Baywest Management Corporation – Attention Strata Manager, Fernanda Mendo, e-mail fmendo@baywest.ca

In case of a building emergency, residents are requested to please contact Baywest Management at 604.257-0325. For life threatening emergency please call 911. Residents are kindly requested NOT to directly contact the Strata Council members, as they are volunteers and already offer many hours of personal time and effort attending the duties or running a Strata Corporation.

Please note that all complaints must be received directly from the Owners of the unit, Tenants must communicate their issues directly through their Landlords.

(8) NEW BUSINESS

- 8.1** GYM – Discussion ensued regarding a request from an owner to add a Stair Master to the gym equipment. Following a review of the ceiling height in the gym, Council advises that there is not sufficient height to have this additional equipment installed.

The Strata Council also reviewed a quote from GSP Inc. to install additional matting on the free weight area, based on a 14 ft. x 12 ft., with transitioning ramps installed, this would cover only the dumbbell area including where the benches are. The cost is \$2,300.00 plus tax. Following discussion, the Strata Council approved to proceed. It was moved and seconded to approve the additional matting.

CARRIED

The Council directed the Strata Manager to contact Fitness Town Centre to install a chin-up bar supported by the wall.

- 8.3** HALLWAY PAINTING PROJECT – The Strata Council approved to engage the services of “The Shore Decor” to proceed with the common area hallway painting project, including the stairwells and installation of corner protections near the elevators.
- 8.4** DEPRECIATION REPORT – The Strata Manager informed that as requested by Solutions Engineering, documents and financial information regarding the Strata Corporation have been submitted.
- 8.5** POSSIBLE ROOF LEAK – Already addressed under directives, the investigation is in progress by the original roofing company.
- 8.6** CONSULTANTS REPORT ON NORTH SIDE OF THE PROPERTY – This topic was discussed under directives and requires follow up with Geopacific Consultants.
- 8.7** MECHANICAL ROOM – The Strata Manager discussed that during the recent building walk about, it was noted that construction materials and paint is being stored inside this room, she recommended that these supplies be moved to another location, perhaps in one of the bike rooms. She also recommended that some shelving be installed in the Mechanical room to store non-flammable cleaning supplies etc.
- 8.8** DOG - The Caretaker has reported that on the stairwell of 1679, someone is letting their dog do its businesses (dog urine and feces).

8.9 FAN REPAIRS - The mechanical company have advised that in order to repair the fan located in one of the bike rooms, the owners will have to remove their bikes. Following discussion, the Strata Council was of the opinion that additional wall mounted bike racks could be installed. The Strata Manager will obtain quotes from the previous company used.

8.10 FOBS – A recommendation was made to conduct a fob audit, attached is the “Resident Key Fob Registration Form”. This information is required to update resident’s security information for key fob access to their building entry and other common areas. **The completed form is to be returned to the Building Caretaker by April 1st, 2014. Please note that all key fobs not properly assigned or registered will be deleted from the security system and residents will no longer have access to the building.**

(9) OTHER BUSINESS AS PER COUNCIL
(there was no other business to address)

(10) COMMON AREA BUILDING DEFICIENCIES

10.1 The Strata Manger will continue to follow up with the Developer on the two-year warranty review conducted by RDH Engineering.

As addressed in previous minutes, Owners may obtain a copy of the Two-Year Warranty report from the Strata Manager or from the Strata’s Website at <http://bcs4175.mybaywest.com>

(11) TERMINATION

There being no further business, the meeting was adjourned at 7:50 pm.

(12) MEETING SCHEDULE

The Strata Council were presented with a schedule of meetings for the year 2014.

The next scheduled Council Meeting is on Wednesday, February 19, 2014 at 6:30 pm.

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.

STRATA PLAN BCS4175 - DISCTRICT CROSSING

RESIDENT KEY FOB REGISTRATION FORM

The following is required to update Residents Security information for key fob access to your Building Entry and other common areas of the Strata Corporation.

Please complete this form and return it to the **Building Caretaker by April 1, 2014.** All entry key fobs not properly assigned or registered will be deleted from the security system and residents will no longer have access to the building.

Please call the Building Caretaker at 778-318-4322 to drop off the completed form – Office hours are Monday to Friday from 2:00 pm to 7:00 pm. E-mail: districtcrossing379@gmail.com

RESIDENT INFORMATION

Suite#: _____ Owner: _____ or Renter: _____

Telephone: _____ Email address: _____

Name(s):
(Occupants of the suite)

1. _____
2. _____
3. _____

ELECTRONIC FRONT ENTRY & GARAGE GATE FOB (some residents have two types of fobs)

- (i) Small flat white fob we require the first 5 digits, example (05239)
- (ii) Two button black fob, we require the first 5 digits if visible
- (iii) If the fob number is rubbed off or not readable, please indicate below (including the type of fob)

THIS INFORMATION IS REQUIRED FOR ACCESS TO YOUR BUILDING

Fob: _____ Users Name: _____

Fob _____ Users Name _____

Fob: _____ Users Name: _____

Fob: _____ Users Name: _____

VEHICLE INFORMATION

Vehicle Make: _____ Color: _____ Licence: _____

Parking Space: _____

The information requested is for the orderly management of the Strata Corporation, complying with legal requirements and building security.