



Council Meeting Minutes

Thursday, July 19, 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
Vanessa Adrian
William Kim
Gordon Yakel

REGRETS:

Kara Nelson

(1) CALL TO ORDER

The council meeting was called to order at 7:02 PM. A quorum was established and the meeting was declared competent to proceed.

1.1 COUNCIL MATTER

It was noted that Kara Nelson hasn't been able to attend the past three consecutive meetings. As per the Strata Bylaws, she is deemed to have resigned from the Council. Accordingly, the Council appointed the owner of unit #73, Jaclyn Pho, as the replacement member.

(2) APPROVAL OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to approve the June 21, 2012 Strata Council meeting minutes.

CARRIED

(3) FINANCIAL REPORT**3.1 FINANCIAL STATEMENTS**

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

3.2 RECEIVABLES REPORT

A receivable report as of July 16, 2012 was presented to Council for review. Owners in arrears of strata fees are mailed a statement every month. 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 ATTIC ISSUE

Further to Section 4.1 of the last meeting minutes, the Council approved the last two outstanding invoices from Mack Kirk (roofing contractor) and IPRC (consultant). It was also noted that Mack Kirk has not removed the construction trailer from the strata premises. Accordingly, the Strata Agent will contact Mack Kirk to remove the container and will issue payment only after the trailer is removed.

In addition, the Council directed the Strata Agent to obtain a quote for a follow-up roof inspection for next year to assess the effectiveness of the attic repair. The amount will be accrued from the levy fund collected for the attic repair. Thereafter, any unused levy funds will be refunded to strata owners in accordance with the Strata Property Act.

4.2 PAINTING FOR EXTERIOR FENCE & BUILDING K HALLWAYS

Further to Section 4.2 of the last meeting minutes, it was reported that the project was completed. The Council had also requested Prostar to provide quotes for painting other areas in the complex.

4.3 LIGHTING UPGRADE

Further to Section 4.4 of last meeting minutes, the upgrade quote from JWC is pending.

4.4 GARBAGE ROOM SIGNAGE

Further to Section 4.5 of the last meeting minutes, it was reported that draft copies of garbage room signs will be reviewed by Council at a later date when completed.

4.5 SUMP NEAR GARBAGE ROOM

Further to Section 6.3 of last meeting minutes, the Council reviewed two quotes from Ramos and MacRae's to clear the parkade sumps. The Council decided to have Ramos only clean the sump next to the garbage room as this is the sump that was reported to be backing up.

(5) CORRESPONDENCE

5.1 BYLAW FINE - NOT PROVIDE ACCESS FOR 2ND VISIT OF DRYER VENT CLEANING

An owner disputed the bylaw fine of \$50 for failing to provide access for 2nd visit of dryer vent cleaning. The owner claimed that she never received the notice for the scheduled work.

After reviewing the information, Council found there was confusion as to whether the notice was posted on the unit's front door by the caretaker. Therefore, Council reversed the fine. Going forward, notices served to individual units will also be posted on common area bulletin boards to ensure all owners are aware of scheduled work.

5.2 BYLAW FINE – NOT VACATE THE PARKING STALL DURING PARKADE CLEANING

An owner disputed the bylaw fine of \$50 for failing to vacate his parking stall during the previous parkade cleaning. The owner provided proof that storage insurance was purchased for the vehicle prior to the parkade cleaning. As per the Strata Bylaws, this exempts the vehicle from having to vacate the parking stall. Accordingly, Council reversed the fine.

5.3 BYLAW FINE – NOT VACATE THE PARKING STALL DURING PARKADE CLEANING

An owner disputed the bylaw fine of \$50 for failing to vacate his parking stall (by his tenant) during the previous parkade cleaning. The owner indicated that a motorcycle was parked there and the tenant moved the motorcycle against the chain link fence so it would not obstruct the cleaning.

The Council noted that a motorcycle is still considered a registered motor vehicle even though it is smaller than car. Therefore, it must be removed while the parkade is being cleaned. Council reaffirmed its original decision on fining the owner \$50.

5.4 REPORTED BEES ON BALCONY

An owner reported that bees were flying around his balcony. The caretakers visited the unit but did not locate a bee's nest. Council also surmised that the reported insects may not be bees, but other flying insects which is common around the summer season. The Strata Agent will request the owner to provide additional photos before the appropriate trade can be dispatched to address the issue.

5.5 REQUEST FOR CHANGING PARKING STALL

An owner requested exchanging her parking stall with another one owned by the Strata Corporation. The request was declined.

Council made available the option to rent the parking stall to the owner. Renting a Strata Corporation parking stall costs \$240 per year.

5.6 REQUEST FOR INSTALLING WINDOW SCREEN

An owner requested Council's approval to install window screens. It was noted that the original window screen is no longer available for purchase from the original window installer. The owner proposed a window screen from another manufacturer with black mesh and white frame which will look similar to the original one. The Council approved the request.

(6) NEW BUSINESS

6.1 STRATA BYLAW ENFORCEMENT

The Council noted that an owner was hanging laundry from the balcony. A courtesy notice was previously issued, but the bylaw violation was not corrected. Accordingly, the Council levied a fine of \$50 against the unit.

Council would like to remind owners that Strata Bylaws prohibit the hanging of laundry from a patio or balcony.

6.2 LANDSCAPING – DYING PINE TREE

The landscaping committee reported a dying pine tree in front of staircase #1. A quote to replace the tree will be obtained from the landscapers.

6.3 HOSE BIB

It was reported that some hoses bibs in the complex are not working properly -some may be turned off from within the suite and some are leaking. The landscaping committee will investigate the issues and contact the necessary contractors.

(7) NEXT MEETING

The next council meeting is scheduled for **Thursday, August 16, 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 7:50 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.



Summer Reminders

Watering Lawn

During the summer periods, please do your part and water the flower beds and lawn area that is directly in front or adjacent to your unit. Watering these areas will help keep our strata lawns healthy and looking green.

The City of Burnaby has a watering restriction in place starting June 1 to September 30. For more information please visit the website at:

<http://www.burnaby.ca/City-Services/Water---Sewers/Water-Conservation/Sprinkling-Restrictions.html>

Drying Clothes Outside

Please be reminded that strata bylaws do not allow residents to dry clothes or laundry outside of their units including the balcony.