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重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

बहुत महत्वपूर्ण विषय बरबे बिसे बेसे हिम दा सुनैवा बरबादि

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

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:

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

- Mountain Fire did not inspect strata lot # 20. Council was advised that this unit would be the first one to be inspected in the 2011 fire protection inspection
- A roll of one inch wide, yellow strip will be purchased for the elevator door, suite numbers will be prepared and posted on the wall across from the elevator for each floor as per Fire Department's recommendations, and a sign for the trash chute will be prepared to indicate that this service device should be used between 8:00 am and 10:00 pm

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 BUILDING PIPING RETROFIT PROJECT UPDATE

In follow up to Section 6.1 of the previous Minutes, Council wishes to advise that the Cambridge Proposal for Building Piping Retrofit is progressing well and access to all suites but one was provided in a timely manner. Council directed the Strata Manager to charge the invoice by the locksmith back to the corresponding Owner. Thank you for your cooperation.

Council wishes to further advise that this project would be finalized by the middle of February 2011 and repair issues would be addressed with the Supervisor of Cambridge, and directed the Strata Manager to pay for the second progress draw invoice to Cambridge as Brad Morrison approved the work done for the Retrofit Project.

Council also directed the Strata Manager to provide \$ 125 to the Owner of strata lot # 49 for the assistance during the retrofit project.

4.2 TREE REMOVAL UPDATE

In follow up to Section 6.2 of the previous Minutes, Council was advised that the respective trees had been removed and wishes to advise Owners that tree stumps would be removed in the summer of 2011.

4.3 TAX FILING SERVICE

In follow up to Section 9.2 of the previous Minutes and after reviewing the Tax Filing Package provided by Baywest Tax Filing Services, it was MOVED and SECONDED to hire Baywest Management to file the corresponding Tax Forms, T2 and T1044 for VR 856, Barclay Manor.

CARRIED

Council directed the Strata Manager to advise Baywest Tax Filing Services of the approval and proceeding with the corresponding work to file the required tax information for the strata. An update will be provided in the next meeting.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

The Financial Statements for the period ending October 31, 2010, November 30, 2010 and December 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 December 31, 2010 as so corrected.

CARRIED

5.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there were Owners in arrears totaling \$ 12, 807.58. 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 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 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.

Council wishes to advise that any volunteers for the Recycling Committee are advised to contact the Strata Manager, Wilson Munoz, at 604 714-1547 or by e-mail at wmunoz@baywest.ca. Thank you for your cooperation.

6.3 LANDSCAPING

Council wishes to advise that a new contractor has been hired to look after the gardening and grounds of the strata property.

(7) CORRESPONDENCE RECEIVED

Council was advised that correspondence received was addressed based upon Council's directives.

(8) NEW BUSINESS

8.1 ELEVATOR BRAKE TEST

The Strata Manager reported that the annual brake test for the elevator would be conducted by Fujitec before the next meeting.

8.2 GENERAL MEETING FOR BALCONY ENCLOSURE

Council wishes to advise that specifications for balcony enclosures have been collected and will be prepared for Owners' consideration at the General Meeting to be held in the spring of 2011. A notice will be delivered to Owners to this effect in a timely manner.

8.3 PERMISSION FOR RENOVATIONS BY STRATA LOT # 17

Council was advised that the Owner of strata lot # 17 requested permission to replace carpet and tiles within this unit with laminate flooring, and installing a European-style washer/dryer combo. Council directed the Strata Manager to advise this Owner that permission for laminate flooring installation is granted as this Owner had reported that noise-proof underlay would be used. However, permission for the setting up the washer/dryer combo is denied due to piping restrictions within the strata property.

The new budget and new fees take effect retro-actively as of August 1st, 2011. Please find attached a copy of the approved budget and a listing of the new strata fees for each strata lot. Owners previously making payment by means of an automatic pre-authorized withdrawal from their bank accounts need not take any further action.

Owners making payment by means of post-dated cheques are encouraged to send a new series of cheques beginning August 1st, 2011 to Baywest Management. Cheques should be dated for the 1st of each month and made payable to VR 856. If you are unsure of the amount you will owe to make up the difference in the increase from August 1st to the upcoming payment date of November 1st, please contact the Accounts Receivable Department at Baywest Property Management (1-877-585-4411)

9 CONSIDERATION OF ¾ VOTE "A" – BALCONY ENCLOSURE

Be it resolved by a 3/4 vote of the Owners of Strata Plan VR 856 Barclay Manor, that Section 46 of the Bylaws of the Strata Corporation be amended by replacing it with the following

46 (1) The Strata Corporation will permit an owner to enclose a balcony provided the following conditions are met:

- (a) the owner must obtain: written approval from Council for balcony limited common property enclosure; the appropriate permit or permits from the City of Vancouver.
- (b) the owner must sign an Assumption of Liability Form prior to undertaking the balcony enclosure.

