

ACACIA GARDENS – BCS 1997**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
Kara Nelson

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
William Kim

REGRETS:

Kara Nelson
Gordon Yakel

(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.

(2) APPROVAL OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to approve the April 4, 2012 Strata Council meeting minutes.

CARRIED

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

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

3.2 RECEIVABLES REPORT

A receivable report as of May 14, 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, Mack Kirk Industries, the roofing contractor, is making good progress on its attic ventilation remediation work. Additional issues were discovered during the repair of the attic:

- 1) The insulation in some attics was pushed up against the bottom of the plywood. This prevented air from entering the soffit and for proper circulation to occur in the attic space. Baffles were recommend at a cost \$28,720 to address this issue. The recommendation was approved by Council.
- 2) Dryer ducting in some attic was not installed properly by the developer. This resulted in lint building up inside the soffit instead of being vented outwards. Repairs were made by Mack Kirk.
- 3) Minor surface mold was reported in some attic dormers where excess moisture and poor circulation occurred. The surface mold was treated.

4.2 EXTERIOR FENCE PAINTING

Further to Section 4.5 of the last meeting minutes, the Council reviewed all the quotes that were received:

	Remdal	Pammnet Contracting	Wolfgang	Prostar
to prepare and stain the perimeter picket fences	\$9,824.07 Upgrade option: \$11,485.49			\$7,250
to prepare and stain the wood arbours with solid hide stain (ground level)	\$6,809.33			\$6,500
to prepare and paint the trellises on the upper level areas of 12 balconies	\$2222.13			\$1,800
Total	\$18,885	\$14,250	\$23,990	\$15,550

In advance of the meeting, each bidder's satisfaction record was checked with the Better Business Bureau. At the meeting, the Council decided to select Prostar Painting to carry out the work based on their quoted work price and their BBB satisfaction report.

4.3 LANDSCAPING

Further to Section 4.3 of the last meeting minutes, it was reported that the landscaping committee will remove the dead trees and replant new ones in their place. Watering hoses will also be purchased and placed in areas that require watering.

The Council also approved Swicks Landscaping to purchase and treat the lawn areas with nematodes to prevent chafer bug damage.

4.4 LIGHTING UPGRADE

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

4.5 GARBAGE ROOM SIGNAGE

Further to Section 4.7 of the last meeting minutes, the Council reviewed the signs for the garbage room prepared by Vanessa Adrian. Some revisions were recommended.

4.6 MYBAYWEST

Further to Section 4.8 of the last meeting minutes, the Council will discuss with Baywest's IT department for possible improvements. The launch to owners will be decided at the next meeting.

4.7 MINOR LEAK IN PARKADE

Further to Section 4.9 of the last meeting minutes, the Council reviewed a quote of \$550 from Coast Performance to use a polyurethane injection system to stop the water leaks. Council accepted the quote. Coast Performance will also be requested to look into another minor leak discovered in the parkade.

4.8 DRYER VENT CLEANING

Further to Section 4.10 of the last meeting minutes, Council received correspondences from a few owners who were disputing the \$50 fine for failing to provide access during the previous cleaning. The Council reviewed them on a case by case basis.

The Strata Agent will arrange a second visit to those units whose dryer vents were not cleaned from inside during the previous visit.

(5) CORRESPONDENCE

5.1 REQUEST APPROVAL TO INSTALL A VIEWING HOLE ON FRONT DOOR

An owner requested the Council's approval to install a viewing hole on his unit's exterior door. The Council declined the request because the front door is considered strata common area and makes up part of the building's envelope. Alternatively, the Council suggested the owner install a wireless video/doorbell intercom system instead. The Strata Agent will provide the product details to the owner.

Council would like to advise all owners that any alteration to the exterior front entrance door on their units is not allowed. The structure and look of the door must be kept in the same condition as installed by the developer.

5.2 DISPUTE FINE FOR NO ACCESS OF FIRE INSPECTION

An owner disputed the fine of \$50 for failing to provide access during the previous fire inspection. An owner from an adjacent unit provided a written statement corroborating the claim that the owner was at home during the fire inspection. The Council decided to reverse the fine of \$50.

5.3 NOISE COMPLAINT

The Council received a noise complaint from an owner against another unit. The Strata Agent will issue a complaint notice to the unit.

