

IMPORTANT INFORMATION Please have this translated

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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 ਜਾਣਕਾਰੀ ਵਿਰਥਾ ਕਰਵੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

COUNCIL MEETING MINUTES

WEDNESDAY, APRIL 14, 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

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
Ron Zanni
Dedar Boparai

REGRETS:

Maureen Pearl

Wilson Munoz, Baywest Management

(1) CALL TO ORDER

The President called the meeting to order at 7:10 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Council Meeting held January 13, 2010 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:

- Plumbing had not been an issue for the past few weeks.
- A water leak had been fixed and another one had been patched behind an upper unit by the resident caretaker within the property.
- Milani replaced the recirculation pump in the mechanical room.
- New closer and an electric- strike bar had been installed for the building front door.
- \$ 195 cash and cheques for \$ 50 (total \$ 245) were given to

the Strata Manager regarding payments for keys and fobs.

Reminder to Owners and Residents – Spring Clean Up

Council wishes to advise that Spring Clean Up will take place between Friday, May 7, 2010 starting at 2:00 pm and Saturday, May 8, 2010 ending at 11:00 am. A large garbage bin will be placed in the visitor's parking stalls at the entrance to the parkade on May 7, 2010. Thank you for your participation and cooperation.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 BUILDING CONCERNS AND PATINA DEVELOPMENT UPDATE

In follow up to Section 4.1 of the previous Minutes, Council was advised that after their meeting with Patina, a letter had been received with regard to the significant settlement of Barclay Manor after construction of the new YMCA building, and advised that Patina had provided a brand new metal door with hardware to replace the access door on the Barclay Manor roof and determined that significant settlements were not the result of construction activities at the YMCA / Patina work site. This was determined by Patina from a review of the pre-construction survey and photographic documentation recorded at 1060 Barclay prior to the start of construction in December 2006. In addition, Patina notified that debris caught in trees along Barclay Street had been removed and the construction signs marked with graffiti had been replaced.

Council directed the Strata Manager to write and advise that although Patina had cleaned trees, debris is still landing in the property and Council is requesting a copy of the records used by Patina to determine that significant settlements of Barclay Manor were not the result of construction activities at the YMCA / Patina work site. An update will be provided in the next meeting.

Council wishes to advise Owners that the *Eastside Walkway Repair Committee* will be addressing the driveway and sidewalk concrete repairs and directed the Strata Manager to seek estimates for these repairs by the next meeting.

4.2 BUILDING RE-PIPING RETROFIT ESTIMATE REVIEW

In follow up to Section 3.1 of the previous Minutes, Council was provided with one proposal for Mechanical Engineering Services by the MMM Group, and two proposals for the replacement of the domestic water piping: one by BMS Plumbing & Mechanical Systems and a second one by Brighter Mechanical Limited. In addition, Council was advised that a third proposal by Cambridge Plumbing System is forthcoming.

Following review of the scope of work and the information included for each proposal, Council directed the Strata Manager to request three re-piping project references from each plumbing contractor and forward them to the *Re-piping Retrofit Committee* for their review. An update will be provided in the next meeting.

4.3 SECURITY CAMERAS AT BARCLAY MANOR

In follow up to Section 4.2 of the previous Minutes, Council wishes to advise that security is not an issue anymore and cameras are not needed within the property.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

The Financial Statements for the period ending December 31, 2009, January 31, 2010 and February 28, 2010 were tabled to the next meeting as Council Treasurer, Maureen Pearle had sent her regrets.

5.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there was only one Owner in arrears totaling \$ 223.14. The Strata Manager advised that fines had been assessed to owners with outstanding amounts. Council also directed the Strata Manager to reverse any amount equal to or less than \$ 10 (ten dollars) to clear the Accounts Receivable report of past previous charges that were being carried over monthly.

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 two (2) non-residents had been ticketed and towed away at their own expense.

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.

6.2 EASTSIDE WALKWAY REPAIR COMMITTEE

The Eastside Walkway Repair Committee has requested the following items before the next meeting: a big exit sign with an arrow pointing to the alley, a "don't pull the door open" sign for the front door and a "1060 Barclay" sign for the building.

6.3 POND COMMITTEE

The Pond Committee wishes to advise that the building front pond will be drained and cleaned when the weather is warmer.

