

# MINUTES OF STRATA COUNCIL MEETING

## Arcadia – BCS 1461

Held: Monday, August 13th, 2007 @ 7:00 pm.  
The Meeting Room - 7178 Collier St, Burnaby, B.C.

### ATTENDANCE

Jeff Watts (2509) - President  
Al Englund (2308) - Vice-President  
Zul Bardai (1807) - Treasurer  
Tracy Lau (1001) - Secretary  
Bernard Lau (1207) - Privacy Officer  
Christine Zhu (909)  
Paul Kral from AWM-Alliance Real Estate Group Ltd.

Regrets: David Okula (2407);

The meeting was called to order @ 7:05 p.m. by Jeff Watts, the President.

### MINUTES OF THE LAST COUNCIL MEETING

It was **MOVED, SECONDED AND APPROVED** the minutes from July 9th, 2007 as previously circulated.

### FINANCIAL REPORT

It was noted that the July 2007 financials were not available at the time of August 13<sup>th</sup>, 2007 Council meeting. The Property Manager explained that the financial statements are usually completed and mailed to the Council by the 20<sup>th</sup> of the following month. The August 2007 meeting was held on August 13<sup>th</sup>, 2007 therefore it was too early for AWM to be able to complete the July 2007 financials. The Council deferred approval of July 2007 financials for September 2007 Council meeting.

The June 2007 financial statements were reviewed. AWM provided the Council with an update regarding the current financial position of the building. The building is operating with a surplus of \$4,294.00 as of June 07 and actual year to date surplus of \$15,426.00.

It was **MOVED, SECONDED** and **APPROVED** the Financial Statements period ending June 30<sup>1st</sup>, 2007.

**Accounts Receivable** - The Property Manager reported that the current balance outstanding is approximately \$4,747.00 as of August 10<sup>th</sup>, 2007. Reminder notices were mailed out to all Owners in arrears.

AWM-Alliance conducts collection in accordance with the bylaws each month on all outstanding accounts. Owners are advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in the Strata Council assessing fines, interest charges applied to outstanding balances, and/or having a legal lien placed on the unit. Owners are encouraged to correspond with Council if they expect delays/experience financial difficulties.

## Protocol For Dealing With Outstanding Strata Fees

- **First missed month of strata fee payment - letter of notification**
- **Second month of missed strata fee payment - \$25.00 fine plus letter of notification that a lien will be placed if the account is not settled.**
- **Third month of missed strata fee payment - \$25.00 fine plus FILING OF A LIEN against the suite in question. The cost of filing a lien is \$325.00 and will also be charged to the suite.**

## BUSINESS ARISING FROM THE MINUTES

- **Caretaker Relief** - The Council and Caretaking Committee would like to advise the Ownership that Mr. Guzman resigned from his position in July 2007. Jana Reinberger was hired for caretaker relief at cost of \$650.00 per month. It was also noted that the monthly remuneration is within of the industry standard. The Council also discussed proposal from the Caretaking Committee to hire caretaker relief from Labour Unlimited Ltd. The Property Manager reported that Labour Unlimited would charge \$18.40 per hour plus GST for weekdays and \$23.60 plus GST for weekends. After lengthy discussion, the Council agreed not to hire Labour Unlimited Ltd janitor for weekend relief work.
- **Caretaker Report** -
  - **Cleaning outside area** - using chemical for removing grass - scheduled completed by mid-August, after pressure washer is fixed.
  - **Garbage room cleaning schedule** - Tuesday & Friday after garbage removed.
  - **General repairs required** - Pest control to investigate birds nesting in garage, later this week and propose solutions to AWM & Caretakers.
  - **Maintenance and cleanliness issues** - There are currently 7 other stalls that require cleaning from leaking oil. Final notices will be issued, and cleaning will commence next week (August 21-28) at a cost to the owners of \$75.00
  - **Storage lockers** - Storage lockers were swept out and cleaned in July 07
  - **Power washing** - The Council directed the caretaker to power wash the awning/stairways along ramp and main entrance door.

## NEW BUSINESS

- **Roof Top Lights Sensor** - The Council approved removal of the electrical timer and installation of the light sensor for the roof top lights at Arcadia West at a cost of \$700.00 including labour.
- **Legal - One Owner vs. Strata Corporation and Bosa Properties Ltd.** - As requested by Human Rights Tribunal, the pre-hearing conference was scheduled for June 8<sup>th</sup> 2007 at 10:00AM. We are pleased to confirm that the mediation of the Owner complaint has been resolved by Bosa Properties Ltd.
- **Landscaping** - Evolution Landscaping submitted quotation for landscaping service at a cost of \$7,850.00 annually. After the discussion, the Council unanimously agreed to continue with JC Landscaping and monitor their performance on regular basis.
- **Joint Landscaping Committee** - Council are to elect one additional representative to work with the Landscaping Officer, and be part of a management committee to oversee the shared strata (Arcadia, Stanford, Emerson, West and Arcadia West) green belt and its maintenance. The joint landscaping committee will meet twice a year, Spring & Fall. The Arcadia percentage of responsibility will be at 20.9%.

