

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
Amy Minh

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
Gordon Yakel
Vanessa Adrian
William Kim
Amy Minh

REGRETS:**(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.

(2) APPROVAL OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to approve the December 21, 2011 Strata Council meeting minutes.

CARRIED

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

The financial statement for the month of December 2011 is pending. The Council was advised that December 2011 is the last month of the fiscal year; therefore, it will take longer to close.

3.2 RECEIVABLES REPORT

A receivable report as of January 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 the accounts that are more than one month in arrears. Strata liens registration will be started 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 was advised that the tendering is in progress.

4.2 BUILDING ENVELOPE 5-YEAR WARRANTY REVIEW

Further to Section 4.2 of the last meeting minutes, the President reported the progress of the repair as follows:

- 1) Leaks in parkade: Aragon agreed to take steps to address the issue as per the recommendation of Morrison Hershfield. The repair work will start soon
- 2) Water issue in some units: Aragon has agreed to further investigate the complaints. The Strata Agent will be arranging access to the units for Aragon.

4.3 GUTTER CLEANING

The contractor (Red Lion) advised that all the work for gutter cleaning and drain cleaning had been completed. It was noted that Red Lion had left certain areas of the building walls unsightly caused by the mud splatter of the gutter debris. The Strata Agent will communicate the Council's displeasure to Red Lion and request that they return to clean it up.

In addition, owners could contact the Strata Agent if they have any issue with the work.

4.4 DAMAGED PLYWOOD UNDERNEATH VINYL FLOORING

Further to Section 6.2 of last meeting minutes, the Council reviewed the report from a deck specialist (Sea to Sky Armor Deck), suggesting that the problem was caused by "the moisture that got in via the cut in the vinyl and general condensation created the soft spot. It appears that the deck is not properly vented so moisture is being trapped inside, and creating an environment for mold followed by rot. I feel that if the rotten part were to be cut out and replaced, proper venting put in, new vinyl installed, the problem would be solved."

The Council approved the quotes for rectifying the problem as follows:

\$2300 to JWC to replace the existing decks and sideboards

\$958 to Sea to Sky Armor Deck to replace the vinyl and flashing

It was noted that proper venting will be put in for the new deck.

4.5 BUILDING EXTERIOR MAINTENANCE

Further to Section 6.14 of the last meeting minutes, the Strata Agent reported that contractors had been contacted and their proposals were pending.

4.6 EXTERIOR FENCE PAINTING

Further Section 6.5 of last meeting minutes, the Council received a response from Wolfgang Painting confirming that their quote includes the common arbors along the fences and a few other arbors on the ground level, but not the ones on 2nd floor and rooftop patios. The Council directed the Strata Agent to have Wolfgang Painting provide a quote for staining fences and arbors of upper floor patios.

4.7 CONTINGENCY RESERVE FUND

Further to Section 6.5 of last meeting minutes, the Council revisited the matter after receiving further financial recommendations from Baywest Management.

Before selecting an investment option, the property manager notified the Council that the property insurance premium of \$70,035 is due for payment and the Council should consider using the CRF to pay off the premiums instead of investing it. The term deposit would payout 2.2% over 36 months and the cost to finance the insurance premiums is 3.63%.

Given the rate difference between the insurance premium and investing the funds, Council decided it made more economical sense to pay out the insurance premiums.

It was also noted that the deductible for water damage and sewer backup has increased from \$10,000 to \$15,000. Owners are encouraged to check their own insurance policy to ensure sufficient coverage for the deductible chargeback by the Strata Corporation.

4.8 FOOD WASTE PROGRAM

Further to Section 6.10 of the last meeting minutes, the Council was advised that the quote for pulling the food waste bin to the curbside is still pending.

4.9 LANDSCAPING

Further to Section 6.11 of the last meeting minutes, Council Member, Vanessa Adrian, reported that she will obtain a second quote to rectify the deficiency items.

4.10 LIGHTING UPGRADE

Further to Section 6.13 of last meeting minutes, it was reported that the exterior lighting photocell has been deactivated by OK Electric. In addition, the Council reviewed a quote of \$3,350 to replace the existing sodium light fixtures with fluorescent lights to reduce the maintenance cost. The President will investigate whether the proposed upgrade will provide long term savings.

(5) CORRESPONDENCE

5.1 BUILDING MAINTENANCE ISSUES

An owner raised some building maintenance issues involving the balcony, gutter and front door. The Strata Agent will obtain quotes from contractors to address these issues.

5.2 LATCH GUARD FOR FRONT DOOR

An owner requested the Council approve the installation of a latch guard for the front entry door. The request was approved provided the color of the latch guard matches the color of the front door handles.

5.3 MOLD ON WINDOWS

An owner reported some mold on his windows. In advance of the meeting, the Strata Agent contacted a window contractor and obtained some information on how to address the issue. The information was forwarded to the owner.

The Council would like to remind owners that high humidity levels can lead to mold and moisture issues. If you notice a build-up of condensation on the inside of your windows then this is an indication of high humidity levels in your home. Humidity is typically created from human activities such as cooking, showers, washing clothes, and even breathing.

To reduce the humidity in your house, it is recommended that the bathroom exhaust is turned on for at least 3 to 4 hours a day. All strata units are equipped with an automatic timer (usually hidden in a hallway or bedroom closet) that can be programmed to turn on at scheduled times during the day.

(6) NEW BUSINESS

6.1 STRATA BYLAW ENFORCEMENT

No bylaw violations were reported during this past month. Council regularly monitors the strata and parkade for bylaw violations. Please ensure that you understand the strata's bylaws and rules that are available on the strata's website.

6.2 PARKING GATE UPGRADE

The Council reviewed a quote of \$3100 from Overhead Door to upgrade the parkade gate's operator. The recommended garage opener includes many advanced features: produces less noise, requires lower maintenance, has battery backup, and is more energy efficiency.

Noting the existing operator is still in good condition, the Council decided to defer the matter.

6.3 MINOR LEAK IN PARKADE

The Council reviewed a report from Arbutus Roofing following their recent investigation of a minor leak from the parkade ceiling. It was suggested that the leak may be from a membrane under a planter in Building J. The Council directed the Strata Agent to check whether this is still covered under the 5-year warranty. The matter will be further discussed at the next meeting.

(7) NEXT MEETING

The next council meeting is scheduled for **Wednesday, February 15, 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 8:16 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.