

**LOCATION:**

The Fraternal Eagle Club  
Meeting Room  
170 West 3<sup>rd</sup> 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 BURNARD STREET  
VANCOUVER, BC V6J 3G7  
24 Hours : 604-257-0325

**PRESENT:**

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

**REGRETS**

Jack Foo, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:30 p.m. by the Council President. A quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was MOVED/SECONDED to adopt the minutes of September 24, 2008 meeting as distributed. **CARRIED**

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

The Treasurer reported that she had reviewed the Financial Statements for the months of June - November 2008 and had found them to be in order.

It was then MOVED/SECONDED to adopt the Financial Statements for the months of June - November, 2008 as distributed. **CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that the current accounts receivables were \$3,340.89 as of the date of the meeting.

**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.**

**Owners are to provide to any tenant a set of the Building Bylaws and to submit to the Strata Management Company the mandatory signed FORM K (Notice Tenant's Responsibilities) within 2 weeks of entering into a tenancy agreement. Failure to do so may result in a Bylaw fine of \$200.00 every 7 days it is late.**

#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 PARKADE DOOR COVERING**

In follow up to Section 4.1 of the minutes of September 24, 2008, the Strata Manager reported that the overhead parkade door had been fortified with expanded aluminum mesh to deter potential break-ins.

##### **4.2 ANNUAL FIRE ALARM SERVICE PROPOSAL**

In follow up to Section 6.1 of the minutes of September 24, 2008, the Strata Manager presented for consideration a proposal from a reputable service provider for the service and maintenance of the fire alarm system of the building.

It was MOVED/SECONDED to obtain a second proposal before awarding the said contract in the next meeting. **CARRIED**

##### **4.3 HOME WARRANTY REVIEW PROPOSAL**

In follow up to Section 6.2 of the minutes of September 24, 2008, the Strata Manager will organize a presentation to the Council from Halsall Engineering on the 2-5-10 years Home Warranty coverage in the coming weeks, where the said program is to report on deficiencies found and registered with the Home Warranty provider before the expiry of the warranty period.

##### **4.4 DRYER VENT CLEANING**

In follow up to Section 6.4 of the minutes of September 24, 2008, Council will be scheduling the annual Dryer Vent cleaning service on Thursday, 29<sup>th</sup> of January 2009.

Any residents that are expecting to be away during that day are encouraged to make arrangements for their units to be accessed by the tradesperson, either by leaving a key with a trusted neighbour or one of the following Strata Council Members:

- |    |                 |                |
|----|-----------------|----------------|
| 1) | Michael Stewart | - 778-340-0604 |
| 2) | Sarah Arscott   | - 604-618-2090 |

#### **(5) CORRESPONDENCE**

##### **5.1 SMOKING ON THE BALCONIES**

Council received several written complaints from residents pertaining to tenants smoking on the balconies.

Council replied that such violators will be seriously dealt with as The Envy is a non-smoking building; and all residents must strictly adhere to the "No Smoking Bylaw". Anyone found violating the said bylaw will be fined a maximum of \$200.00 on every occasion without further reminder.

##### **5.2 NOISE COMPLAINTS**

Council received a few complaints from owners pertaining to loud noises and music being heard late into the evening, causing much discomfort and preventing needed rest.

Council replied that a reminder letter will be sent to the said unit to reiterate the need to be considerate when conducting activities generating high level of noise.

### 5.3 UN-AUTHORISED PARKING

Council received a complaint from an owner pertaining to a vehicle occupying his parking stall and questioning about the right to tow vehicles in such situation.

The Council was informed that the owner of the said vehicle had made attempts to apologise for any inconveniences caused and assured Council that it would not happen again.

Secondly, Council wish to iterate that only the Council and the Strata Manager have the right to authorise towing of any vehicles and therefore any incident involving illegal parking in the parkade should be reported to the Council or the Strata Manager. Interesting – I have always said only the owner of the parking stall has that right.

