

DISTRICT CROSSING – BCS 4175

LOCATION:

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

**STRATA COUNCIL
/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
Jane Dennison

REGRETS:

(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.

(2) CARETAKER REPORT

The Strata Council was presented with the Caretakers report for the month of January, 2014, the report made reference on the various administrative matters or maintenance that took place since the last meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held on January 15, 2014. It was moved and seconded to adopt the minutes as distributed. **CARRIED**

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer presented the financials for October, November and December 2013 and January 2014, a question was presented regarding the year to date expenses on postage and copying, the Strata Manager will review the general ledger to determine these expenses. Following discussion, the treasurer recommended acceptance of the financials for October, November, December 2013 and January 2014. It was moved and seconded to accept the financials as recommended **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Council reviewed the Accounts Receivable, noting that as of the meeting date, the outstanding balance of unpaid fees is \$10,310.85. The Strata Manager informed that demand letters had been sent to several owners requesting payment.

A reminder 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.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 DIRECTIVES

A list of directives arising from the last meeting or other reported matters were presented to council for review and discussion.

The directives made reference to the following:

- The Strata Manager informed that several phone calls and e-mails had been sent to Geopacific asking to quote as per their recommendation on the area behind the gym and meeting room.
- Nicsons Enterprises was on site February 16th to repair the wall area at 1677 4th floor and adjust the door. The handyman was not able to repair the door as it requires the removal and readjustment of the entire door frame. This repair is pending as it would fall under the buildings warranty.
- Villa Electric was called to investigate the ongoing issue with bulbs burning out. The electrician did some voltage measurements on the outlets and in some panels. There does not appear to be any problem but did suggest that they could shut down the common area power and check the connections in the main bus way to determine if any wires have come loose over time. The electrician could not verify why the bulbs are burning out prematurely.

Villa Electric is recommending to temporarily install a recording volt meter to see if there are large 'bumps' in the line.

- The Towing company, (Mitchell's Towing) advised that they will not patrol the exterior parking area; individual owners are not permitted to call them to have vehicles towed. The company informed that Council would need to appoint a team of council members or owners to monitor the area. Once a team has been established, the information will be given out to the Mitchell's Towing and only this group of owners/council will be allowed to call and have the vehicles towed. After discussion, the Council were in agreement that the Building Manager could monitor the parking area during office hours and have vehicles towed if necessary.
- As requested at the last meeting, the accounting has been informed to apply late payment fines and interest in all accounts currently in arrears.
- The cost of a chin up bar is between \$200.00 to \$300.00. The installation will have to be completed by a separate company hired by the Strata. Approved by Council.
- Bike Racks – The Strata Manager presented Council with several samples of racks.
- Gym Mats – GPS completed the installation of the mats.
- Titan Security attended to repair the lobby door handle at the 1679.
- R Stall #27 – The mechanical company (Trotter and Morten) attended to look at the drain pan dripping onto the vehicle. The pan does not have a drain line pipe, the technician can install a pipe to the drain pan to a near by rain water drain pipe. The cost for this work including materials and labour is \$943.00 plus tax. The technician also advised that the unit (fan) above this stall is suppose to condensate and is working properly, there is no timer to adjust only a thermostat. Discussion then ensued; the council suggested that the same company who installed the pan be contacted; they were called initially to solve this problem and did not do it successfully. The Strata Manager will call the company (Gandy Installations) to complete the repairs at no charge to the Strata Corporation.

5.2 PATIO PAVER/QUOTES – Council was provided with two quotes to re-set the patio pavers behind the gym and meeting room, both quotes are based on the scope prepared by Geopacific Consultants (1) Rite Group quoted an estimate of \$13,848.00 plus GST, (2) Excavating & Landscaping quoted \$5,439.00 plus GST. Following review of both quotes, Council remembered that back in November 2013, this problem had been brought to the Developer to address and they had agreed to repair the area. The Strata Manager will follow up with the Developer on this matter.

5.3 T2 TAX RETURNS –The T2 for the fiscal year -end October 31, 2013 has been completed. The returns were prepared based on the year-end financial statement of October 31, 2013 with some minor adjustments. The adjustments and the reclassifications are only needed for the tax filing purpose. Council inquired who completed the Tax Returns.

(6) CORRESPONDENCE

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

Correspondence received made reference to the following:

- Correspondence from the owner of a 4th floor suite at 1673, regarding the leak on the roof area above the bathroom. New World Roofing and Marcon Construction are attending to the repairs.
- Correspondence sent to several owners regarding items stored on their assigned stall. **Please note that the parking areas spaces are for motorized vehicles. Storage of any other item is not permitted. Items stored are subject to removal without notice.**
- Correspondence sent to owners in arrears of their strata fees and special levy.

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, suggestions 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 of 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.

(7) NEW BUSINESS

7.1 FIRE ALARM MONITORING – Due to increased operating costs associated with the ULC compliance, Acme Protective Systems submitted two price options to conduct the annual inspection. Following review, Council agreed to option 1 (a) where the building manager will provide access to their technicians. The cost associated with this annual inspection is \$150.00 and is billed annually.

7.2 LANDSCAPING - The full landscaping services with TGG Garden Genie Inc. are from March to September, before a new contract is signed, Council would like to review the quote for 2014.

7.3 BIKE RACKS – Council reviewed the various samples and agreed to the installation of wall mounted racks, same as the existing ones. When the installation is completed the bikes directly in front of the fan will have to be relocated to the wall mounted racks.

7.4 GYM EQUIPMENT LEASE - The terms of the lease with Assured Lease Corporation is 60 months, Council will review again closer to the end of the lease

7.5 VOLT – As discussed under directives a quote from Villa Electric to check and retighten feeder terminations to the building 3 panel. This involves up to one hour and a power shut down will be required, the shut down will affect only the common areas of building 3. Approved to proceed, the cost is \$150.00 plus tax.

(8) **OTHER BUSINESS:**

8.1 GYM – Council directed the Strata Manager to contact Fitness Town Centre closer to the end of the Lease Agreement and inquire if it would be possible to install a stair master in the gym, this could be exchanged with another existing piece of equipment.

PLEASE NOTE:

8.2 FOBS – A reminder that all residents are required to submit 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.***

Please call the Building Caretaker at 778-318-4322 or e-mail to districtcrossing379@gmail.com to obtain the “Resident Key Fob Registration Form”

(9) **COMMON AREA BUILDING DEFICIENCIES**

9.1 A meeting with representatives from Marcon Construction, RDH, Council and the Strata Manager is scheduled for February 24th to review the deficiency items outlined on the RDH report dated July 10, 2013.

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>

(10) **TERMINATION**

There being no further business, the meeting was adjourned at 7:45 pm.

The next scheduled Council Meeting is on Tuesday, March 11, 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.