

**COUNCIL MEETING MINUTES***Wednesday, September 27, 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*

**VICE-PRESIDENT/LANDSCAPE**

*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**

*Alexine Law*

*Direct Phone: (604) 501-4425*

*E-Mail:*

*alaw@baywest.ca*

*Fax: (604) 592-3670*

**Accountant:**

*Catheleen Whomes*

*(604) 501-4438*

*E-Mail:*

*cwhomes@baywest.ca*

**BAYWEST MANAGEMENT**

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

*Phone: (604) 591-6060*

**ATTENDANCE:**

Kelly Reid  
Robin Tadd  
Michelle Lynde  
Gail Surcess  
Walter Vettorel

**REGRETS:**

Judy MacLeod

Alexine Law, Baywest Management Corporation

**(1) CALL TO ORDER**

The President, called the meeting to order at 6:59 p.m. A quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held August 30, 2006 and there being no errors or omissions noted, it was MOVED/SECONDED to adopt the Minutes as prepared and distributed. CARRIED

**(3) BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 SPRINKLER SUPPLY LINE – INSURANCE UPDATE**

Edenvale Restorations was awarded the contract to complete the repairs on the 3 units as a result of a split sprinkler line. The units are in the drywall/painting stage.

**(4) FINANCIAL REPORT****4.1 FINANCIAL STATEMENTS**

The Treasurer reviewed the Financial Statements up to and including August 31, 2006. It was noted all the Treasurer's questions had been answered and the Statements were in order. It was then MOVED/SECONDED to accept the Financial Statements to August 31, 2006, as prepared. CARRIED

**4.2 ACCOUNTS RECEIVABLE**

The Strata Manager conducted a review of the Accounts Receivable as at September 27, 2006 with Council and it was noted there are 13 accounts in arrears. 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 Strata Fees to finance its day-to-day activities and Special Assessments to finance special projects.

**OWNERS ARE REMINDED THAT ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS SECTION 1(A)(B).**

All Owners in arrears will be sent late notices advising of their outstanding balance and requesting immediate payment.

Council directed the Strata Manager to send a Demand Letter to one Owner requesting the account be paid in full or a satisfactory payment schedule be made within 14 days to avoid having a lien placed against the strata lot.

**(5) COMMITTEE REPORTS**

**5.1 LANDSCAPING**

Pruning is taking place on the rose, magnolias and laurel bushes. The flowerbeds on Princess Crescent are being fertilized, while weeding, power edging and general clean up continues throughout the complex.

**5.2 SOCIAL**

There is nothing to report at this time although plans are currently being made for the Annual Festive Rum & Eggnog Event.

**(6) CORRESPONDENCE**

A letter was received with regards to the plans for the courtyard, but as indicated in the Landscape Report of the last set of Minutes, it is the support trellises in the courtyard that are rotting away and will need to be removed in the future. When this occurs, current foliage may need to be removed.

A letter was received with regards to move-in/move-out procedures. Owners are reminded that no Owner, tenant or visitor shall leave open or unlocked any outside entrance or fire escape for the purpose of moving into or out of a strata lot or otherwise, unless they are in constant supervision of the entrance. Common area doors must not be propped open or left unattended.

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.

Owners are advised correspondence received without a name, unit number or any other identifiable contact information, will not be reviewed by Council.

**(7) NEW BUSINESS**

**7.1 ROOF CONDITION**

After some discussion with regards to the roof leak during the last 2 rainstorms, it was recommended to have a complete roof report done by a roofing consulting company. It was MOVED/SECONDED to have roofing consulting company do a full review of the roof and report back prior to the next Council Meeting, at a cost of approximately \$2,500. CARRIED

**7.2 PARKING LINES IN UNDERGROUND**

The Strata Manager was directed to obtain a quote for the parking lines in the underground parking lot.

### **7.3 LANDSCAPE CONTRACT RENEWAL**

After some discussion with regards to the landscape contract for the 2006/2007 seasons, it was MOVED/SECONDED to accept the quote from Green Jiu Landscaping contract at an incremental increase of 5%. CARRIED

### **7.4 USE OF CLEANING SOLUTIONS IN UNDERGROUND PARKING AREA**

Owners are reminded to only use a biodegradable solution when washing any vehicle or parking stall. Council would like everyone to remain cognizant of what is allowed to enter the waterways. Should you require the name of a good biodegradable product, please contact the Caretaker, Gary Burton at (604) 312-9728.

### **7.5 COASTAL INSURANCE SERVICES PREMIUM**

The Strata Manager presented the Summary of Coverage to Council for the renewal premium of 39,635. The Montclair is insured for \$23,575,000. guaranteed replacement cost. Council was offered 3 additional optional coverage and limits, but after some review, it was MOVED/SECONDED to enter into the insurance coverage without any additional options. CARRIED

### **(8) ADJOURNMENT**

There being no further business, the meeting was terminated at 7:55 p.m.

The next scheduled Council Meeting will be held on October 25, 2006 at 7:00 p.m. in the Exercise Room.

Alexine Law  
Strata Manager

<p><b>Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.</b></p>
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