6.4 GARDENING COMMITTEE

The Gardening Committee wishes to advise that no gardening contractor will be hired for this year and directed the Strata Manager to contact Vancouver Parks Board regarding the removal of four (4) trees from the property. Council was notified after the meeting that Vancouver Parks Board had advised that tree removal from Barclay Manor Property did not need permission by the City.

Council wishes to remind an Owner of Barclay Manor that a dog house and bottles from their strata lot must be removed within 10 days of delivering these minutes or fines will be assessed against this strata lot until the strata lot is cleared, and without further notice.

(7) CORRESPONDENCE

7.1 LETTER BY CONCERT PROPERTIES

This matter was addressed under Section 4.1 above.

7.2 WATER CONDENSATION ON BEDROOM WINDOW

A letter was received from an Owner regarding a leaky window and mold growth on the window / adjoining wall and asking Council to address this matter in a timely manner.

Council was advised that McLellan and Associates had addressed this issue before the meeting and this matter is considered finalized.

Council was further advised that Home Owners with water condensation on their windows should follow these steps: clean any dark accumulations with a 50/50 bleach and water solution (use gloves to handle this mix), bedroom interior where the heat is high should be lowered, items pushed up against the wall should have a 2 inch air space between them, curtains on the window should be opened during day times and if possible a fan or bathroom ventilation fan should be run while keeping the bedroom door open.

7.3 DISTURBING NOISE FROM UPPER UNIT

A letter was received from an Owner regarding excessive and ongoing noise in early mornings and late nights 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 the Owner of the upper suite to show respect and consideration for fellow neighbours, and comply with noise bylaws. Otherwise, non-compliance will result in fines being assessed against this strata lot until this situation is resolved, and without further notice.

7.4 RENTING OUT TO MORE THAN 3-4 PERSONS PER STRATA LOT

A letter was received from an Owner regarding excessive noise produced by the amount of persons residing in an upper strata lot and asking Council to remind this Owner of the number of people allowed to live in a particular strata lot based upon its size.

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

(8) NEW BUSINESS

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(1) CALL TO ORDER

The President called the meeting to order at 7:10 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Council Meeting held January 13, 2010 it was MOVED and SECONDED to adopt the Minutes as distributed. **CARRIED**

(3) RESIDENT MANAGER'S REPORT

3.1 BUILDING ITEMS COMPLETED

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- Plumbing had not been an issue for the past few weeks.
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- New closer and an electric- strike bar had been installed for the building front door.
- \$ 195 cash and cheques for \$ 50 (total \$ 245) were given to

8.1 ELEVATOR CONTRACT RENEWAL

Following review of the Master Preventative Service Agreement for five (5) years by Fujitec, Council directed the Strata Manager to renew this service agreement for the next five (5) years effective April 1, 2010 as Fujitec had always addressed elevator issues in a timely manner.

8.2 "FOR SALE" SIGN REMINDER

Council wishes to remind Owners and their realtors that "for sale" signs within the property are only allowed on the day of the open house. Non-compliant Owners will be fined, and without further notice. Thank you for your cooperation.

8.3 ANNUAL FIRE INSPECTION

Council was advised that the Annual Fire Inspection for Barclay Manor by Mountain Fire has been scheduled for Wednesday, May 19, 2010 and in-suite testing will take place on the same day between 8:30 am and 11:30 am starting on the third floor.

Council wishes to advise that the Standard for the Inspection of Fire Alarm Systems, Section 6, requires mandatory testing of all in-suite devices. If you are not able to be home on that day, please make alternate arrangements through a neighbour or with Brad Morrison at # 605. Return trips will be at the owner's expense, and without further notice.

(9) TERMINATION OF MEETING & NEXT COUNCIL MEETING

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

The next Council meeting was scheduled for June 22, 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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(8) NEW BUSINESS

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Council wishes to advise that the Standard for the Inspection of Fire Alarm Systems, Section 6, requires mandatory testing of all in-suite devices. If you are not able to be home on that day, please make alternate arrangements through a neighbour or with Brad Morrison at # 605. Return trips will be at the owner's expense, and without further notice.

