

**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  
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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  
Tadashi Kubota  
Franz Schmitt  
Jane Dennison

**REGRETS:**

Elsa Nohlen

**(1) CALL TO ORDER**

The meeting was called to order at 6:30 pm by the Vice President David Dickinson, a quorum was established.

**(2) BUILDING MANAGERS REPORT**

The Strata Council was presented with the Building Managers report for the month of March, 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 March 11, 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 January, February and March 2014 noting the expenses for the year to date. Following the discussion, the treasurer recommended approval of the financials. It was moved and seconded to approve the financials for January, February and March 2014 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 was \$13,613.95. The Strata Manager informed Council that there are several strata lot owners in arrears of the special levy. Council directed the Strata Manager to send demand letters to those significantly in arrears.

**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 ninety 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. It was moved and seconded to register liens after ninety days. **CARRIED**

## **(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, noting that some items have been completed while others are still work in progress.

The directives made reference to the following:

- Starline Windows advised that the window on the third floor suite at building 1679 is not under warranty, the Strata Manager called Accurate Glass to provide a quote to replace the damaged window-pane.
- The Strata Manager followed up with Marcon Construction regarding the area behind the gym. Marcon has not responded.
- Contacted RDH (Paul Kernan) to provide a written report resulting from the inspection with representatives of Marcon on February 24<sup>th</sup>, the report was received a day prior to the meeting and will be discussed with Council under "Old Business".
- Submitted a report to Marcon Construction regarding several reports of gutters leaking.
- Village Electrical attended to check on the outside lighting and reset the reprogram and timers.
- University Sprinklers completed the start up on the irrigation system and set the timer to GVRD restrictions.
- There was a problem with the Fob System when programming new fobs; Blue Mountain was called and provided instructions how to fix it.
- Dobra Design was called to install bike racks.
- Several items of correspondence sent to various owners.
- BMO is sending their technicians to address the ongoing problem with condensation from the HVAC system located in the parkade residential section.

## **(6) CORRESPONDENCE**

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

A complaint regarding constant noises since a new resident that has moved in.

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 Programming Fobs – As addressed under the directives, the technician from Blue Mountain provided the building manager with instructions on how to program the new fobs.
- 7.2 An incident on April 12<sup>th</sup> where the police attended, Council does not have any details regarding this issue, as it was a police matter.
- 7.3 Spring Clean Up – The Strata manager recommended that pressure washing be done in exterior areas of the building, window cleaning and dryer vent cleaning. Quotes have been requested and will be sent to Council for approval.
- 7.4 Power Outage – The Vice President presented a report on the recent power outage affecting half of the buildings electricity. This affected several major components of the building. The alarm monitoring reported trouble signals for all three locations, Mircom was called to reset the alarm, the motor on the HVAC system located on the roof top of building 1679 burned out, the mechanical company will provide a quote to replace it. For safety it was necessary to put the building on Fire Watch, a security company was on site throughout the night. It was also reported that several bulbs and ballasts burned out and had to be replaced. During the next morning several owners reported lack of hot water. This was due to the boiler system not resetting following the power outage. Following the discussion, the council members were of the opinion that an insurance claim should be filed. The Strata Manager will contact BFL to process the claim.
- 7.5 The deadline to submit the “Resident Key Fob Registration Form” was on April 1<sup>st</sup>, 2014. There are approximately 40 residents that did not submit this form. If you have not yet submitted this form, **please do so or you will not have access to the building**. Please call the building manager at 778-318-4322 or e-mail [districtcrossing379@gmail.com](mailto:districtcrossing379@gmail.com) to obtain and submit the form.

(8) **OLD BUSINESS:**

- 8.1 Shattered window – As already addressed Accurate Glass has been called to submit a quote.
- 8.2 Common Area Hallway Painting – the painting is in progress.
- 8.3 RDH – Paul Kernan submitted a report on the day of the meeting to state that the principal item was the need to correct the defect that was preventing the fire doors in the upper corridor

of Building 1679 from closing. The Developer/Contractor appreciated the importance of this item and corrected the problem.

The second item was to identify for the Developer/Contractor that specific observations in Appendix B of the report are in a number of cases representative of problems that occur throughout the complex and that all locations should be reviewed to identify where corrective action may be required. This particularly applies to the balcony deficiencies identified in WR018 and WR019. At the time of the visit they identified additional balconies on the north elevator of Building 1679 where ponding was occurring.

The building numbering in Appendix B has been corrected.

**9. COMMON AREA BUILDING DEFICIENCIES** (continue follow-up with the Developer is required)

**9.1** Patio area behind the gym and meeting room.

**9.2** Storage locker #67 leak – directly above this locker is a large planter.

**9.3** Leaky gutters at 1679 and 1677. Several gutters are leaking at the seams.

The Strata Manager advised Council that she has followed up on all of the deficiencies. Over the last two days Marcon has had their service team onsite reviewing the deficiency items and will commence work early next week. They will advise with the date and time as access is required on several suites.

**(10) TERMINATION**

There being no further business, the meeting was adjourned at 8:00 pm.

The next scheduled Council Meeting is on Wednesday, June 18, 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.**