### (6) NEW BUSINESS

#### 6.1 SOCIAL GATHERING

The Social Committee of The Envy will be organizing a social gathering / get together on April 4, 2009. The purpose of such gathering is to promote a sense of pride in community living within the building and also to foster good will among all the residents of The Envy.

### (7) NEXT COUNCIL MEETING DATE:

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

### (8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:10 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.**

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

Re: Strata Lot ..... *[Strata lot number as shown on strata plan]* of Strata Plan  
.....*[the registration number of the strata plan]*

Street Address of Strata Lot \_\_\_\_\_

Name(s) of tenant(s) \_\_\_\_\_ Phone # \_\_\_\_\_

Tenancy commencing \_\_\_\_\_ *[month day, year]*

Tenant's nature of business \_\_\_\_\_

**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.
4. *The tenant acknowledges by signing this form, having read the bylaws and rules of the strata corporation.*

Date: \_\_\_\_\_ *(month day, year)*.

\_\_\_\_\_  
Signature of Landlord, or Agent of Landlord

Address of landlord, or agent of landlord:

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Landlord Phone # \_\_\_\_\_

Return to : Baywest Management Corporation  
# 300-1770 Burrard Street.  
Vancouver, BC V6J 3G7  
Tel: 604-257-0325 Fax: 604-592-3950



300 – 1770 Burrard Street  
Vancouver BC Canada V6J 3G7  
Phone (604) 257-0325

TO ALL RESIDENTS OF THE ENVY – STRATA PLAN BCS 2790  
DATE January 19, 2009  
RE IN-SUITE FIRE ALARM TESTING / DRYER VENTS CLEANING

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Council has authorized the annual dryer vent cleaning on Thursday, 29<sup>th</sup> of January 2009. Please be advised that **National Air Technologies** will require access to your suite on:

## **Thursday, January 29, 2009**

Starting from 9.00 a.m. onward, work will commence from the top floor and working down systematically. All external ducts cleaning would commence on the following day, which is **Friday, January 30, 2009.**

The contractors will not return to your suite if your suite is not accessible on the date indicated. If you will not be available, please arrange to have your key left with a trusted neighbour or one of the following strata council members:

- |                    |                |
|--------------------|----------------|
| 1) Michael Stewart | - 778-340-0604 |
| 2) Sarah Arscott   | - 604-618-2090 |

Any call back to do the cleaning would be charged back to your unit. Thank you for your anticipated cooperation.

Yours truly,  
On behalf of the Owners of Strata Plan BCS 2790

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

**LOCATION:**

John Braithwaite Centre  
Meeting Room # 3  
145 - West 1st Street,  
North Vancouver.

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

Cam McLeod

**VICE-PRESIDENT**

Michael Stewart

**TREASURER**

Kathy Barbour

**SECRETARY**

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Landscaping / Security  
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Direct Line: (604) 714-6383  
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**BAYWEST MANAGEMENT**

300 - 1770 BURNARD STREET  
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24 Hours : 604-257-0325

**PRESENT:**

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

Guest: 1

Jack Foo, Strata Manager, Baywest Management Corporation

**REGRETS****(1) CALL TO ORDER**

The meeting was called to order at 7:08 p.m. by the Council President. A quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was MOVED/SECONDED to adopt the minutes of January 14, 2009 meeting as distributed. **CARRIED**

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

The Treasurer reported that she had reviewed the Financial Statements for the months of December 2008 to February 2009 and had found them to be in order.

It was then MOVED/SECONDED to adopt the Financial Statements for the months of December 2008 to February 2009 as distributed. **CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that the current accounts receivables were \$1,973.06 as of the date of the meeting.

**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.**

**Owners are to provide to any tenant a set of the Building Bylaws and to submit to the Strata Management Company the mandatory signed FORM K (Notice Tenant's Responsibilities) within 2 weeks of entering into a tenancy agreement. Failure to do so may result in a Bylaw fine of \$200.00 every 7 days it is late.**

#### **(4) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **4.1 ANNUAL FIRE ALARM SERVICE PROPOSAL**

In follow up to Section 4.1 of the minutes of January 14, 2009, the Strata Manager presented another service proposal for service and maintenance of the fire alarm system of the building.

