

COUNCIL MEETING MINUTES

TUESDAY, September 23, 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
 David Paquin

REGRETS:

Patrick Aubert

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.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council Meeting held, July 22, 2014 and there being no errors and omissions noted, it was moved and 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. It was moved and seconded to adopt the Financial Statements up to August 31, 2014. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at September 23, 2014. It was reported the outstanding balance of accounts totalled the amount of \$10,106.28 representing charge back invoices and late payment interest.

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.

Council directed the strata agent to forward them one unit's statement of account.

3.3 TAX FILING

Strata Corporations are required to file Corporate Tax Return with Canada Revenue Agency on a yearly basis. Council touched base with Baywest Accounting Manager - Tax service asking for clarification with respect to the tax filing. Upon receiving the information, Council further discussed and it was moved and seconded to approve the tax filing during the next fiscal year. **CARRIED**

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 PREVIOUS AGENDA ITEMS

Railings – Council confirmed that CertaPro Painters addressed all deficiencies, and it was moved and seconded to pay the invoice. **CARRIED**

Dumpster for Neighbouring Strata – As no response was received, Council decided to monitor any further developments.

Standard Operating Procedure – Council submitted the form to the strata agent to be saved in the system.

South garage water dripping – A response from Riverside Plumbing is pending.

Elevator – The strata agent submitted three quotations from Richmond Elevator, Eltec and Metro Elevator for Council's review. West Coast Elevator was also requested to bid on this project and following investigation, the contractor advised they noticed that work has been previously done on the existing cylinder. Council member will contact Otis Elevator, the original installer to confirm the status of the cylinder and the necessity of the upgrade.

Vent cleaning – The strata agent submitted a quotation from National Air Technologies. Following review, Council directed the strata agent to ask clarification about the cleaning of the dryer, kitchen and bathroom vents.

Tree management – Council confirmed that Bartlett Tree Experts completed the trimming of the trees located at the front of the building and it was approved the payment of the invoice. **CARRIED**

Lock box – Council advised the entry system was upgraded to a FOB system and the FOBs were already distributed to the Owners. In addition with the scope to increase the safety of the building, cameras were installed. Council will soon upgrade the garage door entry into FOB system as well.

It was moved and seconded to charge back \$1,000, representing All Perils insurance deductible to the Owner who installed the lock box without permission from Council and also against the Bylaws of the strata corporation. **CARRIED**

In-suite Fire Devices Inspection – As the inspection for common area devices, fire extinguishers and sprinkler system was completed on July 25, 2014, Council was in receipt of a quotation for the repair of the deficiencies. It was moved and seconded to approve the quotation as presented. **CARRIED**

On October 2, 2014, Council will check in suite smoke detectors. Additionally, they will inspect the status of the decks, sliding doors and the heating system in each unit to see if they have been updated.

Permits - The strata agent submitted a copy of the 2014 permits for the hot water boilers

Riverside Maintenance Log – As no response was received, the strata agent will follow up with Riverside Heating & Plumbing.

Boiler room - The copper overflow and pipe leaking in the boiler room will be completed on September 24, 2014 by Riverside Heating & Plumbing.

(5) CORRESPONDENCE

5.1 Council reviewed correspondence from an Owner notifying the windows were not cleaned this year. Council advise the windows will be cleaned in the next fiscal year.

5.2 Council reviewed correspondence from an Owner advising of the damage on the forth floor common hallway door frame. Council thank the owner for bringing this issue to their attention.

5.3 Council reviewed correspondence from an Owner advising the North garage door is missing a wheel. Council will dispatch Gerald's Door to repair.

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 SECURITY

Council advised that two cameras were installed in the building. In the near future Council will be adding more cameras, as part of their security upgrading efforts.

6.2 RIVERSIDE HEATING AND PLUMBING INVOICES

The strata agent advised Council that two stale invoices were received by Baywest recently. Council thoroughly reviewed them and it was moved and seconded to approve the payment of one invoice.

CARRIED

Council advised that the second invoice should be amended to show the cost to be paid by the strata corporation and the cost which must be charged back to a unit Owner.

6.3 PROPOSED BUDGET

Council thoroughly discussed about all maintenance services they need to address the next fiscal year. Based on their information the strata agent will send a draft budget for their review.

(7) TERMINATION

There being no further business, the meeting was terminated at 9:00 p.m.
The next council meeting is scheduled on Wednesday, November 19, 2014.

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