

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@batwest.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

REGRETS:

Amy Minh
William Kim

(1) CALL TO ORDER & ESTABLISH COUNCIL POSITIONS

The council meeting was called to order at 7:32 p.m. A quorum was established and the meeting was declared competent to proceed.

Council positions were established as outlined in the column to the left.

(2) APPROVAL OF PREVIOUS COUNCIL MINUTES

It was moved and seconded to approve the October 18, 2011 Strata Council meeting minutes.

CARRIED

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

Acting Treasurer John Luk reported that the financial statements ending November 30, 2011 were in order.

It was then moved and seconded to adopt the financial statements for the period ending November 30, 2011.

CARRIED

3.2 RECEIVABLES REPORT

A receivable report as of December 19, 2011 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 reviewed the responses from IPRC and approved the design specification. The Strata Agent will advise IPRC to start the tendering process.

4.2 BUILDING ENVELOPE 5-YEAR WARRANTY REVIEW

Further to Section 4.2 of the last meeting minutes, the President reported that he met with the representative from Aragon to review the reported deficiency items:

- 1) Leaks in parkade: in advance of the meeting, Morrison Hershfield provided recommendations on how to address the issue as requested by Aragon. The recommendation will be forwarded to Aragon shortly.
- 2) Gutter issue in some units: Aragon has been requested to dispatch their roofer for further investigation.

The Council will continue following up with Aragon to ensure these issues are resolved satisfactorily.

4.3 GUTTER CLEANING

The contractor (Red Lion) previously advised that the work for gutter cleaning was completed. However, it was later noticed that their crew was still doing work on the complex. Red Lion has apologized for providing incorrect information. The Strata Agent will post another notice in the building for deficiency reporting once the work is completed.

Additionally, 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.

(5) CORRESPONDENCE

5.1 COMMENTS ON DOG WASTE CONTAINER AND FOOD WASTE PROGRAM

An owner expressed her support for the proposed dog waste container and food waste program.

5.2 NOISE COMPLAINT

An owner's agent responded to a noise complaint against the unit. The correspondence will be kept on file for future reference.

5.3 ALTERATION REQUEST – FIREPLACE REPLACEMENT

An owner requested Council's approval to remove the mantle and electric fireplace in her living room. The Council required more details about the proposed work before it can make an informed decision. The Strata Agent will contact the owner and request for more information about the proposed work.

5.4 ILLEGAL ALTERATION COMPLAINT

Further to Section 6.1 of the meeting minutes of September 21, 2011, the owner responded to the illegal alteration complaint against the unit as follows:

1. A grab bar was installed on the exterior wall next to the entrance by the former owner. The Council will arrange to have the grab bar removed.
2. The fireplace was removed and the wall behind was painted. The Council will require that the owner sign the "Assumption of Liability" for the alteration.
3. The original carpet was removed and new hardwood flooring was installed. The owner did obtain the approval from the Strata Agent in advance of the work. The "Assumption of Liability" for the flooring work was previously signed.

5.5 COMMENTS ON REALTOR SIGN RULES

The Council reviewed comments made by an owner regarding the strata rules for realtor signs which were ratified at the recent AGM. The owner was concerned that the rules violated the Strata Act because it prohibits the posting of realtor signs.

The rules are well within the definition of the Strata Act and do not prohibit the posting of realtor signs, but simply limit the location, duration, number, and size of the signs. The rules were created to ensure the the strata complex curbside is not overwhelmed by unsightly realtor signs.

Details about the realtor sign rules can be found on the strata website.

5.6 DOG WASTE BIN AND OTHER COMMENTS

An owner is opposed to the installation of dog waste bins. He also raised some building maintenance issues which have been addressed.

5.7 CONCERN ABOUT SMART METER

The Council reviewed an owner's correspondence who is concerned about the installation of BC Hydro smart meters.

As a note, the BC Hydro meters for the strata complex are installed in electrical rooms throughout the underground parking area and are not affixed to the exterior of any strata units.

5.8 RESPONSE TO VISITOR PARKING COURTESY NOTICE

The Council reviewed a response from an owner after she received a courtesy notice for a visitor parking violation.

Council would like to remind all residents that the visitor parking area is restricted for visitor parking only unless an owner is displaying a valid Flex Pass. A visitor may park a vehicle for three consecutive days with a valid visitor pass.

5.9 HAMMERING NOISE FROM UNKNOWN SOURCE

An owner from a unit in Building D reported "hammering" noise was heard during the late hours. The source of the sound is unknown. The owner is concerned that the noise is becoming disruptive to her and neighboring units.

The Council is asking for any resident who lives in Building D who is aware of the "hammering" noise to contact the Strata Agent and provide details so Council can investigate further.

(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 DAMAGED PLYWOOD UNDERNEATH VINYL FLOORING

A hole in the plywood underneath the vinyl flooring in front of a unit's entrance was reported. JWC Maintenance is currently investigating the matter.

6.3 OVERFLOWED WASHER

A report of an overflowing washing machine caused extensive water damage to two units. An insurance claim was made under the Strata's policy because the estimated repair expense exceeds the deductible of \$10,000. The final repair is in progress. The \$10,000 deductible will be charged back to the owners responsible for the water damage.

Council would like to advise owners to regularly inspect their plumbing fixtures such as dishwashers, washing machines, faucet taps, and toilet lines to ensure they are in good working order and there are no signs of leaks. A water leak from a defective plumbing fixture can cause substantial damage to your unit and others.

Owners are responsible for the cost to repair any damages including surrounding units and common areas caused by water leaks that originate from within the unit.

It's also important that owners purchase home insurance to cover these types of incidents. The Strata's insurance policy will provide for repair costs above the deductible, but the owner is still responsible for paying the deductible cost.

