

COUNCIL MEETING MINUTES

Thursday, February 8, 2007

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

Direct Phone: (604) 501-4415

E-Mail:

donnas@baywest.ca

Fax: (604) 592-3654

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
Judy MacLeod
Walter Vettorel

REGRETS:

Donna Smith, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the December 20, 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 THE MINUTES**3.1 ROOF REPAIR**

After reviewing the roof condition report from ATC Consulting Ltd. it was confirmed the roof does require maintenance in order to prolong the life of the roof at least 5 – 7 years. It was MOVED/SECONDED to proceed with the roof repairs as recommended by Tek Roofing, at a cost of up to \$30,000.

CARRIED

3.2 WINDOW TRIM/WINDOW BOXES

Three quotes for repairing and/or replacing 5 window boxes were available for review. After discussion, it was MOVED/SECONDED that the project be awarded to S.J.L. Construction Co. Ltd. at an approximate cost of \$3,555 per window box.

CARRIED

The final cost will not be known until the boxes are removed and the amount of deterioration beneath is determined.

3.3 DECK VINYL REPLACEMENT

Three quotes were reviewed for replacing the coverings on 85 decks on the first, second and third floors. After review it was MOVED/SECONDED to hire Victor Hull Holdings Ltd. for this project at a quoted cost of just less than \$30,000, and that Victor

Hull be directed to replace the surface covering on one second floor deck that is particularly rotten, as soon as possible, weather permitting. CARRIED

3.4 FRONT SIDEWALK

Avante Raise-Right Contracting Ltd. inspected the area to be slab-jacked to minimize a tripping hazard as well as the sidewalk slabs that are cracked down the center, but do not pose a hazard at this time. His quote to remove and replace the sidewalk areas and slab-jack one uneven area is \$6,700. It was MOVED/SECONDED that True North Restorations be awarded the slab-jacking only of the uneven area that could be a liability concern at an approximate cost of \$2,600. CARRIED

3.5 ANNUAL FIRE INSPECTION

Quotes for the annual inspection of the fire safety equipment were received from Active Fire & Safety Services, Vancouver Fire and Security, and Elite Fire Protection. It was MOVED/SECONDED that Elite Fire Protection be awarded this contract at a cost of \$1,300 provided they will do the inspections inside units on Saturdays. CARRIED

Owners, please note the in-suite inspection of smoke and heat detection devices will take place on Saturday, February 24 and Saturday, March 3. Inspection of common area equipment will take place on February 23rd.

The City of Coquitlam Fire Department inspected the fire safety equipment in the building earlier today and other than the need to carry out the annual inspection and to close the drywall holes cut when repairs were required, the building is up to date as far as fire safety is concerned.

3.6 ELEVATOR CONTRACT QUOTES

The Strata Manager advised the quotes for service contracts from Kone Elevators and Eltec Elevators were at least \$100 per month more than the price now paid to Richmond Elevator. It was MOVED/SECONDED that the elevator service contract with Richmond Elevator be renewed. CARRIED

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

After review, it was MOVED/SECONDED the December 31, 2006 Financial Statement be accepted as presented provided a few of the expenses are reallocated to the appropriate budget category. CARRIED

4.2 ACCOUNTS RECEIVABLE

Units with monies owing were reviewed and fines levied in accordance with the bylaws. The Strata Manager was directed to confirm if possible, why the Owners of one unit have not kept their account up to date.

4.3 PROPOSED OPERATING BUDGET

After considerable discussion and review of the proposed operating budget for the fiscal year beginning February 1, 2007, it was agreed that a 5% increase in maintenance fees will be recommended to the Owners. There are several large maintenance projects to take place in the coming year, including \$30,000 for maintenance and repair on the roof, \$30,000 for deck covering repair/replacement, \$17,000 for window box repairs, \$2,500 for concrete repair/slab-jacking, and \$10,000 to replace the receivers for the garage gates and to purchase new transmitters for all Owners.

