

**LOCATION:**

#188 East Esplanade
North Vancouver, BC V7L 4Y1

**STRATA COUNCIL
2008/2009****PRESIDENT**

Bruce Katz

VICE-PRESIDENT

Ryan Lee

TREASURER

Joyce Deacon

SECRETARY

Jason Lingbanan

PRIVACY OFFICER

Linda Seifred

AT LARGE

Amyn Lalji
Wayne Jackson

STRATA MANAGER

Jack Foo
Direct Line: 604-714-1542
Direct Fax: 604-592-3684
Email: jfoo@baywest.ca

STRATA ACCOUNTANT

Renee Sia
Direct Line: (604) 714-1537
Email: rsia@baywest.ca

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

PRESENT:

Bruce Katz
Ryan Lee
Amyn Lalji
Joyce Deacon
Jason Lingbanan
Linda Seifred

REGRETS

Wayne Jackson

Jack Foo, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7.05 p.m. by the President, Bruce Katz. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to adopt the minutes of January 7, 2009 meetings as distributed.

CARRIED

(3) FINANCIAL REPORTS**3.1 TREASURER REPORT**

The Treasurer reported that she had reviewed the Financial Statement for the month ending December 31, 2008 and had found it to be in order.

It was then MOVED/SECONDED to adopt the Financial Statement for the month ending December 31, 2008 as distributed.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, the current accounts receivables were \$ 8,496.53

The Strata Manager had sent out warning letters and fines to delinquent owners, and lien placements on units that had more than \$500 in arrears.

Owners are reminded that Strata fees are due on the first of every month, without invoice. A late payment fine of \$50 will be levied, additionally a lien will be placed against the title of strata lots if the strata fees are in 3 months arrears. The lien charge is \$ 400.00 plus GST, which will be charged to the delinquent owner's account.

(4) BUSINESS ARISING FROM PREVIOUS MEETING

4.1 BUILDING SECURITY SYSTEM IMPROVEMENT

In follow up to Section 4.1 of the minutes of January 7, 2009, the Strata Manager informed that the followings have been made to improve on the building security system.

- a) Additional electronic key access (FOB) and parkade remote control have been ordered and will be ready for distribution on February 3, 2009.
- b) Security plates and panic bars have been installed on the rear exit doors to deter break-ins
- c) Notices have been distributed to all residents reminding them to be safety conscious
- d) Permanent night security patrolling by Genesis Security will commence on February 2, 2009
- e) Arrangements have been made to have the local RCMP to patrol the surrounding area and the building parkade
- f) Formation of a joint Security Committee with Esplanade West
- g) To install additional security cameras and alarm monitoring system with the approval of a revised operation budget.

4.2 DOG DEFECATING ON COMMON PROPERTY

Council had arranged for signages to be posted on few strategic areas to remind pet owners to leash and clean up after their pets, and that the courtyard on level 3 is not to be used as a defecating ground for pet.

Any contravention of the pet bylaw will be fined without further warning.

4.3 REVISED ANNUAL OPERATION BUDGET / BYLAW AMENDMENTS

In follow up to Section 4.4 of the minutes of January 7, 2009, Council has approved on the amended Operation Budget and Building Bylaws that is to be presented to the owners for consideration in the coming Special General Meeting to be held at the end of February 2009.

(5) CORRESPONDENCE

5.1 CONDENSATION IN THE UNIT

Council received a letter from a resident citing that heavy condensation has formed within the unit while her tenant is away during the holiday, and they are suspecting the building ventilation system is faulty or a problem with the building envelope.

The Strata manager informed that the developer had been notified of the said problem and had ruled out on the ventilation system or building envelope failure, as this is an isolated incident. However, the developer had agreed to look into the matter and advised owners to ventilate and regulate the suite temperature even when the suite is vacant.

5.2 NOISE VIOLATION

Council received a complaint from a resident pertaining to loud music and noises emanating from neighbouring units which had caused much discomfort to the complainants, and wished Council to intervene in the matter.

Council replied that a bylaw contravention fines had been imposed on the said unit and reiterated the need for residents to be considerate of others in the building when engaging in noise producing activities.

(6) NEW BUSINESS

6.1 BUILDING SECURITY

There had been a few building intrusion incidents over the last two weekends, resulting in vehicles and storage rooms being broken into. The Strata Manager had arranged for all the damaged perimeter doors to be repaired.