(9) TERMINATION OF MEETING & NEXT COUNCIL MEETING

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

The next Council meeting was scheduled for June 22, 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, SEPTEMBER 1, 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

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TREASURER

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Strata Manager

Wilson Munoz
wmunoz@baywest.ca
Direct Line: 604-714-1547
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BAYWEST MANAGEMENT
300 – 1770 Burrard St.
VANCOUVER, BC
V6J 3G7

PRESENT:

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

REGRETS:

Dedar Boparai

STRATA AGENT:

Wilson Munoz, Baywest Management

(1) CALL TO ORDER

The President called the meeting to order at 7:05 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Council Meeting held April 14, 2010 it was MOVED and SECONDED to approve 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:

- \$ 105 (one-hundred five dollars) cash and a cheque for \$ 25 (twenty-five dollars) were given to the Strata Manager regarding payments for keys and fobs.
- Recycling sign from garbage contractor and quote for another sump pump were requested.
- Smoke alarms were replaced for two upper units. Annual Fire Inspection has been finalized.
- Fire pump to be repaired to code by Mountain Fire. Voltech will test pump after repairs.
- An Owner of an upper unit reported a defective sliding door with a gap between the wall and door frame. Speedy Glass

suggested the replacement of this door.

- Plumbing invoices to be revised by Milani. If there is no reply, plumbing contract will be cancelled.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 BUILDING CONCERNS AND PATINA DEVELOPMENT UPDATE

In follow up to Section 4.1 of the previous Minutes, Council wishes to advise that the **Eastside Walkway Repair Committee** will wait until the Owners of the building next to the YMCA settles their differences with Patina to proceed with a meeting to revisit the affected areas by the construction activities at the YMCA / Patina work site. An update will be provided once this meeting is arranged with Patina.

4.2 BUILDING PIPING RETROFIT PROJECT REVIEW

In follow up to Section 4.2 of the previous Minutes, Council review proposals for the Building Piping Retrofit of the domestic water system by BMS Plumbing & Mechanical Systems, Brighter Mechanical Limited and Cambridge Plumbing Systems. In addition, recommendations and information collected by the **Piping Retrofit Committee** were assessed.

Following review of the scope of work and the information included for each proposal, It was MOVED and SECONDED to choose the Proposal for Piping Retrofit by Cambridge Plumbing in the amount of \$ 247,800 + HST. **CARRIED**

Council directed the Strata Manager to prepare a resolution for building piping retrofit for Owners' consideration at the 2010 General Meeting.

4.3 ANNUAL FIRE INSPECTION AND DEFICIENCY UPDATE

In follow up to Section 4.3 of the previous Minutes, Council was advised that the annual fire inspection had been completed for this year, and this matter requires no further action.

Council wishes to remind Owners that the Standard for the Inspection of Fire Alarm Systems, Section 6, requires mandatory testing of all in-suite devices. Thank you for your cooperation.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

The Financial Statements for the period ending July 31, 2010 were reviewed, noting that the Treasurer's corrections would be addressed. It was then MOVED and SECONDED to adopt the Financial Statements for the period up to July 31, 2010 as so corrected. **CARRIED**

Council directed the Strata Manager to charge back one lower unit and another upper one for the services of the pest control contractor, and request credit for a February 2010 invoice by the plumbing contractor as this issue had been resolved by the resident caretaker without any assistance from the plumber.

5.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there were only two Owners in arrears totaling \$ 700.02. The Strata Manager advised that fines had been assessed to owners with outstanding amounts. Council also directed the Strata Manager to reverse any amount equal to or less than \$ 10 (ten dollars) to clear the Accounts Receivable report of past previous charges that were being carried over monthly.

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 reported no issues.

Owners and their guests are reminded to comply with parking regulations for the benefit of the Strata Community.

Council wishes to advise that illegally-parked cars and cars without parking passes on the windshield will be towed away without further notice and at owner's risk.

Council wishes to further advise that despite the number of parking passes owned by an Owner, only one visitor pass per Owner can be used at any one time. Residents found in violation of this parking regulation will be ticketed or otherwise informed the first time and thereafter cars will be towed at Owner's expense and risk.

6.2 EASTSIDE WALKWAY REPAIR COMMITTEE

The Eastside Walkway Repair Committee will provide an update on repairs once a meeting with Patina takes place.

6.3 RECYCLING COMMITTEE

Council wishes to advise that inconsiderate residents are grossly mixing garbage with recycling items. The Recycling Committee will address this issue and provide guidelines for proper recycling by the residents at Barclay Manor.

(7) CORRESPONDENCE SENT

7.1 To an Owner regarding bedbugs within this unit. Unit will be charged for the visit of the pest control contractor as resident did not provide access for treatment. Strata Manager directed to review invoice and charge back to this unit.

