

DISTRICT CROSSING – BCS 4175

LOCATION:

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

**STRATA COUNCIL
2014/2015**

PRESIDENT

David Dickinson

VICE-PRESIDENT

Tadashi Kubota

TREASURER

Jane Dennison

AT LARGE

Franz Schmitt
Carylynn English

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
Tadashi Kubota
Carylynn English

REGRETS:

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:35 pm., a quorum was established.

(2) GUESTS ATTENDING

Mr. Doug Smith from Solutions Engineering attended to discuss with Council the different funding models on the Depreciation Report. Mr. Smith answered a number of questions but because he had not produced the report he suggested that his colleague Peter Berney attend the next meeting to fully address Council's questions. Mr. Smith was thanked and left the meeting.

2.2 DETERMINATION OF COUNCIL OFFICERS

The following officers were nominated:

President:	David Dickinson
Vice-President:	Tadashi Kubota
Treasurer:	Jane Dennison
Franz Schmitt	At Large
Carylynn English	At Large

2.3 STANDARD OPERATING PROCEDURE

The Strata Manager reviewed with Council the operating policies and procedures. The Operating Procedure for 2014/2015 will be updated by the Council President and a copy sent to the Strata Manager when completed.

2.4 COUNCIL CODE OF CONDUCT

Council was provided with the Council Code of Conduct information.

(3) BUILDING MANAGERS REPORT

Council was presented with the Building Managers report for the month of December 2014 with reference to administrative matters and maintenance arising since the last meeting.

(4) ADOPTION OF PREVIOUS MINUTES

Following a review of the minutes of the Council Meeting held on October 22, 2014, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

The Treasurer presented the Financial Statements for October, November and December 2014, she recommended acceptance of the financials but subject to an explanation and clarification from the accountant on the Assets and Liabilities on the Balance Sheet. It was moved and seconded to approve the financials as recommended. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable, noting that as of the meeting date, the outstanding balance of unpaid fees was \$12,097.37.

Following review of the report, council discussed the accounts still outstanding with significant amounts in arrears and the Strata Manager was directed to proceed with a lien on two of the strata lots, the remaining will be sent arrears letters requesting that the owners bring their accounts up to date.

Please be informed 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 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.

5.3 Council was advised on the "New Limitation Act" which came into effect June 2013, there is a time limit to collect debts owing to the Strata Corporation.

5.4 The T2 Corporation Income Tax Return for 2014 tax year has been completed, the result of the assessment showed no income tax payable as the Strata Corporation is classified as a Not-for-profit.

5.5 A cheque from Claims Pro was received; for the damages caused by the electrical breakdown in April 2014.

(6) BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 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 the availability of trades or quotes.

- After several requests, the commercial owners for BCS4176 finally replaced the burned out bulbs on their side of the property.
- Viscount attended twice to determine the cause of the security crashes, the system continues to be monitored and the crashes appear to happen less frequently.
- The Strata Manager contacted North Shore regarding the ceilings and was informed that the ceilings and stair ways was not part of the painting contract.
- The bike auditing is still in progress
- During a recent walk through it was noted that not all areas of the building had been cleaned, dusted and walls wiped, the Strata Manager has followed up with the supervisor.
- The buildings mechanical company was called to repair a problem with a thermostat in the hallways of 1677.
- Two drainage pipes have been leaking for sometime, the mechanical company was called several times to investigate and provide a quote for repairs. Council to review quote.
- Titan security attended to repair the lever and install new hardware at 1677.
- Mircom was on site on January 31st due to a problem with a single pull station. The Fire Department requested that Fire Alarm technician and the electrician be called to check the systems.
- Viscount was on site again in late December and on January due to the panels being locked.

(7) CORRESPONDENCE

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

- An owner reporting that the window wipers were stolen from his vehicle; the vehicle was parked in the visitor parking stall
- Correspondence from an owner advising that water continues to drip down the ventilation shaft onto the stove. Council agreed to have Renewal Construction check the area around the chimney and check the cap
- Correspondence receive regarding several separate incidents of noise complaints
- A resident complaining that their umbrella was damaged by the landscapers, the landscaper advised that they did not remove or damaged the patio umbrella
- A resident informing strata about being trapped inside the elevator, this was caused by someone throwing debris and causing the elevator to stop

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.

