

**COUNCIL MEETING MINUTES**

**TUESDAY JULY 16, 2013**

**WEDGEWOOD PARK – NW 307**

**LOCATION:**  
7:00 PM – SOCIAL ROOM  
1437 Foster Street  
White Rock, BC

**STRATA COUNCIL**  
2013

**PRESIDENT**  
Johanne Fort

**TREASURER**  
Karen Lanier

**AT LARGE**  
Maryann Ten Hoop

**STRATA MANAGER**  
Oxana Soliar  
Direct Phone: 604-595-8635  
Fax: 604-592-3922

The Help Centre  
www.baywest.ca  
(the help centre)

**ALL ACCOUNTING INQUIRIES**  
Toll Free 1-877-585-4411  
**BAYWEST MANAGEMENT**  
**13468 77TH AVENUE**  
**SURREY, B.C. V3W 6Y3**  
24 Hour Line: (604) 591-6060

**ATTENDANCE:**

Johanne Fort  
Karen Lanier  
Maryann Ten Hoop

**REGRETS:**

Carol McLennan  
Lesley Carew

Oxana Soliar, Baywest Property Management

**(1) CALL TO ORDER**

The meeting was called to order at 7:10 p.m., a quorum being present.

**(2) ADOPTION OF PREVIOUS MINUTES**

Following a review of the Minutes of the Council Meeting held May 16, 2013, 2013 it was MOVED/SECONDED to adopt the Minutes of the Council Meeting as prepared. CARRIED

**(3) FINANCIAL REPORT**

**3.1 FINANCIAL STATEMENTS**

Following review of the Financial Statements, the Treasurer advised that everything appeared to be in order. Therefore it was MOVED/SECONDED to adopt the Financial Statements up to June 30, 2013. CARRIED

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that as of the date of the meeting, the total Account Receivable stands at \$19,710.23.

The Strata Manager was directed to send demand letters to units where appropriate, and to proceed with placing liens on units where collection attempts have failed. All costs associated with collecting outstanding amounts are the responsibility of the Owner to pay. Demand letters cost \$52.50 each and the cost of placing a lien on a unit is \$525. These costs are charged back to the unit Owner.

Owners are reminded that Strata Fees are due and payable on the first day of each and every month. Owners in arrears with strata fees are mailed a statement of outstanding amounts each month.

**(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

#### 4.1 DIRECTIVES

The Strata Manager advised she had completed all directives given to her at the last Council Meeting.

#### 4.2 DEPRECIATION REPORT

The Strata Manager has submitted most of the documents required to RDH Engineering.

#### 4.3 REPAIRS TO CORNER POST #103 AND #203

Repairs to corner post of units #103 and 203 are nearly complete. It is expected that all work will be completed within the next few weeks.

#### (5) CORRESPONDENCE

- Notice of Complaint -Human Rights Tribunal – will be discussed in new business
- Hardship Rental Request – will be discussed in new business
- Seagull issues – will be addressed in a new business  
Acknowledgement letter of correspondence received from Patrician – 1424 Martin Street, White Rock regarding the garbage bin.
- Window washing request– will be discussed in new business
- Request for repairs front door #208
- Vents issue – It was MOVED/SECONDED to direct the Strata Manager to arrange a roof inspection that will also address vents issues. CARRIED
- Noise complaints from the 4<sup>th</sup> floor – more information is required for the Council to take action
- Hedges trimming request – will address this with landscaper
- Light Out North Parkade – will be addressed by the Council
- Garden area maintenance request – will be addressed with the landscaper

Council will deal with the correspondence received and where deemed necessary, the Strata Manager will be directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Owners wishing to contact Council to register a concern must do so by sending an email or a letter to the Strata Manager. In your correspondence, please state your full name, the Strata Plan number (NW307), unit number and building, contact phone number and provide a concise but detailed description of the reasons for your correspondence. If you are reporting a complaint against someone, make sure you provide the following: times, dates, unit number of alleged offender, a detailed description of what you saw and if any action was taken.

Council will continue to check the [wedgewoodparksc@gmail.com](mailto:wedgewoodparksc@gmail.com) email; however, Owners are encouraged to direct all correspondence to Baywest at [osoliar@baywest.ca](mailto:osoliar@baywest.ca).

