

**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN VR 326 – CHINOOK HOUSE**

**DATE HELD:** Monday, September 13, 2010

**LOCATION:** The Lounge,  
250 West 1<sup>st</sup> Street,  
North Vancouver, British Columbia

**CALL TO ORDER:** 6:00 P.M.

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**Council in Attendance:**

|                      |      |                     |
|----------------------|------|---------------------|
| Fraser Blair         | #202 | PRESIDENT           |
| Connie Seidensticker | #504 | VICE PRESIDENT      |
| Babs Perowne         | #206 | SECRETARY/TREASURER |
| Peter Zarowny        | #204 | ASST. FIRE WARDEN   |
| Shyam Hira           | #503 |                     |

**Also in Attendance:** Duncan Fairfield, Stratawest Management Ltd.

(1) **CALL TO ORDER**

The meeting was called to order at 6:00 p.m by Council President, Fraser Blair.

(2) **PREVIOUS MINUTES**

There being no errors or omissions it was,

**MOVED AND SECONDED (Perowne/Seidensticker)**

That the minutes of the Strata Council meeting held July 12, 2010 be approved as circulated.

**CARRIED**

(3) **UNFINISHED BUSINESS**

a) **Siding Repair Near Unit #310 and #314**

The siding repair near units #310 and #314 have been repaired to the satisfaction of Strata Council.

b) **Carpet Cleaning**

The carpet cleaning in the common area hallways, etc. was completed by Carpet-Ex to the satisfaction of Strata Council.

c) **Window Cleaning**

The window cleaning has been completed by Sea to Sky Window Cleaning to the satisfaction of Strata Council.

(4) **FINANCIAL REPORT**

a) **Financial Statements**

A discussion arose regarding the June 2010 Financial Statement, specifically the laundry income reported by Coinamatic.

**The Property Manager was asked to contact Coinamatic and request that they provide regular summary sheets of the income being generated by the laundry machines.**

It was noted in the June 2010 financial statements the administration cost for photo copying etc, amounted to \$320.59. The Property Manager was asked to provide a detailed summary of the photo copying charges for review.

The financial statements up to and including July 30, 2010 were then reviewed and it was,

**MOVED AND SECONDED (Seidensticker/Zarowny)**

To approve the financial statements up to and including July 30, 2010 upon clarification on the above mentioned items.

**CARRIED**

**b) Accounts Receivable**

It was noted that one owner is in arrears of their strata fees, and some owners are in arrears for window washing of their balcony enclosures.

**The Property Manager was asked to write a letter to the owner in arrears of their strata fees indicating that strata fees are due and payable on the first of each month and that fines and interest will be assessed against strata lots for late payment of strata fees.**

**(5) CORRESPONDENCE**

Correspondence was received from an owner regarding the miscommunications regarding payment of strata fees. The owner had made arrangements with the accounting department of Stratawest Management to pay the outstanding fees. Stratawest Management had sent reminder letters to this owner when the accounting department personnel was on holidays asking for payment. The additional correspondence caused confusion as the owner thought this issue had been resolved, when in fact she was still getting reminder letters.

**The Property Manager advised that he had talked to the accounting department and requested that the personnel covering for her on holidays should be informed on issues regarding arrears of strata fees and sending of reminder letters.**

(6) **NEW BUSINESS**

a) **Council President Resignation**

Fraser Blair advised that he has resigned from Strata Council due to the selling of his unit.

b) **Quotation From Milani Plumbing and Heating**

Milani Plumbing and Heating provided a quotation for the testing of the boiler back flow prevention valve at a cost of \$160.00 plus HST, which was approved by Strata Council.

**The Property Manager was asked to contact Milani Plumbing and Heating and schedule this work in the near future.**

(7) **NEXT MEETING DATE**

The next scheduled Strata Council meeting is to be held on Monday, November 15, 2010 at 6:00 p.m. and this is a budget meeting.

(8) **ADJOURNMENT**

There being no further business the Meeting adjourned at 7:00 p.m.

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**STRATAWEST MANAGEMENT LTD.**

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