- **Dryer Vents Cleaning** – National Technologies Ltd. and Air Vac Ltd. submitted quotations to perform the dryer vents cleaning. Following discussion, the Council approved the quote from Air Vac Ltd. at a cost of \$5,432.00.
- **Building Envelope Review** – The Property Manager reported that 24 months warranty review has been completed. The report has been forwarded to BOSA Properties Ltd. It was also noted that AWM made a claim with St. Paul Guarantee with respect of all deficiencies noted in Morrison & Hershfield report. Bosa Properties Ltd. is going to follow up on all warrantable deficiencies and report back to AWM.
- **Various Items From Walk Through** - Various issues from July 16<sup>th</sup>, 2007 “walk through” were discussed. It was noted that some Owners did not remove the items installed on their unit entrance door as requested by Strata Corporation in June 2007. Please be advised that different design/colour door knob, hanging objects on your door and doormat placed in front of your door is in contravention of the rules / bylaws of the building. Furthermore, the doormat placed in front of your door is in contravention of the fire code. No items should be placed on common property, including hallways and an Owner must obtain the written approval of the Strata Corporation before making an alteration to a strata lot / common property. Failure to submit a request in writing may result in enforcement of the rules / bylaws such as fines or having your doormat removed. No decorations or signs are permitted on common or limited common property (including Strata Lot balconies) except by written approval by the Council.
- **General Maintenance Items** -
  - Spa door was adjusted.
  - Extreme glass replaced the damaged window at the meeting room at total cost of \$1,150.00. The Property Manager reported that the deductible for window damages is at \$100.00. The Council authorized AWM to make insurance claim.
  - Snow blower – The Council agreed not to purchase snow blower at this time.
  - Entrance gate – The Council is going ahead with placing sign “stop and wait until gate close”.
  - The Property Manager is going to arrange for quote to change locks for stairway access doors.
  - Bike room – The Property Manager is going to verify with Bosa the location of bike room which belongs to Arcadia building.

#### SECURITY

All Owners/Residents are asked to:

- \* never leave keys or key fobs in their vehicle
- \* report any lost or stolen keys to AWM immediately
- \* not allow strangers into the building
- \* meet delivery personnel at the front door
- \* watch the garage gate close after driving in/away from the parking area

**Council/AWM Mailbox** - The Council and AWM would like to encourage all Residents to put their concerns or complaints in writing and place it in the AWM/Council mailbox in the lobby, with your name and address. Please note that urgent matters are dealt with immediately and normal day-to-day matters will be discussed at the monthly Council meeting.

#### CORRESPONDENCE

Several items of correspondence were reviewed and the Council has directed the Property Manager to respond to the letters, giving specific direction on the content of the replies as follows:

**Received:** Letter regarding caretaker relief.

**Action:** The Council directed the Property Manager to respond in writing.

## **NOTICES**

**Suite Modification/ Insurance** - Owners are reminded that they should have appropriate levels of "contents" and insurance coverage for their belongings and any improvements that they have been done to the suite since originally built.

**\*\*\*Owners are reminded washing machines and other appliances are their responsibility. A qualified appliance technician should check the washing machines annually to ensure all hoses and parts are operating properly, and any repairs should be completed immediately. If damage should arise as a result of an Owner's negligence, any charges as a result of the damage may be charged back to the Owner.\*\*\***

**24-Hour Emergency:** Residents are requested to contact the **AWM by calling 604-685-3227**

**RENTALS:** In accordance with the bylaws, all Owners renting their strata lots are reminded that it is mandatory to have an updated "**Form K**", *Notice of Tenants Responsibilities*, given to the corporation within 30 days of each new tenant moving into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "Form K". **AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM A FINE OF \$50.00 WILL BE ISSUED TO THE STRATA LOT EACH MONTH. TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: [WWW.FIC.GOV.BC.CA](http://WWW.FIC.GOV.BC.CA) .**

### **Move/Delivery Procedures:**

- The Resident must arrange in writing the elevator booking with the Property Manager 72 hours in advance of the move.
- Residents are to contact the Property Manager for moves/delivery to ensure that the elevator pads are erected.

**ADJOURNMENT** - There being no further business, the meeting was adjourned at 9:00 p.m. The next Council meeting will be held on September 10<sup>th</sup>, 2007.