(8) NEW BUSINESS

- 8.1** Council was presented with a quotation from Trotter & Morton to repair the two sections of the drainage pipes, the two clamps holding the pipes. The repair will require two technicians to be onsite. The cost of the repair is \$3,133.00 plus tax. Following some discussion, council was in agreement to obtain another quote before proceeding with the repair. The repair is currently in progress by another company.
- 8.2** The roof maintenance was completed in December by Renewal Roofing, during the routine maintenance, the technicians found the roof gutters and drains were full of leaves and sludge.

Other findings on the roof and around the building are as follows:

1. The existing detail between SBS and the brick wall roof might facilitate water ingress (and insects) behind the brick wall above the main entrance at roof level. (this detail is common for all 3 buildings).
2. On the east elevation above the commercial units, noticed about 6 feet of backer-rod hanging from a side of a window.
3. On the east elevation and some other areas on the roof they noticed the brick wall, appears to be missing caulking.
4. The SBS membrane is not bonding well in areas of the roof.
5. On the roof top of the pony wall, (1677) under the cap flashing of the staircase core, there is no bug screen and/or flashings. There is a possibility for the water to get inside the wall.
6. At the 1679 building the SBS roofing membrane is wrinkled around the stairwell tower.

A copy of the report was sent to the Developer and the Warranty provider.

- 8.3** Trotter and Morton was called to investigate an ongoing leak onto the commercial and the suite above, this happened every time the residents on the upper suites used their shower. Upon inspection they found that the shower drain gaskets are not installed properly, the drain line will have to be cut in order to properly install the gasket. The repair is in progress.

- 8.4. The hot water meter billing is provided by Enerpro Systems, they have discovered a problem with one of the data loggers at 1673, this equipment was initially installed by Blue Mountain. The cost to have them come back to repair the problem is \$1,000.00. Council requested more information before proceeding.

8.5 ORGANICS

As previously addressed, Metro Vancouver is banning food scraps from being disposed of into the landfill by January 2015. This includes all meat, bones, bread, noodles, vegetables, food soiled paper, paper cups, coffee grounds and tea bags.

The cost for two 64 gallon totes with one pick up per week is \$110.00 plus GST. A small kitchen catchers is \$9.00 each plus tax (residents can purchase from Waste Management), these containers are also available at Walmart, Home Depot and Canadian Tire. A separate arrangement has to be made with Dash Building Maintenance to pull out the organic bin for regular pick up. The Strata Manager will arrange with the representative from Waste Management to come on site to discuss and explain what is considered acceptable in the Compost Bins. A notice will be posted advising residents when this important meeting will take place.

- 8.6 On December 28th Marcon's staff attended to two units on the 2nd and 3rd floor (1673). They found about a cup of water sitting in the soffit above the second floor unit, there was no evidence of water damage or mildew present to the deck. Upon inspection of the 3rd floor deck they found the deck wet and not draining. When they lifted the pavers they found the drain clogged with organic material that had accumulated overtime. They modified the drain to make the holes larger which will allow any organic materials to pass easier. They informed Council that from time to time the pavers should be lifted and the drain should be cleared. Following discussion, Council informed the Strata Manager that only the bottom floor units have pavers. It would appear that the resident on the 3rd floor installed these pavers and any future maintenance would be the owner's responsibility. The Strata Manager will follow up on this matter.

(9) OTHER BUSINESS AS PER COUNCIL

- 9.1 Some residents have complained about beeping sounds from equipment inside a closet. Council advises that this equipment belongs to TELUS and any resident experiencing these types of beeps should call them directly as it relates to TELUS Equipment only.
- 9.2 Council has noted that residents continue to leave their old unwanted furniture in the garbage room. The disposal facility is for normal household garbage, normal recyclables and cardboard. **DO NOT** leave construction materials, old furniture or other large objects in the garbage room. Residents must arrange for disposal of such items on their own. Removal of these items will incur additional costs to the Strata Corporation.

Following discussion, Council agreed to obtain quotes for installation of cameras in the garbage room. The Strata Manager will obtain three quotes.

- 9.3 Council requested that the flyers be left in the lobby by the mailboxes until the next delivery of new flyers. The Strata Manager will speak with the Building Manager regarding this matter.

9.4 AMENITY ROOM RULE (addition)

1. Anyone wishing to use the amenity room must book the room with the *Building Manager* during normal business hours and at least 7 days in advance. A *non-refundable fee of \$50.00*

is required with the booking. (this new addition will be ratified by the owners at the next AGM).

(10) TERMINATION

There being no further business, the meeting was adjourned at 8:45 pm.

The next schedule meeting is on February 23, 2015 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.