

**COUNCIL MEETING MINUTES****WEDNESDAY, May 21, 2014****WEDGEWOOD PARK – NW 307****LOCATION:**

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

**STRATA COUNCIL**  
2014

**PRESIDENT**

Johanne Fort

**TREASURER**

Karen Lanier

**AT LARGE**

Maryann Ten Hoop  
Patrick Aubert  
David Paquin

**STRATA MANAGER**

Nicole Alexandru  
Direct Phone: 604-501-4412

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  
David Paquin

**REGRETS:**

Robert Douglas, Baywest Management Corp.  
Nicole Alexandru, Baywest Management Corp.

**(1) CALL TO ORDER**

The Council President called the meeting to order at 7:00 p.m. A quorum was present. Rob Douglas introduced Nicole Alexandru, the new strata manager to Council.

**(2) GUEST BUSINESS**

One Owner attended the meeting to discuss with Council issues related to an extension of the rental hardship. Council interacted on specifics with the owner to clarify some of the issues. Subsequently, it was moved and seconded to approve one year hardship rental extension as requested.

**CARRIED****(3) COUNCIL MEMBER ASSIGNMENT**

David Paquin volunteered for the vacant position on Council for the remaining of the 2014 mandate. It was moved and seconded to accept his appointment as council member At large.

**CARRIED****(4) ADOPTION OF PREVIOUS MINUTES**

Following a review of the Minutes of the Council Meeting held Tuesday, February 4, 2014 and there being no errors and omissions noted, it was moved and seconded to approve the minutes as prepared and distributed.

**CARRIED****(5) FINANCIAL REPORT****5.1 FINANCIAL STATEMENTS**

Following review of the Financial Statements, the Treasurer advised that everything appeared to be in order. The strata agent and Council members interacted on specifics related to the Balance sheet. On April 30, 2014 was noted an operating

surplus of \$19,678.47 for the current year. It was moved and seconded to adopt the Financial Statements up to April 30, 2014. **CARRIED**

## 5.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at May 21, 2014. It was reported the outstanding balance of accounts totalled in the amount of \$10,438.47.

Owners are reminded that strata fees are due and payable on the first day of each and every month and the Strata Corporation is solely dependent on prompt receipt of all strata fees to finance its day-to-day activities. Owners are reminded that it is possible to set up a direct debit for your strata fee payments. Please contact Baywest-Accounts Receivables for details.

Please be advised that in accordance with strata corporation Bylaws, all strata lot accounts will be levied with late payment interest and penalty if accounts are not paid in full by the first of each month.

One owner was noted as being in arrears of \$3,988.35, lien was applied as of March 2014 and no payment was received. Following discussion, it was moved and seconded to forward the file to legal for further collection if payment is not received in full within a month. **CARRIED**

Council directed the strata agent to send arrears letter to one unit owner owing \$1,121.24.

## (6) BUSINESS ARISING FROM PREVIOUS MINUTES

### 6.1 PREVIOUS AGENDA ITEMS

Railings – Council was in receipt of an additional quote from CertaPro Painters. Following discussion it was moved and seconded to approve the quotation from CertaPro Painters as presented. **CARRIED** Council member kindly offered to be the liaison with the contractors. The strata agent will touch base with the contractor advising approval of their quotation and requesting to schedule the project.

Generator Service – Frontier Power Products completed the service of the emergency generator in March.

Dumpster for Neighbouring Strata – Council directed the Strata Manager to send an additional letter to the neighbouring complex requesting the installation of a new garbage enclosure.

Owner Contact Information – Council handed in a list of Owners with updated contact information to cross reference with owners' registration from Baywest. Council also requested to add the interphone security codes in the database.

Repair to Garbage Room Doors – All Right Doors completed the work on May 15. It was reported the contractor applied a second coat of paint.

Depreciation report - Council liaised with RDH regarding the proposed funding models. RDH will amend their report and submit a final report to be reviewed and approved by Council. Council directed the strata agent to hold the payment of the last invoice until the final report is received.

Roof maintenance – Abney Roofing completed the job and the building key was returned to Council.

Dryer vent Cleaning – the job was completed by National Air Technologies.

Common room – The Social room will soon be re-keyed. As of June 2, 2014, in case you need access in the Social room or wish to book the room for a specific event, please contact Karen in unit 104 at 604-535-3934 or Pat in unit 303 at 604-542-2482, who kindly offered to liaise with the Owners.

## **6.2 GAME PLAN DOCUMENTS**

The Strata Manager was requested to send the Standard Operating Procedure form to council.

## **6.3 HUMAN RIGHTS TRIBUNAL HEARING**

The process is on-going and there is no new information at this time.

## **(7) CORRESPONDENCE**

7.1 As the water is still dripping in the garage, Council directed the strata agent to send another letter to the owner above advising the water did not stop and requesting proof of the repair. There is no contact phone number for this Owner.

7.2 Council reviewed correspondence from one unit Owner requesting reimbursement for the power consumption during the roof maintenance. Following discussion, Council directed the strata agent to send a response letter advising that Council will reimburse the Owner according to the calculation based on the information collected from Abney Roofing.

**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.**

## **(8) NEW BUSINESS**

### **8.1 MAKE-UP AIR UNIT**

Riverside Heating & Plumbing provided maintenance of the hallways fans. The filters were replaced and the belts readjusted.

### **8.2 GARBAGE & RECYCLING REMOVAL ALLERT**

The City of White Rock workers are on strike and the strata corporation needed to hire a private company to provide the service. It was moved and seconded to approve the quotation from AJM Disposal as presented. **CARRIED**

Council expressed satisfaction for the service provided so far.

### **8.3 AMENITY WATER ESCAPE**

Riverside Heating & Plumbing investigated a water escape in the amenity room and discovered it was originated from the unit above. Upon getting access in the unit the contractor found the basin stack, water coming out of the sink and water in the toilet bowl running. They augured and unblocked the drain.

#### **8.4 SUMP PUMP**

On May 15, 2014 the sump pump alarm went off. While on site, Riverside Heating & Plumbing inspected the sump pump and reported the alarm went off due to the recent rainfalls. They tested the sump pump and find it fully functional.

#### **8.5 WATER ESCAPE**

On May 7, it was reported water ingress on the ceiling of a unit located on the third floor. Riverside Heating & Plumbing was dispatched to investigate and repair. The contractor accessed the unit above and reported a poor bathtub drain.

#### **8.6 SLIDING DOORS**

Council was in receipt of a quotation from White Rock Glass to replace the glass in two units. Council was in receipt of another request for the replacement of a broken living room window. It was moved and seconded to add the additional request and approve the quotation as presented. **CARRIED**

#### **(9) TERMINATION**

There being no further business, the meeting was terminated at 9:00 p.m.

The next council meeting is scheduled on Tuesday, July 22, 2014.

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