The minutes were taken and respectfully submitted by:

**Paul Kral, AWM- Alliance Real Estate Group Ltd.**

**General Inquiries: 604-639-2189**

**Email: [paul@awmalliance.com](mailto:paul@awmalliance.com)**

**Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.**

# MINUTES OF STRATA COUNCIL MEETING

## Arcadia – BCS 1461

Held: Monday, September 10th, 2007 @ 7:00 pm.  
The Meeting Room – 7178 Collier St, Burnaby, B.C.

### ATTENDANCE

Jeff Watts (2509) – President  
Al Englund (2308) – Vice-President  
Tracy Lau (1001) – Secretary  
Bernard Lau (1207) – Privacy Officer  
Christine Zhu (909)  
Paul Kral from AWM-Alliance Real Estate Group Ltd.

Regrets: David Okula (2407); Zul Bardai (1807) – Treasurer

The meeting was called to order @ 7:05 p.m. by Jeff Watts, the President.

### MINUTES OF THE LAST COUNCIL MEETING

It was **MOVED, SECONDED AND APPROVED** the minutes from August 13th, 2007 as previously circulated.

### FINANCIAL REPORT

The Financial Statements period ending August 2007 were presented for review. The Property Manager noted that the caretaker suite principal mortgage and interest expenses were adjusted in July 2007 and are recorded on the operating statement. The building is operating with actual year to date surplus of \$5,996.00.

The current balance for the operating account is \$9,760.00 and the balance for the contingency reserve is \$98,237.00.

It was **MOVED, SECONDED and APPROVED** to accept the Financial Statements period ending August 2007.

Accounts Receivable – The Property Manager reported that the current balance outstanding is approximately \$5,754.00 as of September 9th, 2007. Reminder notices were mailed out to all Owners in arrears.

AWM-Alliance conducts collection in accordance with the bylaws each month on all outstanding accounts. Owners are advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in the Strata Council assessing fines, interest charges applied to outstanding balances, and/or having a legal lien placed on the unit. Owners are encouraged to correspond with Council if they expect delays/experience financial difficulties.

## Protocol For Dealing With Outstanding Strata Fees

- **First missed month of strata fee payment - letter of notification**
- **Second month of missed strata fee payment - \$25.00 fine plus letter of notification that a lien will be placed if the account is not settled.**
- **Third month of missed strata fee payment - \$25.00 fine plus FILING OF A LIEN against the suite in question. The cost of filing a lien is \$325.00 and will also be charged to the suite.**

## BUSINESS ARISING FROM THE MINUTES

- **Roof Top Lights Sensor** - The Council reported that installation of the light sensor for the roof top lights at Arcadia has been completed.
- **Joint Landscaping Committee** - It was noted that Gateway Property Manager will be meeting with the Council at Emerson building this week to discuss the arrangement regarding the joint landscaping committee meeting and to decide on a representative for the common area committee.
- **Caretaker Report** -
  - **Cleaning outside area** - using chemical for removing grass - scheduled completed by mid-August, after pressure washer is fixed.
  - **Garbage room cleaning schedule** - Tuesday & Friday after garbage removed.
  - **General repairs required** - Pest control to investigate birds nesting in garage, later this week and propose solutions to AWM & Caretakers.
  - **Maintenance and cleanliness issues** - There are currently 3 other stalls that require cleaning from leaking oil. Final notices will be issued, and cleaning will commence this month. (September 11<sup>th</sup> at a cost to the Owners of \$75.00)
  - **Storage lockers** - Storage lockers were swept out and cleaned in July 2007
  - **Power washing** - The Council directed the caretaker to power wash the awning/stairways along ramp and main entrance door.

## NEW BUSINESS

- **Dryer Vents Cleaning** - Air Vac Ltd. performed dryer vents cleaning from September 5<sup>th</sup> - 11<sup>th</sup>, 2007.
- **Lock Installation (Stairways Doors)** - The Property Manager reported that the cost to install locks for each stairway door will be approximately \$3,200.00. This item will be discussed at this year Annual General Meeting.
- **Bike Room** - The Property Manager verified with Bosa the location of bike room which belongs to Arcadia building. It was reported that there is only one bike room. The Council approved installation of additional 10 bike racks in the bike room.
- **Snow Removal** - It was noted that last year's expense for snow removal was under \$700.00, and therefore does not justify purchasing a snow blower at a cost of \$2,300.00. The Property Manager advised that it will be difficult for any contractor to provide quote for snow removal in advance. It was noted that the Property Manager and Caretakers will be monitoring weather during the winter months. The caretaker will arrange for snow removal and pre-salting if necessary. The Council also agreed to purchase 20 bags of salt. The Property

Manager reported that our landscaping contractor will submit quote for snow removal in October. This issue will be reviewed and finalized at October's monthly strata meeting.

