

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਗੁਰੀ ਜਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

COUNCIL MEETING MINUTES

WEDNESDAY, OCTOBER 21, 2009

BARCLAY MANOR - STRATA PLAN VR 856

TIME & LOCATION:

7:00 p.m. – Meeting Room
1060 Barclay St.
Vancouver, BC

STRATA COUNCIL:
2009-2010

PRESIDENT
David Klainka - # 104

VICE - PRESIDENT
Ron Zanni - #101

TREASURER
Maureen Pearl - # 209 NRO

SECRETARY
Helen Stepchuk - # 610

AT LARGE
Mike Zanni – # 403
Brad Morrison - # 605
Dedar Boparai - # 608

Strata Manager
Wilson Munoz
wmunoz@baywest.ca
Direct Line: 604-714-1547
Direct Fax: 604-592-3693

BAYWEST MANAGEMENT
300 – 1770 Burrard St.
VANCOUVER, BC
V6J 3G7

PRESENT:

David Klainka
Helen Stepchuk
Mike Zanni
Brad Morrison
Maureen Pearl
Ron Zanni
Dedar Boparai

REGRETS:

None

Wilson Munoz, Baywest Management

(1) CALL TO ORDER

The President called the meeting to order at 7:04 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Council Meeting held August 11, 2009, it was **MOVED** and **SECONDED** to adopt the Minutes as distributed.

CARRIED

(3) COUNCIL OPERATING PROCEDURES

Council and the Strata Manager reviewed procedures for the following: smooth operation of Council meetings, agenda items and preparation of minutes, financial statements, Owners' arrears statements, lien-warning letter for owners with outstanding balances, building keys, approval of invoices, handling of repair requests, snow removal, security and landscaping committees.

(4) RESIDENT MANAGER'S REPORT

4.1 BUILDING ITEMS COMPLETED

The Resident Caretaker, Brad Morrison submitted a report on

the following:

- Leaves from grounds and sidewalks had been collected.
- A cheque for \$ 250 was given to the Strata Manager regarding payments for keys and fobs
- Door and frame audit will be conducted at the strata in the new year.
- Emergency generator testing had been completed for this year.
- Ask Strata Manager to send a letter to an Owner regarding better tenant screening and advise Mountain Fire to deliver two (2) keys for the fire panel to the resident caretaker.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 ANNUAL FIRE DEFICIENCY REPORT

In follow up to Section 4.1 of the previous Minutes, Council was advised that annual fire deficiencies for Barclay Manor had been addressed by Mountain Fire, and this item is completed for the current year.

Council directed the Strata Manager to advise the fire protection contractor to replace a defective smoke alarm for one of the ground units.

5.2 BUILDING CONCERNS AND PATINA DEVELOPMENT UPDATE

In follow up to Section 4.2 of the previous Minutes, Council was notified that the Strata's Insurance Broker's adjuster had advised that coverage under the Strata's Policy for ground settlement and frame distortion had been excluded, and loss and claim caused in this fashion is specifically denied.

Council directed the Strata Manager to schedule an appointment with the Representative for Patina Development to discuss building settlement with Strata Council before the next meeting.

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

The Financial Statements for the period ending July 31, 2009 & August 31, 2009 were reviewed, noting that the Treasurer's questions had been addressed prior to the meeting. It was then MOVED and SECONDED to adopt the Financial Statements for the period up to August 31, 2009 as distributed. **CARRIED**

The Financial Statement for September 30, 2009 was tabled to the next Council meeting.

6.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there were only three Owners in arrears totaling \$ 832.68. The Strata Manager advised that fines had been assessed to owners with outstanding amounts.

Council wishes to advise that Owners must pay their strata fees on or before the first day of the month to which the strata fees relate. If Owners fail to pay strata fees at the required time, the strata corporation may charge a penalty and interest at the rate of 10% per annum.

(7) COMMITTEE REPORTS

7.1 PARKING COMMITTEE

The Parking Committee wishes to advise that parking passes are \$ 5.00 (five) each and no parking bylaw infraction was reported for the previous period.

Owners and their guests are reminded to comply with parking regulations for the benefit of the Strata Community. Council wishes to advise Owners that illegally-parked cars and cars without parking passes on the windshield will be towed away without further notice and at owner's risk.

(8) CORRESPONDENCE

Correspondence received prior to the meeting was addressed by the Strata Manager following Council's directives.

(9) NEW BUSINESS

9.1 INSURANCE RENEWAL

The Strata Manager reported that an invoice in the amount of \$ 10,107 (ten-thousand one-hundred and seven dollars) for Insurance Renewal with BFL Canada for the term October 1, 2009 to October 1, 2010 had been received and renewed based upon the approval of this item within the adopted budget at the 2009 Annual General Meeting (AGM). This item is considered finalized and requires no further action.

