

THE PENDRELL – STRATA PLAN VR 264

TIME AND LOCATION:

7:00pm
#403 – 1234 Pendrell Street

STRATA COUNCIL
2009/2010

PRESIDENT
Kevin Morgan

VICE-PRESIDENT
Sandra Barsky

TREASURER
Tim Hansen

SECRETARY
Biagio Galle

AT-LARGE
Diane Dary
Nancy Black
Phillipe Varrier

STRATA MANAGER

George Nicolaou
Direct Line: 604-714-6386
Direct Fax: 604-592-5285
Email: gnicolaou@baywest.ca

ACCOUNTS RECEIVABLE
CALL CENTRE
1-877-585-4411
AR@baywest.ca

BAYWEST MANAGEMENT
300 – 1770 BURRARD
STREET
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325

PRESENT:

Kevin Morgan
Tim Hansen
Biagio Galle
Diane Dary
Phillipe Varrier

REGRETS:

Nancy Black
Sandra Barsky

One owner observer

George Nicolaou, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:05pm. A quorum was established.

NOTICE

PLEASE BE ADVISED, THIS IS THE FIRST COUNCIL MEETING WITH BAYWEST MANAGEMENT CORPORATION. PLEASE FIND ATTACHED THE OWNER INFORMATION SHEET AND FORM K – NOTICE OF TENANTS RESPONSIBILITIES. ALL OWNERS WHO HAVE NOT SUPPLIED THESE DOCUMENT(S) TO BAYWEST MANAGEMENT CORPORATION ARE KINDLY REQUESTED TO DO SO AS SOON AS POSSIBLE.

1.2 STANDARD OPERATING PROCEDURES

The Strata Manager distributed copies of the "Operating Procedures" to all Council members, which outline the policies and procedures to ensure the smooth operation of the Strata Corporation. The Strata Manager went through the Operating Procedures with Council. After reviewing the document, it was moved and seconded to adopt the operating procedures for the 2009/2010 Council term.

CARRIED**(2) ADOPTION OF PREVIOUS MINUTES**

It was moved and seconded to adopt the Strata Council meeting minutes of March 12th 2009 as distributed.

CARRIED**(3) FINANCIAL REPORTS****3.1 FINANCIAL STATEMENTS**

The approval of the financial statements was deferred to the next Council meeting, as there are a number of items that are still pending by IPM Management, the previous management company.

Council advised the Strata Manager that they have opened a trust account with Vancity for the balcony remediation project. The Strata Manager advised the Council that he would have to look into this and will report back to Council.

AFTER NOTE: Subsequent to the Council meeting, the trust account for the balcony remediation project will be handled by Baywest Management in trust. All owners are advised to forward their

special levy payments to Baywest. Cheques should be made payable to Strata Plan VR 264. Owners with questions in regards to the special levy are invited to contact George Nicolaou at 604-714-6386.

3.2 ACCOUNTS RECEIVABLE

The Strata Manager will send the AR report to the Council Treasurer for review. Monthly statements will be sent to owners in arrears requesting payments.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 BALCONY REMEDIATION PROJECT

Council discussed the balcony remediation project. Council requested that the Strata Manager obtain three (3) proposals for consulting services for the project, which will include the design process.

4.2 MAILBOXES PROJECT

Council requested that the Strata Manager obtain two (2) quotations to purchase and install new mailboxes, and to remove and dispose of the current mailboxes.

4.3 PATIO REPAIRS TO #103 & #104

Council gave the Strata Manager two (2) quotations for the patio repairs to #103 and #104. Council requested that the Strata Manager obtain a third quotation, and to also contact TNC Restoration to provide a detailed scope of work.

4.4 PARKADE & RAMP REPAIRS

TNC Restoration was previously approved to do the parkade and ramp repairs. The Strata Manager will contact TNC to schedule a date and time. A notice will be sent out to residents.

4.5 MOSS REMOVAL

Council requested that the Strata Manager contact a few companies to inquire about removing some moss off the roof without removing the gravel.

4.6 GARAGE KEY ENTRY – LOCK BOXES

Council requested that the Strata Manager inquire about replacing the two (2) lock boxes by the parkade door.

