

ENVY - STRATA PLAN BCS 2790**LOCATION:**

The Fraternal Eagle Club
Meeting Room
170 West 3rd Street
North Vancouver, BC V7M 0A9

**STRATA COUNCIL
2008 / 2009**

PRESIDENT
Cam McLeod

VICE-PRESIDENT
Michael Stewart

TREASURER
Kathy Barbour

SECRETARY
Julia Kennett

COUNCIL MEMBERS
Landscaping / Security
Owen Watson

Maintenance / Social
Sarah Arscott

Peter Shpak

STRATA MANAGER
Jack Foo

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

STRATA ACCOUNTANT
Jonathan Yang
Direct Line: (604) 714-6383
Email: jyang@baywest.ca

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

PRESENT:

Cam McLeod
Michael Stewart
Kathy Barbour
Julia Kennett
Owen Watson
Sarah Arscott

REGRETS

Peter Shpak

Guest: Ms. Lori Phillips - Public Art Coordinator
NV Office of Cultural Affairs

Jack Foo, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:30 p.m. by the Strata Manager. A quorum was established.

1.1 REVIEW OF OPERATING PROCEDURES

Council members and the Strata Manager reviewed the operating procedures published to Council by Baywest Management, the probable needs of the Envy going forward, and the areas of interest and/or of expertise of Council members.

1.2 ELECTION OF COUNCIL OFFICERS

The second order of business was the election of officers for the fiscal year. After some discussion, the following positions were agreed upon:

President	Cam McLeod
Vice-President	Michael Stewart
Treasurer	Kathy Barbour
Secretary	Julia Kennett
Landscaping / Security	Owen Watson
Maintenance / Social	Sarah Arscott

(2) ADOPTION OF PREVIOUS MINUTES

This being the very first Council Meeting of the Envy, there were no Council Meeting minutes to adopt.

(3) FINANCIAL REPORTS

3.1 TREASURER REPORT

The Financial Statements for the months of April and May 2008 were distributed to all Council members prior to the Council meeting and was briefly discussed during the meeting.

It was MOVED/SECONDED to adopt the financial statements for the months of April and May 2008 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the current accounts receivables were \$4,573.56 as of the date of the meeting. The Strata manager will enclose a PAC form with this set of minutes to facilitate direct payment by owners to avoid any potential late payment fine being levied against them.

Owners are reminded that Strata fees are due on the first of every month, and are without invoice. A late payment charge of \$100.00 will be levied against any delinquent owner. Additionally, a lien will be placed against the title of the strata lots for serious offenders.

3.3 STRATA INSURANCE APPRAISAL

The Strata Manager presented to the Council the 1st strata insurance appraisal conducted by Suncorp Valuation Ltd. It valued the Cost of Reproduction to be at \$13,715,000.00. This value, however, does not take into consideration of some the kitchen appliances such as the washer, dryer and the refrigerator. Council, thus advised all owners to seriously considering taking up personal content insurance and third party liability for their strata lots.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

This being the very first Council Meeting of the Envy, there was no business arising from the previous minutes to table.

(5) CORRESPONDENCE

5.1 TRAFFIC NOISE

Council received a letter from an owner requesting permission to install some form of structural covering to reduce the level of traffic noise transmitting into his unit.

Council replied that due to the location of the building, it is impossible to reduce the traffic noise being transmitted into the building, and under section 5.2(4) of the building bylaws, it does not allow any provision to erect a sound proofing barrier structural on the external of the building.

5.2 *An owner, tenant, occupant or visitor of a strata lot in the Residential Section must not:*

- (4) *partly or fully enclose or install or place on the balcony, patio or deck of the owner's strata any plastic, glass or other material to block wind or sun or for any other purposes.***

(6) NEW BUSINESS

6.1 ARTWORK COVENANT

Ms. Lori Phillips - Public Art Coordinator from the North Vancouver Office of Cultural Affairs provided a brief presentation on the public art work currently erected in front of the Envy building and she explained in detail to the Council the content of the said covenant and the copyright of the artist. As such, any alteration to the said artwork must work in conjunction with the artist and the City of North Vancouver Office of Cultural Affairs.

6.2 CONTRACTS

The Strata Manager presented to the Council the following Service Agreements / Contract currently engaged by the building;

- i) Building Custodian / Janitorial Services – Barry Johnson
- ii) Elevator Maintenance Service Contract – Richmond Elevator Ltd.
- iii) Garbage disposal – Smithrite Disposal Ltd
- iv) Recycling – North Shores Recycling Programs
- v) Landscaping – BusyBee Gardening
- vi) Heating & Hot water – Lonsdale Energy Corporation

The Strata Manager also presented proposals from two reputable companies for the servicing of the HVAC (Heating, Ventilation & Air-Conditioning) system.

After a short deliberation, it was unanimously agreed that the HVAC contract is to be awarded to ALLSTAR Mechanical Ltd for the contract fee of \$1,800.00 per year.

It was then MOVED/SECONDED to award the yearly renewable HVAC service contract to ALLSTAR Mechanical Ltd as per agreed sum from July 1, 2008.