9.2 WINTERIZING OF DRY SPRINKLER SYSTEM

Council was advised that winterizing of the dry sprinkler system would be conducted by Mountain Fire before the start of the cold weather. This item is considered complete and requires no further action.

9.3 ELEVATOR PERMIT UNTIL AUGUST 2010

It was reported that the BC Safety Authority had delivered the elevating devices operating permit for the elevator at 1060 Barclay Street, and this permit expires on August 2010. This document will be placed in the mechanical room based upon provisions of the Safety Standards Act and Regulations.

9.4 WINDOW CLEANING

Council directed the Strata Manager to obtain an estimate for window cleaning at Barclay Manor and schedule this maintenance item for April 2010.

9.5 TREE REPLACEMENT

Council advised the Strata Manager to schedule this item for discussion with the City of Vancouver in the spring of 2010.

9.6 SECURITY CAMERAS AT BARCLAY MANOR

Council directed the Strata Manager to collect information on the use of security cameras to monitor the front entrance, back alley and other areas of interest to Council.

9.7 RECYCLING / GARBAGE AREA REMINDER

Council wishes to remind Owners **not** to leave garbage / cardboard outside the respective bin as such is in contravention of the following bylaw: **33 (1)** "All garbage shall be properly bagged and securely tied in plastic bags before being taken to be placed in the garbage container or chute. The garbage chute is not to be used between 10:00 pm and 8:00 am. Any material for disposal other than ordinary household garbage shall be removed from the strata lot or common property at the expense of the Owner / Resident. Failure to remove garbage in the prescribed manner will result in Council charging back the full cost of the removal to the respective strata lot."

Empty cardboard boxes will be collapsed before they are placed into the garbage container specifically for cardboard."

(10) TERMINATION OF MEETING & NEXT COUNCIL MEETING

There being no further business, the meeting terminated at 8:36 pm.

The next Council meeting was scheduled for January 13, 2010 at 7:00 pm within the meeting room on the ground floor.

<p>Please retain these Council Meeting Minutes for your records. In the event you decide to sell your strata lot, you will need to provide them to your realtor. There will be a charge for extra copies.</p>
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COUNCIL MEETING MINUTES

WEDNESDAY, JANUARY 13, 2010

BARCLAY MANOR - STRATA PLAN VR 856

TIME & LOCATION:

7:00 p.m. – Meeting Room
1060 Barclay St.
Vancouver, BC

STRATA COUNCIL: 2009-2010

PRESIDENT
David Klainka - # 104

VICE - PRESIDENT
Ron Zanni - #101

TREASURER
Maureen Pearl - # 209 NRO

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BAYWEST MANAGEMENT
300 – 1770 Burrard St.
VANCOUVER, BC
V6J 3G7

PRESENT:

David Klainka
Helen Stepchuk
Mike Zanni
Brad Morrison
Maureen Pearl
Ron Zanni
Dedar Boparai

REGRETS:

None

Wilson Munoz, Baywest Management

(1) CALL TO ORDER

The President called the meeting to order at 7:09 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Council Meeting held October 21, 2009, it was MOVED and SECONDED to adopt the Minutes as distributed.

CARRIED

(3) RESIDENT MANAGER'S REPORT

3.1 BUILDING ITEMS COMPLETED

The Resident Caretaker, Brad Morrison submitted a report on the following:

- Winterizing of dry sprinkler system had been completed by Mountain Fire.
- A water leak was fixed by the resident caretaker within the property. This matter and other plumbing repairs reported by Brad Morrison in the past prompted Council to direct the Strata Manager to seek three estimates for the Piping Retrofit of Barclay Manor before the next Annual General Meeting (AGM). Plumbing Contractors will be advised to

Contact Brad Morrison to address the plumbing issues within the strata and prepare the proper scope of work for this project. An update will be provided in the next meeting.

- Council wishes to advise that **Brad Morrison and Ron Zanni** volunteered for the **Piping Retrofit Committee**.
- Milani replaced bearings for the return pump.
- Council reported an issue with the front pond operation that will be addressed by the **Pond Committee**. **Brad Morrison and David Klainka** volunteered for this Committee.
- Council was advised that the elevator is becoming too noisy for Owners residing next to it. Council directed the Strata Manager to add this item to future discussions.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 BUILDING CONCERNS AND PATINA DEVELOPMENT UPDATE

In follow up to Section 5.2 of the previous Minutes, Council was advised that a meeting between Patina and Council had taken place prior to the meeting, and Patina had been made aware of the significant settlement of Barclay Manor after construction of the new YMCA building. Patina offered to address the settlement issues in a timely manner. Council then directed the Strata Manager to write a letter to Patina to advise of the pressing issues for the strata, building shifting and eastside concrete sidewalk repairs, and add that rain water has been drawn into the building due to cracks in the alley concrete.

