



The Owners, Strata Plan BCS 1997

Council Meeting Minutes
Wednesday, February 20, 2013

TIME & LOCATION:

7:00 p.m.
Meeting Room, Building K
7388 MacPherson Avenue
Burnaby, BC

STRATA COUNCIL 2012

PRESIDENT

John Luk

**VICE PRESIDENT
BUILDING K OFFICER**

Gordon Yakel

TREASURER

Sean Dedieu

AT LARGE

Vanessa Adrian
William Kim
Gail Young
Ryan Sagarbarria

STRATA AGENT

Sam Kong
Direct: (604) 714-1543
Fax: (604) 592-3692
Email: skong@baywest.ca

ALL ACCOUNTING ENQUIRIES

1-877-585-4411

BAYWEST MANAGEMENT

301 - 1195 West Broadway
Vancouver, BC V6H 3X5
24-Hour Line: (604) 257-0325

CARETAKER

Marilou
Phone: 778-773-4413

Strata Website:

www.theacaciagardens.com

ATTENDANCE:

Sam Kong, Property Mgr
John Luk
Vanessa Adrian
Gordon Yakel
Sean Dedieu
Gail Young
Ryan Sagarbarria

REGRETS:

William Kim

(1) CALL TO ORDER

The council meeting was called to order at 7:05 PM. A quorum was established and the meeting was declared competent to proceed.

(2) APPROVAL OF PREVIOUS COUNCIL MINUTES

The draft meeting minutes of January, 2013 is being reviewed.

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements for the months of December 2012 & January 2013 were received and are being reviewed.

3.2 RECEIVABLES REPORT

A receivables report up to February 18, 2013 was presented to Council for review. Some owners were in arrears on their strata fees. A fine of \$50 per month plus interest penalties will be applied to any accounts that are more than one month in arrears. Strata liens will be registered against the units whose accounts are three months in arrears.

(4) PRIOR BUSINESS

4.1 BYLAW ISSUE – WINDOW COVERING

Council Member, Sean Dedieu, presented a report with some proposed bylaw amendments regarding window coverings. Following some discussion, changes were suggested. The matter will be further discussed at the next meeting.

4.2 FURNITURE ISSUE

Further to Section 4.4 of the last meeting minutes, the Council reviewed the response from Aragon. The Council noted that there is a discrepancy in their records. Therefore, Council directed the Strata Manager to contact Aragon and advise them of our findings.

4.3 LANDSCAPING CONTRACTOR REVIEW

Further to Section 4.3 of last meeting minutes, the landscaping committee received two more maintenance quotes from Contour Landscaping and Para Space Landscaping. In addition, the current landscaping contractor Swick's wrote to Council to apologize for their recent poor performance.

The Council decided to monitor Swick's service performance further before deciding on whether to retain them as the current landscaper or change landscaping contractors.

4.4 ATTIC VENTILATION UPGRADE – FOLLOW-UP INSPECTION

The Council noted that excess moisture was reported in attics of two townhouse units. It was agreed to carry out a follow-up inspection for twenty units as previously planned. The President will determine which units will be inspected based on prior history.

4.5 ANNUAL FIRE INSPECTION

The Council received and reviewed a deficiency report along with a repair quote of \$5060.84 from Voltech Fire following their recent annual inspection.

It was noted that a number of units did not provide access for the inspection. The Council decided to levy a bylaw fine of \$50 against each of these units. The Strata Manager will schedule a re-inspection for these units shortly.

In addition, the Council directed the Strata Manager to contact another contractor for a 2nd opinion on the proposed repair.

4.6 LEAK FROM THE PARKADE CEILING ABOVE STALL #60

Further to Section 4.7 of the last meeting minutes, Council approved a quote of \$520 from National Plumbing to carry out a dye test in the four units above.

(5) CORRESPONDENCE

5.1 ACCESS FOR ANNUAL FIRE INSPECTION

An owner who failed to provide access for the recent annual fire inspection indicated she did not receive the first email notification and requested Council not enforce the bylaw fine of \$50 against her unit. The Council noted that inspection notice was posted on the common area bulletin boards and mailed to non-resident owners. This meets the requirements under our Strata Bylaws for giving notice to owners.

The request was declined.

Council would like to inform owners that emails for routine maintenance are sent as a courtesy and is not a Bylaw requirement. Owners are encouraged to sign up for email notice, but are still required to review any new notices posted on the common doorways and bulletin boards regularly.

If an owner lives off-site and needs to receive notices by Canada Post mail, they must inform the property manager of the address change. Only non-residents are sent notices by mail.

5.2 DISPUTE BYLAW FINE – UNINSURED VEHICLE

An owner disputed the bylaw fine previously levied against her unit for an uninsured vehicle. She indicated that storage insurance was obtained after the receipt of the first courtesy notice. However, she did not display proof of insurance proof on her vehicle or notify the Strata Manager as required under the bylaws. As a result, she was fined twice.

While the Council noted that failure to display insurance proof was in violation of the bylaws, it was acknowledged that the owner did act promptly to obtain insurance as required. Accordingly, the Council decided to reverse the bylaw fines. The owner, however, will be reminded again that insurance proof must be displayed on the vehicle.

5.3 REQUEST TO WAIVE LATE INTEREST

An owner requested the Council waive the interest charges due to her late payment of the special levies. The request was declined.

All owners are directly responsible for any late charges, liens, processing fees, and other costs related to the failure of paying strata fees or special levies on time.

5.4 CIGARETTE BUTT LITTERING

An owner requested the Council waive the bylaw fine for littering cigarette butts around his property. The owner argued that that he wasn't responsible for the litter because he is using an ash tray. After reviewing the evidence presented by the owner, the Council decided to reverse the fine.

