

**LOCATION:**

#188 East Esplanade
North Vancouver, BC V7L 4Y1

**STRATA COUNCIL
2008/2009**

PRESIDENT
Ryan Lee

TREASURER
Joyce Deacon

SECRETARY
Jason Lingbanan

PRIVACY OFFICER
Linda Seifred

AT LARGE
Aryn Lalji
Wayne Jackson

STRATA MANAGER
Jack Foo

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STRATA ACCOUNTANT
Liza Wong
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BAYWEST MANAGEMENT
300 - 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
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PRESENT:

Ryan Lee
Joyce Deacon
Jason Lingbanan
Linda Seifred
Wayne Jackson

REGRETS

Aryn Lalji

Jack Foo, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7.13 p.m. by the President, Ryan Lee. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to adopt the minutes of February 2, 2009 meetings as distributed. **CARRIED**

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

The Treasurer reported that she had reviewed the Financial Statement for the months January to February 2009 and had found it to be in order.

It was then MOVED/SECONDED to adopt the Financial Statement for the months January to February 2009 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, the current accounts receivables were \$ 7,763.80

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 February 2, 2009, the Strata Manager presented a proposal from Cobra Integrated System to install the following security devices:

- a) Security card reader for the amenity room
- b) Alarm and monitoring sensor for the rear exit doors and loading bay.
- c) Security camera at the rear of the building
- d) Security camera in the corridor leading to garbage room and loading bay

It was MOVED/SECONDED to install the said security equipment by CIS for a sum of \$10,005.73 plus GST. **CARRIED**

The Strata Manager presented another proposal from Cobra Integrated System for the following security upgrades that will be shared by both BCS 2496 - Esplanade West and BCS 2787 - The Esplanade;

- e) Security camera to monitor the main entrance to the underground parkade.
- f) Security Card reader system for the side door located next to the main parkade entrance.

It was MOVED/SECONDED to install the said security equipment by CIS for a sum of \$9,179.79 plus GST and the said cost is to be shared between both BCS 2496 – Esplanade West and BCS 2787 – The Esplanade **CARRIED**

The Strata Manager further presented a quote from Hewitt's to install rubber speed bump at the ingress and egress to the main entrance of the underground parkade at the.

It was MOVED/SECONDED to install the said speed bump by Hewitt's at the cost of \$560.00 plus GST and the said cost is to be shared between both BCS 2496 – Esplanade West and BCS 2787 – The Esplanade **CARRIED**

The Strata Manager presented a proposal from Hewitt's to install signages at the parkade levels to remind residents to have their parking tags clearly displayed, to stop and wait for the parkade door to be fully closed before driving off.

It was MOVED/SECONDED to install the said signages by Hewitt's as per quoted, and the said cost is to be shared between both BCS 2496 – Esplanade West and BCS 2787 – The Esplanade **CARRIED**

4.2 LOBBY AND AMENITY ROOM FURNITURE

In follow up to Section 4.3 of the minutes of January 7, 2009, the Strata Manager informed that he has received the Strata Insurance payout for the stolen furniture in the amenity room and in the front lobby. Council, therefore, proposed that Council member Linda Seifred and Joyce Deacon to source for suitable furniture for the lobby and amenity room.

It was MOVED/SECONDED to proceed with replacing the stolen furniture in the lobby and amenity room with the payment from the strata insurance. **CARRIED**

4.3 PARKADE PATROLLING

In follow up to Section 4.1 of the minutes of February 2, 2009, all residents are advised that as of May 2009 onward, any vehicle found contravening the parking bylaw will be towed without further notice. This include parking without tags being displayed; resident's vehicle found in parking stalls not assigned to them and parking in visitor stalls.

It was MOVED/SECONDED to accept the offer from Council Member Aryn Lalji to be in charge of the parkade patrolling program. **CARRIED**

Owners and residents wishing to volunteer their services to patrol the parkade or any other security aspects of the building are encouraged to write in to the Strata Manager.

4.4 HOME WARRANTY PROGRAM

The Strata Manager informed that the Esplanade common area warranty backed by the developer will be expiring on June 27, 2009, therefore all common area deficiencies (15 Months period) must be submitted to the developer before the due date.

Council will organize a walk through to update the current deficiencies listing, which will be forwarded to the developer and copy to Travelers Guarantee of Canada (Home Warranty provider) in the coming weeks.

4.5 NEW BUILDING BYLAW

The Strata Manager will be mailing out an updated building bylaw as adopted during the recent SGM. Owners are encouraged to familiarize the building bylaws and ensure that their tenants have a copy of the new bylaws as per Strata Property Act requirement.

(5) CORRESPONDENCE

5.1 PARKADE INCIDENT

Council received another complaint from an owner pertaining to being harassed by a resident carrying out an unauthorised enforcement of the parking stalls. The owner wishes Council to stop this constant harassment by the said parkade bylaw enforcer.

Council replied the said person has been advised to stop the unauthorised activity and that Council will arrange for payless towing to conduct a regular patrolling instead.

5.2 SECURITY LIGHTING

Council received a letter from a townhouse owner requesting that additional lightings be installed on the back alley for providing illumination and deterrent for break-ins.

Council replied that an in depth investigation is needed to find out the feasibility of the said proposal, and the matter will be tabled at the next Council Meeting.

5.3 SEPARATE ADDRESS FOR THE LIVE AND WORK TOWNHOUSES

Council received a request from an owner to allow individual street numbering on the townhouse units, so as to reduce confusion locating the said units by their guests.

Council replied that the current official street address for The Esplanade is 188 East Esplanade, and to have separate unit addresses for the townhouses will not only add further confusion to visitors but also may hinder government services, such as postal and other official dealings.

5.4 AIR-CONDITION SYSTEM

Council received a letter from an owner inquiring about the in suite Air Conditioning system being turned off during the winter period, as she has the impression that the said system is to be turned on all year round.

Council replied that it is a normal practice to turn off the air conditioning system during the winter months so as to conserve energy, reduce operating cost and prolong the life span of the air condition system.

However, the said system will still function as a ventilation system, providing air circulation in the unit. To reduce the heat within the unit, blinds should be shut as it will reduce the ultra violet rays and radiant heat from the sun, which can raise the temperature in the apartment.

(6) NEW BUSINESS

6.1 ELEVATOR AUDIT

The Strata Manager presented to the Council a proposal from KJA Consultant Inc. to carry out an independent mechanical and service audit on the elevator system, in an effort to ensure its reliability and conformity to industrial code.

It was MOVED/SECONDED to engage KJA Consultant Inc to perform the said audit for a fee of \$500.00 plus GST.

CARRIED

6.2 PARKADE POWER WASH/ CARPET CLEANING

The Strata Manager informed that the annual parkade power wash will be carried out by end of April and the hallway carpet will be cleaned at the end of April or beginning of May. Residents will be provided advance notice to remove their vehicles and personal belongings in the parkade to facilitate the said power wash.

6.3 WINDOW CLEANING

The Strata Manager presented a quote from Sea to Sky window cleaning service to have the inaccessible windows cleaned in the coming months for a fee of \$3,950.00 and the exterior balcony railing for an additional \$995.00.

It was MOVED/SECONDED to award the window cleaning work to Sea To Sky window cleaning for the amount of \$4,945.00 plus GST.

CARRIED

(7) TERMINATION OF MEETING

The next Council meeting was scheduled for Monday, May 4, 2009 at 6:30 p.m.

There being no further business, the meeting was terminated at 9:33 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.**