6.4 GAS LEAK

An owner reported a gas leak in the neighboring unit. PML (mechanical contractor) was dispatched to investigate. When PML arrived, the leak had stopped. The owner suspected the source of the leak was from the gas stove that was left on from a nearby unit.

The owner of the unit that was affected by the gas leak requested Council pursue the other unit where the gas leak allegedly originated. However, due to insufficient evidence, the Council will not be pursuing this matter any further unless more evidence of the incident can be provided.

Council would like to remind owners to use caution when using their gas stoves. Please follow these safety guidelines when using natural gas:

- Ensure the dial is always turned off when the stove is not in use or when you are away from your home.
- Be familiar with the smell of natural gas. The natural gas delivered to your home has a pungent, rotten egg smell. A faint odor of gas may mean that a pilot light has gone out and should be relit. A strong odor means you should leave the house at once and call the gas company immediately from a neighbor's home.
- Never use the stove top or the oven as a heater. It can easily start a fire or an explosion.
- If you have children, teach them to stay away from the gas range or consider purchasing a child lock to prevent your child from accidentally turning on the gas stove.
- Learn where the gas shutoff valve is located. Typically it should be in one of the nearby cabinets or behind the stove. In case of an emergency or disaster, it is critical to immediately turn it off or the gas buildup may cause an explosion.
- Consider installing a carbon monoxide detector. A gas stove that is not working properly can give off high concentrations of CO that is poisonous when inhaled.

6.5 EXTERIOR FENCE PAINTING

The Council discussed the exterior fence painting project that was approved at the recent AGM. The Strata Agent will obtain two more quotes after confirming the work scope with Wolfgang Painting (who previously provided the quote).

6.6 CONTINGENCY RESERVE FUND - TERM DEPOSIT

During the last AGM, the issue of investing the CRF into a higher earning interest account was raised. Baywest presented Council with some options for term deposits that offered a higher interest rate than a regular savings account.

The Council decided to select a 30-day redeemable option GIC to ensure the funds were not locked in for an extended period of time, but still provided a more favorable rate of return.

6.7 ANNUAL FIRE INSPECTION

The Council approved the quote of \$2,532 from Voltech Fire to perform the annual fire inspection due in January 2012.

6.8 GARBAGE CAN FOR DOG WASTE

After some discussion, the Council declined the proposal to place garbage cans for dog waste around the complex. The Council was concerned that the garbage cans may attract rodents, insects, and other unwanted garbage. The smell from the garbage may also offend neighboring units during the summer months. Instead, the Council will arrange to post signs around the strata to remind dog owners to clean up after their dogs.

6.9 NO DUMPING IN GARBAGE ROOM

The issue of signage for the garbage room was brought up at the recent AGM. The Council will arrange to put up a “no dumping” sign in the garbage room to remind residents to not leave any junk on the floor of the room.

6.10 FOOD WASTE PROGRAM

The Council reviewed the food waste recycling program provided by the City of Burnaby. The program is free to all strata complexes. However, there will be a cost to pull the food waste bin to the curbside on a weekly basis. Council will obtain a quote for the bin pulling and to create an education program on how to properly dispose of the waste.

6.11 LANDSCAPING

Council Member, Vanessa Adrian, volunteered to be the chair of the landscaping committee. Vanessa is an amateur gardener and is eager to make improvements to our landscape. The Council is seeking help from residents or owners who wish to participate in the overall design of our landscapes. If you have suggestions, advice, or simply want to make use of your “green thumb” please contact the Strata Agent.

6.12 MAILBOX ROOF COVER

At the recent AGM, the subject of covering the mailbox area on Macpherson was raised. Council discussed this proposal and obtained a quote from the handyman. Due to the cost of the material and to install a roof cover, the Council decided to defer this matter unless greater urgency can justify the cost.

6.13 LIGHTING UPGRADE

During the last AGM, the Council discussed how the common exterior lights were controlled. A photocell sensor determines the amount of daylight that is available and will automatically keep the lights on if there is insufficient light. A timer is also used to control the on/off cycle of the lights but can be overridden by the sensor. The Council decided to disable the photocell so the lights will only be controlled by the timer. This will give Council precise control over the lights.

Additionally, Council will obtain a quote to replace the current sodium light fixtures under the parkade ramp with fluorescent tubes to reduce cost and increase visibility.

6.14 BUILDING EXTERIOR MAINTENANCE

The Council discussed a proposal to retain a contractor who will regularly inspect and maintain the building's exterior systems and envelope. Since the five year envelope warranty provided by New Home Warranty has recently expired, the Council decided it was important to ensure these areas are well maintained to minimize future repair costs. The Strata Agent will contact

several contractors for quotes.

6.15 PARKING FLEX PASS

The Strata Agent will obtain a quote for making additional parking flex passes because the supply of passes is running low.

Flex passes provide an alternative to residents who wish to park a vehicle in the secured underground, but do not own a sufficient number of private parking stalls. The passes are available for a 3, 6, and 12 month period. Additional information is available on the strata website.

6.16 DRYER VENT CLEANING

The Council approved a quote for \$5,500 from Air-Vac to clean the dryer vents from the inside and out.

Council will attempt to schedule dryer vent cleaning in March. Please be aware that this a thorough cleaning process and it will require access to the inside of your unit. If you plan on being away in March, please make arrangements to have someone provide access.

The Council would like to remind all residents to properly clean the lint traps in their dryer after every use. Doing so, will increase the efficiency of your dryer, reduce the drying time and your electrical cost, and help prevent a build-up of lint that can lead to fires.

(7) NEXT MEETING

The next council meeting is scheduled for **Wednesday, January 18, 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 9:20pm.

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.