#### (6) BUSINESS ARISING FROM PREVIOUS MINUTE

##### 6.1 CARPET CLEANING

Carpet cleaning was completed at the building by Watts Carpet on Wednesday July 17 and Thursday July 18, 2013.

## **6.2 EMERGENCY GENERATOR REPAIRS UPDATES**

It was MOVED/SECONDED by the Council to direct the Strata Manager to approve a quote of \$149 per hour, minimum of 2 hours for generator inspection by Frontier Power. CARRIED

## **6.3 LANDSCAPING**

It was MOVED/SECONDED to approve landscaping improvements quote of \$625 plus taxes provided by Morgan & Rock. CARRIED

## **(7) NEW BUSINESS**

### **7.1 UNINSURED VEHICLE**

It was MOVED/SECONDED by the Council to direct the Strata Manager to fine an Owner who has an uninsured vehicle in the underground parking. CARRIED

### **7.2 ROOF INSPECTION**

It was MOVED/SECONDED by the Council to direct the Strata Manager to arrange for a roof inspection. CARRIED

### **7.3 HARDSHIP RENTAL**

The hardship rental request hearing has been requested and was held on July 24, 2013 as per Strata Property Act Section 144. The hardship rental request has been approved for one year period.

### **7.4 CLEANING CONCERNS – CONTRACT – MARATHON CLEANING**

The Council has directed the Strata Manager to contact the current janitorial company about scope of work for janitorial contract.

### **7.5 COUNCIL MEMBER RESIGNATION**

The Strata Manager presented the resignation from Council Members Janine Hildebrandt and Erin Wilkinson which the Council accepted. The Council thank them for their contribution as Council members.

### **7.6 COUNCIL MEMBER REPLACEMENT**

It was MOVED/SECONDED to replace two Council members, Carol McLennan and Lesley Carew, as they were unable to act for a period of more than two months in accordance with the Strata Bylaw 12.1. The replacement Council members have not been appointed by the Council at this time.

#### **Replacing council member**

- 12 (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term;
- (2) A replacement council member may be appointed from any person eligible to sit on the council;

- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum;

### **7.7 HUMAN RIGHTS TRIBUNAL CLAIM**

Human Rights Tribunal Claim has been received by the Strata on ground discrimination of family status. Both the Strata NW307, and Baywest are named. The claim has been reported to the strata's Directors & Officers liability insurer, Encon Group, the Strata's Directors & Officers carrier. All necessary documents have been submitted Encon Group for review, as well as to Alexander Holburn + Lang LLP. The Council has decided to participate in an early settlement meeting, which will be scheduled in November 2013.

### **7.8 SEAGULLS ISSUES**

It has been noticed that seagulls built a nest on the roof. Care Pest Control has been called and confirmed that the nests cannot be removed until the young are gone and even then a permit will be required, because the gulls are protected.

### **7.9 WINDOW WASHING**

The Strata Manager has presented two quotes for a window washing. It was MOVED/SECONDED to approve a quote from Cleantech in the amount of \$2,000 plus taxes for the cleaning all exterior windows by handwash. CARRIED

### **(8) MYBAYWEST WEB PORTAL**

Owners are reminded the strata web portal is up and running and are encouraged to visit **[nw307.mybaywest.com](http://nw307.mybaywest.com)** to register (the registration information has been e-mailed and/or mailed by Baywest and access Owner information, view Council meeting minutes, reports, important documents, strata contact info and other. In case you have not received it or lost it, please email [info@mybaywest.com](mailto:info@mybaywest.com) for replacement)

**\*\*\*Please make sure you download and save the minutes to your computer or print a copy for your records as the web site will only contain the minutes for the last six months.\*\*\***

### **(9) TERMINATION**

There being no further business, the meeting ended at 9:00 p.m. The next scheduled meeting is scheduled on Tuesday, Tuesday, September 10, 2013 at 7:00 p.m.

