

COUNCIL MEETING MINUTES

Wednesday, July 26, 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
Judy MacLeod
Michelle Lynde
Gail Surcess
Robin Tadd
Walter Vettorel

REGRETS:

John Hoffman, Baywest Management Corporation

(1) CALL TO ORDER

The President, Kelly Reid called the meeting to order at 6:57 p.m., a quorum being present at that time.

(2) ADOPTION OF PREVIOUS MINUTES

Council reviewed the Minutes of the Council Meeting held June 28, 2006 and there being no errors or omissions noted, it was **MOVED/SECONDED** that the Minutes of the June 28, 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 MAINTENANCE – DECK RENEWAL

Two additional companies have been contacted to obtain competitive quotations to renew all balcony/patio surfaces except the 4th floor as part of the building maintenance program. Unfortunately due to the extremely high demand and a shortage of workers, it is taking longer than expected to get the quotations. It is anticipated that we will have them by the next Council meeting.

3.3 LANDSCAPE – SOIL ADDITION

This project is well underway with most of the beds having received additional soil and the center courtyard has also been top dressed in an effort to improve the grass areas.

3.4 LANDSCAPE REPORT

The report from Green Jiu for the month of June had been

received and provided to all Council members for their information as to just what has transpired during the past month.

3.5 FIREPLACE MAINTENANCE – INTERESTED OWNERS.

On Wednesday July 5, 2006 the contractor attended and completed the inspection, testing and cleaning of those units who expressed an interest in having their fireplaces inspected at their expense.

3.6 EXTERIOR WINDOWS - TRIM REPAIRS

The three other areas identified in the last minutes as needing replacement of trim boards at the 4th floor has begun. It should be noted that we are aware of other areas in the complex that will also need attention, but the maintenance budget had been spent for this year. We will be continuing with the project next year once the new budget is in place. We are dealing with the high priority areas first and this will likely be a topic for some discussion at next years Annual General meeting.

3.7 ANNUAL STRATA CORPORATION - BARBEQUE

This years BBQ will be held on Sunday August 27, 2006 commencing at 2:00 PM in the center courtyard for any residents of The Montclaire. To date approximately 30 RSVPs have been received from those interested in attending and as in past years there will likely be others attending who have not submitted a response. The Social committee will be arranging to purchase all necessary food and refreshments and we look forward to seeing you there.

3.8 ENFORCEMENT OF VISITOR PARKING

The monitoring and enforcement of the visitor parking is still taking place and it has been noted that there has been improvement with proper tags being displayed and less abuse by residents of The Jefferson. Be forewarned that violators can be towed without further notice following one warning.

3.9 BOILER REPLACEMENT 2970 PRINCESS CRESCENT

On Wednesday July 5, 2006, Creative Plumbing replaced the boiler in the 2970 building. The exchange went well, however there were a couple of minor problems in the first day or so. These have all been rectified; the system has been operating without incident for several weeks and should continue to do so.

Shortly after the exchange a controller failed in the 2980 building necessitating replacement part to solve this problem.

3.10 PESTS/RATS IN GENERAL AREA

Numerous buildings in the immediate area have noted rats from time to time. As a preventative measure, bait stations have been installed at various locations and we are requesting that all residents do not place any pet food outside on the decks or patios as it attracts rats. Thanks for your assistance.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer has received clarification of the financial statement for the month of May and was satisfied with the June statements therefore it was MOVED/SECONDED to accept the financial statements for May & June 2006 as prepared by Baywest. CARRIED

4.2 ACCOUNTS RECEIVABLE

There are still Owners with amounts outstanding and they have been sent arrears notices requesting that their accounts be brought current. Those Owners with outstanding arrears are charged a \$25.00 late payment penalty as well as interest as allowed for in the Bylaws and Strata Property Act.

(5) CORRESPONDENCE

Correspondence was received from the following:

- Green Jiu Landscaping – monthly landscape maintenance report for June 2006.
- Mt. View/Arbour Tree Services – quote to remove leaning trees and report recommending the removal of the similar trees and pruning of others where limbs are touching the buildings.
- An Owner expressing concern over the fact that balconies/patios are not being cleaned and maintained by the Owners.
- An Owner seeking permission to install a screen door.
- An Owner requesting that suitable move in/out times be implemented to prevent early or late moves affecting the other residents.

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 PAINTING OF PARKING LINES – VISITOR PARKING OUTSIDE

This was brought up in the form of a query as to whether there were original lines designating parking spaces in the visitor's area outside, between the Montclair & Jefferson. This will be investigated further and reported on at the next meeting.

6.2 SPLIT SPRINKLER SUPPLY LINE – WATER ESCAPE

Over the weekend, a sprinkler supply line in one of the units split and caused a water escape resulting in damage to at least three suites and the initiation of an insurance claim to cover the repair costs. Unfortunately this is one of those occurrences that happens without warning and could not be prevented and the split was inside a wall of a closet.

The emergency restoration service is underway and the repairs will begin as soon as possible.

6.3 STRATA CORPORATION RULE – MOVING TIMES.

There have been incidents where persons have been moving in or out till after midnight thereby disturbing others in the building. To help deal with this, Council feels that a new rule needs to be adopted limiting the times when moving can take place for the benefit of all residents. At next years Annual General meeting the rule will have to be voted on by the Owners and if approved it becomes part of the Corporation's bylaws.

It was then MOVED/SECONDED that

“An appointment for a moving time shall be made with the caretaker prior to the actual moving date, and that the moving times are restricted to between the hours of 9:00 a.m. and 9:00 p.m.”

CARRIED

(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, August 30, 2006** at 7:00 PM in the Exercise Room.

John Hoffman, CPRPM
Strata Manager

IMPORTANT NOTICES

WATERING OF COMMON PROPERTY

ALL RESIDENTS ARE ENCOURAGED TO DO WHAT YOU CAN TO ASSIST IN WATERING THE COMMON AREAS ADJACENT TO YOUR SUITE.

For your information, all the costs to maintain the common area landscaping come directly out of the Owners' pockets. Any required plant replacement or work necessary due to lack of water drives up your maintenance fees, so any assistance provided will be much appreciated.

COUNCIL REQUESTS

Any and all requests to council must be in writing and placed in the Strata Mailbox or emailed to jhoffman@baywest.ca in order to be considered by Council. Under no circumstances will Council deal with verbal requests or complaints.

FIRE ALARMS

All residents are reminded to always treat any fire alarm as legitimate until proven otherwise and the building has been declared safe for entry. The recent fire just a couple of blocks away highlights this as those who fail to respond to the alarms run the extreme risk of getting caught in a burning building. Always make sure to take your children **NEVER** leave them behind under any circumstances.

SAFE USE OF BARBECUES

Council feels it is time to bring to everyone's attention a couple of items regarding the safe use of barbecues on the balconies and patios.

1. Make sure it is moved away from the building surfaces as the heat will melt the vinyl siding and any repairs necessary due to damage will be charged back to the unit Owner.
2. During this dry period all the plants and trees adjacent to balconies/patios are more susceptible to catching fire, so keep them away from all plant material.
3. Do all that you can to minimize the amount of smoke coming from the BBQ so as not to unnecessarily bother your neighbours.

NEVER THROW CIGARETTES OFF YOUR BALCONY AS THEY POSE A FIRE HAZARD.

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