

**COUNCIL MEETING MINUTES**

Wednesday, December 20, 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  
Walter Vettorel  
Judy MacLeod (joined the meeting late)  
Gail Surcess (joined at 8 pm)

**REGRETS**

Donna Smith, Baywest Management Corporation

**(1) CALL TO ORDER**

President, Kelly Reid called the meeting to order at 7:10 p.m. A quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**

Following review of the Minutes of the November 22, 2006 Council Meeting and there being no errors or omissions noted, it was MOVED/SECONDED to adopt the Minutes as distributed.

CARRIED

**(3) FINANCIAL REPORT**

It was MOVED/SECONDED that the November 30, 2006 financial statement be accepted as presented provided a few of the expenses are reallocated to the appropriate budget category.

CARRIED

**3.1 ACCOUNTS RECEIVABLE**

The Strata Manager was directed to confirm why the Owners of one unit have not kept their account up to date.

**(4) BUSINESS ARISING FROM THE MINUTES****4.1 ROOF REPAIR**

Due to the heavy snowfall in late November and subsequent December windstorms and rain, the second roof inspection could not take place but should be done before the end of 2006, with a report to follow as soon as possible.

**4.2 WINDOW TRIM / WINDOW BOXES**

Due to the same inclement weather access to 5 areas where wooden window boxes need repair/replacement was delayed. Victor Hull Services will submit his quote for this work to the

Strata Manager early in January 2007.

#### **4.3 DECK VINYL REPLACEMENT**

At the same time as the inspection and quote for the window box repair/replacement Victor Hull Services will also inspect, measure, and provide a quote to resurface 85 decks.

#### **4.4 FRONT SIDEWALK**

Weather also delayed additional pricing for this project.

#### **4.5 ANNUAL FIRE INSPECTION**

Elite Fire Protection was requested to provide the third quote for this service.

#### **4.6 ELEVATOR CONTRACT QUOTES**

The Strata Manager confirmed Richmond Elevator was given formal notice their contract would not automatically renew on March 1, 2007. Other quotes for this service will be available in January 2007.

#### **4.7 PROPOSED OPERATING BUDGET**

The second draft of the proposed operating budget was reviewed along with comments and input from the Council. Adjustments were made as discussed. Due to the delay in obtaining quotes for various projects the budget and other financial information regarding larger projects cannot be finalized. For that reason Council advised the Strata Manager the Annual General Meeting will be held in February 2007 instead of January as originally planned.

#### **4.8 AGM DATE AND AGENDA**

The Strata Manager reviewed preliminary information regarding the cost and size capacity of various venues for the Annual General Meeting. Because the Aquatic Centre does not have a large enough room for the anticipated number of Owners who will attend, Council suggested the meeting should be held at the Pineview School or Douglas College.

### **(5) COMMITTEE REPORTS**

#### **5.1 LANDSCAPE REPORT**

The irrigation system was winterized as required.

#### **5.2 SOCIAL REPORT**

Thanks to Pat Burton for decorating and to Gary Burton for his assistance in the decorating of the Christmas tree – it looks great!

A number of people attended and enjoyed the Christmas Egg Nog Social on December 3, 2006.

### **(6) CORRESPONDENCE**

The correspondence sent to various Owners as directed was reviewed.

An Owner will be advised by the Strata Manager he (she) does not require permission from the Strata Corporation to upgrade flooring from carpet to laminate or wood; however the upgraded laminate flooring is a betterment and the Owner of the unit, both present and future, is responsible for all maintenance, repair, and insurance of the upgraded flooring.

An Owner requested final repairs be completed in his unit, which the Strata Manager will arrange.

An Owner complained of noise from domestic disputes in the unit below. The Strata Manager was directed to send the appropriate letters to both unit Owners.

**(7) NEW BUSINESS**

**7.1 CONTRACT REVIEW**

The White Glove contract renews on February 1, 2007. Council unanimously agreed that the company is doing an excellent job and after they have had opportunity to review the contract for the next 12 months it will be renewed with no fee increase.

**7.2 SNOW REMOVAL**

The Strata Manager advised of a local contractor willing to remove snow from the sloped entrance areas to the parking garages as well as the sidewalks. Council authorized the arrangements suggested.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:13 p.m.

The next scheduled Council Meeting will be held on Thursday, January 18, 2007 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.**