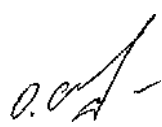
**Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years**

**Balance Sheet**  
Wedgewood Park (nw307)

Thursday, July 11, 2013

June 30, 2013

	June 2013	May 2013	Change
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Bank - Operating	21,689.63	23,797.72	(2,108.09)
Petty Cash	100.00	100.00	0.00
Accounts Receivable	19,644.90	19,339.43	305.47
AR - Other	26.04	0.00	26.04
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 41,460.57</b>	<b>43,237.15</b>	<b>(1,776.58)</b>
<b>OTHER ASSETS</b>			
Prepaid Expenses	0.00	26.04	(26.04)
Accrued Interest	105.58	122.97	(17.39)
Prepaid - Insurance	8,135.54	9,682.79	(1,547.25)
<b>TOTAL OTHER ASSETS</b>	<b>\$ 8,241.12</b>	<b>9,831.80</b>	<b>(1,590.68)</b>
<b>RESERVES</b>			
Reserve Bank - Irrigation	1,611.22	1,610.06	1.16
Reserve Bank - Major Project	12,036.20	12,022.61	13.59
Reserve Bank - Social	3,212.62	3,210.31	2.31
<b>TOTAL RESERVES</b>	<b>\$ 16,860.04</b>	<b>16,842.98</b>	<b>17.06</b>
<b>CRF BANK</b>			
CRF Bank - General	63,928.05	63,227.53	700.52
<b>TOTAL CRF BANK</b>	<b>\$ 63,928.05</b>	<b>63,227.53</b>	<b>700.52</b>
<b>TOTAL ASSETS</b>	<b>\$ 130,489.78</b>	<b>133,139.46</b>	<b>(2,649.68)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>CURRENT LIABILITIES</b>			
Accounts Payable	18,325.30	0.00	18,325.30
Accrued Liabilities	23.00	3,465.59	(3,442.59)
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 18,348.30</b>	<b>3,465.59</b>	<b>14,882.71</b>
<b>RESERVES</b>			
Reserve - Irrigation	1,612.82	1,611.22	1.60
Reserve - Major Project	12,048.15	12,036.20	11.95
Reserve - Social	3,215.81	3,212.62	3.19
<b>TOTAL RESERVES</b>	<b>\$ 16,876.78</b>	<b>16,860.04</b>	<b>16.74</b>
<b>CONTINGENCY RESERVE FUND</b>			
CRF - General	63,991.50	63,298.88	692.62
<b>TOTAL CONTINGENCY RESERVE FUND</b>	<b>\$ 63,991.50</b>	<b>63,298.88</b>	<b>692.62</b>
<b>OPERATING FUND</b>			
Operating Surplus/(Deficit) Current Year	13,897.89	20,472.95	(6,575.06)
Operating Surplus/(Deficit) Prior Years	22,640.49	34,307.18	(11,666.69)
Prior Year Operating Surplus - Adjustment	(5,265.18)	(5,265.18)	0.00
<b>TOTAL OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ 31,273.20</b>	<b>49,514.95</b>	<b>(18,241.75)</b>



Oxana Soliar, Strata Manager

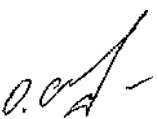
Jul 11, 2013

Date

**Balance Sheet**  
Wedgewood Park (nw307)  
June 30, 2013

Thursday, July 11, 2013

	June 2013	May 2013	Change
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 130,489.78</b>	<b>133,139.46</b>	<b>(2,649.68)</b>



Oxana Soliar, Strata Manager

Jul 11, 2013

Date

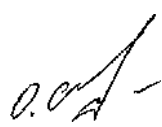
# Statement Of Operations

Thursday, July 11, 2013

Wedgewood Park (nw307)

