

COUNCIL MEETING MINUTES

Wednesday, May 24, 2006

THE MONTCLAIRE – LMS 1606**LOCATION:**

7:00 p.m. - Exercise Room
2980 Princess Crescent
Coquitlam, B.C. V3B 7R5

STRATA COUNCIL
2006/2007

PRESIDENT

Kelly Reid - #420-2980

V-P/Landscaping

Robin Tadd - #114-2970

TREASURER

Michelle Lynde - #124-2980

SOCIAL

Gail Surcess - #402-2970

AT LARGE

Judy MacLeod – #118-2970

Walter Vettorel - #127-2980

STRATA MANAGER

John Hoffman, CPRPM

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BAYWEST MANAGEMENT

13520 78TH AVENUE
SURREY, B.C. V3W 8J6

Phone: (604) 591-6060

ATTENDANCE:

Kelly Reid
Michelle Lynde
Gail Surcess
Robin Tadd
Walter Vettorel

REGRETS:

Judy MacLeod

John Hoffman, Baywest Management Corporation

(1) CALL TO ORDER

The President, Kelly Reid called the meeting to order at 7:00 p.m., a quorum being present at that time.

(2) ADOPTION OF PREVIOUS MINUTES

Council reviewed the Minutes of the Council Meeting held April 26, 2006 and there being no errors or omissions noted, it was MOVED/SECONDED that the Minutes of the April 26, 2006 Council Meeting be adopted as distributed. CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 CONTRACT RENEWALS**

There are no contracts coming due this month requiring any input or approval by the Council.

3.2 BUILDING ENVELOPE MAINTENANCE MANUAL

Copies of the Maintenance Manual are being reviewed by the new members of Council prior to any discussion or consideration of the manual.

3.3 LANDSCAPE – SOIL ADDITION

This project should be completed in the next month or so once the required work is up to date.

3.4 LANDSCAPE REPORT

The consideration of the April landscape report was deferred to next month for consideration.

3.5 INTERIOR RE-CARPETING

This project is now complete and any deficiencies have been dealt with and the contractor has been paid as noted in the minutes of last month.

3.6 WINDOW & SIDING CLEANING PROPOSAL.

This contract has been awarded and at the present time we are in the process of scheduling the dates for this project to be completed. Once chosen, appropriate notices will be delivered and posted to forewarn all residents of any requirements to assist in getting the project completed.

3.7 EXTERIOR WINDOWS - TRIM REPAIRS

This contract has also been awarded and the contractor is currently on site conducting the repairs as quoted. Unfortunately some of the work is weather dependant, as they do not want to remove wood or siding during the rainy periods.

3.8 ANNUAL STRATA CORPORATION - BARBEQUE

As noted in the last minutes this years BBQ has been scheduled for Sunday August 27, 2006 commencing at 2:00 PM in the center courtyard. In order to get an estimate of how many residents will be attending, we will be attaching to the June 2006 minutes a tear off RSVP form for completion.

3.9 ENFORCEMENT OF VISITOR PARKING

Subsequent to the last minutes, further monitoring and enforcement of the visitor parking has been taking place and it is improving. Unfortunately there are still some Owners and residents from The Jefferson who feel they can use visitor parking, as they like.

Be forewarned that should you be one of those caught in violation, that towing would be authorized without further notice following one warning.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer reviewed the financial statements for the months of March & April as there were some questions that needed clarification and then specific direction was given to the Property Manager to ensure that the late payment penalties that had been paid on Hydro and Terasen bills is refunded to the Corporation. One other item was the charging back to the Owner costs related to repairs to their suite that was necessitated when the door was damaged by the Fire Department responding to an incident.

Following the review and discussion it was MOVED/SECONDED to accept the March & April 2006 financial statements as prepared by Baywest. CARRIED

4.2 ACCOUNTS RECEIVABLE

Any Owners with amounts outstanding are requested to bring their accounts current, as the funds are necessary to meet the financial obligations of the Corporation.

(5) CORRESPONDENCE

Correspondence was received from the following:

- Green Jiu Landscaping – monthly landscape maintenance report for April 2006.
- Advanced Systems roofing & WaterProofing – quotation to re-surface the balconies and patios needing attention.
- Eleven Owners – providing the completed Fireplace Cleaning forms.
- Creative Plumbing & Heating Ltd. – report on the condition of the 2970 domestic hot water boiler and quotations to replace same as it's reaching the end of its life expectancy.

Council subsequently dealt with the correspondence received and where deemed necessary, the Strata Manager was 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.

(6) **NEW BUSINESS**

6.1 **BOILER CONCERNS – RECOMMENDATIONS FROM CONTRACTOR**

Council reviewed in detail and considered the options presented concerning the replacement options for the 2970 domestic hot water boiler. Unfortunately after reviewing all the options and the fact it will take up to 5 or more weeks to obtain the replacement boiler, Council felt that the potential failure of this unit would lead to unnecessary hardship for those residing in the 2970 building. A failure would also lead to added emergency repair costs while waiting for a replacement to arrive. It was MOVED/SECONDED to award the contract now as an emergency expenditure from the Contingency Reserve Fund and replace the boiler before it fails bringing with it extra unnecessary repair costs. CARRIED UNANIMOUSLY.

6.2 **GLASS IN HOT TUB – INJURY TO AN OWNER**

This past weekend, an Owner sustained a serious cut to her foot when she stepped on a sharp piece of glass embedded in the grate at the bottom of the hot tub. This poses a serious problem to the Corporation and could have more serious repercussions should this happen again.

ALL RESIDENTS ARE REMINDED THAT AT NO TIME IS ANY GLASS MATERIAL TO BE BROUGHT INTO THE HOT TUB ROOM.

Should another incident of this nature occur, it is likely that the hot tub will have to be shut down for an extended period of time to conduct inspections, do repairs and resolve safety issues before it can be re-opened?

(7) **ADJOURNMENT**

There being no further business, the meeting was terminated at 8:15 p.m.

The next scheduled Council Meeting will be held on Wednesday, June 28, 2006 at 7:00 PM in the Exercise Room.

John Hoffman, CPRPM
Strata Manager

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