

DISTRICT CROSSING – BCS 4175

LOCATION:

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

**STRATA COUNCIL
2014**

PRESIDENT

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:

David Dickinson
Jane Dennison
Franz Schmitt

REGRETS:

Tadashi Kubota

(1) CALL TO ORDER

The meeting was called to order at 6:35 pm by the Vice-President, a quorum was established.

(2) BUILDING MANAGERS REPORT

Council was presented with the Building Managers report on items arising since the last meeting.

(3) ADOPTION OF PREVIOUS MINUTES

Following a review of the minutes of the Council Meeting held on August 26, 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 July, August and September 2014 noting that all items were in order and recommended acceptance. It was moved and seconded to approve 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 was \$21,996.03. The increase reflects a charge back to a strata lot owner for an insurance deductible in the amount of \$10,000.00, the owner is in the process of making the payment to the Strata Corporation. Additionally, owners with a significant amount in arrears have made no efforts to pay the outstanding amounts owing. Council will make one last attempt to communicate with the owners regarding this situation, failing a response; the strata will place a lien on the property or take legal action to collect the 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**

4.3 Council was informed that the Insurance Finance Agreement had been set up and the down payment for the Strata's renewal insurance was paid from the operating budget.

4.4 Draft Budget – council reviewed the proposed draft noting that in order to meet the operating expenses and increase the CRF contribution for the next fiscal year, the amount of \$25,000.00 from prior years surplus will be carried to the new proposed budget, there will be a very modest increase in strata fees, the remaining \$25,000.00 can be transferred to the CRF. Some other adjustments will be made on the proposed budget as recommended by Council. The final proposed budget will be presented to the ownership at the upcoming Annual General Meeting. (date to be determined).

4.5 Council had some questions related to the various forms requested by owners and if the Strata recovered any of these costs, the Strata was informed that any request for forms or copies are at the expense of the strata lot owner. Another question was if the Strata ever conducted an audit. The Treasurer indicated that there was no need to engage in an independent audit of the Strata Corporation financials at this time, and the cost to conduct an audit would be between \$3,000. to \$5,000.

4.6 An invoice from On Side Restoration to inspect a water leak at a unit on the 4th floor of 1673 will be charged back to the strata lot owner.

4.7 The invoice from On Side Restoration for the Strata Corporations insurance deductible will be paid from the operating budget. This is charge back to the strata lot where the leak originated, the owner has informed that his insurance will make this payment shortly.

(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.

The directives are as follows:

- BFL submitted the Finance Agreement Papers, the initial down payment has been made and the monthly payments have been set up.
- Mircom attended on September 15th due to a trouble report on the fire alarm panel, the technician found the parkade level 2 dry sprinkler system was low on air, corrective action was taken.
- Lockmasters attended to remove all damaged hardware from the main door at 1673 and installed a dead latch, level set and flush bolt assembly.
- Viscount was on site on August 25th, 29th, September 2nd, 16th and the 17th to determine the cause of the security system crashes; the investigation is still in progress.

- The electrician was on site to change out bulbs outside patios, hallways, parking lot and changed the Trans In pole light in the parking lot and sign for building entrance.
- Notices posted for the Bike auditing and tags available for residents to identify their bikes. The auditing process is still in progress.
- Various items of correspondence were sent as per Councils instructions.
- Several owners complained about the parkade cleaning, there were challenges, the company's representative could not connect with the site staff, there was not enough water pressure on the day of the cleaning and had to be rescheduled, the mechanical company was called out but could not find any problem with the buildings water pressure and this had to do with the companies equipment doing the cleaning.. When the job was finally completed, it was not performed to acceptable standards. As a result the company refused to come back to complete the cleaning and agreed not to charge the Strata Corporation. The buildings staff had to complete the clean up.
- Contacted the landscaper Gardengenie to provide a quote to extensively cut back the north side shrubs on the embankment and to check the irrigation system and to provide a quote to add hardy plants and apply more soil on the pots in the courtyard. Council will review the quote.
- Mircom attended to winterize the dry sprinkler system.
- Nikon enterprises opened the drywall area in the fitness room and framed the wood studs to install a chin up bar as per quote. A suggestion was made to install some type of matting on the wall to prevent damages and to move the bar up to the end.
- Nikon enterprises repaired the broken plastic end cap on the stairways exit stairs.
- Nikon enterprises repaired and reinforced the broken wooden lattices in the storage area after the break in a few months back.
- Nikon enterprises completed the installation of the wall mounted door stops but needs to return and paint the wall around the stops.
- Nikon enterprises replaced the broken lock on the south door elevator parkade.