(5) CORRESPONDENCE

Council received a noise complaint from an owner regarding another strata lot. Council requested that the Strata Manager write a notice letter to the strata lot.

(6) NEW BUSINESS

6.1 NEW RULE

It was moved and seconded to approve the following rule:

Posting items in common areas

Any items, including notices and correspondence from residents, cannot be posted in any common area without prior consent by Council.

CARRIED

6.2 ANNUAL FIRE INSPECTION

Council received a quotation from Fire-Pro Fire Protection for the annual fire inspection. It was moved and seconded to approve the quotation. **CARRIED**

The Strata Manager will schedule a date and time. A notice will be sent to all residents.

6.3 HOME RENOVATION TAX CREDIT

Council discussed the Home Renovation Tax Credit, as Baywest Management is offering Home Renovation Tax Credit accounting. The tax credit is available for expenditures incurred in relation to a renovation performed after January 27th 2009 and before February 1st 2010. (Expenditures incurred pursuant to an agreement that was entered into before January 28th 2009, will not be eligible for the credit).

After reviewing the letter from Baywest Management, it was moved and seconded to have Baywest provide accounting services for the Home Renovation Tax Credit. Baywest will provide each strata lot owner with the documentation required should they qualify and wish to apply for the credit. **CARRIED**

6.4 INSURANCE APPRAISAL

Council received and reviewed the Insurance Appraisal Update. Effective August 1st 2009, the Cost of Replacement insurable value of the building is \$3,712,000.

(7) NEXT MEETING & TERMINATION

A date for the next Council meeting will be scheduled once the Strata Manager receives quotations for the patio repairs.

There being no further business, the meeting was terminated at 9:05pm.

Submitted by:
George Nicolaou, Strata Manager

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two(2) years. There will be a charge for copies.

OWNER INFORMATION

BUILDING NAME - _____

STRATA PLAN _____

UNIT NUMBER: _____

OWNER INFORMATION

Owner's Name: _____

Property Address: _____

Mailing Address (if different from property address): _____

Home Phone: _____ Work Phone: _____ Cell #: _____

E-Mail Address: _____

EMERGENCY CONTACT INFORMATION

Contact's Name: _____

Home Phone: _____ Work Phone: _____ Cell #: _____

Do you live in the unit? YES NO

Do you rent out the unit? YES NO

NON RESIDENT OWNERS

If you rent your strata lot under the Bylaws of the Strata Corporation, you are required under Section 146 of the Strata Property Act to complete a Form K, Notice of Tenant's Responsibilities, and return it to the management company. If you require a Form K, please download one from our website at www.baywest.ca.

I hereby authorize Strata Plan VR 264 to collect, use and disclose my personal information set out above for purposes of identifying and communicating with me, processing payments, responding to emergencies, ensuring the orderly management of Strata Plan VR 264, and complying with legal requirements.

Signature _____ Date _____

Return to: Baywest Management Corporation
300 – 1770 Burrard Street, Vancouver, B.C., V6J 3G7
Fax: (604) 592-3950

Strata Property Act
Form K
NOTICE OF TENANT'S RESPONSIBILITIES
(Section 146)

Re: Strata Lot ____ of Strata Plan VR 264, Unit # _____

Street Address of Strata Lot _____

Names(s) of tenant(s) _____

Tenancy Commencing: _____

Tenant Phone #: _____

IMPORTANT NOTICE TO TENANTS:

1. Under the Strata Property Act, a tenant in a strata corporation must comply with the bylaws and rules of the strata corporation that are in force from time to time (current bylaws and rules attached).
2. The current bylaws and rules may be changed by the strata corporation, and if they are changed, the tenant **must** comply with the changed bylaws and rules.
3. If a tenant or occupant of the strata lot, or a person visiting the tenant or admitted by the tenant for any reason, contravenes a bylaw or rule, the tenant is responsible and may be subject to penalties, including fines, denial of access to recreational facilities, and if the strata corporation incurs costs for remedying a contravention, payment of those costs.

Date: _____

Signature of Landlord, or Agent of Landlord

Address of landlord, or agent of landlord:

Signature of Tenant

Owner's Phone #: _____

Signature of Tenant