6.3 SECURITY UPGRADE

Council agreed to look into improving the overall security system of the building including the:

- i) Installing plexi-Glass / expanded mesh wire on the overhead parkade door
- ii) Reducing the time delay for the closure on the overhead parkade door
- iii) Installing convex mirrors on the entrance of the parkade
- iv) Activating the FOB system in the elevator

6.4 PARKADE – VEHICLES & PARKING RULES

The Strata Manager presented to the Council a draft parkade – vehicles & parking rules for consideration. Council, after a lengthy deliberation with the Strata Manager, has adopted Parking Rules that is to be effective as of July 1, 2008. (Please see the attached Rules)

It was MOVED/SECONDED to adopt the parking rules as presented.

CARRIED

6.5 MOVING FEE

Effective on July 1, 2008, a Moving Fee of \$100.00 will be charged for any moving in or out of the Envy, these charges are necessary to cover the expenses of the building custodian in overseeing the move. The said charges will not be applicable to the 1st moves by the original purchasers of a strata lot from the developer.

It was MOVED/SECONDED to adopt the said Moving Fee effective from 1st of July 2008. **CARRIED**

(7) NEXT COUNCIL MEETING DATE:

The next Council meeting is scheduled for Wednesday, September 10, 2008 at 6:30 p.m.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:45 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.

OWNER/TENANT INFORMATION

BUILDING NAME - _____ STRATA PLAN _____

UNIT NUMBER: _____

STRATA LOT NUMBER: _____

OWNER INFORMATION

Owner's Name: _____

Property Address: _____

Mailing Address (if different from property address): _____

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

Fax #: _____ E-Mail Address: _____

Number of occupants: Adults: _____ Children: _____

Pet(s): Number: _____ Type: _____

Vehicle: _____ License Plate: _____

Vehicle: _____ License Plate: _____

Parking Stall(s) # _____ RV Parking Stall(s) # _____

Locker # (s) _____

Do you have a current set of Bylaws? _____ Do you have current Rules? _____

EMERGENCY CONTACT INFORMATION

1. Contact's Name: _____

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

2. Contact's Name: _____

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

TENANT INFORMATION (IF UNIT IS RENTED)

Name: _____

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

Emergency Contact: _____

Emergency Contact: _____

Number of occupants: Adults: _____ Children: _____

Vehicle: _____ License Plate: _____

Vehicle: _____ License Plate: _____

Parking Stall(s) _____ RV Parking Stall(s) _____

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. Non-resident Owners are subject to penalties for neglecting to provide a Form K. Please contact our office should you require a Form K or visit our website at www.baywest.ca to download a Form K.

I hereby authorize Strata Plan _____ 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 _____ and complying with legal requirements.

My phone number may/may not be published in the internal phone directory that is distributed to all Owners.

Signature _____ Date _____

Return to: Baywest Management Corporation
#300 – 1770 Burrard Street, Vancouver, B.C., V6J 3G7
Phone: (604) 257-0325 Fax: (604) 592-3950

PERSONALLY APPROVED PAYMENT SERVICE AGREEMENT
(To automatically pay monthly strata fees)

The undersigned hereby authorises *BAYWEST MANAGEMENT CORPORATION* to draw monthly debits by paper or electronic entry covering payments due by the undersigned to:

Strata Plan: _____

Name: _____

Address: _____ # _____

Phone Number: _____

for monthly strata fees in the amount of \$_____, commencing the first day of _____, 2007.

The undersigned:

1. Warrants that all persons whose signatures are required to sign on this account have signed this agreement;
2. Acknowledges that, in order to cancel this agreement written notice of revocation shall be given to Baywest Management Corporation. This authorisation may be cancelled at any time;
3. Acknowledges that any delivery of this authorisation by you constitutes delivery by the undersigned to the processing institution;
4. Agrees to inform Baywest Management Corporation in writing of any change of account information provided in this authorisation prior to the next due date of the pre-authorised debit;
5. Authorises Baywest Management Corporation to increase/decrease amounts drawn on the account from year to year as future budgets adopted by my Strata Corporation affect monthly strata fees.

PLEASE ATTACH A VOID CHEQUE

Please return this form to Baywest Management Corporation before the 24th of the month to be effective the 1st day of the following month.

I understand the personal information provided above is for the purposes of identifying and communicating with me, processing payments, ensuring the orderly management of the strata corporation and complying with legal requirements. I hereby authorize the strata corporation to collect, use and disclose my personal information for these purposes.

