

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

STRATA AGENT

Sam Kong
Direct: (604) 714-1543
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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
Gordon Yakel
Vanessa Adrian

REGRETS:

William Kim

(1) CALL TO ORDER

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

Amy Minh has resigned from the Strata Council for personal reasons. The Council would like to thank Amy for her contributions to the Strata.

The Council would like to invite more owners to join the Strata Council. If you are interested in volunteering, please contact the Strata Agent.

(2) APPROVAL OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to approve the January 18, 2012 Strata Council meeting minutes.

CARRIED

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

The financial statements for the months of December 2011 and January 2012 were received and are being reviewed.

3.2 RECEIVABLES REPORT

A receivable report as of February 13, 2012 was reviewed by Council. There were a significant number of owners whose strata fees were greater than 3 months in arrears. Demand letters will be sent to the owner's mortgaging financial institution to inform them a lien will be registered against the property. All costs will be charged back to the owner until the arrears are paid in full.

(4) PRIOR BUSINESS

4.1 ATTIC ISSUE

Further to Section 4.1 of the last meeting minutes, the Council reviewed the bid summary provided by IPRC. Four contractors submitted their quotes for the work. The prices range from \$69,000 to \$94,000 (plus HST). The President will do the reference check for the bidders and report back to the Council by email.

4.2 BUILDING ENVELOPE 5-YEAR WARRANTY REVIEW

Further to Section 4.2 of the last meeting minutes, the President reported the repair work for the parkade and two strata units were completed by Aragon.

4.3 GUTTER CLEANING

Further to Section 4.3 of last meeting minutes, it was noted that the issue of mud splatter has not been fully addressed. The Strata will contact Red Lion and request the deficiency items be rectified immediately. Otherwise, \$300 will be deducted from the balance of the payment for the cleaning work.

4.4 BUILDING EXTERIOR MAINTENANCE

Further to Section 4.5 of the last meeting minutes, the Council reviewed proposals from Best Service, Pacific Building Exterior Maintenance and Bemco Building Envelope Maintenance. The cost for this maintenance service was very high. Therefore, the Council decided to defer the matter.

Additionally, it was noted that new provincial legislation will require the Strata Corporation to prepare a building deficiency report in the near future which includes assessment of the building exterior. Council will wait for this report to guide their decisions on the type of building maintenance services to put into place.

4.5 EXTERIOR FENCE PAINTING

Further to Section 4.6 of the last meeting minutes, the Council reviewed the quote of \$2222.13 from Remdal Painting to paint the trellises on the second floor of 12 balconies.

The cost of the proposed work is:

- \$9,824.07 - to prepare and stain the perimeter picket fences with solid hide stain; there is an upgrade option of \$11,485.49 using better paint.
- \$6,809.33 - to prepare and stain the wood arbours with solid hide stain (ground level)
- \$2222.13 – to prepare and paint the trellises on the upper level areas of 12 balconies

The Strata Agent will contact two more vendors for competitive pricing.

4.6 FOOD WASTE PROGRAM

Further to Section 4.8 of the last meeting minutes, the Council reviewed a quote of \$40 per month from Cleantech Janitorial to pull the food waste bins to the curbside.

Due to some concerns regarding the education, handling, and the management of the wet food waste, the Council decided to defer the food waste program for the time being.

4.7 LANDSCAPING

Further to Section 4.9 of the last meeting minutes, Council Member, Vanessa Adrian, presented a proposal from Contour Landscaping for landscaping service. Following some discussion, the Council decided to have the Strata Agent contact another contractor to provide a 2nd quote to rectify the deficiency items.

4.8 LIGHTING UPGRADE

Further to Section 4.10 of last meeting minutes, the President reported that JWC Maintenance had been contacted for an upgrade proposal. The proposal is to allow for easier bulb changing by lowering the light fixtures. The option to install the fixtures on the parkade side walls were also discussed.

4.9 BUILDING MAINTENANCE ISSUES

Further to Section 5.1 of the last meeting minutes, the Strata Agent reported that roofing contractors were asked to contact the strata unit to investigate the deficiency.