- **Cigarette Butt's and Smoking on the Balconies** - No material substances, especially burning material such as cigarettes or matches shall be thrown or be given cause to fall nor shall dust mops be shaken out of any window, door, balcony or other parts of the strata lot or limited common and common property. Dusters shall be the static disposable type or ones, which can be vacuumed or washed.
- **General Maintenance Items** -
  - The gym equipment has been serviced.
  - Full length security plate has been installed at bike room door.
  - Thyssen Krupp to repair the damaged elevator padding.
  - F.D. tube lock has been installed right next to the main door entrance.

### SECURITY

All Owners/Residents are asked to:

- \* never leave keys or key fobs in their vehicle
- \* report any lost or stolen keys to AWM immediately
- \* not allow strangers into the building
- \* meet delivery personnel at the front door
- \* watch the garage gate close after driving in/away from the parking area

**Council/AWM Mailbox** - The Council and AWM would like to encourage all Residents to put their concerns or complaints in writing and place it in the AWM/Council mailbox in the lobby, with your name and address. Please note that urgent matters are dealt with immediately and normal day-to-day matters will be discussed at the monthly Council meeting.

### CORRESPONDENCE

Several items of correspondence were reviewed and the Council has directed the Property Manager to respond to the letters, giving specific direction on the content of the replies as follows:

### NOTICES

**Suite Modification/ Insurance** - Owners are reminded that they should have appropriate levels of "contents" and insurance coverage for their belongings and any improvements that they have been done to the suite since originally built.

\*\*\*Owners are reminded washing machines and other appliances are their responsibility. A qualified appliance technician should check the washing machines annually to ensure all hoses and parts are operating properly, and any repairs should be completed immediately. If damage should arise as a result of an Owner's negligence, any charges as a result of the damage may be charged back to the Owner.\*\*\*

**24-Hour Emergency:** Residents are requested to contact the AWM by calling 604-685-3227

**RENTALS:** In accordance with the bylaws, all Owners renting their strata lots are reminded that it is mandatory to have an updated "*Form K*", *Notice of Tenants Responsibilities*, given to the corporation within 30 days of each new tenant moving into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "*Form K*". AS PER THE BYLAWS, IF AN UPDATED

"FORM K" IS NOT FILED WITH AWM A FINE OF \$50.00 WILL BE ISSUED TO THE STRATA LOT EACH MONTH. TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: [WWW.FIC.GOV.BC.CA](http://WWW.FIC.GOV.BC.CA) .

**Move/Delivery Procedures:**

- The Resident must arrange in writing the elevator booking with the Property Manager 72 hours in advance of the move.
- Residents are to contact the Property Manager for moves/delivery to ensure that the elevator pads are erected.

**ADJOURNMENT** - There being no further business, the meeting was adjourned at 8:25 p.m. The next Council meeting will be held on October 9<sup>th</sup>, 2007.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM- Alliance Real Estate Group Ltd.

General Inquiries: 604-639-2189

Email: [paul@awmalliance.com](mailto:paul@awmalliance.com)

**Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.**



# MINUTES OF STRATA COUNCIL MEETING

## Arcadia – BCS 1461

Held: Tuesday, October 9th, 2007 @ 7:00 pm.  
The Meeting Room – 7178 Collier St, Burnaby, B.C.

### ATTENDANCE

Jeff Watts (2509) – President  
Al Englund (2308) – Vice-President  
Zul Bardai (1807) – Treasurer  
Tracy Lau (1001) – Secretary  
Bernard Lau (1207) – Privacy Officer  
Paul Kral from AWM-Alliance Real Estate Group Ltd.

Regrets: David Okula (2407); Christine Zhu (909)

The meeting was called to order @ 7:05 p.m. by Jeff Watts, the President.

### MINUTES OF THE LAST COUNCIL MEETING

It was **MOVED, SECONDED AND APPROVED** the minutes from September 10th, 2007 as previously circulated.

### FINANCIAL REPORT

The Financial Statements period ending September 2007 were presented for review. The building is operating with actual year to date surplus of \$1,200.00.

The current balance for the operating account is \$6,230.00 and the balance for the contingency reserve is \$102,980.00.

The September 07 financial statements were not available at the time of October 9<sup>th</sup> meeting, thus, the approval of these statements is tabled until the next meeting. The Treasurer and the Council President will arrange for meeting at AWM office to finalize the financials and review the payables and adjust the accruals for fiscal year 2006/07.

Accounts Receivable – The Property Manager reported that the current balance outstanding is approximately \$7,860.00 as of October 8<sup>th</sup>, 2007. Reminder notices were mailed out to all Owners in arrears.

AWM-Alliance conducts collection in accordance with the bylaws each month on all outstanding accounts. Owners are advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in the Strata Council assessing fines, interest charges applied to outstanding balances, and/or having a legal lien placed on the unit. Owners are encouraged to correspond with Council if they expect delays/experience financial difficulties.

