

COUNCIL MEETING MINUTES**TUESDAY November 19th, 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: 604-595-8645
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

NW 307 WEDGEWOOD PARK

ATTENDANCE:

Johanne Fort
Karen Lanier
Maryann Ten Hoop

REGRETS:

Patrick Aubert

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

(1) CALL TO ORDER

The Council President called the meeting to order at 7:00 p.m. A quorum was present.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council Meeting held Tuesday November 19th, 2013 and there being no errors and omissions noted, it was MOVED/SECONDED to approve the minutes as prepared and distributed.

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 October 31, 2013.

CARRIED**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that as of the date of the meeting, the total Account Receivable stands at \$20,961.25. 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 Council reviewed the completed set of directives and all items are up to date.

4.2 DEPRECIATION REPORT

RDH Building Engineering Ltd did a site visit to Wedgewood Park in relation to the depreciation report on Nov. 5th 2013 and the draft report will be completed by Dec-Jan.

4.3 EMERGENCY GENERATOR REPAIRS UPDATES

Frontier Power Products completed the repairs as per the approved quotation, put some new parts to the generator set and now the emergency generator set is working fine. It was MOVED/SECONDED by the Council to approve the invoice of \$ 2,664.11 from Frontier Power Products and directed the Strata Manager to pay them. The Council also approved the quotation from Frontier Power Products for preventative maintenance service of the emergency generator set. **CARRIED**

4.4 HUMAN RIGHTS TRIBUNAL HEARING

The strata manager and the strata council met with the legal council on Nov. 7th, 2013 for the arbitration an updated briefing about the case filed against the strata over family status. The mediator involved facilitated the negotiations for both parties. The process is ongoing and Council expects to hear more information in January.

4.5 ROOF REPAIRS

The Council reviewed 2 quotes for roof repairs, one from Abney Roofing and the second from Design Roofing. The council decided to get the emergency repairs done in view of the season and asked the strata manager to contact Abney roofing to get an itemized list of what needs to be done now and the cost of that and also identify what could wait until next fiscal year to complete the work. Abney has recommended annual maintenance in order to extend the life of the roof.

4.6 DOOR REPAIRS

The Strata Council reviewed the 2 quotes for door repairs, one from NES Doors and the other from Allright Doors. Looking at both the quotes, the council decided to approve the quote from Allright Doors and asked the Strata Manager to contact them to start the work as soon as possible.

4.7 PAINTING OF RAILINGS

The quotation from Remdal Paintings for the painting of the exterior railings was reviewed by the Council and was decided to ask the strata manager to get a couple of more quotes in this regard..

(5) CORRESPONDENCE

1. Owner Information updates. The Owners are advised and encouraged to update their contact information on mybaywest or submit in writing to Baywest and by calling Baywest.

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2. Correspondence about a request for some renovations to be done to the bathroom and kitchen by an owner, which the council had approved earlier and which was in accordance to the strata bylaw was discussed at the council meeting.
3. 1424 Martin Street building garbage bin storage area. The Council reviewed the response from the concerned strata council and decided to ask the strata manager to contact the City of White Rock to inquire if all the city procedures, guidelines and regulations regarding garbage disposal were being followed by the above mentioned building.
4. The strata manager informed the council that a lien has been registered against unit owner after all collection efforts had failed.
5. The plumbing problem in a unit was a problem of clogged drains which was fixed by Dan. The cleaning of the building drains will be done shortly by Dan.
6. Letters have been sent out to absentee owners asking them to get their smoke detectors checked.
7. A letter was sent out to a unit owner requesting the clean up of the unit's patio area.

HOW TO COMMUNICATE CONCERNS:

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. In your correspondence, please state your full name, the Strata Plan number (NW 307), unit number, contact phone number and provide a concise and detailed description of the reasons for your correspondence and/or complaint. If you are reporting a complaint against someone, please make sure you provide the following: times, dates, unit number of alleged offender, a brief description of what you saw and what, if any, action was taken. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence.

According to the Strata Property Act the Strata Council must adhere to the following procedure when complaints are received:

1. The person/unit must be notified (in writing) that a complaint has been received.
2. They must be given a reasonable chance to respond (request a hearing if appropriate)
3. Once this is completed, Council may take action.

In case of a building emergency Owners are asked to contact Baywest Management at 604-591-6060 and to report criminal and suspicious activity contact the Police - 911. Please DO NOT knock on the doors of Council members, as they are volunteers and they too would like to enjoy their homes peacefully. All complaints must be put in writing and sent to the Strata Council via the Strata Manager.

(6) NEW BUSINESS

6.1 INSURANCE RENEWAL

The Council reviewed the premium quotation from one of the insurance providers for the building, but looking at the price decided to get another quote and asked the strata manager to start work in this regard as soon as possible as insurance renewal is due in December.

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6.2 JANITORIAL SERVICES

The strata council reviewed the quotation from Cleantech Janitorial services, asked the strata manager to contact Cleantech to discuss and sort out some issues before approving their quotation and hiring their services.

6.3 HANDYMAN SERVICES

It was decided by the Strata Council to hire the services of a handyman and directed the strata manager to look at options of services available which could be provided to the strata corporation.

6.4 PREVENTATIVE MAINTENANCE

The strata council at the meeting decided to get a quote to have the drains cleaned, for mechanical maintenance repairs and also to get a yearly maintenance agreement for preventative maintenance services from Dan of Riverside Heating and Plumbing.

6.5 AGM DATE

It was decided by the strata council and the strata manager to set the upcoming Annual General Meeting for Tuesday, January 7th 2014.

(6.6) ANNUAL GENERAL MEETING (AGM) BUDGET DRAFT 2014

The draft budget for 2014 was presented by the strata manager to the council for review. The Council reviewed, discussed and approved the draft budget in its present form to be presented to owners for approval by a majority vote at the AGM set on Tuesday, January 7th, 2014.

(7) CHANGES ON COUNCIL

The Council informed the Strata Manager of the change that has been made to council. Susan Taylor, has agreed to join Council replacing Erin Wilkinson. Welcome Susan.

(8) MYBAYWEST WEB PORTAL

Owners are reminded the strata web portal is up and running and are encouraged to visit **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 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 was terminated at 8:40 p.m.
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The next scheduled meeting is the Annual General Meeting set on Tuesday, January 7th, 2014.

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