

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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Accountant:

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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
Judy MacLeod

REGRETS:

Walter Vettorel

Donna Smith, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:58 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Minutes of the April 25, 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

Tek Roofing has not advised when they will begin the preventative maintenance.

3.2 WINDOW TRIM/BOX REPAIR

SJL Restoration has not advised the timing of the window trim/box repairs.

3.3 DECK COVER REPLACEMENT

This project began May 23, 2007 and will continue until finished barring any contrary weather circumstances.

3.4 DECK AT UNIT SECOND FLOOR UNIT

Replacement of the deck surface at this unit is underway.

3.5 REPLACEMENT OF GARAGE DOOR OPENER

The new transmitters will be sent to the building tomorrow, and new receivers on both gates will be installed in the near future, after which Council will send a notice advising Owners of where and when to attend and exchange their old transmitters for new transmitters.

3.6 FRONT SIDEWALK REPAIR

True North Concrete Lifting contacted the Strata Manager regarding the project but has not begun the work to date.

3.7 ANNUAL FIRE INSPECTION

The annual fire inspection took place and the deficiencies rectified, including replacement of faulty smoke detectors, etc.

3.8 SPRINKLER HEADS IN 3RD FLOOR UNIT

The sprinkler heads in a 3rd floor unit will be replaced on May 25, 2007.

3.9 COMPLETION OF REPAIRS

To date there are 3 items from the damage done last summer when some sprinkler heads burst. The Strata Manager has been in constant contact with all parties to bring this to a conclusion as soon as possible.

3.11 REMOVAL OF REALTOR LOCK BOXES

It is not known who arranged for realtor lock boxes to be placed on the exterior fence. ***If any Owner supplied keys to a Realtor for a lock box it must be removed immediately.*** If the lock boxes are not removed by June 6, 2007, the Strata Manager will arrange for them to be cut off with bolt cutters.

3.12 REPLACEMENT OF 2 GROUND NIGHT LIGHTS

The Strata Manager will confirm whether this has been done, and if not will make appropriate arrangements with the building caretaker.

3.13 WINDOW CLEANING

The window cleaning will take place ***June 12th and 13th, 2007.*** Owners must remove their screens and have their windows closed or they will not be cleaned. If you are not satisfied with the job, please advise Council or the management company immediately in order for all deficiencies to be addressed before payment is made.

After discussion it was MOVED/SECONDED to have D.M. Maintenance clean the skylights on the 4th floor while on site cleaning windows, at an approximate cost of \$15 - \$20 per skylight. CARRIED

The skylights are common property and therefore the Strata Corporation is responsible for their repair and maintenance. Much of the cost is in the time it takes to set up and take down hoses from the ground to the roof for a source of water. Frequency of this task will vary (every 2 – 3 years) depending on environmental and other exterior influences.

3.14 REPAIRS TO HOT WATER MAIN ON 2ND FLOOR

Creative Plumbing was on site to begin this project but upon further investigation found the work would take much longer than expected due to the location of the pipe. In the meantime another pipe was found leaking in the boiler room, which must be replaced.

An impeller in the same mechanical room malfunctioned the evening of May 17th, and by the time the plumber was contacted (an Owner reported the lack of hot water earlier in the morning but suggested the plumber not attend until regular hours) and attended, there was no hot water due to the heavy call

for hot water early in the morning. When the system was fired up after the part was replaced, it created significant pressure on the hot water pipes, which caused another 4 inch pipe to leak. Arrangements for repairs will be made as soon as possible.

The impeller on the fountain is also malfunctioning and must be replaced, the cost of which will be split with The Jefferson. If arrangements have not been made for replacement, the Strata Manager will proceed to make them.

(4) FINANCIAL REPORT

4.1 REVIEW OF APRIL 30, 2007 FINANCIAL STATEMENT

It was MOVED/SECONDED the April 30, 2007 financial statement be accepted as prepared and distributed by Baywest Property Management Property Management. CARRIED

4.2 ACCOUNTS RECEIVABLE

The Accounts Receivable were reviewed and the Strata Manager advised of action taken to collect outstanding fees.

(5) COMMITTEE REPORTS

5.1 LANDSCAPE REPORT – Robin Tadd

Robin asked the Strata Manager to confirm Montclair only pays for ½ the cost of adding the flowers around the planter shared with the Jefferson.

5.2 SOCIAL REPORT

There was no report. Plans for a barbecue later in summer will be made at the next meeting.

(6) NEW BUSINESS

6.1 TOILET OVERFLOW FROM 4TH FLOOR

Last week a toilet in a fourth floor unit overflowed after being flushed one or more times. The resulting black water flowed down to each unit below, involving 4 units. The Strata Manager has reported this incident to the Insurance Company and the restoration company is in the process of putting together a scope of work and quote for repairs required to restore the units.

It is very important for any resident to advise the caretaker or the Strata Manager immediately when this type of incident occurs as the impact of uncontained sewer or other water is considerable and the cost substantial to clean up and repair. If it is outside of office hours, please call Baywest Property Management at 604-591-6060.

6.2 INFORMATION REGARDING 4TH FLOOR BALCONY

Concern was expressed regarding maintenance of a balcony where the unit has been vacant for some time. The Strata Manager will have this investigated as soon as possible.

6.3 UNSIGNED NOTICES

Recently one or more persons tacked notices around the building that were very inappropriate. The author did not sign the notice therefore it cannot be acknowledged. The author did not obtain correct information before he posted the notices, which were removed as soon as they became apparent. If

In future if Council is able to confirm who has taken this type of action (publicizing incorrect information), they will fine the unit.

(7) **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:07 p.m.

The next Strata Council meeting will be held ***Wednesday, June 27, 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.
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