### Protocol For Dealing With Outstanding Strata Fees

- First missed month of strata fee payment - letter of notification
- Second month of missed strata fee payment - \$25.00 fine plus letter of notification that a lien will be placed if the account is not settled.
- Third month of missed strata fee payment - \$25.00 fine plus FILING OF A LIEN against the suite in question. A collection fee of \$450.00 plus GST will also be charged to the suite. Additional months outstanding will be assessed a fine of \$200.00 per month.

### BUSINESS ARISING FROM THE MINUTES

- Snow Removal - The Property Manager reported that our landscaping contractor submitted quote for snow removal at a cost of \$50.00 per hour. The Council approved the quotation.
- Joint Landscaping Committee - It was noted that Gateway Property Manager made the arrangement with Emerson building regarding the joint landscaping committee meeting and to decide on a representative for the common area committee. The meeting has been scheduled for October 12<sup>th</sup>, 2007.
- Bike Room - The Property Manager reported that installation of additional 10 bike racks in the bike room has been completed.

### NEW BUSINESS

- Preliminary Budget Discussion - The Council re-considered the 2006/07 actual financial statements as well as independent proposals made by AWM. The 2007/08 proposed budget will be finalized at the scheduled meeting with the Treasurer, Council President and the Property Manager at AWM office at the end of October 2007. The proposed budget and long-term maintenance plan will be mailed to all Owners with the notice of AGM package. Also discussed were the resolutions to be voted on at the AGM. These will also be included in the notice of AGM package.
- Annual General Meeting - The Annual General Meeting will be held on December 10<sup>th</sup>, 2007. The Annual General Meeting notices will be mailed out to all Owners well in advance.
- Annual Fire Inspection - Fire Pro Ltd. and Mountain Fire Protection Ltd. submitted quotations to perform the annual fire safety inspections. Following discussion, the Council approved the quote from Mountain Fire Protection Ltd. at a cost of \$ 2,900.00. The annual inspection will be scheduled for November 2007. The notices will be mailed out to all Residents well in advance.
- General Maintenance Items -
  - The elevator #2 which was out of order on September 18<sup>th</sup>, 2007 was repaired by Thyssen Krupp.
  - The residential garage gate motor chain broke on September 20<sup>th</sup>, 2007. Ideal Door installed two new springs for the gate and replaced the damaged chain.
  - Universal Sprinklers arranged for winterization of outside sprinkler system.
  - BOSA sealed leak at P2 parkade ceiling.
  - NCC repaired the damaged gate along Hall Street.

### SECURITY

All Owners/Residents are asked to:

- \* never leave keys or key fobs in their vehicle
- \* report any lost or stolen keys to AWM immediately
- \* not allow strangers into the building
- \* meet delivery personnel at the front door
- \* watch the garage gate close after driving in/away from the parking area

**Council/AWM Mailbox** - The Council and AWM would like to encourage all Residents to put their concerns or complaints in writing and place it in the AWM/Council mailbox in the lobby, with your name and address. Please note that urgent matters are dealt with immediately and normal day-to-day matters will be discussed at the monthly Council meeting.

#### **CORRESPONDENCE**

Several items of correspondence were reviewed and the Council has directed the Property Manager to respond to the letters, giving specific direction on the content of the replies as follows:

#### **NOTICES**

**Suite Modification/ Insurance** - Owners are reminded that they should have appropriate levels of "contents" and insurance coverage for their belongings and any improvements that they have been done to the suite since originally built.

**\*\*\*Owners are reminded washing machines and other appliances are their responsibility. A qualified appliance technician should check the washing machines annually to ensure all hoses and parts are operating properly, and any repairs should be completed immediately. If damage should arise as a result of an Owner's negligence, any charges as a result of the damage may be charged back to the Owner.\*\*\***

**24-Hour Emergency:** Residents are requested to contact the **AWM** by calling **604-685-3227**

**RENTALS:** In accordance with the bylaws, all Owners renting their strata lots are reminded that it is mandatory to have an updated "*Form K*", *Notice of Tenants Responsibilities*, given to the corporation within 30 days of each new tenant moving into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "*Form K*". **AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM A FINE OF \$50.00 WILL BE ISSUED TO THE STRATA LOT EACH MONTH. TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: [WWW.FIC.GOV.BC.CA](http://WWW.FIC.GOV.BC.CA).**

#### **Move/Delivery Procedures:**

- The Resident must arrange in writing the elevator booking with the Property Manager 72 hours in advance of the move.
- Residents are to contact the Property Manager for moves/delivery to ensure that the elevator pads are erected.

**ADJOURNMENT** - There being no further business, the meeting was adjourned at 8:25 p.m. The next Council meeting is scheduled for November 14<sup>th</sup>, 2007.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM- Alliance Real Estate Group Ltd.