For the 6th Month Ending June 30 2013

		Current Actual	Year to Date Actual	Annual Budget	YTD - Budget %
<b>REVENUE</b>					
5285-0000	Interest Income	25.39	177.54	0.00	-
5335-0000	Locker Room Rental	(60.00)	240.00	480.00	50%
5385-0000	MoveIn/Out Fee	0.00	0.00	600.00	0%
5455-0000	Prior Years Surplus	11,666.69	20,000.00	20,000.00	100%
5500-0000	Owners' Contributions	11,438.09	68,628.54	137,257.00	50%
<b>TOTAL REVENUE</b>		<b>\$23,070.17</b>	<b>\$89,046.08</b>	<b>\$158,337.00</b>	<b>56%</b>
<b>OPERATING EXPENSES</b>					
<b>ADMIN EXPENSES</b>					
6004-0000	Statutory Review of Trust Accounts	0.00	0.00	336.00	0%
6028-0000	Bank Charges	23.00	214.00	300.00	71%
6050-0000	Depreciation Report	0.00	420.00	9,520.00	4%
6076-0000	Insurance Appraisal	0.00	0.00	300.00	0%
6080-0000	Insurance Premium	1,547.25	9,283.50	18,600.00	50%
6098-0000	Management Fees	1,119.30	6,939.66	14,327.00	48%
6128-0000	Postage/Copies/Office Exp.	140.98	1,247.09	1,000.00	125%
<b>TOTAL ADMIN EXPENSES</b>		<b>\$2,830.53</b>	<b>\$18,104.25</b>	<b>\$44,383.00</b>	<b>41%</b>
<b>UTILITY EXPENSES</b>					
6308-0000	Electricity	0.00	4,292.54	10,000.00	43%
6316-0000	Gas	(83.17)	10,516.44	30,000.00	35%
6336-0000	Water & Sewer	(36.08)	1,235.68	3,800.00	33%
<b>TOTAL UTILITY EXPENSES</b>		<b>\$(119.25)</b>	<b>\$16,044.66</b>	<b>\$43,800.00</b>	<b>37%</b>
<b>CONTRACT &amp; BUILDINGS EXPENSES</b>					
7048-0000	Elevator & License	222.60	1,359.96	3,600.00	38%
7096-0000	Janitorial	420.00	2,156.00	6,000.00	36%
7100-0000	Landscaping	840.00	4,312.00	11,421.00	38%
7126-0000	Mechanical	0.00	1,844.90	3,188.00	58%
<b>TOTAL CONTRACT &amp; BLDG EXPENSES</b>		<b>\$1,482.60</b>	<b>\$9,672.86</b>	<b>\$24,209.00</b>	<b>40%</b>
<b>REPAIRS &amp; MTCE EXPENSES</b>					
7620-0000	Enterphone	46.42	238.30	595.00	40%
7649-0000	Fire & Safety Inspection	0.00	0.00	1,800.00	0%
7660-0000	Repairs & Maintenance	0.00	1,279.61	10,000.00	13%
7710-0000	Landscaping Improvements	140.24	140.24	1,000.00	14%
7740-0000	Miscellaneous	(60.48)	0.00	0.00	-
7854-0000	Special Projects	24,696.00	25,788.00	24,000.00	107%
7882-0000	Supplies	0.00	105.25	1,000.00	11%
<b>TOTAL REPAIRS &amp; MTCE EXPENSES</b>		<b>\$24,822.18</b>	<b>\$27,551.40</b>	<b>\$38,395.00</b>	<b>72%</b>



Oxana Soliar, Strata Manager

Jul 11, 2013

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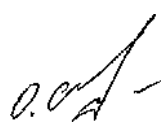
# Statement Of Operations

Thursday, July 11, 2013

Wedgewood Park (nw307)

For the 6th Month Ending June 30 2013

	<b>Current Actual</b>	<b>Year to Date Actual</b>	<b>Annual Budget</b>	<b>YTD - Budget %</b>
<b>CRF &amp; OTHER BUDGETED RESERVES</b>				
8920-0000 Contingency Reserve Fund	629.17	3,775.02	7,550.00	50%
<b>TOTAL CRF &amp; BUDGETED RESERVES</b>	<b>\$629.17</b>	<b>\$3,775.02</b>	<b>\$7,550.00</b>	<b>50%</b>
<b>TOTAL EXPENSES / RESERVES</b>	<b>\$29,645.23</b>	<b>\$75,148.19</b>	<b>\$158,337.00</b>	<b>47%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$(6,575.06)</b>	<b>\$13,897.89</b>	<b>\$0.00</b>	



Oxana Soliar, Strata Manager

Jul 11, 2013

Date