

THE MONTCLAIRE – LMS 1606

LOCATION:

7:00 p.m. - Exercise Room
2980 Princess Crescent
Coquitlam, B.C. V3B 7R5

**STRATA COUNCIL
2007/2008**

PRESIDENT

Kelly Reid - #420-2980

VICE-PRESIDENT/LANDSCAPE

Robin Tadd - #114-2970

TREASURER

Michelle Lynde - #124-2980

SECRETARY/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

13520 – 78TH Avenue

SURREY, B.C. V3W 8J6

Phone: (604) 591-6060

ATTENDANCE:

Kelly Reid
Robin Tadd
Michelle Lynde
Gail Surcess

REGRETS:

Judy MacLeod
Walter Vettorel

Donna Smith, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:03 p.m. A quorum was established.

After a brief discussion it was confirmed all Council members will continue with the designations and responsibilities from the previous year, as noted on the left of this page.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the February 8, 2007 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

The Strata Manager confirmed Tek Industries was advised they were awarded the roof maintenance contract as approved at the Annual General Meeting with an approximate cost of \$30,000. They will confirm scheduling of this project within the next month.

3.2 BALCONY SURFACE REPLACEMENT

Victor Hull Services, the contractor awarded the work of resurfacing 85 balconies, plans to begin early May, weather permitting. They will begin with a 2nd floor balcony that is badly deteriorated and not useable at this time.

OWNERS – YOU WILL BE GIVEN AT LEAST 48 HOURS ADVANCE NOTICE AS TO WHEN YOUR BALCONY WILL BE RESURFACED. IT IS UP TO YOU TO REMOVE ITEMS FROM YOUR BALCONY PRIOR TO THE START DATE. IF YOU ARE GOING AWAY FOR ANY EXTENDED PERIOD OF TIME, PLEASE CLEAN OFF YOUR BALCONY BEFORE LEAVING. THE CONTRACTOR WILL NOT BE ENTERING THE UNITS AND THEREFORE WILL NOT BE REMOVING ITEMS FROM BALCONIES.

3.3 WINDOW TRIM/WINDOW BOXES

SJL Construction was advised they were awarded the contract to repair/replace 5 wooden window boxes as agreed and approved at the Annual General Meeting.

3.4 REPLACEMENT OF GARAGE DOOR RECEIVERS AND TRANSMITTERS

After discussion it was MOVED/SECONDED to accept the proposal from Precision Door & Gate to supply and install a new receiver for each vehicle gate at a cost of \$350 each and 300 garage door transmitters, to allow for one or more per unit. CARRIED

The contractor will be advised to process this order as soon as possible.

Owners will be given one new transmitter for every old transmitter they turn in at no cost. Anyone wishing to purchase additional transmitters will be able to do so at a cost of \$40 each (including tax). As soon as the new transmitters are onsite, Council will make arrangements to have them distributed before the old receivers are deactivated.

3.5 ANNUAL FIRE INSPECTION

Elite Fire Protection carried out the annual fire safety equipment inspection as quoted. There were 15 units inaccessible to check the heat/smoke detectors and 17 with deficient buzzers to be replaced. Several other common area deficiencies have already been addressed.

3.6 ELEVATOR CONTRACT

The elevator maintenance contract was renewed with Richmond Elevator as approved.

3.7 WHITE GLOVE CONTRACT

Copies of the contract with White Glove were left in the office for signing, to ensure updated contracts are available as required by the Strata Property Act.

3.8 COMPLETION OF REPAIRS DUE TO BROKEN SPRINKLER HEAD IN 3RD FLOOR UNIT

The Owner of a unit that incurred substantial damage when a sprinkler head in that unit burst will be advised she must make arrangements within 2 weeks to meet Kelly Reid and Dan Sorge of Edenvale onsite to confirm any outstanding repairs. A list of the Owner's outstanding deficiencies will be supplied to Edenvale prior to the meeting to expedite completion of this drawn out project

3.9 OTHER MISCELLANEOUS REPAIRS

Various miscellaneous repairs and painting to drywall in several units and common property have been completed by Wascana Restoration as approved. There are baseboards Edenvale must secure in place in common halls.