General Inquiries: 604-639-2189

Email: [paul@awmalliance.com](mailto:paul@awmalliance.com)

**Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.**

# MINUTES OF STRATA COUNCIL MEETING

## Arcadia – BCS 1461

Held: Wednesday, November 14th, 2007 @ 7:00 pm.  
The Meeting Room – 7178 Collier St, Burnaby, B.C.

### ATTENDANCE

Jeff Watts (2509) – President  
Al Englund (2308) – Vice-President  
Zul Bardai (1807) – Treasurer  
Tracy Lau (1001) – Secretary  
Bernard Lau (1207) – Privacy Officer  
Christine Zhu (909)  
Paul Kral from AWM-Alliance Real Estate Group Ltd.

Regrets: David Okula (2407);

The meeting was called to order @ 7:05 p.m. by Jeff Watts, the President.

### MINUTES OF THE LAST COUNCIL MEETING

It was **MOVED, SECONDED AND APPROVED** the minutes from October 9th, 2007 as previously circulated.

### FINANCIAL REPORT

The Financial Statements period ending September 2007 were presented for review. The building is operating with actual year to date surplus of \$650.00.

The September 2007 balance for the operating account is \$9,433.00 and the balance for the contingency reserve is \$110,099.00.

The Treasurer and the Council President met at AWM office and finalized the financials and reviewed the payables. The accruals for fiscal year 2006/07 were also adjusted.

**Accounts Receivable** – The Property Manager reported that the current balance outstanding is approximately \$8,060.00 as of November 10<sup>th</sup>, 2007. Reminder notices were mailed out to all Owners in arrears.

AWM-Alliance conducts collection in accordance with the bylaws each month on all outstanding accounts. Owners are advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in the Strata Council assessing fines, interest charges applied to outstanding balances, and/or having a legal lien placed on the unit. Owners are encouraged to correspond with Council if they expect delays/experience financial difficulties.

## Protocol For Dealing With Outstanding Strata Fees

- **First missed month of strata fee payment - letter of notification**
- **Second month of missed strata fee payment - \$25.00 fine plus letter of notification that a lien will be placed if the account is not settled.**
- **Third month of missed strata fee payment - \$25.00 fine plus FILING OF A LIEN against the suite in question. A collection fee of \$450.00 plus GST will also be charged to the suite. Additional months outstanding will be assessed a fine of \$200.00 per month.**

## BUSINESS ARISING FROM THE MINUTES

- **Preliminary Budget Discussion** - The Council re-considered the 2006/07 actual financial statements as well as independent proposals made by AWM. The 2007/08 proposed budget was finalized at the scheduled meeting with the Treasurer, Council President and the Property Manager at AWM office. The proposed budget and long-term maintenance plan will be mailed to all Owners with the notice of AGM package well in advance.
- **Annual General Meeting** - As noted in October 2007 minutes, the Annual General Meeting will be held on December 10<sup>th</sup>, 2007. The Annual General Meeting notices will be mailed out to all Owners well in advance.

## NEW BUSINESS

- **Locks Installation For Stairway Doors** - The Strata Council reviewed again request from one Owner regarding installation of additional locks for the stairway doors. It was noted that there are 12 doors without locks because the doors are located on crossover levels. The crossover stairways levels are located at levels 2,3,4,8,14,19,24 and 29. Unfortunately, we are not able to install locks on crossover floors, as this would violate the Fire Code.
- **Noise Bylaw Violation** - The Strata Council was in receipt of letters dated October 21<sup>st</sup>, 2007 and October 23<sup>rd</sup>, 2007 in reference to complaints regarding noise bylaw violation. The Council advised that copies of the letters have been forwarded to the tenant and that Property Manager attended inspection on November 1, 2007. The tenant apologized for excessive noise which was emanating from their suite. The Strata Corporation will be further monitoring the situation.
- **Bedroom Fire Alarm** - It was noted that one Owner's bedroom fire alarm speaker was continuously beeping. This faint noise is emitting from speakers. Mountain Fire Ltd will order the proper capacitors and we will install during the annual fire inspection.
- **Exterior Fans** - Two Owners complained about fan noise. After Property Manager inspected the ground level, it was noted that the only noise we could hear was from ground level booster fan and the outside air vent fan on Stanford side. The Property Manager directed the mechanical contractor to check if the fans are in order.
- **General Maintenance Items** -
  - NCC repaired the damaged gate along Hall Street. The contractor removed the gate, drilled holes in the concrete and used metal anchors, then put lag bolts in order to secure the gate.

- o Fire department captain requested that Strata Corporation to put a sign on the door in the lobby showing the stair going up.(stair #4).
- o The exterior F.D. lock box has been installed.
- o A broken pin in the garage door clutch has been replaced.
- o Break in – On November 14<sup>th</sup>, 2007 thieves gained access to the electrical room and the parkade. It was noted that the thieves stole cooper wires from the electrical room and broke into 5 cars in the parkade. The Property Manager reported this incident to the police.
- o CT Control Temp replaced faulty bearing in the ground level booster fan, which caused excessive noise.