After a short deliberation, it was MOVED/SECONDED to award the Annual Fire inspection contract to Mircom Distribution Inc. **CARRIED**

##### **4.2 HOME WARRANTY REVIEW**

In follow up to Section 4.3 of the minutes of January 14, 2009, the Strata Manager informed that the developer has arranged for Aqua-Cost Engineering Ltd to perform a five year warranty review fully funded by the developer.

The Strata Manager went on to inform the Council that the 1<sup>st</sup> annual warranty inspection had been completed and a copy of the said list of deficiencies had been forwarded to the developer for further action.

It was MOVED/SECONDED to receive the 1<sup>st</sup> annual warranty report from Aqua-Cost Engineering as presented. **CARRIED**

##### **4.3 DRYER VENT CLEANING**

In follow up to Section 4.4 of the minutes of January 14, 2009, the Strata Manager informed that 23 units at The Envy were unavailable to provide access during the recent dryer vent cleaning, therefore cleaning for these units were done from the exterior only.

#### **(5) CORRESPONDENCE**

##### **5.1 WASHING VEHICLES IN THE PARKADE**

Council received a complaint from an owner pertaining to someone who had been illegally occupying and washing their vehicle in her stall, therefore seeking the assistance from council to stop such blatant disregard of one's assigned parking stall.

The Council wish to reiterate the importance of respecting other resident's right and the need to keep the parkade clean at all time. Violators may be fined for contravening these rules without further notice. (see attached parking rules).

##### **5.2 BREAK-IN**

Council received a letter from a resident complaining that her personal items were stolen from the storage locker room, and request Council to seek ways to improve the security system of the building.

Council replied that additional door knob guard and metal plating will be installed to deter further intrusion, Council also cautioned all owners not to allow strangers into the building through enterphone buzzing and should always wait for the parkade overhead door to be fully closed before driving away.

Council also iterated the importance of individual strata lot owner to have their personal insurance updated to include any betterment and personal belonging in their unit, as well as those items stored in the storage locker, sufficient water damage deductible and a third party liability.

### **5.3 VISITOR PARKING STALLS**

Council received a friendly reminder from the Commercial Section of the Envy informing that the visitor stall located on the on West 2<sup>nd</sup> street are for guests and visitors usage only, and it is not to be utilised as permanent parking stall for residents of The Envy.

Council wish to remind all residents to be considerate and parked only at their assigned parking stall, any further violation may result in fine without further notice.

## **(6) NEW BUSINESS**

### **6.1 STRATA INSURANCE RENEWAL**

The Strata Manager informed that at the instruction of the Council, BFL Canada Insurance Services has been awarded to renew the Strata Insurance at the annual premium of \$15,946.00. Attached is the copy of the said insurance coverage.

### **6.2 SECURITY IMPROVEMENT**

In an effort to improve on the existing security system of The Envy, Council will be investigating the following measures in deterring further break-ins. These measures include;

- a) Hiring a mobile security patrolling the perimeter and underground parkade.
- b) Formation of a Block-watch group
- c) Installing additional security camera at the entrance of the parkade
- d) Re-programming the security FOB system on the elevator,
- e) Installing door guard / fortifying the perimeter and storage room doors
- f) Educating the residents of The Envy on Crime prevention action and the need to be vigilant for any suspicious activities.

Council also noted that further improvements to the current security system can be reached by following the few simple suggestions:

- ensure that no one has entered behind you
- Do not buzz in delivery people- meet them at the door
- Do not store valuables in lockers, where the locker is intended for general storage only
- Ensure no one followed you into the parkade, wait till the parkade door is fully closed before proceeding
- Never leave keys and parkade remote in the vehicle
- Do not leave valuables in vehicles
- Use anti-theft device e.g. immobilizer, alarm and steering lock
- Use of parking stall as storage is strictly prohibited, as this may invite theft and is a source of fire hazard.

### **6.3 PARKADE WASH**

Vice President - Michael Stewart has volunteered to power wash the parkade in early May, and that the cost of renting the equipment and cleaning solution will be reimbursed by the Strata Corporation.

