

LOCATION:

Fraternal Order of Eagles
170 West 3rd 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

ALL ACCOUNTING INQUIRIES
TOLL FREE 1-877-585-4411

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

PRESENT:

Cam McLeod
Michael Stewart
Sarah Arcsott
Owen Watson
Peter Shpak
Curtis Johnson
Julia Kennett

REGRETS

Traci MacKillop, Strata Manager, Baywest Property Management

(1) CALL TO ORDER

The meeting was called to order at 6:09 p.m. by the Council President. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was MOVED/SECONDED to adopt the minutes of August 10th, 2009 meeting as distributed. **CARRIED**

(3) STANDARD OPERATING PROCEDURES

The Council reviewed the Baywest Standard Operating Procedures. The Operating Procedures serve as a guideline for supporting a smooth operation of the Strata Corporation.

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

It was MOVED/SECONDED to adopt the Financial Statements for the periods ending June 30th and July 31st 2009 as distributed. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting the current Accounts Receivable total was \$4,916.12. A lien has been registered against a unit in serious arrears, and it was also noted that another unit has a large outstanding balance. The Strata Manager will forward a demand letter to this owner requiring the balance be brought up to date.

Owners are reminded that Strata fees are due on the first of every month, without invoice. Council has instructed Baywest to levy a late payment fine of \$50 for any arrears.

Additionally a lien will be placed against the title of a strata lot if the strata fees are 3 months in 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 LANDSCAPE MAINTENANCE

In follow up to section 5.9 of the August 10th, 2009 minutes, the Strata Council had directed the Strata Manager to obtain two quotes for landscape maintenance. After Council discussion, it was decided that the most satisfactory quote was over the Strata Corporations landscaping maintenance budget. The Council has directed the Strata Manager to ask the landscaping company if re-quoting at a lesser cost is an option.

5.2 MARCON – COMMON AREA DEFICIENCIES

In follow up to section 5.10 of the August 10th, 2009 minutes, all Common Area deficiencies have not yet been completed. After Council discussion, it was decided that correspondence from Marcon has not been satisfactory. The Council has directed the Strata Manager to obtain written correspondence from Marcon for the Council to review.

Marcon has been in the building to check on the excessive heat in the foyer. They have reported that the pot lights are emitting a large amount of heat. The Strata Council will look into this issue next summer when warmer temperatures become an issue.

5.3 SECURITY CAMERA

In follow up to section 5.2 of the August 10th, 2009 minutes. The Council had directed the Strata Manager to obtain and accept a quote from the original camera installer for the installation of two additional cameras. The new cameras have been installed and the Council noted it's satisfaction with the install. The new cameras are located outside the basement elevators and they view both corridors and the entrance to the storage lockers.

5.4 GAS METER FENCES

In follow up to section 5.11 of the August 10th, 2009 minutes, after Council discussion, it was MOVED/SECONDED to proceed with the installation of the gas meter fences. **CARRIED**

(6) CORRESPONDENCE

6.1 NOISE COMPLAINT

A letter from an owner was presented to Council in regards to noise from a unit on the 5th floor. The Council has directed the Strata Manager to send a Noise By-Law infraction letter to the owner of the unit.

The Council wished to advise all residents that the most effective way to deal with obvious noise contraventions (loudness, lateness of hour) is to call the RCMP at the time of infraction. The RCMP will respond.

(7) NEW BUSINESS

7.1 COMMERCIAL SECTION

The Strata Manager briefly discussed that the Caretaker had not been originally hired to clean the commercial side of the property. The Commercial Strata Council member will discuss adding Janitorial to next year's Commercial budget.

7.2 INSURANCE UPDATE

The Strata Manager discussed the renewal of the insurance policy with BFL which expired October 1st, 2009.

The insurance renewal cost premium is \$16, 587.00. The insurance premium is paid through the Operating Fund on an accrued monthly payment.

7.3 BC HYDRO

It was reported by the Commercial Section that BC Hydro's bills may have the wrong meters associated with Commercial and Residential billing. The Strata Manager has checked the meters and has been in communication with commercial regarding this issue.

7.4 BACK DOOR AND WALL PAINTED

The back alley side door and wall has now been painted to cover and repair damage due to graffiti.

7.5 SPRAY PAINT IN PARKING STALLS

It was reported by a Council member that an owner has spray painted the wall in their parking stall. The Strata Manager has sent a letter to this owner stating the spray painting be removed to Council satisfaction or removal will be charged back to their unit.

7.6 STORAGE

It was reported by a Council member that the Caretaker had proposed some new ideas in regards to storage options. The Council also discussed the option of allocating a storage locker to the Strata Council. The Strata Manager will meet with the Caretaker to discuss these items further.

7.7 BIRDS

It was reported by a Council Member that a large number of birds have nested in the parking area insulation. The Council discussed the future possibility of installing a mesh bird proof fence around the parking lot area, but no decision was made at this time.

(8) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7:38 p.m.

The next Council meeting will be held on Monday, December 1, 2009 at 6:00 p.m. where?

Submitted by:
Traci MacKillop, 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.