

COUNCIL MEETING MINUTES

Wednesday, October 25, 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

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BAYWEST MANAGEMENT

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Phone: (604) 591-6060

ATTENDANCE:

Kelly Reid
Robin Tadd
Michelle Lynde
Gail Surcess
Judy MacLeod
Walter Vettorel

REGRETS:

Alexine Law, Baywest Management Corporation

(1) CALL TO ORDER

The President, Kelly Reid called the meeting to order at 7:01 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the Council Meeting held September 27, 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 ROOFING REPORT**

Monclaire's roofer, TEK Roofing, have submitted their annual report on the condition of the roof. Their report calls for 3 priority areas of preventative maintenance. Council is waiting for a 2nd report from ATC Consulting and after careful review, will proceed with the best course of action.

3.2 PARKING LINES

Coastline Painting quoted on parking lines at \$895, but Council has deferred a decision to spring 2007, when the elements will not affect the adhesion.

3.3 LANDSCAPING CONTRACT

The Montclaire's landscaping contract was renewed with Green Jiu for September 1, 2006 to December 31, 2007 at an incremental difference of 5%.

3.4 INSURANCE RENEWAL

The insurance premium for The Montclaire was renewed with Coastal Insurance for \$39,635 for the year October 1, 2006 to

September 30, 2007 and was financed over that period of time.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer reviewed the Financial Statements up to and including September 30, 2006. It was noted there was one coding error. The Strata Manager was directed to have this error corrected. It was then MOVED/SECONDED to accept the Financial Statements to September 30, 2006, as prepared.

CARRIED

4.2 ACCOUNTS RECEIVABLE

All Owners in arrears have been notified of their outstanding balance and one Owner has been liened. 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.

(5) COMMITTEE REPORTS

5.1 LANDSCAPING

Green Jiu Landscaping will be removing overgrowth around the gazebo, in order to determine how many beams may need to be replaced. The Committee Chair, Robin Tadd, presented the Strata Manager with the landscape needs of the complex so they can be budgeted for in the 2007 fiscal year.

5.2 SOCIAL

Plans are being made for the annual festival Rum & Eggnog event. This event is being planned for Sunday, December 3, 2006 from 2:00 p.m. – 5:00 p.m. Posters will be placed throughout the complex and Owners are requested to R.S.V.P. by November 21st so Council can plan festive event.

(6) CORRESPONDENCE

Correspondence was received from Owners with regards to garbage in the parkade, cleanliness of certain areas of the parkade, cigarette butts being thrown from the balconies, and repairs to personal property. Owners are reminded to dispose of all garbage in the proper receptacles and not to leave any garbage in the stairwells of the parkade or in the elevators or in and around the parkade. As a courtesy to your fellow Strata residents, let's all cooperate in making The Montclair a clean and healthy environment.

Further, Owners are reminded not to throw anything from the balconies, especially cigarette butts. Items such as this may be a fire hazard as they can easily land on parched grass or another Owner's balcony. An ashtray needs to be used by all Owners who smoke on their balcony. Old cigarette butts should then be disposed of in a safe and proper manner. Council requests your cooperation in the above matters.

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.

(7) NEW BUSINESS**7.1 WINDOW TRIM/BOX DETAIL**

In preparation for the next budget year, Council is acquiring quotations to address the short-term/long-term maintenance needs of The Montclaire. A quote has been received from SJL Construction for the 5 window trim/box detail areas.

7.2 DECK MEMBRANE QUOTES

Council is reviewing quotations for the liquid vinyl membrane of 85 decks. One quote is in, but Council is waiting on a 2nd quote. Deck membraning is a preventative maintenance initiative. Owners should be aware that flowerpots should not be placed directly on the balcony vinyl membrane floor but rather, should be on a stand or riser that allows airflow. When flowerpots are placed directly on the vinyl membrane, water and plant fertilizer is trapped between the flowerpot and the membrane and will cause deterioration to the membrane. Insects also love to take up residence in these moist, dark locations below the flowerpots.

7.3 CONTRACT REVIEW

The Strata Manager presented a table of all contracts, whether ongoing or automatic renewal so Council can have a snapshot view of upcoming renewal dates. At this time, the only contract up for renewal is the insurance premium, which has been initiated for 2006/2007.

7.4 UNEVEN SIDEWALKS – PRINCESS CRESCENT

Due to the change in seasons and the elements, the sidewalks of The Montclaire have experienced some movement, causing the cement slabs to heave. As this is a potential hazard, the Strata Manager was directed to obtain 2 quotes to rectify the situation. Council will review these quotes at the next scheduled Council Meeting.

(8) ADJOURNMENT

There being no further business, the meeting was terminated at 8:10 p.m.

The next scheduled Council Meeting will be held on November 22, 2006 at 7:00 p.m. in the Exercise Room.

Alexine Law
Strata Manager

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