(6) CORRESPONDENCE

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

- Correspondence from an owner advising that during the past months unwanted plants have grown in the strata lots garden area and have spread. The landscaper was advised to attend.
- A complaint regarding the parkade cleaning.
- An owner inquiring if their suite door would be repaired by the Strata, the owner has been advised that the damage was caused by their tenants and the door will have to be repaired/replaced at the owner's expense.
- An owner informed the strata that he was given a ticket from Impark, the owner has been advised that only two parking spaces belong to the Strata Corporation and they are monitored by the on site staff. The spots that belong to Impark are clearly marked with their sticker.

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 and e-mail to our Client Service – service@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** Water Leaks – An insurance claim has been filed with BFL, the leak originated on the 4th floor of 1677 and causing damage to several suites below. The final repairs are in progress.
- 7.2** Viscount Reports – A Senior Technical Services Support Representative for Viscount called and asked to speak with someone on site who is familiar with the fob systems and wanted a bit of history about the constant crashes. The information from Viscount on October 3rd stated that they had looked at the log files of the latest crash. It would appear to be caused by a faulty power supply. They cannot go back and look at exactly what happened at previous crashes or what state the server was in after those crashes. They believe the latest incident was unrelated to previous crashes. It appears that the hard drive lost power and replaced the power supply in the server. It's still not clear what is causing this problem and is currently an on ongoing investigation.
- 7.3** Winterization of the irrigation system. University Sprinklers has scheduled for October 23rd. The system was turned off by the landscapers but requires to be winterized.
- 7.4** Annual Fire Prevention Report – Mircom submitted a report identifying the deficiencies encountered during the annual inspection. Council approved to proceed to correct them. It was noted that several residents did not provide access to their suite to have the technician inspect the in-suite fire safety devices. Another attempt will be made during the deficiency repair work, failure to provide access will result in the owner having to pay for the devices to be inspected by a qualified company and submit a copy of the inspection to the Strata Council.
- 7.5** Council reported that there was another power outage that affected the security system and it was necessary to have it turned back on. Apparently a total of 40 bulbs burned out and will need replacing. The electrician will attend to replace any ballast if necessary. Council agreed to compensate the Council Member attending to deal with the crashes and power outages which normally have occurred during the early morning am hours and also to compensate him for dealing with the water leak. The council member was involved the entire Saturday to deal with the water leak and provide access to the various trades.

7.6 AGM Planning Discussion:

Bylaw/Rule Amendments – Council discussed the possibility of implementing a non-smoking bylaw; the Strata Manager will send Council a draft resolution, this bylaw amendment would require a $\frac{3}{4}$ vote by the owners in person or by proxy at the AGM.

(8) OTHER BUSINESS AS PER COUNCIL

- Speak with the Strata Manager for the Commercial to replace the burned out bulbs in the under pass and plant shrubs in the planters. The area is looking unsightly and neglected. Council noted that nothing has been done since the last meeting.
- Obtain a small pressure washer to be used on site by the cleaning staff.
- Ask Viscount if there is something they can do to release the stairwell and front doors to be unlocked during a power outage.
- During a recent walk through with Council and the Strata Manager it was noted that upper areas on the ceiling and stairway were not painted. North Shore Décor will be asked to come back to paint the missed spots.

(9) TERMINATION

There being no further business, the meeting was adjourned at 8:20 pm.

The next scheduled Council Meeting to be established

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.