### SECURITY

All Owners/Residents are asked to:

- \* never leave keys or key fobs in their vehicle
- \* report any lost or stolen keys to AWM immediately
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- \* meet delivery personnel at the front door
- \* watch the garage gate close after driving in/away from the parking area

**Council/AWM Mailbox** - The Council and AWM would like to encourage all Residents to put their concerns or complaints in writing and place it in the AWM/Council mailbox in the lobby, with your name and address. Please note that urgent matters are dealt with immediately and normal day-to-day matters will be discussed at the monthly Council meeting.

### CORRESPONDENCE

Several items of correspondence were reviewed and the Council has directed the Property Manager to respond to the letters, giving specific direction on the content of the replies as follows:

- One Owner complained about excessive noise. The Property Manager issued warning letter.
- A letter was received, regarding allegation of not stopping and waiting until the gate close. The Council would like to advise that Council members strive to communicate in a professional manner with all residents.
- One owner questioned hiring of caretaking relief. The Council directed the Property Manager to respond in writing.

### NOTICES

**Suite Modification/ Insurance** - Owners are reminded that they should have appropriate levels of "contents" and insurance coverage for their belongings and any improvements that they have been done to the suite since originally built.

**\*\*\*Owners are reminded washing machines and other appliances are their responsibility. A qualified appliance technician should check the washing machines annually to ensure all hoses and parts are operating properly, and any repairs should be completed immediately. If damage should arise as a result of an Owner's negligence, any charges as a result of the damage may be charged back to the Owner.\*\*\***

**24-Hour Emergency:** Residents are requested to contact the **AWM by calling 604-685-3227**

**RENTALS:** In accordance with the bylaws, all Owners renting their strata lots are reminded that it is mandatory to have an updated "Form K", *Notice of Tenants Responsibilities*, given to the corporation within 30 days of each new tenant moving into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "Form K". AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM A FINE OF \$50.00 WILL BE ISSUED TO THE STRATA LOT EACH MONTH. TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: [WWW.FIC.GOV.BC.CA](http://WWW.FIC.GOV.BC.CA) .

**Move/Delivery Procedures:**

- The Resident must arrange in writing the elevator booking with the Property Manager 72 hours in advance of the move.
- Residents are to contact the Property Manager for moves/delivery to ensure that the elevator pads are erected.

**ADJOURNMENT** - There being no further business, the meeting was adjourned at 8:35 p.m. The next Council meeting is scheduled for January, 2008.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM- Alliance Real Estate Group Ltd.

General Inquiries: 604-639-2189

Email: [paul@awmalliance.com](mailto:paul@awmalliance.com)

**Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.**

# MINUTES OF ANNUAL GENERAL MEETING

## ARCADIA – BCS 1461

Held: Monday, December 10th, 2007 @ 7:00 p.m.

Location: Southside Community Church, 7135 Walker Ave, Burnaby, BC

### INTRODUCTION OF THE MANAGER

Paul Kral, Senior Property Manager of AWM-Alliance Real Estate Group Ltd., welcomed all of the Owners to the meeting and thanked them for their attendance.

It was **MOVED** (2509), **SECONDED** (2308) and **CARRIED** to accept the certification of quorum.

### CALL TO ORDER

The Annual General Meeting of Strata Corporation BCS 1461 was called to order @ 7:10 p.m. by Strata Council President Jeff Watts.

### ATTENDANCE

A total of 67 Owners were represented, with 28 in person and 39 by proxy. A quorum was therefore established.

It was **MOVED** (2407), **SECONDED** (2509) and **CARRIED** to accept the certification of quorum.

### PROOF OF NOTICE

The Property Manager reviewed the proof of notice requirements as per the Strata Property Act for the Owners. There were no returns of the advanced meeting notice, as previously sent to Owners by mail.

It was **MOVED** (2407), **SECONDED** (2308) and **CARRIED** to accept the proof of notice as circulated on November 16<sup>th</sup>, 2007.

### APPROVAL OF THE AGENDA

AWM reviewed the agenda for the Owners present.

It was **MOVED** (2407), **SECONDED** (2509) and **CARRIED** to approve agenda as presented.

### PREVIOUS GENERAL MEETING MINUTES

The minutes of the previous General Meeting held on January 31st, 2007 were reviewed, and it was then **MOVED** (2509) and **SECONDED** (2308) to approve the minutes as written.

