

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

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
Rick Howat, 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

It was MOVED/SECONDED the minutes of the May 23, 2007 Strata Council Meeting be accepted as prepared and circulated by Baywest Property Management. CARRIED

(3) FINANCIAL REVIEW

3.1 FINANCIAL STATEMENT

The May 31, 2007 financial statement was only received by Council this week, therefore review and acceptance is tabled until the next Council meeting.

3.2 ACCOUNTS RECEIVABLE

The accounts receivable were reviewed.

(4) BUSINESS ARISING FROM THE MINUTES

4.1 ROOF REPAIRS

Tek Roofing has not committed a time frame for the roof repair/maintenance work approved for this year.

4.2 WINDOW TRIM – BOX REPAIR

SJL Construction has begun work on the window trim box repairs approved at the AGM.

It has also been noted there are some rotten batten boards around some of the windows. Steve of SJL will be asked to inspect the boards (inside and out) at two 4th floor units and report their findings and any urgency in having board

repair/replacement made.

4.3 DECK SURFACING

Resurfacing of the decks on floors 1, 2 and 3 has been steadily progressing as weather permits. Some Owners were impatient and placed items on their balcony before the 2nd quote was applied or had time to dry properly. The contractor noted some Owners are not cooperating with removal of items from their balcony which has prevented progress. Parker Homes will be asked for a list of those units where Owners have not been cooperative and letters will be sent advising fines may be levied against the unit if they do not cooperate. It is not the responsibility of the contractor to remove or replace items off and on the balcony.

4.4 FRONT SIDEWALK REPAIR

True North Concrete Lifting has revised his quote of last year slightly due to the substantial increase in the cost of materials. He anticipates replacing the section of sidewalk within the next few weeks.

4.5 REMOVAL OF REALTOR LOCK BOXES

It was not certain whether the realtor lock boxes were removed from the property as requested.

4.6 REPAIR TO EXTERIOR DOOR

The Strata Manager confirmed Gary Burton was asked to make any needed repairs to one of the exterior doors. He also was asked to check whether there are bulbs needing replacement in the 2 ground lights near one of the units facing Guildford.

4.7 PAINTING INSIDE UNIT 101

A second quote to paint the inside of unit 101 was received from Mike Easton of Pro Works Painting. It was MOVED/SECONDED the project be awarded to All Painting Ltd., whose quote was better, and who is able to do the painting between July 5 – 7th. CARRIED

4.8 WINDOW CLEANING

D.M. Maintenance cleaned all exterior windows as agreed. The one deficiency first reported has been dealt with and payment is approved for this project.

4.9 REPAIRS TO HOT WATER MAIN ON 2ND FLOOR

These repairs were made by Creative Plumbing as previously approved. To replace the pipe they had to cut a hole on each side of the firewall, which must now be repaired as soon as possible.

4.10 INSURANCE CLAIM

The Strata Manager reported she was contacted by the specific repair person for the insurance claim involving units 103-203-303- 403, who complained one of the unit Owners was not making the unit available on the day they chose to work. After brief discussion it was suggested the Owner be advised if she does not cooperate she could be fined for delaying progress of the repairs.

(Editor's Note: The Strata Manager called the Owner that evening and the Owner reported she had made suitable access arrangements with the project manager from Belfor Restorations.)

Because this project has been awarded to a contractor approved by the Insurance Company, the insurance adjuster is responsible for any problems that occur from this time forward. Neither the Council nor the Strata Manager is responsible for specific access arrangements.

4.11 REPORT ON BALCONY OF 4TH FLOOR UNIT

The Strata Manager reported the owner of Parker Homes inspected the balcony walls of a 4th floor unit, and did not find any excess moisture or signs of wall deterioration. Water has run from the top cap of the wall, over the flashing and down the wall, leaving green moss on the wall, but not penetrating or causing any water damage. However the contractor noted a carpet has been laid over the wood which must be removed immediately or the unit will be billed any repair costs required due to moisture trapped in the wood causing rot over time.