(8) CORRESPONDENCE RECEIVED

8.1 From an Owner regarding a water leak into an upper unit and the emergency procedure used to deal with this emergency. Council advised the Strata Manager that Baywest should always call Brad Morrison first. If there is no reply, Baywest's emergency services should call the respective emergency contractor. In addition, emergency repairs will be addressed by in-house restoration. This matter is considered resolved.

8.2 From an Owner in an upper unit regarding rain water hitting one of the railings below the unit becomes so noisy that it is difficult for this Owner to sleep. Owner is asking if there is any material that can be added to the railing to mitigate this noise. Council wishes to advise that there is nothing wrong with the downspout and this matter is beyond Council's control.

(9) NEW BUSINESS

9.1 DRAFT BUDGET AND ¾ VOTE RESOLUTIONS

A draft budget for August 1, 2010 – July 31, 2011 was presented to Council. Following review and discussion, Council directed the Strata Manager to include the discussed budget in the AGM package for Owners' consideration at the next Annual General Meeting (AGM) scheduled for September 23, 2009.

Council also directed the Strata Manager to prepare resolutions on the following:

- a) to change the move-in fee from \$ 50 to \$ 100
- b) to restrict rental units to 10 (ten)
- c) to remove Oak trees planted on the Westside of the building.

Once the above resolutions are reviewed by Council and Baywest, they will be included in the 2010 AGM package.

9.2 2010 ANNUAL GENERAL MEETING (AGM) DATE AND LOCATION

The 2010 AGM has been scheduled for Wednesday, September 23, 2010 at 7:00 pm and the location will be provided in the AGM package. Further details will be provided in the Notice of the AGM for Barclay Manor to be delivered in September 2010

(10) TERMINATION OF MEETING & NEXT COUNCIL MEETING

There being no further business, the meeting terminated at 8:35 pm.

The next Council meeting will be scheduled until after the 2010 AGM set for September 23, 2010.

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.

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알려드립니다 이것을 번역해 주십시오

ਗੁਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲਥਾ ਕਰਵਾਓ

COUNCIL MEETING MINUTES

WEDNESDAY, OCTOBER 13, 2010

BARCLAY MANOR - STRATA PLAN VR 856

TIME & LOCATION:

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

STRATA COUNCIL:

2010-2011

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
Julie Carter - # 402

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:

Ron Zanni
Maureen Pearl
Mike Zanni
Brad Morrison
Julie Carter
Helen Stepchuk

REGRETS:

David Klainka

STRATA AGENT:

Wilson Munoz, Baywest Management

(1) CALL TO ORDER

The President called the meeting to order at 7:00 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the Council Meeting held September 1, 2010, it was MOVED and SECONDED to approve the Minutes as distributed. **CARRIED**

(3) DESIGNATION OF COUNCIL POSITIONS

Elected Council Officers volunteered to hold the following positions for the 2010/2011 fiscal year:

President – David Klainka
Vice-President – Ron Zanni
Treasurer – Maureen Pearl
Secretary – Helen Stepchuk
At Large - Mike Zanni
At Large - Brad Morrison
At Large – Julie Carter

(4) 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.

(5) RESIDENT MANAGER'S REPORT

5.1 BUILDING ITEMS COMPLETED

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

- Fixed water leak in stairwell.
- Slowly replacing existing ballasts with energy-saving ones
- Addressing issues with re-piping contractors
- There will be charges for individual repairs during development of re-piping project
- Patio door vandalized for strata lot # 24. Claim will be filed and incident reported to Police.
- Fire pump to be repaired by Mountain Fire.

(6) BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 BUILDING PIPING RETROFIT PROJECT UPDATE

In follow up to Section 4.2 of the previous Minutes, Council wishes to advise that the Cambridge Proposal for Building Piping Retrofit had been arranged and signed by Council as approved by the Owners at the 2010 Annual General Meeting held in September 2010. Council directed the Strata Manager to book the Boardroom of Baywest Management in Vancouver for November 2010 to organize an information meeting regarding this piping retrofit project. A notice for this information meeting will be delivered to Owners two weeks prior to the meeting. An update will be provided in the next meeting.

6.2 TREE REMOVAL UPDATE

In follow up to Section 6.4 of the July 29, 2010 Minutes, Council directed the Strata Manager to contact the tree removal contractor and schedule the removal of the front oak trees to prevent future damage to the retaining wall of adjacent strata lots. An update will be provided in the next meeting.

