

**COUNCIL MEETING MINUTES****TUESDAY September 24, 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  
Patrick Aubert

**STRATA MANAGER**

Navkiran Brar  
Direct Phone: 604-595-8654  
Fax: 604-592-5292

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  
Patrick Aubert

**REGRETS:**

Carol McLennan  
Lesley Carew  
Erin

Robert Douglas, Baywest Property Management  
Navkiran Brar, Baywest Property Management

**(1) CALL TO ORDER**

The meeting was called to order at 7:05 p.m., a quorum being present.

**(2) CHANGE OF STRATA MANAGER**

All owners are informed that Nav Brar will be the new Strata Manager for Wedgewood Park effective September 2013. Nav Brar can be reached at 604-595-8654 or by email at www.baywest.ca

**(3) ADOPTION OF PREVIOUS MINUTES**

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

**(4) FINANCIAL REPORT****4.1 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 August 31, 2013. CARRIED

The council asked the Strata Manager to attach 3 pages of the financial reports with the minutes for owners information.

**4.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that as of the date of the meeting, the total Account Receivable stands at \$21,064.09.

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 \$400 + tax. 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.

## **(5) BUSINESS ARISING FROM PREVIOUS MINUTES**

### **5.1 DIRECTIVES**

The Council reviewed the completed set of directives and all items are up to date .

### **5.2 DEPRECIATION REPORT**

John Dunn from RDH Building Engineering Ltd has informed the Strata Manager that site work will possibly start in mid-Oct or late-Oct and the draft of the report will be done by Dec-Jan.

### **5.3 EMERGENCY GENERATOR REPAIRS UPDATES**

It was MOVED/SECONDED by the Council to approve the quotation for \$ 2,666.92 from Frontier Power Products on generator repair (Change of controller, coil) and directed the Strata Manager to contact the contractor so as to start work ASAP. CARRIED

### **5.4 WINDOW WASHING**

It was MOVED/SECONDED by the Council to approve the invoice of \$2,100 from CLEANTECH for window washing and directed the Strata Manager to pay them.

## **(6) CORRESPONDENCE**

1. Owner Information updates. The Owners are advised and encouraged to update their contact information on mybaywest.
2. Door repairs to Unit # 304 will be done as soon as it can be arranged by Council and the Strata Manager.
3. Concerns raised about 1424 Martin Street building garbage bin storage area. Council has requested that the Strata Manager write another letter to the Strata President next door requesting information about what actions they are taking to conceal their garbage bin.

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.

## **(7) New BUSINESS**

### **7.1 CHANGES ON COUNCIL**

The council informed the Strata Manager of the change that has been made on council. Patrick Aubert (unit 204) will be on council in place of Janine. Erin Wilkinson, Carol McLennan, Lesley Carew due to personal reasons will not be completing their remaining terms.

### **7.2 REMINDERS TO OWNERS**

This is a reminder to owners to inform the council when they are away for more than a couple of days, they inform the council who will be their onsite contact for the unit so that in case of an emergency the council has access to their units.

### **7.3 INFORMATION FROM COUNCIL TO OWNERS**

The Council would like to send out their deepest sympathy to Zachary Majen and family for their loss of Tina who passed away on September 6, 2013

### **7.4 SMOKE DETECTORS**

It was MOVED/SECONDED by the Council to direct the Strata Manager to send letters to the Absentee Owners to get smoke detectors in their units checked. CARRIED

### **7.5 INSPECTION OF BUILDING ROOF**

It was MOVED/SECONDED by the Council to direct the Strata Manager to contact Abney Roofing for inspection of the building roof. CARRIED

### **7.6 NOISE STRATA BYLAWS REMINDER**

Owners are reminded about the following Noise Strata Bylaws:

(10) An owner, tenant or occupant must not:

- (a) use a strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourages loitering by persons in or about the strata lot or common property;
- (b) make, cause or produce undue noise, smell, vibration or glare in or about any strata lot or common property or do anything which will interfere unreasonably with any other owner, tenant or occupant;
- (c) use any musical instrument, amplifier, sound reproduction equipment or other device within or about any strata lot, the common property or any limited common property such

that it causes a disturbance or interferes with the comfort of any other owner, tenant or occupant;

**(8) ANNUAL GENERAL MEETING (AGM) BUDGET DRAFT 2014**

The draft budget will be reviewed and discussed at the next council meeting.

**(9) 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.\*\*\***

**(10) TERMINATION**

There being no further business, the meeting ended at 8:30 p.m. The next scheduled meeting is scheduled on Tuesday, November 19<sup>th</sup>, 2013.

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