(5) COMMITTEE REPAIRS

5.1 LANDSCAPE REPORT

SJL Construction quoted \$2,612 to clean and repair the gazebo, versus the original quote of \$1,500. He recommends all 2 X 2s be replaced on the top, along with a couple of rafters which need replacement. His quote includes power washing, repairs, and 2 coats of paint. It was MOVED/SECONDED this project be approved as needed at a cost of \$2,612 plus GST. CARRIED

Robin noted he will limit replacement of the landscape ties on the stairs to 2 which are rotten instead of replacing them all. This will offset for the added cost of the gazebo project.

The Strata Manager was directed to have the cost of flowers for the fountain transferred from Grounds Improvements to Landscape Maintenance. Montclair will be billed \$500, half the cost to replace the pump for the fountain.

5.2 SOCIAL REPORT

The annual barbecue will be held Sunday August 13th between 2 p.m. – 6 p.m. Please R.S.V.P. to Council in their mailbox using the attached form no later than July 25, 2007. This is a great time to get to know new neighbours and other Owners in the building. There is no cost to individual Owners.

(6) CORRESPONDENCE

The letters sent by Baywest as directed were reviewed.

The Owner of a first floor unit advised of periodic gurgling in her kitchen sink, along with soap suds, not from her Unit. The Strata Manager advised this often signals it is time to clean the main horizontal drain line for that stack of units. She will call Creative Plumbing and have them investigate and take whatever action is needed.

An Owner advised of several grocery carts brought and left at the building, which he has locked together and left in a visitor parking stall. The Strata Manager was directed to contact either Safeway or Save ON or Zellers, asking their protocol to retrieve shopping carts taken to private residences.

An Owner suggested the wood panels on their 4th floor balcony are beginning to rot, as well as the bottom of the door frame. The Strata Manager was asked to have this investigated and to obtain a quote to paint or stain all decks boards on the 4th floor balconies. A project of this size would likely be scheduled for the next fiscal year.

Edenvale Restorations sent an invoice to a Council member who signed for work to take place on behalf of the Strata Corporation. The work is actually part of the large insurance claim from last July when the sprinkler heads of one 3rd floor unit burst. The Strata Manager will advise Edenvale to the Strata Corporation in care of Baywest Property Management.

(7) NEW BUSINESS

7.1 REPLACEMENT PUMP

Council was originally told by Creative Plumbing the cost to keep a spare pump for the water heater of either building would be approximately \$300, but the written quote received was \$1,300. The Strata Manager was directed to determine the type of pump, bracket and impeller needed in order to obtain a second quote. When replacing the pumps recently, a supporting bracket was also installed below the the pumps instead of just bolting it in place, which should result in a longer life for the pumps.

Council unanimously agreed they would move forward to purchase a spare pump to have on hand should the pump of either building malfunction at any time.

7.2 ELEVATOR MAINTENANCE CONTRACT

Recently Richmond Elevator advised Gary Burton there was no current maintenance contract in place for the elevators. The Strata Manager advised she signed the contract as approved by the Strata Council at an earlier meeting and sent them to Richmond Elevator for their final signatures. A copy of the contract was not returned for the files. In the meantime Richmond Elevator was forwarding copies of the contract to Council President Kelly Reid for signing. The Strata Manager was directed to have the contract copies sent to her and to sign them on behalf of Council.

7.3 FIRE DEPARTMENT INSPECTION

The City of Coquitlam fire department carried out an unscheduled inspection of the building on June 6th, 2007. They found the alarm panel for the 4th floor would not reset, therefore Baywest will contact Elite Fire Protection and have them make repairs if they have not already done so.

7.4 SECURITY CONCERN

An Owner was recently accosted at the front door of the building between 8:30 pm – 9:00 pm. The thief took her purse. Fortunately he was caught in Port Moody. All Owners are encouraged to be security conscious. Make sure the vehicle gates close before you leave the gate entry area (both when coming home and when leaving). Be watchful of your surroundings at all time and try to familiarize yourself with neighbours.

(8) ADJOURNMENT

There being no further business, the meeting adjourned at 8:12 pm

The next Strata Council meeting will be held ***Wednesday, July 25, 2007 at 7:00 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.
--