It was MOVED/SECONDED to accept the service rendered by the Vice-President.

**CARRIED**



#### 6.4 CARPET CLEANING

The Strata Council President informed that Angel Restoration which is associated with him will be submitting a carpet cleaning and maintenance proposal in the coming weeks for the consideration of the Council.

The President is hereby fully disclosing the relationship between himself and the said company, and indicated that the sole purpose for his action is to provide the service at the best market rate.

#### 6.5 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 \$450.00 plus GST. **CARRIED**

#### 6.6 LANDSCAPE

The Strata Manager informed that many of shrubs on the green roof did not make it through the recent winter, as the landscape is still under the 12 months warranty period, the Strata Manager will investigate the possibility of these plants to be replaced by the developer.

#### (7) NEXT COUNCIL MEETING DATE:

The next Council meeting was scheduled for Monday, May 11, 2009 at 6:30 p.m.

#### (8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:10 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.**

# **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)**



The Luzzati Group of Companies

# **INSURANCE QUOTATION - Revised**

## **PREPARED FOR:**

The Owners: **Strata Plan BCS2790**  
 c/o: **Baywest Management Corporation**  
 Attention: **Jack Foo**  
 LOCATION **160 - 170 West 3rd Street, North Vancouver, BC V7M 0A9**  
**ENVY**  
 Effective: **March 25, 2009 to March 25, 2010**

## **COVERAGES**

		<b>SUM INSURED/LIMITS</b>
1. <b>All Property</b> (as defined), (Appraisal: May, 2008)		\$ 13,715,000
Subject to deductibles of:	\$ 1,000	
Except: Water Damage	\$ 5,000	
Sewer Back Up	\$ 5,000	
Earthquake Damage	% 10	
Flood Damage	\$ 10,000	
Glass Breakage	\$ 100 Residential	
	250 Commercial	
Coverage: All Risks subject to named exclusions, Stated Amount Co-Insurance, Guaranteed Replacement Cost, By-Laws, Terrorism Exclusion, Data Exclusion, Mould Exclusions.		
2. <b>Lock &amp; Key Endorsement</b> (\$ 250 Deductible)	\$	10,000
3. <b>Liability Insurance</b>		
a) <b>Commercial General Liability</b> covering all premises, non-owned autos, broad definition of Named Insured, libel and slander. Subject to \$500 Bodily Injury and Property Damage Deductible	\$	10,000,000
<b>Limited Pollution</b>	\$	1,000,000
b) <b>Condominium Directors &amp; Officers Liability</b> (Including Property Manager)	\$	2,000,000
c) <b>Crime</b> Employee Fidelity	\$	10,000
Broad Form Money & Securities	\$	5,000
d) <b>Pollution Damage &amp; Remediation</b> (Limit per project)	\$	1,000,000
\$25,000 Deductible		
\$2,000,000 Aggregate		
4. <b>Equipment Breakdown Insurance</b>	\$	13,715,000
Comprehensive Form, \$1,000 Deductible		
Extra Expense	\$	100,000
5. <b>Volunteer Accident</b>	\$	100,000
<b>TOTAL ANNUAL PREMIUM:</b>	\$	15,946
<b>PRO-RATED SHORT TERM PREMIUM:</b> March 25, 2009 - October 1, 2009	\$	8,424

**QUOTATION IS SUBJECT TO REVIEW AND ACCEPTANCE OF DIRECTORS & OFFICERS APPLICATION.**

Quotation is subject to no new losses or material changes prior to effective date of the policy.

OPTIONAL LIMITS / COVERAGES ATTACHED.

Dated: March 24, 2009  
 /df

Per:   
 Authorized Representative

Quotation Accepted ☒  
 Annual Premium ☐  
 Pro-Rated Premium ☒

Signed:   
 Jack Foo

**www.BFLCANADA.ca**  
 International Insurance Brokers

Halifax - Quebec - Montreal - Ottawa - Toronto - Calgary - Vancouver - Victoria

## BFL CANADA INSURANCE SERVICES INC.

### STRATA PACKAGE POLICY HIGHLIGHTS

We are proud to provide our clients with one of the best policies available in the marketplace today. In order for you to quickly review the value of these coverages we have summarized pertinent areas below.

