

COUNCIL MEETING MINUTES

Wednesday, November 22, 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

Donna Smith

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BAYWEST MANAGEMENT

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SURREY, B.C. V3W 8J6

Phone: (604) 591-6060

ATTENDANCE:

Kelly Reid
Robin Tadd
Michelle Lynde
Gail Surcess
Judy MacLeod

REGRETS

Walter Vettorel

Donna Smith, Baywest Management Corporation

(1) CALL TO ORDER

President, Kelly Reid called the meeting to order at 7:00 p.m. A quorum was established.

(2) INTRODUCTION OF NEW STRATA MANAGER

It was noted that the previous Strata Manager left the employ of Baywest for other employment opportunities. Donna Smith joined Baywest on November 1, 2006, and will be managing The Montclair. Donna is a licensed Strata Manager with 11 years of experience and assured Council she has no plans to leave Baywest or her new clients, anytime soon.

(3) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the October 25, 2006 Council Meeting and there being no errors or omissions noted, it was MOVED/SECONDED to adopt the Minutes as distributed.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 ROOFING REPORT**

A 2nd evaluation of the condition of the roof areas is pending. Once it is available, Council can confirm the needed course of action to recommend to the Owners at the Annual General Meeting.

3.2 WINDOW TRIM/BOX DETAIL

The Strata Manager is soliciting at least two more quotes for this project in preparation for the budget formation next month.

3.3 DECK VINYL REPLACEMENT FOR 85 DECKS

Two quotes to prepare the surface of 85 decks and apply liquid vinyl membrane on their surfaces are in hand and a third will be

available prior to the next meeting.

3.4 LIABILITY CONCERN WITH SIDEWALK AT FRONT

True North Restorations provided a quote to remove and replace the concrete sidewalk area where heaving has resulted in a liability concern. However the contractor also noted that as the cause of the problem is the roots of a nearby tree pushing up the concrete, the problem will again develop. He recommends the appropriate contractor be asked to root prune the tree if possible. The Strata Manager will obtain a second quote for the concrete work and an inspection and evaluation of pruning the tree roots to eliminate the problem on a permanent basis.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer reviewed the Financial Statements up to and including October 31, 2006. It was then MOVED/SECONDED to accept the Financial Statements to October 31, 2006, as prepared. CARRIED

The Treasurer advised she is in the process of breaking down details of the larger budget categories such as repairs and maintenance, in order to determine more accurately what the various services cost (such as mechanical maintenance, roof maintenance, fire equipment inspection, etc.) are. The Strata Manager indicated she was also reviewing the expenses for the same purpose.

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.

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).

(5) COMMITTEE REPORTS

5.1 LANDSCAPING

Owners are again reminded to keep their pets off the flowerbeds to avoid disturbance of numerous spring flower bulbs recently planted. The Strata Manager reminded the irrigation company to winterize the system as soon as possible.

5.2 SOCIAL

A number of Owners have submitted their forms to indicate they will attend the Eggnog Social on December 3rd. Owners may submit their forms up to November 30th; the head count is needed to ensure enough food and beverages are purchased for the occasion.

The Strata Manager was directed to send a cheque to the Council to purchase the items for the Social Event. Receipts will be submitted once the purchases are made.

(6) CORRESPONDENCE

Correspondence from Owners was reviewed with regard to an incident between two dogs, reference to the vehicle gate hit, deck maintenance and repair, roof repairs, the condition of the exercise equipment, dryer vent concerns, and interior repair concerns.

Council subsequently dealt with the correspondence 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 ANNUAL FIRE INSPECTION QUOTES

Two very similar quotes for the annual fire inspection are in hand and a third will be solicited. The annual inspection should take place on a Saturday and/or during the evening in December 2006. Once a contract is in place and the dates determined, Owners will be advised by written notice.

7.2 CONTRACT RENEWALS

The elevator maintenance contract renews March 1, 2007. The Strata Manager advised that in order to cancel the contract, a registered letter must be sent to Richmond Elevator at least 90 days prior to that date. Council agreed the appropriate registered letter be sent and that Richmond Elevator be invited to quote on a new contract along with one or two other elevator maintenance companies.

7.3 PROPOSED OPERATING BUDGET

As Council did not receive a copy of the proposed 2007/2008 Operating Budget until recently, a review of that document will not take place until December. Council directed the Strata Manager to include a maintenance fee increase of approximately 5% in the next budget. There are several larger projects that must take place next year, including roof maintenance, deck maintenance on 85 decks, window box refurbishing, etc.

7.4 ANNUAL GENERAL MEETING INFORMATION

The Strata Manager advised that use of the City Hall Chambers for the Annual General Meeting is no longer free. She was directed to obtain availability and cost information from the Town Centre Aquatic Centre, Evergreen Cultural Centre and Douglas College.

The agenda for that meeting will include several $\frac{3}{4}$ Vote Resolutions on topics such as an amendment to the Parking Bylaw, possible closing of the hot tub and removal of the exercise equipment. Any other specific agenda items will be confirmed at the December Council Meeting.

(8) ADJOURNMENT

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

The next scheduled Council Meeting will be held on Wednesday, December 20, 2006 at 7:00 p.m. in the Exercise Room.

Donna Smith
Strata Manager

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