(7) FINANCIAL REPORT

7.1 FINANCIAL STATEMENTS

The Financial Statements for the period ending August 31, 2010 and September 30, 2010 were reviewed, noting that the Treasurer's corrections would be addressed. It was then MOVED and SECONDED to adopt the Financial Statements for the period up to September 30, 2010 as so corrected. **CARRIED**

7.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there were Owners in arrears totaling \$ 17, 106.10. The Strata Manager advised that fines had been assessed to owners with outstanding amounts. Council also directed the Strata Manager to reverse any amount equal to or less than \$ 10 (ten dollars) to clear the Accounts Receivable report of past previous charges that were being carried over monthly.

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.

(8) COMMITTEE REPORTS

8.1 PARKING COMMITTEE

The Parking Committee reported no issues.

Owners and their guests are reminded to comply with parking regulations for the benefit of the Strata Community.

Council wishes to advise that illegally-parked cars and cars without parking passes on the windshield will be towed away without further notice and at owner's risk.

Council wishes to further advise that despite the number of parking passes owned by an Owner, only one visitor pass per Owner can be used at any one time. Residents found in violation of this parking regulation will be ticketed or otherwise informed the first time and thereafter cars will be towed at Owner's expense and risk.

8.2 RECYCLING COMMITTEE

Council wishes to advise that recycling is going to be monitored by Council, garbage mixed with recycling items will be returned to offending residents and non-compliant Owners will be fined without further notice.

(9) CORRESPONDENCE RECEIVED

9.1 A letter was received from an Owner of an upper unit regarding excessive noise after 11:00 pm by the Owner above. In addition, same noisy Owner found dumping garbage in recycling bin. Offending Owner has been warned and will be fined without further notice for the next bylaw violation.

9.2 A letter was received from Baywest Tax Filing Service regarding the Tax Filing of Form T2, Corporate Income Tax Return and T1044, Non-Profit Organization Information Return for Barclay Manor, VR 856. Council wishes to advise that this matter will be addressed by the treasurer.

(10) NEW BUSINESS

10.1 INSURANCE RENEWAL

The Strata Manager reported that an invoice in the amount of \$ 14,792 (fourteen-thousand seven-hundred and ninety-two dollars) for Insurance Renewal with BFL Canada for the term October 1, 2010 to October 1, 2011 had been received and renewed based upon the approval of this item within the adopted budget at the 2010 Annual General Meeting (AGM). This item is considered finalized and requires no further action.

Council wishes to advise that Owners should be aware that the insurance deductible for the strata is \$ 5,000 (five thousand dollars) and coverage for this amount should be included in your homeowners insurance.

10.2 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.

(11) TERMINATION OF MEETING & NEXT COUNCIL MEETING

There being no further business, the meeting terminated at 8:10 pm.

The next Council meeting will be held on Tuesday, January 25, 2011 at 7:00 pm within the meeting room at Barclay Manor.

<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

TUESDAY, JANUARY 25, 2011

BARCLAY MANOR - STRATA PLAN VR 856

TIME & LOCATION:

7:30 p.m. – Meeting Room
1060 Barclay St.
Vancouver, BC

STRATA COUNCIL: 2010-2011

PRESIDENT

David Klainka - # 104

VICE - PRESIDENT

Ron Zanni - #101

TREASURER

Maureen Pearl - # 209 NRO

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Strata Manager

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BAYWEST MANAGEMENT

300 – 1770 Burrard St.
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V6J 3G7

PRESENT:

David Klainka
Ron Zanni
Mike Zanni
Brad Morrison
Julie Carter
Maureen Pearl

REGRETS:

Helen Stepchuk

STRATA AGENT:

Wilson Munoz, Baywest Management

(1) CALL TO ORDER

The President called the meeting to order at 7:45 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

Following review of the Council Meeting held October 13, 2010, it was MOVED and SECONDED to approve 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:

- \$ 270 (two-hundred seventy dollars) cash and cheques for \$ 140 (one-hundred forty dollars) were given to the Strata Manager regarding payments for keys and fobs
- Milani worked on the roof drains. Access to a ground unit is required to clear the drain line. In the meantime, a sump pump is being used to drain water from the affected area and roof flashing repairs will be addressed.
- Dealing with Cambridge's Supervisor regarding cleaning debris and addressing interior repairs
- Retrofit work is approved for payment
- In-suite retrofit piping would be finalized by January 27, 2011
- Retrofit Piping Project would be completed within three weeks after January 27, 2011

- Fire pump repairs to be addressed by another contractor. Strata Manager directed to contact fire protection contractors and report back to Council