3.10 CRACK IN UNIT #124

When a restoration company is next onsite they will be asked to inspect a crack inside a first floor unit to determine if it is indicative of other problems or is from settling, etc. and to be expected.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

After review, it was MOVED/SECONDED that the March 31, 2007 Financial Statements be accepted as prepared and circulated by Baywest. CARRIED

4.2 ACCOUNTS RECEIVABLE

Units with outstanding maintenance fees or other monies were reviewed and fines will be 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.

(5) COMMITTEE REPORTS

5.1 LANDSCAPE REPORT

It was agreed the 2 realtor lockboxes on the fence will be removed as soon as possible. Realtors have walked across the daffodils to reach the boxes and in so doing have damaged or killed plants.

Several other bushes, including some rhododendrons, were damaged by the harsh winter and may not survive. The gardeners will cut them back in an attempt to bring them back to a healthy state.

5.2 SOCIAL REPORT

There was no report.

(6) CORRESPONDENCE

Correspondence sent to various Owners as directed was reviewed.

Owners of a unit advised they were replacing carpeting in their unit with laminate flooring. The Owner will be advised that as a betterment, all responsibility for the upgraded flooring is the responsibility of the unit Owner, both present and future.

An Owner advised of a tree growing very close to her unit on the 4th floor. Robin will investigate whether this poses a hazard or inconvenience.

An Owner reported her intercom buzzer not working. Robin will investigate and have the appropriate repair made. The Owner advised the 2 ground night lights near her unit facing Guildford have been burned out since January.

The Owner advised addition of soil is needed in the garden area near her ground floor unit, and the area looks neglected. The gardener will be made aware of this concern. The Owner observed the exterior door exiting to Guildford needs repair as it has not closed properly for several months. The same Owner noted the baseboards lying on the first floor hall for several months. (These were to be replaced by Edenvale after the repairs required due to the burst sprinkler head were complete.)

(7) NEW BUSINESS

7.1 UNIT 101

The Form K for this unit has been signed by the tenants and by two Council members on behalf of the Strata Corporation as required.

The Strata Manager suggested unit 101 be painted inside as it has not been for several years. There are several holes from picture hangers and hooks in the walls, along with other marks, etc. that accumulate as different people live there. Other minor maintenance work has been completed as needed. There are some circular stains on the bedroom carpet that were there before the previous tenant moved in, however no action will be taken at this time.

7.2 PARKING VIOLATION NOTICES

As requested, the Strata Manager brought parking violation notices for approval before duplicating. Copies of these notices will be sent to Council with the Minutes and Council will use them as a written warning when vehicles are parked in violation of the bylaws and rules, particularly pertaining to use of visitor parking areas.

7.3 WINDOW CLEANING

It was MOVED/SECONDED to approve window cleaning by DM Maintenance with the understanding payment will not be released until Council is satisfied with the work done. CARRIED

Robin Tadd will inspect the grounds for other smaller common areas that could be pressure washed while Darren is on site to clean windows and will advise the Strata Manager accordingly.

Tek Roofing will be asked to inspect the condition of the sky lights on the 4th floor while they are carrying out the roof maintenance, to ensure the seals are intact and the skylight in good condition.

7.4 HOT WATER MAIN BREAK BY UNIT 210

Creative Plumbing temporarily repaired a leak on the 4" hot water main located on the 2nd floor. It was MOVED/SECONDED to approve the permanent repair which includes replacement of 10' of certified copper 4" line at a cost of \$1,741 plus GST. CARRIED

(8) ADJOURNMENT

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

The next Strata Council meeting will be held ***Wednesday, May 23, 2007 at 7:00 pm.***

Donna Smith
Strata Manager

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