- **Guaranteed Replacement Cost** – property must be insured to value of appraisal dated within the past 12 months of renewal date
- **Same Site** condition does not apply to Replacement Cost Clause
- **Landslide** – exclusion removed for this peril
- **Additions, Renovations & Installations** – 10% of building value to a maximum of \$500,000
- **Artwork** – owned by the strata and located on common property is included in All Property with no sublimit. No appraisal or scheduling required.
- **"All Risks" Blanket Property Coverage** – including paving, sidewalks and curbing
- **Lock & Key Coverage** – \$10,000 – Included
- **Accounts Receivable** – \$25,000 in addition to limit of All Property
- **Earthquake** – deductible applies separately to each building damaged
- **Arson Reward** – \$5,000 in addition to limit of All Property
- **Blanket By-Laws** – covers increased cost due to demolition, removal and reconstruction of buildings with no sublimit
- **Broad Form Consequential Loss** – \$25,000 – in addition to limit of All Property
- **Common Expenses** – \$25,000 – no limit per unit – in addition to limit of All Property
- **Cost to Prepare Proof of Loss** – \$5,000 – in addition to limit of All Property
- **Electronic Data Processing Systems** – \$25,000 – in addition to limit of All Property
- **Expediting Expenses** – \$25,000 – in addition to limit of All Property
- **Extra Expense** – \$25,000 – in addition to limit of All Property
- **Limited Pollution Liability** – \$1,000,000 – \$500 Deductible
- **Property Management Fees** – extraordinary and necessary fees caused by an insured loss (included under Extra Expense)
- **Fire Department Charges** – \$50,000 – in addition to limit of All Property
- **Fire Suppression Recharge** – \$10,000 – in addition to limit of All Property
- **Growing Plants Trees, Shrubs or Flowers** – \$50,000 (\$1,500 limit per plant, tree, shrub or flower) – in addition to limit of All Property
- **Personal Property of Officers and Employees** – \$10,000 – in addition to limit of All Property
- **Professional Fees** – \$10,000 – in addition to limit of All Property
- **Property at Temporary Locations** – \$10,000 – in addition to limit of All Property
- **Property in Transit** – \$10,000 – in addition to limit of All Property
- **Valuable Papers** – \$25,000 – in addition to limit of All Property
- **Comprehensive Dishonesty, Disappearance and Destruction Coverage** – \$10,000 limit
- **Broad Form Money and Securities Coverage** – \$5,000 limit

#### Additional Benefits of our Strata Package Policy

- **Directors and Officers Insurance** – NO deductible – Property Manager included as a named insured – no 'failure to maintain insurance' exclusion – defense costs in addition to the limit of liability – Includes the Strata Corporation as an insured
- **Property Managers Errors & Omissions** – same limit as Directors and Officers coverage – minimum of \$1,000,000 to a maximum of \$5,000,000.
- **Pollution Liability Coverage** – based on "Claims Made and Reported" – \$1,000,000 – On Premises Pollutant Clean Up – \$10,000 – both in addition to limit of All Property
- **Volunteer Accident** – \$100,000 or \$200,000 limit – covers all active council members and volunteers under the age of 80

**LOCATION:**

John Braithwaite Centre  
Within unit # 305  
170 West 3<sup>rd</sup> Street  
North Vancouver, BC V7M

**STRATA COUNCIL**  
2008 / 2009

**PRESIDENT**  
Cam McLeod

**VICE-PRESIDENT**  
Michael Stewart

**TREASURER**  
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**ACCOUNT DEPARTMENT**  
TOLL FREE 1-877-585-4411  
AR@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  
Peter Shpak

**REGRETS**

Sarah Arscott

Jack Foo, Strata Manager, Baywest Management Corporation

**(1) CALL TO ORDER**

The meeting was called to order at 7:08 p.m. by the Council President. A quorum was established.

