

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

E-Mail: service@baywest.ca

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
Franz Schmitt
Jane Dennison

REGRETS:

Tadashi Kubota

Fernanda Mendo, Baywest Management

(1) CALL TO ORDER

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

(2) BUILDING MANAGERS REPORT

Council reviewed the Building Managers report on the various matters arising since the last meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Following a review of the minutes of the Council Meeting held on June 18, 2014, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer presented the Financial Statements for June 2014, noting that all accounts were in order and recommended acceptance. It was moved and seconded to approve the Financials for June 2014. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable, noting that as of the meeting date, the outstanding balance of unpaid fees was \$11,491.85. An owner with a significant amount owing to the Strata Corporation has not made any attempt to respond to the letter. Council was in agreement that they will proceed with legal action if payment of the arrears is not received.

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

Council was presented with a list of directives arising from the last meeting or other issues noting that some items are in progress while others are pending trades availability or quotes.

- Correspondence sent to the strata lot owner in arrears of special levy, fines and chargebacks on June 16th.
- The chin-up-bar was delivered, however the handyman could not install it, a council member will meet with the handyman to review the area for the install.
- Richmond Elevator provided a quote to bring the elevators in all three buildings to the ground floor during a power outage.
- Accurate Glass is still in the process of installing the window pane at 1679 third floor unit.
- Window cleaning quotes from City View and Champion, Ryan Pipe from Impark will share the costs to clean the upper commercial parkade.
- The handyman attended to repair the damaged bollard and will submit a quote to replace the missing flaking mortar around the exterior bricks. The burned out bulb in the courtyard close to 1679 was replaced. The landscaper did not address the weeds on the exterior courtyard brick pavement. The Strata Manager will follow up with the company.
- The Strata Manager called the District of North Vancouver regarding a tree branch that fell in an owners patio of 1677, the area at the back actually belongs to the Strata Corporation. Scott from Davey Tree attended to remove the fallen branch. Scott advised that he cannot remove any other trees from the back area without obtaining a permit from the District and suggested that the area be monitored.
- Frontier Power was on site on June 26th to conduct the annual testing of the generator.
- A technician from Mircom attended on June 27th to replace the faulty sensor on the roof of 1673 and reset the fire alarm system. This was as a result of the fire alarm panel reporting smoke on the roof top of 1673.

(6) CORRESPONDENCE

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

- A response from an owner regarding a bylaw notification smoking warning. The owners are complying and do not smoke when the neighbour has their doors open and are within 10 feet away from the door and windows.
- A report that there was a break in in several lockers, the handyman attended to the repairs, the owners are responsible for their own padlocks.
- Correspondence from an owner regarding nuisance cigarette smoke at District Crossing and what action is council taking.
- Another item of correspondence regarding a number of issues, the Strata Manager has replied.

- A letter from the North Vancouver District Fire Administrative Supervisor advising that since this was the first False Alarm for 2014 the charge of \$130.00 will not be applied, Strata will be billed for any future False Alarms that occur in 2014.
- An owner on the 2nd floor of 1677 has reported racoons and would like the shrubs trimmed at the back of his unit.
- An owner on the 2nd floor of 1677 found a wasp nest on their patio

The Strata Manager will call the Pest Control Company to address the two issues mentioned above.

- A noise complaint – the resident was notified that specifics are required (time, dates and how long it lasted).

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 Fob System – The Strata Manager called Blue Mountain with regards to the fobs and the system crashing numerous times, in question where the fobs recently purchased found to be defective and should be replaced as they only lasted a few months, the system crashes are becoming more frequent where Council when available has to reset the system so that residents are not inconvenienced for very long. The response from Blue Mountain was that they were not sure what to do and suggested that the Strata contact the manufacturer, Viscount Systems in Burnaby. The company made the equipment so they can figure out what the problem is.

7.2 Council was presented with a quote for the following work:

- (a) Interior gutter cleaning including flushing of downspouts at \$1,980.00 plus GST. This work should be done during the fall.
- (b) Exterior dryer vent cleaning at \$3,100.00 plus GST. The Strata Manager will check when the cleaning was done. It is recommended that dryer vent cleaning be conducted annually.
- (c) Exterior inaccessible window cleaning including exterior side of balcony railing glass and exterior/interior lobby windows by tucker pole and hand clean at \$3,850.00 plus GST. Council would like to review one other quote before making a decision.

- 7.3 Elevator Battery Lowering Devices – Council reviewed a quote from Richmond Elevator to supply and install “Battery Lowering Devices” at all of the three site addresses. The cost to install these devices is \$10,590.00 plus GST. Council was in agreement to present this option to the ownership at the Annual General Meeting.
- 7.4 Annual Fire Safety Inspection – Mircom will be conducting the annual preventative maintenance on all fire safety devices in the common area and in-suites (from August 18th to the 21st). Residents are reminded that under the Fire Code Regulations all in-suite devices must be tested annually. Access to your suite is required to conduct the testing. Failure to comply could result in having the technician come back and the cost could be applied to your strata lot. Notices have been posted throughout the building. **The scheduled times for suites as follows:**

In-suite Testing – Tuesday August 19th, 2014
1673 from 8:15 AM to 10:00 AM
1677 from 10:30 AM to 1:00 PM
1679 from 1:30 PM to 4:00 PM

The technicians will start from the top floor and continue down floor by floor in each building.

If you are unable to be home, please make arrangements with a neighbor or a friend to provide the technician access to your suite.

- 7.5 BC Hydro – due to the recent power outages resulting in damages to several components of the buildings equipment. BC Hydro is conducting an investigation and has installed a quality meter in the main electrical room to monitor the service. The equipment will be there for approximately one month to determine if anything unusual is happening. On completion, they will summarize the findings in a report and provide the Strata with the information.

(8) OTHER BUSINESS AS PER COUNCIL

8.1 Council reported on the following items for the Strata Manager to address:

- The handyman to meet with David Dickson to review the area where the chin-up-bar should be installed. The area on the wall may require some kind of re-enforcement to withstand the equipment and its use.
- Conduct the Bike Auditing
- Speak with the janitor regarding the cleaning of the building, mainly the stairs and the daily tasks performed.
- Have a representative from Viscount Systems meet on site with a council member to go over the issues involving the crashing of the fob system.

(9) TERMINATION

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

The next scheduled Council Meeting is on Tuesday, August 26, 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.

