

**COUNCIL MEETING MINUTES**

**TUESDAY, MARCH 11, 2014**

**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](mailto:fmendo@baywest.ca)

Fax: (604) 592-3682

**ACCOUNTING**

Direct: 1.877.592.3647

E-Mail: [PAC@baywest.ca](mailto: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 February, 2014, 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 February 19, 2014, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

**(4) FINANCIAL REPORT**

**4.1 FINANCIAL STATEMENTS**

The financial statement for January 2014 was tabled for review and discussion during the next Council meeting. As requested at the last meeting, the Treasurer was provided with information related to expenses to date for "postage and photocopying charges". It was moved and seconded to table the January 2014 financials until next meeting. **CARRIED**

**4.2 ACCOUNTS RECEIVABLE**

Council reviewed the accounts receivable, noting that as of the meeting date, the outstanding balance of unpaid fees is \$9,694.86. The Strata Manager informed Council that there are several strata lot Owners in arrears of the special levy; total amount owing is \$5,305.64.

**A reminder that strata fees are due and payable on the first of each month.**

**The special levy was due and payable immediately upon passage of the special resolution by the Owners at the Annual General Meeting. Owners are advised that late payment fees will be applied to all strata lot in arrears of the special levy.**

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:

- Villa Electric inspected the Building (1679) house panel on March 7<sup>th</sup> to retighten feeder terminations. A final report is pending.
- The electrician attended after a recent power outage to replace several burned out bulbs throughout the complex and ballasts; found the switch at the control system had to be switched back on to turn the exterior lighting on.
- Gandy Installations contacted to review and repair at not cost to the Strata the pans directly below the fans servicing the commercial area.
- Painting project is in progress.
- University Sprinklers will attend in late March (weather permitting) to turn back the irrigation system, check the lines for any breaks, and check all sprinkler heads for any cracks. The cost is \$107.00 plus tax but any major repairs will be quoted separately.
- Mircom will attend the week of March 17<sup>th</sup> to inspect the condition of the emergency light packs.

## **(6) CORRESPONDENCE**

**6.1** Council reviewed correspondence received or sent to the date of this meeting and made reference to the following:

- Correspondence from an Owner passing along his appreciation to Council for installing the matting in the gym room.
- An Owner complaining about the lack of water pressure in the bathroom shower. Council advises that this is partly due to the type of shower head and there is nothing that can be done to adjust it.

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](mailto: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 GYM – A quotation from Fitness Town Service to replace parts and repair the Multi Gym. The cost is \$515.20 including tax. It was moved and seconded to proceed with the necessary repairs as per quote. **CARRIED**
- 7.2 WATER PRESSURE – As addressed under Correspondence, Council advises that there is nothing that can be done.
- 7.3 GUTTER – An Owner reported a gutter leaking at 1769, the Developer Marcon Construction has been informed to repair.
- 7.4 LANDSCAPING - Council was presented with the TGG Garden Genic Inc. renewal contract services for March to November 2014.
- 7.5 ELECTRICAL PERMIT – The District of North Vancouver requests that each year an electrical permit be obtained by the Electrical company conducting electrical repairs on site. The cost will be split between the two Strata Corporations.

**PLEASE NOTE:**

- 7.6 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 1<sup>st</sup>, 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](mailto:districtcrossing379@gmail.com) to obtain the “Resident Key Fob Registration Form”

(8) **OTHER BUSINESS AS PER COUNCIL:**

- 8.1 ELECTRICAL – Council informed that there is an electrical plug on the 5<sup>th</sup> floor of 1679 damaged and needs a new cover. This repair can be done during the next visit by the electrician.
- 8.2 Council directed the Strata Manager to obtain quotes for carpet cleaning as part of the spring cleaning.
- 8.3 BUILDING WARRANTY - Check what warranty is in place for drywall taping and building settlement issues.
- 8.4 GENERATOR – The Strata Manager was instructed to obtain information regarding the generator, and what areas of the building are powered by the generator during a power outage.

(9) **TERMINATION**

There being no further business, the meeting was adjourned at 7:20 pm.

The next scheduled Council Meeting is on Wednesday, April 23, 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.**

# 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](mailto:districtcrossing379@gmail.com)**

### RESIDENT INFORMATION

Suite#: \_\_\_\_\_ Owner: \_\_\_\_\_ or Renter: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Name(s): 1. \_\_\_\_\_  
(Occupants of the suite) 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.**