**(2) ADOPTION OF PREVIOUS MINUTES**

It was MOVED/SECONDED to adopt the minutes of March 30, 2009 meeting as distributed. **CARRIED**

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

The Treasurer reported that she had reviewed the Financial Statements for the month of March 2008 and had found it to be in order.

It was MOVED/SECONDED to adopt the Financial Statements for the month of March 2009 as distributed. **CARRIED**

**3.2 ACCOUNTS RECEIVABLE**

The Strata Manager reported that the current accounts receivables were \$1,578.16 as of the date of the meeting.

**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 MINUTES****4.1 HOME WARRANTY REVIEW**

In follow up to Section 4.2 of the minutes of March 30, 2009, Council requested the Strata Manager to forward a copy of the 1<sup>st</sup> year building envelope review by Aqua-coast Engineering Ltd to the home warranty provider for record purposes.

## **4.2 SECURITY IMPROVEMENT**

In follow up to Section 6.2 of the minutes of March 30, 2009, the Strata Manager will arrange for a reputable security system installer to meet up with Council Member, and identify the locations for installing additional security cameras.

## **4.3 PARKADE POWER WASHING**

In follow up to Section 6.3 of the minutes of March 30, 2009, the parkade will be power washed by mid May and residents are advised to remove their vehicles and personal belongings in the parkade to facilitate the said power wash.

## **4.4 CARPET CLEANING**

In follow up to Section 6.4 of the minutes of March 30, 2009, Council was presented with another quotation for carpet cleaning, as the quote is from Angel Restoration, a company closely associated with the Council President, a meeting in camera was conducted in the absence of the Council President.

After some deliberation, it was MOVED/SECONDED to award the service to Angel Restoration for the contract sum of \$403.75 plus GST. **CARRIED**

## **4.5 ELEVATOR MAINTENANCE INSPECTION REPORT**

In follow up to Section 6.5 of the minutes of March 30, 2009, the Strata Manager presented the Elevator Maintenance Report by KJA Consultant Inc to the Council. An in-depth analysis was performed on the service history of the passenger elevator and recommendations were made on how to improve the reliability of the machinery.

It was MOVED/SECONDED to receive the report by KJA Consultant Inc and to forward a copy to Richmond Elevator Inc for review and to perform the necessary improvements as per outlined in the service report. **CARRIED**

## **4.6 LANDSCAPE WARRANTY**

In follow up to Section 6.6 of the minutes of March 30, 2009, the Strata Manager informed that he has yet to receive any confirmation from the developer whether the dead shrubs on the green roof is under warranty, the Strata Manager will follow up with the matter with the developer.

## **4.7 WINDOW CLEANING**

The Strata Manager informed that the annual window cleaning will be carried out by Sea to Sky Window Cleaning Ltd on Monday June 15<sup>th</sup> to Tuesday June 16<sup>th</sup> 2009.

Residents are reminded to have their windows tightly shut and remove all patio furniture, plants and other items on the balcony to facilitate the said washing. Should privacy be an issue, residents should ensure that all window coverings are closed.

## **(5) CORRESPONDENCE**

### **5.1 INADEQUATE HOT WATER SUPPLY**

Council received a complaint from an owner pertaining to lack of hot water supply in her suite, therefore requesting Council to investigate the ongoing problem.

Council replied that they will request both the HVAC company and Lonsdale Energy Corporation (LEC) to look into the matter, and hopefully the problem can be resolved fairly soon.

(6) **NEW BUSINESS**

**6.1 LANDSCAPE SERVICE CONTRACT**

Concern over the lack of maintenance and condition of the landscape area, Council requested that alternate reputable service provider be sourced.

**6.2 2009/2010 OPERATION BUDGET**

The Strata Manager presented a draft 2009 -2010 fiscal year Operations Budgets that will see a moderate 5% increase of the owner's contribution, as a result of expected increase in expenditure and expiring of the 12 months warranty period.

The final draft budget will be presented to the Council by the Strata Manager before presenting to the owners at the AGM.