It was MOVED and SECONDED to open the floor for discussion on ¾ Vote "A" as presented. The Council President explained the rationale leading to the revision of this bylaw. Owners asked many questions related to this issue. The President, various Council members and the Strata Manager responded. There being no further questions on this item, a vote was called for to adopt ¾ vote "A" as presented.

Thirty-One (31) IN FAVOUR, None (0) OPPOSED, None (0) ABSTAINED CARRIED

10 CONSIDERATION OF 3/4 VOTE "B" BYLAW AMENDMENT – MAXIMUM FINE

Be it resolved by a 3/4 vote of the Owners of Strata Plan VR 856 Barclay Manor, that Section 23 (1) of the Bylaws of the Strata Corporation be amended by replacing it with the following

23 (1) The Strata Corporation may fine an owner a maximum of:

- (a) \$200.00 for each contravention of a bylaw, and
- (b) \$50.00 for each contravention of a rule

It was MOVED and SECONDED to open the floor for discussion on ¾ Vote "B" as presented. The Council President explained the rationale leading to the revision of this bylaw. Owners asked many questions related to this issue. The President, various Council members and the Strata Manager responded. There being no further questions on this item, a vote was called for to adopt ¾ vote "A" as presented.

Twenty-Nine (29) IN FAVOUR, Two (2) OPPOSED, None (0) ABSTAINED CARRIED

on the inside of the blue bin lids.

- Strata Finances are in very good shape. Strata Fees will have to be increased slightly to reflect increased costs over the past year in various areas.
- The President discussed the desire of Council to work on landscaping improvements especially at the rear of the property over the coming year.
- The President thanked the other members of the Council for their contributions and assistance toward the successful operation of the strata corporation over the past year. He also extended a very special thank you to Brad and Danita Morrison, who continue to work with great dedication on behalf of everyone in the building.

7 INSURANCE REPORT

Each Owner was provided with a copy of the insurance Cover Note for the building as part of the Notice of the Annual General Meeting package. The cover note sets out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the insurance policy which included:

All property coverage for \$ 10.999 million

Liability coverage at \$10 million

Directors and officers liability at \$ 5 million

Deductibles: Water/Sewer - \$ 5,000 - All Risks - \$1,000

The Strata Manager opened the floor for insurance related questions and responded to the same.

The Strata Manager noted that the insurance provider has kept the deductibles for water and sewer damage at \$5,000.00 each. The Strata Manager noted that deductibles at this low rate are becoming increasingly unusual and have been able to be maintained at this low rate as a result of both the building having recently upgraded the supply piping and a recent history of few water damage related claims. The Strata Manager discussed the recent property appraisal and its influence on the insurance premium. The premium for the new coverage effective October 1st, 2011 will be \$16,029.00.

Owners are reminded that they must purchase contents and/or homeowner's insurance for any in-suite upgrades they make, and for their personal effects. The Strata Corporation's insurance does not cover these. Owners are also encouraged to ensure their tenant's place contents insurance on their personal effects. Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles.

8 CONSIDERATION OF PROPOSED 2011-2012 OPERATING BUDGET

It was MOVED and SECONDED to open the floor for discussion on the proposed Operating Budget for the fiscal year 2011 – 2012.

The Council President discussed several of the items which had increased over the past year and were in part the cause of the increase. Discussion ensued for several items including income sources, insurance premium, management fees, utilities, repairs and maintenance, mechanical contracts and mechanical repairs and the contingency fund.

As there were no further questions on the proposed budget, a vote was called to adopt the 2011-2012 operating budget as presented:

Thirty-One (31) IN FAVOUR, None (0) OPPOSED, None (0) ABSTAINED

CARRIED

Attached is a copy of each of the adopted strata bylaw amendments. They have both been filed with the Land Title Office.

11 ELECTION OF 2011-2012 STRATA COUNCIL

The Strata Manager advised Owners that in accordance with the Strata Property Act and Strata Bylaws, the existing Strata Council would retire from Office and the Strata Corporation would elect a new Council by majority vote, with a minimum of three (3) Members and a maximum of seven (7) Members, with a retiring Member of Council eligible for re-election.

The 2011 / 2012 Strata Council officially resigned their positions and the floor was then opened for nominations for the 2011 / 2012 Strata Council. The Strata Manager called three times for any further nominations before closing the floor.