As of January 31, 2007, there is surplus revenue from the past year of \$29,512, and surplus revenue from previous years of \$9,806. It was MOVED/SECONDED that all the projects listed above be

recommended to the Owners for action this fiscal year, paid for from operating budget monies, retained earnings of \$35,000 brought forward as revenue for the new fiscal year budget, and the balance from the Contingency Reserve Fund. CARRIED

(5) COMMITTEE REPORTS

5.1 LANDSCAPE REPORT

The summary report from Green Jiu Landscape Maintenance indicated they have cleaned up leaves and other litter, redefined hedges of the planters close to the Princess Crescent main entrance sidewalk, placed bark mulch in the same area, removed wisteria from the trunks of the main courtyard, and at the stairs close to the Guildford Way bus stop. Other litter removal and blowing of leaves also took place.

5.2 SOCIAL REPORT

There was no report.

(6) CORRESPONDENCE

The correspondence sent to various Owners as directed was reviewed.

The tenant of unit 101 submitted her written termination of tenancy effective March 1, 2007. An application for tenancy of the unit has been received and reviewed by Council. It was MOVED/SECONDED that the application for tenancy for unit 101 be approved CARRIED

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. The Strata Manager suggested the installation of a betterment should be documented to avoid confusion for future Owners who may not realize their ongoing responsibility. In addition, it should be required to install a high quality of insulating material under any laminate or hardwood flooring inside units not on the first floor.

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. These types of concerns are not normally dealt with by Council, they are personal between Owners and must be dealt with by them if possible.

An Owner noted that a building occupant uses a remote control to start his vehicle before he is in the parkade, resulting in a build up of fumes from the engine running in the parkade for several minutes. The Strata Manager will contact the Owner with the remote control and ask he (she) kindly refrain from using it until inside the parkade due to the health concern from the build up of fumes in the parkade.

(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 pending review of the contract for any possible minor updates, it will be renewed with no cost increase.

7.2 MISCELLANEOUS REPAIRS

The Strata Manager advised that arrangements are in place to repair a 3rd floor unit, damaged when reportedly an aquarium broke in the unit above. Costs for this repair will be billed to the Owners of the

upper unit where the damage originated. The same contractor has been asked to deal with other repairs outstanding for several months due to multiple roof leak damage.

7.3 CARPET CONCERNS

Concern was expressed that the new carpet is coming up in several places where the transition pieces meet the tile. The Strata Manager will bring this to the attention of Nu Floors, in the event the carpet is still under warranty. It was also noted that Edenvale has not replaced some of the carpet underlay after the flooding occurred, and some baseboards are also not replaced. This has been outstanding for several months and the Strata Manager has brought this directly to the attention of the Claims Manager of Coastal Insurance.

7.4 DRYWALL CRACK

Wascana Restorations, the contractor making other repairs in the building, will be directed to inspect a hairline crack in an Owner's second floor unit. Unless the cause of the crack is from something happening on common property, any repairs will be the responsibility of the unit Owner. The crack could be caused by settling of the building.

7.5 ANNUAL GENERAL MEETING

The Annual General Meeting will be held **Thursday, March 15, 2007, with signing in at 6:30 pm and a start time of 6:45 pm.** The Strata Manager will confirm the location.

7.6 BUSINESS FOR THE ANNUAL GENERAL MEETING

It was MOVED/SECONDED Owners be asked to approve a $\frac{3}{4}$ resolution to spend money from the Contingency Reserve fund to complete financing for the maintenance projects anticipated this year.

CARRIED

It was MOVED/SECONDED a $\frac{3}{4}$ resolution to close the hot tub be included on the agenda. CARRIED

Owners will be advised any equipment in the exercise room that is broken or not safe to use, will be removed, due to liability concerns.

A $\frac{3}{4}$ vote to consider amendments to the bylaw regarding move in and move out times will be considered, as well as an amendment to the parking bylaw, confirming that the only time vehicles will be towed from visitor parking is between 6 pm – 7 am on week days and 24 hours a day on weekends and Statutory Holidays. All vehicles belonging to visitors MUST DISPLAY A VALID VISITOR PARKING PASS.

(8) ADJOURNMENT

There being no further business, the meeting adjourned at 8:55 p.m.

Donna Smith
Strata Manager

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