**MOTION CARRIED UNANIMOUSLY.**

### CERTIFICATE OF INSURANCE

AWM provided a brief review of the current insurance policy in place for the Owners present. It was noted, any alterations to a strata lot including, but not limited to: flooring, window coverings, walls (excluding paint), etc. is considered an alteration or betterment. As a result, these items would require Strata Council approval. Each individual Owner is also responsible to ensure that these alterations or betterments are insured under their Home Owner's insurance policy.

Owners were advised that they are to provide their own contents coverage and in the event that they are renting their suite to ensure that they also appropriately covered loss of rent in the event of any disruption in occupation. The Strata Corporation does not cover rental loss.



There was a further question and answer period regarding the coverage of the policy and how the insurance was put to tender and the coverage limits offered.

As there were no further discussions, the Ownership **APPROVED** the insurance certificate.

**APPROVAL OF THE ANNUAL BUDGET- October 1<sup>st</sup>, 2007 to September 30, 2008**

It was **MOVED** (2308), **SECONDED** (1807) to approve the budget for the fiscal year 2007/2008 with no increase in operating account.

The floor was then open for discussion.

The Property Manager reported the exhaustive efforts of members of Council and building service representatives of the past year that included many meetings regarding the transition of building operations from the Builder to the Owners. The floor was open for discussion, and AWM gave a brief review of the long-term maintenance plan. AWM noted the intention of the long-term plan was to prepare for future capital expenditures and avoid any large special assessments to Owners for these costs. AWM advised the long-term plan was simply a projection and that before any of the work would be able to be completed it would need to be approved by the Ownership at a General Meeting. The long-term plan would be reviewed on an annual basis with the budget to ensure the projection is as accurate as possible.

The Owners raised questions regarding the projected costs and how they were generated. AWM advised the figures were based on the industry standard and prices provided by the current contractors working within the buildings.

After a further question and answer period regarding some specific accounts, a question was called and the motion was put to a vote, which **CARRIED** unanimously.

**RENTALS:** In accordance with the legislation and the bylaws, all Owners renting their strata lots are reminded that it is mandatory to have an updated "*Form K*", *Notice of Tenants Responsibilities*, given to the strata corporation each time a new tenant moves into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "*Form K*".

**AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM A FINE WILL BE ISSUED TO THE STRATA LOT EACH MONTH OF \$50.00.**

**TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: [WWW.FIC.GOV.BC.CA](http://WWW.FIC.GOV.BC.CA)**

**NEW BUSINESS**

AWM advised this was the point in the meeting for the Owners to bring forward any concern of which the Owners wish the Strata Council to address during the upcoming fiscal year.

- Hallways temperature
- Cost to install gas sensors in hallways
- Cooking smell in hallways
- Common area maintenance cost

**\*\*\*ATTENTION ALL RESIDENTS\*\*\***

**Cigarettes/Debris from Windows/Balconies** -- Please be advised there will be zero tolerance regarding cigarettes or debris found being thrown from windows or balconies. Residents found throwing these items,

risk the chance of their Strata lot being fined. If anyone witnesses cigarettes or items being thrown from a window or balcony, please note the unit and contact the Property Manager so it may be addressed appropriately.

**Balcony Cleaning** – Residents should also note, when cleaning their balcony to use very little water to prevent water from dripping onto the patio below.

**CONCERNS/COMPLAINTS:**

Owners are requested to put their *non-emergency concerns* in writing to AWM-Alliance Real Estate Group Ltd. This will ensure that proper documentation is maintained and that concerns will be addressed at the next Council meeting. Please email, mail or fax correspondence to AWM-Alliance. Please note that all letters must be identified by suite address and must be signed and dated; otherwise, Council will not consider them. All correspondence is confidential.

**SECURITY REMINDER:** All Owners/Residents are asked to take these necessary precautions:

- Do not allowing strangers into the building (behind you or through the entry phone)
- Watch the garage gate close after driving in/away from the parking area

*You the residents are the best form of security. It is hoped that compliance with the above will make the building safe and secure.*

**Move In/Out:** Please note that seven days written notice must be provided in writing for all move in/out stating the date, time, and duration of the move, along with a contact phone number to confirm the appointment.

**ELECTION OF THE STRATA COUNCIL**

AWM advised the Owners present that under the regulations of the Strata Property Act a minimum of 3 and maximum of 7 members could be elected to the Strata Council. AWM noted Council was typically nominated, however Owners could volunteer. The following Owners/representatives were nominated or volunteered for the Strata Council for the coming year.

Jeff Watts #2509  
Bernard Lau #1207  
Al Englund #2308  
Zul Bardai #1807  
Christine Zhu #909  
Mike Chomack #2303

There being no further business, the meeting was adjourned @ 8:15 p.m. the next meeting is the Council meeting, to be announced.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM- Alliance Real Estate Group Ltd.

Emergency/General Inquiries: 604-639-2189

Email: [paul@awmalliance.com](mailto:paul@awmalliance.com)

Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.