In the wake of the recent intrusions, residents are reminded that securing the premises is the responsibility of every resident, the followings are some of the security reminders that should be noted and adhere to;

- I) Do not let anyone you do not know into the building. If they have a legitimate reason to be in the building, they either have their own key or they are guests of a resident. It is the responsibility of their host to allow them in, and take responsibility for them.
- II) Do not buzz anyone you do not know into the building with the enterphone . The reasons are the same as those noted above. In fact, it is common practice for someone wanting to break into a building to ring suites from outside and claims to be delivering a pizza or a parcel to a suite which isn't answering their phone or wanting to drop flyers in the lobby. If someone rings your suite with such a story, **DO NOT LET THEM IN !**.
- III) When you do buzz a guest of yours into the building, tell them not to let anyone else in the building with you.
- IV) When entering or leaving the garage, wait on the other side of the gate until it closes. Watch to be sure no person or no other car goes in under the gate before it closes. Again, if a car belongs in the garage, they have their own remote control. Let them use it.
- V) Do not block any door open unless you are personally supervising it for the entire period it is open. If you find unattended doors blocked open, close them. If anyone wants in through a door which you have blocked open and are watching, ask to see their key. If they don't have one, ask them to ring their host on the enterphone for access.
- VI) If you know of any resident(s) acting consistently in a way that puts you or your property at risk, let the resident manager or the property manager know.
- VII) **KEEP THE DOOR TO YOUR SUITE LOCKED AT ALL TIMES!**
- VIII) **DO NOT LEAVE YOUR GARAGE GATE REMOTE CONTROL IN YOUR CAR.** If it is ever taken during a break-in into your car, the thieves will have easy access back into the garage anytime they choose.
- IX) Do not leave **ANYTHING VISIBLE** in your car regardless of its value. Visible items encourage thieves to break into your car.
- X) Report any suspicious characters to the Local RCMP / Building Custodian.

6.2 STANDARD OPERATING PROCEDURES

The Baywest Standard Operating Procedures were handed out to the council for review and adoption during the meeting, where the said Standard Operating Procedures is to support the smooth operation of the Strata Corporation and to ensure that:

- there is continuity from one Council to the next
- procedures for handling routine items are clear and efficient
- emergencies and non routine activities are 'planned' in advance and a process is in place to deal with them
- a plan is in place for the long term care of the Strata Corporation

6.3 RESIGNATION FROM THE COUNCIL PRESIDENT

The Council President, Bruce Katz announced that due to health issue, he has regrettably decided to resign as Council President and Council member effective February 2, 2009.

Council accepted his resignation with heavy hearts and thanked Mr. Katz for his contribution in Council and assured him that he will be missed by council members and the Strata Manager.

It was then MOVED/SECONDED to appoint Council Vice President Ryan Lee to be the Council President as of February 2, 2009.

CARRIED

(7) NEXT COUNCIL MEETING DATE:

The next meeting will be the 2009 SGM, which will be held on Wednesday, February 25, 2009 at 6.30 p.m. and the next Council Meeting was scheduled for Monday, March 9, 2009 at 7:00 p.m.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:25 p.m.

Submitted by:

Jack Foo, Strata Manager

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.

FOR YOUR SECURITY

Please do not let anyone you do not know into the building.

When using the garage gate, PLEASE STOP and make sure the gate is closed BEFORE DRIVING AWAY.

MEMORANDUM

To: All Residents of The Esplanade – BCS 2787
From: Strata Manager
Re: Annual Spring Reminder
Date: February 10, 2009

WASHING OF BALCONIES

Please DO NOT allow dirty water from washing your balcony to run over the edges of the balcony or down the drain. The design of the drain system and balcony does not direct the water away from the building, but rather distributes the dirty water onto the balcony below.

Please use a minimal amount of water when washing (the same as you would use in washing your floor inside) and put a rag on the drain to stop the water from running down the drain. Please use the same consideration when watering plants. Do not let the water drain or run down on the balconies below

CIGARETTE BUTTS AND REFUSE

Cigarette butts and other refuse are strictly prohibited from being discharged over the balcony.

BARBEQUES

Only **propane barbeques** are permitted – no charcoal barbeques or hibachis

ITEMS PERMITTED ON BALCONIES AND PATIOS

Only patio furniture, planters and barbeques are allowed on balconies and patios. Bicycles, freezers laundry, satellite dish and etc. are **not permitted** to be placed on balconies or patios. Planters hanging on the balcony rails must hang on the inside of the balcony.

PET ON THE COMMON PROPERTY

Owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset. Pet are not to **defecate** on the Common Property!!

BAYWEST PROPERTY MANAGEMENT
On Behalf of the Council of Owners – BCS 2787

Jack Foo
Strata Manager
Phone: (604) 714-1542
Fax: (604) 592-3684
Email: jfoo@baywest.ca

Security Reminders

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6. If you know of any resident(s) consistently acting in a way that puts you or your property at risk, let the building custodian or the strata manager know.
7. **KEEP THE DOOR TO YOUR SUITE LOCKED AT ALL TIMES!**
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