Signature _____

Date _____

BAYWEST MANAGEMENT CORPORATION
#300 - 1770 Burrard Street
VANCOUVER, BC, V6J 3G7
Tel: 604- 257-0325 Fax: 604- 592-3950

The 'ENVY' – BCS 2790

Parkade - Vehicles and Parking

1. An owner shall use the parking space(s) which has (have) been specifically assigned to their strata lot, save and except for private arrangements with other owners for the use of parking spaces assigned to such other owners.
2. The parking spaces assigned to a strata lot shall not be rented or leased to non-residents.
3. No vehicle shall park in a manner which will reduce the width of the garage roadway or another strata lot's assigned parking space.
4. Only currently insured vehicles are permitted on the parking stalls.
5. Unlicensed vehicles: storage insurance with third party liability is the minimum acceptable coverage. Proof of insurance (i.e. copy of the policy) must be forwarded to the Strata Management office.
6. Vehicles dripping oil or other fluids must be removed until repairs are made to resolve the problem. The owner assigned to the stall is responsible for cleaning the parking stall. Failure to comply with this requirement will result in the Strata Council arranging for the clean-up at the owner's expense.
7. Parking stalls shall be kept in a clean and tidy condition by the user and shall not be used for storage or for keeping items that are not specifically permitted by the Council or by rules.
8. The maximum speed limit in the parkade is 5KM/HR; fines may be imposed for excess speed.
9. Upon entering or exiting the parkade, residents/occupants must wait until the gate completely closes behind them.
10. All vehicles parked in the parkade do so at their own risk. The Council and Management Company will not be liable for loss of damages incurred.

(Adopted on the June 30, 2008 Council meeting)

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170 West 3rd Street
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REGRETS

Kathy Barbour

Guest: 2

Jack Foo, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:38 p.m. by the Council President. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to adopt the minutes of June 30, 2008 meeting as distributed.

CARRIED

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

The Financial Statements for the months of June and July 2008 will be tabled at the next Council meeting, as the treasurer was not present to report on the financial statements.

It was MOVED/SECONDED to table the financial statements of June and July in the next Council meeting.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the current accounts receivables were \$2, 3139.25 as of the date of the meeting.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES**4.1 PARKADE DOOR COVERING**

In follow up to Section 6.3 of the minutes of June 30, 2008, the Strata Manager presented to the Council different types of materials for the fortification of the overhead parkade door. This is to deter potential break-ins by cutting through aluminum bars on the parkade door.

It was MOVED/SECONDED to proceed with the installation of the expanded aluminum mesh as proposed.

CARRIED

4.2 CURVEX MIRROR / PARKADE DOOR CLOSURE TIMING

In follow up to Section 6.3 of the minutes of June 30, 2008, the Strata Manager will be arranging a tradesperson to install several Curvex mirror in the parkade to improve the vision of the drivers by reducing blinds spots. The Strata Manager will also be reducing the elapse time needed for the parkade door to close back down so as to avoid potential intruder sneaking into the building through an open parkade door,

(5) CORRESPONDENCE

5.1 SMOKING AND DISCHARGING WASTE OVER THE BALCONIES

Council received several complaints from residents pertaining to smokers in the building discarding the cigarette butts all over the balconies, causing damages to summer furniture on the lower suites.

Council replied that The Envy is a non-smoking building; anyone found violating the said bylaw will be fined a maximum of \$200.00 on every occasion with further reminder. Council will also be posting up signages around the building to reiterate the said bylaw.

5.2 UNRULY BEHAVIOUR

Council received several complaints from residents pertaining to party goers behaving unruly in the late evening and on some occasions, vomiting over the balconies, thus soiling the lower unit's patio and furniture.

Council wished to remind all residents to be respectful of the right of enjoyment of others in the building, as such noise level should be reduced after 9.00 p.m., and that no rubbish or other forms of discharge should be thrown over the balconies at all time. Violators will not only be charged back for the clean up, but will be fined for contravening the building bylaw.

5.3 OVERSIZED VEHICLES PARKING IN THE PARKADE

Council received a complaint from an owner pertaining to an oversize truck parking in the parkade and is creating difficulties for other residents in parking and manoeuvring their vehicles in the parkade.

Council replied that the owner of the said oversize truck has volunteered to remove his truck from the parkade and apologized for any inconveniences caused.

(6) NEW BUSINESS

6.1 ANNUAL FIRE ALARM SERVICE PROPOSAL

The Strata Manager presented a proposal from a reputable service provider for the service and maintenance of the building fire alarm system for consideration.

It was MOVED/SECONDED to receive the said proposal and will compare it with a second proposal before awarding the said contract in the next meeting.

CARRIED

6.2 HOME WARRANTY REVIEW PROPOSAL

The Strata Manager presented a proposal from Halsall Engineering to perform a review on the 2-510 years Home Warranty coverage on The Envy, whereupon any deficiencies found will be reported and registered with the Home Warranty provider before the expiry of the warranty period.

It was MOVED/SECONDED to receive the proposal from Halsall engineering.

CARRIED

6.3 LANDSCAPE

Council requested that the work schedule of the landscaper be forwarded to the Council for review purposes as some of the plants seem to have shown signs of neglect and insufficient care.

6.4 DRYER VENT CLEANING

Council wished to remind all residents to periodically check on their dryer ventilation filter to ensure that it is not clogged with lint, as it may result in condensation and leaks through the ceiling.

(7) NEXT COUNCIL MEETING DATE:

The next Council meeting was scheduled for Wednesday, December 3, 2008 at 6:30 p.m.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:50 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

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