**6.3 PROPOSED BYLAW AMENDMENT**

The Strata Manager presented a draft Bylaws amendments, whereby emphasis were given on improving the procedures related to the conducting of the AGM, a provision for the strata corporation to charge back on units for common area insurance deductible related to strata unit damage and other related strata matters which were not covered by the standard bylaw put in place by the developer.

The final draft of the said bylaw will be forwarded to the Council before presenting to the owners in the AGM.

(7) **NEXT COUNCIL MEETING DATE:**

The next meeting will be the 2009 AGM, which will be held on Monday, June 22, 2009.

(8) **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 8:42 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.**

**LOCATION:**

Fraternal Order of Eagles 170  
West 3<sup>rd</sup> Street  
North Vancouver, BC V7M

**STRATA COUNCIL**

2009-2010

**PRESIDENT**

Cam McLeod

**VICE-PRESIDENT**

Michael Stewart

**TREASURER**

Pete Shpak

**SECRETARY**

Julia Kennett

**LANDSCAPING/SECURITY**

Owen Watson

**SOCIAL**

Sarah Arcsitt

**COMMERCIAL**

Curtis Johnson

**STRATA MANAGER**

Traci MacKillop

Direct Line: 604-714-6380

Direct Fax: 604-592-3684

Email: tmackillop@baywest.ca

**ACCOUNTING DEPARTMENT**

TOLL FREE 1-877-585-4411

AR@baywest.ca

**BAYWEST MANAGEMENT**

300 - 1770 BURRARD STREET

VANCOUVER, BC V6J 3G7

24 Hours : 604-257-0325

**PRESENT:**

Cam McLeod  
Michael Stewart  
Sarah Arcsitt  
Owen Watson  
Peter Shpak  
Curtis Johnson

**REGRETS**

Julia Kennett

Traci MacKillop, Strata Manager, Baywest Property Management  
Tanya Millage, General Manager, Baywest Property Management

**(1) CALL TO ORDER**

The meeting was called to order at 6:10 p.m. by the Council President. A quorum was established.

**(1.2) DETERMINATION OF COUNCIL POSITIONS**

Council elected to hold the following positions for the current fiscal year:

President – Cam McLeod  
Vice President – Michael Stewart  
Treasurer – Pete Shpak  
Secretary – Julia Kennett  
Commercial – Curtis Johnson  
Social – Sarah Arcsitt  
Landscaping/Security – Owen Watson

**(2) ADOPTION OF PREVIOUS MINUTES**

It was MOVED/SECONDED to adopt the minutes of May 11th, 2009 meeting as distributed. **CARRIED**

**(3) STANDARD OPERATING PROCEDURES**

Due to the previous Strata Manager having not provided Council with the full operating procedures, Traci MacKillop will email documents to council members so that review can be undertaken at the next meeting.

**(4) FINANCIAL REPORTS****4.1 FINANCIAL STATEMENTS**

Council reported that the Financials from April and May 2009 were in order, but June's financials could not be adopted as the Treasurer had not received them as of yet.

It was MOVED/SECONDED to adopt the Financial Statements for the month of April and May 2009. **CARRIED**



#### **(4.2) ACCOUNTS RECEIVABLE**

The Strata Manager reported as of the date of the meeting that the current Accounts Receivable total \$4,046.02. It was noted that one of the units has a large outstanding balance, and a lien demand will be forwarded to the owner requiring the balance be brought to date.

**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.**

#### **(5) BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **5.1 HOME WARRANTY REVIEW**

As it is unclear whether the previous Strata Manager forwarded a copy of the warranty review to the Developer, the new Strata Manager will determine if this occurred and will forward the review if not already done.

##### **5.2 SECURITY CAMERA INSTALLATION**

In follow up to May 11<sup>th</sup>, 2009 minutes, Council reviewed three quotes for undertaking installation of cameras in areas where there is a need. It was MOVED/SECONDED to accept the quote from the original installer of the system. An update will be provided at the next meeting. **CARRIED.**

##### **5.3 PARKADE POWER WASHING**

In follow up to May 11<sup>th</sup>, 2009 minutes, it was reported that the Parkade power washing is complete and council noted their satisfaction with the results.