Council would like to advise all owners to be respectful of their neighbours and to keep noise levels to a minimum after 10 PM and before 7 AM. Our buildings are constructed of wood and sound can easily transmit through walls and floors. Do not use your washing machine, dryer, or dishwasher during the quiet hours if you have a downstairs neighbor or share a unit wall that is next to the machine.

5.4 PLAYGROUND, BLIND, SIGNAGE AND MOVE

An owner expressed concerns with several issues:

- 1) Children were damaging foliage and landscape items near the playground areas. Piles of stones and children's toys were left on the walk paths creating a tripping hazard for residents. To address this issue, Council has created a set of rules. The rules are attached to the minutes.
- 2) An owner from another unit had altered the exterior window covering. The vertical blinds originally installed by the developer were replaced with horizontal blinds.

The Strata Agent will issue a warning letter to the unit and request the horizontal blinds be replaced with vertical blinds similar to the ones installed by the developer.

Council would like to advise owners and residents that our bylaws require all curtains and window coverings visible to the exterior of the building to be similar in size, color, and design as initially installed by the developer. A resident may install their own style of window covering on the inside of the white vertical blinds, but may not replace them.

- 3) The owner requested the installation of additional security camera signs in all parts of the common areas. The Council will look into this further.
- 4) On occasions, moving trucks were observed parking in front of the parkade entrance. Thus, preventing vehicles from easily entering or exiting the parkade. This area of the street is managed by the City of Burnaby. Therefore, the Council suggests owners or residents report any parking violation to the City's parking enforcement if they observe vehicles blocking the street entrance.

5.5 REQUEST TO PLANT FLOWERS

An owner requested approval to plant flowers in his yard. The landscaping committee will contact the owner to discuss the matter further as more details were needed.

5.6 REQUEST TO CHANGE PARKING STALLS

Further to Section 5.2 of the last meeting minutes, the owner requested a change of parking stalls. The owner was originally granted the use of a common parking stall designated for handicap use provided a valid handicap pass was displayed. The owner's second request to move to another stall was declined.

5.7 VISITOR PARKING VIOLATION

The Council held a hearing for an owner who disputed a visitor parking violation. After discussion with the owner and the presentation of some material facts, Council reaffirmed its decision regarding the violation of the visitor parking rules.

5.8 TREE REPLANTING

An owner inquired about the replacement of a dead tree near her unit. The landscaping committee will follow up with the matter.

(6) NEW BUSINESS

6.1 STRATA BYLAW ENFORCEMENT

There were no bylaw violations during this period.

6.2 HALLWAY WALLS IN BUILDING K

The Council noted some hallway walls in building K required repainting. The Strata Agent will contact Prostar (who is to painting the exterior fence) for a quote.

(7) NEXT MEETING

The next council meeting is scheduled for **Wednesday, June 20, 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 8:40 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.

New Playground Area Rules

During the past month Council has received a number of complaints regarding the use of the common playground area.

Residents have noticed that children playing around the playground area have been removing stones and bark mulch from adjacent landscape areas and placing them in piles either on the grass or on common walk paths. Trees, bushes, and other foliage have been damaged due to children trampling or breaking off branches or removing barks off trees. Additionally, large toys such as wagons, bicycles, skateboards, and scooters are left blocking the common pathways.

These actions are proving costly to the strata as damaged landscape items such as trees and sprinkler heads need to be repaired or replaced. Rocks carelessly thrown into the grass areas have led to broken window glass when they are run over by lawnmowers. Items left in the direct path of a walking route pose an obvious tripping hazard to other residents especially at night time.

Therefore, to address these concerns the Council will begin enforcing these following Strata Rules immediately.

1. Residents are directly responsible for all activities by their children that damage or modify any common property including, but not limited to all landscaping elements, benches, and equipment.
2. Items left unattended on or around all common area property including walkways, playgrounds, flower beds, stairways, and grass areas will be discarded without further notice.

We hope these rules will remind residents to supervise their children better when using the playground area and to be respectful of strata property. The Council appreciates if all residents do their part and help keep Acacia Gardens a safe and enjoyable place to live.

Regards,

Acacia Gardens Strata Council