5.4 AFTERHOUR GYM NOISE

An owner reported that some residents are continuing to use the gym equipment after the gym's closing time. The Council will put up additional signs to remind users that the gym must be vacated by 11 p.m.

The owner also expressed concern about the noise from the gym. The concern was noted.

Council would like to remind residents to be respectful of other owners who live near the gym as the sound of the gym equipment is very audible to the nearby suites. Please exit the gym area by 11 pm.

(6) NEW BUSINESS

6.1 STRATA BYLAW ENFORCEMENT

The Council reviewed the report for Strata Bylaw Enforcement and noted the following violation had not been corrected after a courtesy notice was served:

- 1) A fine of \$50 will be levied against a unit for illegal patio storage.

Owners are reminded to not store shoe racks, bins, tables, or other non-patio items on their balcony or in front of their exterior doors.

6.2 DRYER VENT CLEANING

The Council reviewed two quotes for dryer vent cleaning from Air-Vac (who perform last year's cleaning) and Michael Smith Duct Cleaning. Following some discussion, the Council decided to accept the quote of \$3080 from Air-Vac to clean the dryer vents from the outside only. The Strata Manager will ensure the contractor also cleans the dryer vents of Building K's upper units as part of their work scope.

Insuite access will not be required as the cleaning will be done from the outside only.

6.3 IMPROPER MAPLE TREE PRUNING

It was reported that a maple tree was pruned improperly by an unknown resident. As a result, the tree is dying.

The Council would like to remind owners and residents that the Strata Corporation is responsible for pruning the trees and brushes. If you feel the trees near your unit requires further maintenance, please contact the Strata Manager instead of doing it yourself.

(7) NEXT MEETING

The next council meeting is scheduled for Tuesday, April 9, 2013 in the Building K meeting room at 7:00 p.m.

Due to privacy concerns all meetings are closed to owners. However, an owner may apply for a hearing with the Council by submitting a written request to the Strata Manager stating the concern and the reason in detail.

(8) ADJOURNMENT

There being no further business, the meeting was adjourned at 8:37 pm.

For Your Records

Please keep these minutes with your strata lot records. You will need to provide them to your

Strata Minutes Distribution

Council Minutes will only be mailed to non-resident owners.

An electronic copy is available on the website at: www.theacaciagardens.com for download. You can register at the website if you wish to be notified by email when the Strata Minutes are available for download

Acacia Gardens Contact Information

For	Contact Information	When
Strata Emergency	Baywest's 24-hour emergency line at 604-257-0325	Building emergencies including water damage, security breaches, or elevator problems.
Fire and Crime	911	Crime, life threatening or fire related emergencies.
Towing	Mundies Towing at 604-526-9677	To tow a vehicle illegally parked in your stall. ID and parking ownership document is required.
Caretaking Services	Marilou at 778-773-4413	Day to day building operations including cleaning, keys or fob purchase, and booking elevator for move in/out. On-site hours: 9 am to 1 pm daily
Baywest Address	#301 - 1195 West Broadway, Vancouver, BC V6H 3X5	Mail cheques, strata fees, fines, or correspondence to this address
Property Manager	Sam Kong at 604-714-1543 or skong@baywest.ca	For all other building related issues. 9 am to 5 pm from Mon to Fri
Strata Fees & Accounting	Baywest's Account Receivable at 1-877-585-4411 or ar@baywest.ca	Strata fee payment or accounting information
Website	http://theacaciagardens.com/	Website contains the latest information about your strata as well as strata bylaws and commonly used forms.



March 20, 2013

Dryer Vent Cleaning

Air-Vac Services Canada will be onsite between **April 22 to April 24, 2013** to clean the outside dryer exhaust vents only. Access to your suite is not required.

Dryer vent cleaning is a part of the regular building maintenance and it helps to prevent the buildup of lint in the ductwork which can lead to fire. Ducts that do not allow air to flow freely also cause moisture to collect on windows and inside your home leading to mold problems.

During this period you will notice uniformed workers on ladders outside your building. Access to your unit is not required. However, the workers may need to access your patio from the outside, so please do not be alarmed if you see an Air-Vac Services crew member on your patio. If you are concerned, you can ask them for identification.

If you are aware of any dryer vent issue at this time, please notify Air-Vac or the property manager immediately.

For any questions or concerns, please contact your Baywest property manager, Sam Kong, at 604-714-1543 or skong@baywest.ca

Regards,

Acacia Gardens Strata Council



The Owners, Strata Plan BCS 1997

March 13, 2013

Fire Inspection & Repair

Further to the last annual fire inspection in January, Voltech Fire will return to inspect units that were missed last time. The visit will occur on:

<p>Thursday, April 4, 2013 between 5:00 pm to 6:00 pm</p>
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In-suite Fire Inspection

During the previous fire inspection, these units failed to provide access to Voltech Fire:

20, 53, 59, 76, 112, 122, 126, 131, 139, 147

A fine of \$50 will be immediately levied against these units for the bylaw infraction and the cost of revisit. Owners of the above units are still required to provide access to Voltech Fire for the in-suite inspection during the noted date and time.

Mandatory Unit Access

Access to these units is **mandatory as per our bylaws**. If you are not able to be home on this day please make alternate arrangements with a neighbor, a friend, or a family to provide access. **An owner will be charged back \$50 again if they are not available to provide access** on the noted day and time. No exceptions will be made (eg. out of town, working late).

If Voltech does not visit your during the designated time, you must contact the caretaker, Marilou, at **778-773-4413** immediately. An owner or resident who does not alert the caretaker within 15 minutes after 6 pm will be in contravention of the bylaw to provide access and will be assessed the chargeback.

Should you have any further questions or concerns, please contact your property manager, Sam Kong, at 604-714-1543 or email him at skong@baywest.ca