##### **5.4 CARPET CLEANING**

In follow up to May 11<sup>th</sup>, 2009 minutes, it was reported that the Carpet Cleaning was completed and council noted their satisfaction with the results. It was advised however that a spot cleaning of heavily soiled areas may be required prior to next year's cleaning.

##### **5.5 ELEVATOR INSPECTION REPORT**

In follow up to May 11<sup>th</sup>, 2009 minutes, the Strata Manager will follow up with Richmond Elevator to ensure that a copy of the KJA Elevator Consultants report was received and that any recommendations will be attended to.

##### **5.6 LANDSCAPE WARRANTY**

In follow up to May 11<sup>th</sup>, 2009, the Strata Manager will confirm with the developer whether they have agreed to cover the cost of replacing the dead shrubs as reported. An update will be provided at the next meeting.

##### **5.7 WINDOW CLEANING**

Council reported that the annual window cleaning was carried out by Sea to Sky Window Cleaning Ltd and the work satisfactory. It was noted however that there was confusion by some residents on whether the patio windows were to be cleaned, due to the notice not being clear. It was advised that

the notices next year be more specific on advising that accessible windows such as those on patios will not be cleaned.

## **5.8 HOT WATER SUPPLY**

In follow up to previous minutes and discussion at the AGM, it was confirmed by Council that the hot water issue appears to have been resolved with the installation of a larger pump.

## **5.9 LANDSCAPE MAINTENANCE CONTRACT**

While an additional quote was received for landscape maintenance, it was determined that the quote was not satisfactory. After discussion, the Strata Manager was directed to obtain two quotes for landscape maintenance that will combine both the residential and commercial areas.

In addition, Council decided to cancel the Busy Bees Landscaping Contract due to non-performance issues. An update and quotes will be provided at the next meeting.

## **5.10 COMMON AREA DEFICIENCIES**

The President reported that not all common area deficiencies have been completed as yet.

## **5.11 GAS METER FENCE**

A quote was received for the installation of a fence over the gas meter at the back of the building. As the scope of work is not clear, the contractor will be requested to meet with a council member to ensure that all requirements are met. An update will be provided at the next meeting.

**Comment [t1]:** I took out the section on committee reports as they don't want them.

## **(6) CORRESPONDENCE**

### **6.1 ROOF ACCESS**

A resident reported that the lock on the roof access hatch has been broken and some residents are accessing the roof. The Strata Manager will request the building custodian replace the lock with a heavy duty one.

### **6.2 SMOKING**

A letter was presented to council from a resident issuing a complaint of smoke entering her unit from outside. The resident will be requested to provide further information so that Council can consider options for address.

## **(7) NEW BUSINESS**

### **7.1 COMMERCIAL AND RESIDENTIAL COST SPLITS**

The Strata Manager provided information on the percentage splits that will be applied to all shared expenses between residential and commercial. The split will be based on total unit entitlement.

### **7.2 INSURANCE APPRAISAL**

Council was provided with the updated insurance appraisal for cost of replacement on the building and assets. The value of the building to replace if destroyed was appraised at \$12,172,000, which is a

decrease of \$600,000.0, this decrease is due to the cost of construction being reduced. Council accepts the appraisal for filing.

### **7.3 PARKING ISSUES**

It was reported that there have been issues with one oversized truck parking in one of the parking stalls, but that this issue has been resolved at this time.

### **7.5 LEED'S CERTIFICATION**

A council member noted that the building does not appear to have a LEED's certification. The Strata Manager will follow up with the Developer to determine the status of the certification.

### **7.6 FRONT ENTRANCE VENTILATION**

Council members reported that the ventilation in the entrance lobby does not appear to be working at all. The Strata Manager will contact the Developer to address as a warranty issue.

### **(8) TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 7:45 p.m.

The next Council meeting will be held Wednesday, October 7<sup>th</sup>, 2009 at 6:00 p.m.

Submitted by:  
Traci MacKillop, Strata Manager

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