Council also directed the Strata Manager to seek an estimate for the eastside concrete sidewalk repair and a separate quote for the driveway to eastside sidewalk concrete repair for the next meeting, and wishes to advise Owners that **Ron Zanni, Brad Morrison and David Klainka** volunteered for the **Eastside Walkway Repair Committee**.

4.2 SECURITY CAMERAS AT BARCLAY MANOR

In follow up to Section 9.6 of the previous Minutes, Council was advised that security contractors had been referred to Brad Morrison to address issues at the front entrance and recycling areas.

Council advised the Strata Manager to refer the security contractor to Brad Morrison to deal with the issue of the entrance fob not opening the front door properly.

4.3 TREE REPLACEMENT AT THE STRATA

In follow up to Section 9.5 of the previous Minutes, Council wishes to advise that trees will not be replaced but pruned in the spring. This matter and other landscaping issues will be addressed by the **Gardening Committee**. **Dedar Boparai and David Klainka** volunteered for this Committee.

4.4 ESTIMATE FOR WINDOW CLEANING

In follow up to Section 9.4 of the previous Minutes, Council wishes to advise that window cleaning will not proceed for Barclay Manor as contractors advised that most of the building windows were accessible from the strata lots.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

The Financial Statements for the period ending September 30, 2009, October 31, 2009 & November 30, 2009 were reviewed, noting that the Treasurer's questions had been addressed prior to the meeting. It was then **MOVED** and **SECONDED** to adopt the Financial Statements for the period up to November 30, 2009 as distributed. **CARRIED**

Council discussed the issue of the interest being generated by the money deposited in the Contingency Reserve Fund (CRF) trust account and directed the Strata Manager to ask the Controller of Baywest to address this matter with Maureen Pearl and Dedar Boparai before the next meeting.

5.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there were only two Owners in arrears totaling \$ 1,070.36. The Strata Manager advised that fines had been assessed to owners with outstanding amounts.

Council wishes to advise that Owners must pay their strata fees on or before the first day of the month to which the strata fees relate. If Owners fail to pay strata fees at the required time, the strata corporation may charge a penalty and interest at the rate of 10% per annum.

(6) COMMITTEE REPORTS

6.1 PARKING COMMITTEE

The Parking Committee wishes to advise that parking passes are \$ 5.00 (five) each and no parking bylaw infraction was reported for the previous period.

Owners and their guests are reminded to comply with parking regulations for the benefit of the Strata Community. Council wishes to advise Owners that illegally-parked cars and cars without parking passes on the windshield will be towed away without further notice and at owner's risk.

(7) CORRESPONDENCE

7.1 ONGOING NOISE FROM UPPER UNIT

A letter was received from an owner regarding excessive and ongoing noise emanating from an upper unit, and asking Council to address the matter to mitigate this situation.

Council directed the Strata Manager to write and advise this Owner that the Owner of the upper suite received a visit from a Council member and was asked to get an area rug for the living room and hallway of their strata lot to ameliorate this sound. This recommendation was accepted by the Owner of the upper unit and will be verified by Council within one week. It was also confirmed that the underlay installed in the upper unit is the one recommended by the strata bylaws.

Council wishes to advise both Owners that any further complaints regarding excessive noise emanating from the upper unit must be resolved between Owners.

7.2 EXCESSIVE NOISE FROM ADJACENT UNIT

A letter was received from an Owner regarding excessive "early morning" noise from an adjacent unit at different times between midnight and 5:00 am and asking Council to address this matter so that their family could sleep peacefully through the night.

Council directed the Strata Manager to write and advise the Owner of the referred unit that Council had verified the complaint against this strata lot, and future contraventions of the noise bylaw by the offending unit will result in Council assessing fines to this strata lot per complaint and without further notice.

(8) NEW BUSINESS

8.1 BUILDING RE-PIPING

This matter was addressed by Council under Section 3.1 above.

8.2 IN-SUITE CLOTHES WASHERS AND DRYERS

Council reported that some owners had approached Council regarding the installation of in-suite clothes washers and dryer at the strata, and wishes to advise that strata bylaw section 43 states: "In-suite washing machines are not permitted. Barclay Manor is not properly plumbed for in-suite washing machines."

Council directed the Strata Manager to advise Owners that in-suite clothes washing machines and dryer are not allowed at Barclay Manor as the use of these appliances will result in creating water back ups for other units. Irresponsible Owners will be charged back for contravening strata bylaw section 43, and without further notice.

(9) TERMINATION OF MEETING & NEXT COUNCIL MEETING

There being no further business, the meeting terminated at 8:46 pm.

The next Council meeting was scheduled for April 14, 2010 at 7:00 pm within the meeting room on the ground floor.

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