4.10 MINOR LEAK IN PARKADE

Further to Section 6.3 of last meeting minutes, it was noted that the building envelope warranty for Building J expired November 6, 2011, before the issue was reported. A quote of \$2,385 from Arbutus Roofing for removing the soil from the planter, repairing the membrane and restoring the planter was reviewed. The President will contact another contractor for the repair quote.

4.11 FIRE INSPECTION

The Council reviewed the inspection report and deficiency repair quote from Voltech Fire following the recent annual fire inspection.

It was noted that some owners failed to provide access to Voltech Fire during the inspection. The Council decided to levy a fine of \$50 against each of these units.

In addition, the Council directed the Strata Agent to reschedule another inspection for the missed units. The deficiency repairs were also approved pending some clarification of some items.

4.11 GARBAGE ROOM SIGNS

Council Member, Vanessa Adrian, drafted a few signs for the garbage room to educate residents on how to dispose of garbage in an appropriate manner. Some amendments were suggested. Vanessa will revise the signs accordingly.

(5) CORRESPONDENCE

5.1 NOISE COMPLAINT

An owner complained about excessive noise from the upper unit. It was noted that this complaint was previously brought up and answered by the agent of the upper unit.

The Council agreed that more details are required in order to determine the best solution to address the issue. Accordingly, the owner will be requested to document the type of noise including the time and date. The Council will review the matter further once more information is provided.

5.2 SUGGESTION TO INSTALL RAIN COVER FOR MAILBOX

An owner suggested installing a rain cover over the outdoor mailbox. Noting the exterior painting project will start soon, the Council decided to revisit the matter after the painting is completed.

5.3 COMMENTS ON FOOD WASTE PROGRAM

The Council reviewed an email from owner who opposes the food waste program.

5.4 GUTTER DOWNSPOUT PROBLEM

An owner reported an issue with the gutter downspout near his patio. In advance of the meeting, the Strata Agent obtained a quote of \$75 from Best Service to correct the problem. The Council approved the quote.

5.5 FIRE INSPECTION

An owner reported that the annual fire inspection was not carried out for his unit. He suggested that Voltech Fire might have missed his unit. The Strata Agent will contact Voltech Fire for clarification.

(6) NEW BUSINESS

6.1 STRATA BYLAW ENFORCEMENT

The Council reviewed the list of bylaw infractions. One owner parked an unlicensed and uninsured vehicle in his parking stall. The Council decided to levy a fine of \$50 against the unit, noting the infraction has not been corrected after a courtesy notice was issued.

Owners who wish to store their vehicles in the residential parking area must purchase sufficient storage insurance and \$1 million dollars liability insurance from ICBC. Proof of insurance must be clearly displayed on the vehicle or it may be fined or towed at the owner's expense.

Please be aware that it is your responsibility to understand the Strata Bylaws that govern the use of the parkade and the strata's common property. Council actively enforces the bylaws on a regular basis. Copies of the Strata Bylaws can be downloaded from the website at www.theacaciagardens.com.

6.2 WATER PRESSURE ISSUE IN BUILDING K

In response to some concerns about water pressure, the mechanical contractor (PML) was dispatched to investigate. The Council reviewed the report from PML which indicated the water supply system is operating properly.

In addition, PML suggests that:

"Shower heads, clothes washer hoses, faucet spout aerators all contain fine mesh screens that overtime will collect debris that can constrict flow. Shower heads also contain flow restrictors to limit the volume of water that can be delivered: this is a requirement of the plumbing code. If a particular owner is questioning their pressures then I recommend that the screens be cleaned – this is an insuite responsibility."

Since the building mechanics appear to be working correctly no further action is required. However, the Council will continue to monitor the matter for any issues.

6.3 MY BAYWEST

The Strata Agent advised the Council that Baywest Management is launching Mybaywest, a customized web site with many features for the building. The Mybaywest service is provided at no additional cost to the building.

The Council will check the demo site to determine if Mybaywest is suitable for the building.

(7) NEXT MEETING

The next council meeting is scheduled for **Wednesday, April 4, 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 8:38 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

Keep this contact sheet readily available for your use

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.