



The Owners, Strata Plan BCS 1997

Council Meeting Minutes
Thursday, September 20, 2012

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

William Kim

AT LARGE

Vanessa Adrian
Jaclyn Pho

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

ATTENDANCE:

Sam Kong, Property Mgr
John Luk
William Kim
Jaclyn Pho

REGRETS:

Gordon Yakel
Vanessa Adrian

(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

It was moved to approve the Strata Council meeting minutes from August 16, 2012. **CARRIED**

(3) FINANCIAL REPORT

3.1 FINANCIAL STATEMENTS

The financial statements for the month of August 2012 were received and are being reviewed.

3.2 RECEIVABLES REPORT

A receivables report up to September 17, 2012 was presented to Council for review. A couple of 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 3 months in arrears.

(4) PRIOR BUSINESS

4.1 GARBAGE ROOM SIGNAGE

Further to Section 4.4 of the last meeting minutes, a draft poster for bottle recycling was reviewed and approved. Posters for other recycling items will be made in the same format.

4.2 PEST CONTROL – ANT ISSUE

Further to Section 5.3 of last meeting minutes, it was noted that Canadian Pest Control applied treatment to the areas where ant activity had been previously reported. However, ant activity was reported in another area after the treatment. The Council will investigate further and will arrange more treatment as needed.

4.3 HOSE BIBS

The Council noted that National Plumbing was previously called to repair a number of hose bibs which were defective. A second visit was scheduled to finish the repair which requires access to some units (where shutoff valves are located).

4.4 IRRIGATION UPGRADE

Vanessa Adrian, who is designated to handle the project, provided a written report to the Council in advance of the meeting. Since Vanessa was absent, the matter will be deferred to the next meeting.

(5) CORRESPONDENCE

5.1 HOSE BIB AND MINUTES

An owner reported a hose bib was defective. This has been addressed under Section 4.3 of these minutes. In addition, the owner expressed her concern on the distribution of strata minutes. The Strata Manager will deal with this matter.

(6) NEW BUSINESS

6.1 STRATA BYLAW ENFORCEMENT

There were no bylaw violations during this period.

6.2 CONCRETE REPAIR

It was reported that the concrete around the post in front of a unit is in need of repair. The Council reviewed a repair quote of \$2,600 from Avante Concrete. The Council decided to

contact JWC Maintenance to provide an alternative quote for the repair.

6.3 ANNUAL GENERAL MEETING

The Council discussed some items that will require a resolution at the upcoming Annual General Meeting in November. The Strata Agent will book the venue and provide the Council with a budget template in early October (after the financial statements for September is closed).

6.4 BUILDING K LOBBY – FLOOR POLISHING

The Council directed the Strata Agent to arrange to have the floors of the Building K common entrances cleaned and polished. It was noted that this was last completed in 2009.

6.5 DRAIN IN PARKADE

The caretaker previously reported some odor from a drain in parkade. The President further investigated the matter and noted there was no more odor.

6.6 ROOFTOP AIR MAKEUP UNIT IN BUILDING K

Abnormal noise from Building K's roof was previously reported. PML Mechanical was subsequently dispatched to investigate. A motor bearing for the rooftop air makeup unit was found defective. The air makeup unit was turned off and the repair was scheduled for the following Monday.

6.7 PAINTING FOR OUTDOOR BENCHES

The Council received a quote of \$1100 from Prostar Painting to stain 7 outdoor benches in the complex. The Council will request JWC Maintenance to provide a second quote for this work.

(7) NEXT MEETING

The next council meeting is scheduled for **Wednesday, October 10, 2012** 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 8:00 pm.

For Your Records

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

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.