The following Owners accepted nomination to Strata Council and were jointly elected by majority vote:

Brad Morrison	# 605
David Klainka	# 104
Ron Zanni	# 101
Mike Zanni	# 403
Julie Carter	# 402
Brian Gasema	# 306

The newly elected Council Members met briefly at the close of the meeting, agreed to hold the first Council Meeting of the fiscal year on Tuesday, October 25th, 2011 within the workroom.

12 GENERAL DISCUSSION AND QUESTIONS

The following issues were raised as General Discussion at the meeting:

- Several Owners declined nominations for positions on the Strata Council but volunteered for committee work and / or to assist on various project around the building over the up-coming year.
- Assess and improve landscaping / grounds on Southside of the building by planting seasonal and colorful plants
- A building-wide clean-up is planned for later in the fall. A notice will be posted. This will be an opportunity for all residents to cleanout parking stalls storage lockers, patios etc. etc.
- Concerns were expressed regarding the on-going problem of residents of this building and other neighbouring buildings leaving furniture, mattresses etc. in the back lane.

13 TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:56 PM.

Please retain these 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 copies.

29 SEP 2011 15 02

BB1989899


**Strata Property Act
Form 1
AMENDMENT TO BYLAWS**

(Section 128)

The Owners, Strata Plan VR 856 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an annual or special general meeting held on

SEPT. 27TH 2011 23.1 4/6/1
wording of bylaw amendments attached


Signature of Council Member


Signature of Second Council Member (not required if council consists of only one member)

* Section 128 (2) of the Act provides that an Amendment to Bylaws must be filed in the land title office.

ANNUAL GENERAL MEETING MINUTES**WEDNESDAY, SEPTEMBER 23, 2011****BARCLAY MANOR - VR 856****TIME & LOCATION:**

7:00 p.m.
Sutton Place Hotel
845 Burrard Street
Vancouver, BC

**2010-2011
STRATA COUNCIL****PRESIDENT**

David Klainka

VICE-PRESIDENT

Ron Zanni

SECRETARY

Helen Stepchuk

TREASURER

Maureen Pearl

AT LARGE

Julie Carter

Mike Zanni

Brad Morrison

STRATA MANAGER

Mike Cates

Direct Phone: 604-714-1527

Direct Facs: 604-592-5867

E-Mail: mcates@baywest.ca

ALL ACCOUNTING**INQUIRIES**

1-877-585-4411

BAYWEST MANAGEMENT

#301 – 1195 W. Broadway
Vancouver, BC, V6H 3X3

PRESENT:

(31) strata lots represented
(21) in person
(10) by proxy

STRATA MANAGER:

Mike Cates, Baywest Management

1 CALL TO ORDER

The Strata Manager, Mike Cates, called the meeting to order at 7:07 pm.

2 CALLING THE ROLL & CERTIFICATION OF PROXIES

Of the 56 strata lots at Barclay Manor, all units were eligible to vote at the Annual General Meeting. As a quorum requires representation by 1/3 of eligible strata lots, a quorum in this instance required representation by nineteen 19 strata lots. Thirty-one (31) strata lots were represented, twenty-one (21) in person and ten (10) by proxy. A quorum was established and the meeting was declared competent to proceed with the business at hand.

3 PROOF OF NOTICE OF MEETING

It was MOVED and SECONDED that proper notice of meeting had been provided according to the requirements of the Strata Property Act. **CARRIED**

4 ADOPTION OF THE AGENDA

It was MOVED and SECONDED to adopt the agenda of the Annual General Meeting as presented. **CARRIED**

**5 ADOPTION OF THE MINUTES OF THE PREVIOUS
ANNUAL GENERAL MEETING**

It was MOVED and SECONDED that the minutes of the September 23, 2010 Annual General Meeting be approved as distributed. **CARRIED**

6 PRESIDENT'S REPORT

Council President, David Klainka elaborated on the year's events as follows:

- Recycling remains an issue as Owners are not doing it properly. The City may fine the strata corporation for not recycling items in accordance with their guidelines, or for disposing of banned items in the garbage or recycling bins. Council wishes to advise Owners that their tenants should be educated on recycling items as well. Please review the notes

in the event of a flood or fire etc. for any changes made to the interior of a strata lot beyond what the original building developer provided. The Strata Manager recommended that all Owners take a copy of the strata corporations insurance to the provider of your own home-owner's policy to ensure that your coverage is adequate to cover the deductible limits on the strata policy at a minimum.

7.3 BYLAW CHANGES

Council discussed amending two bylaws for the Owners' consideration at the upcoming AGM :

- 1) Replacing the existing bylaw regarding balcony enclosures as noted in Section 8.3 of the previous Council Minutes.
- 2) Raising the maximum fine for bylaw infractions from \$75.00 to \$200.00 per occurrence.

7.4 BALCONY HAZARD

Council discussed a situation where plant pots are sitting on the outside edge of a balcony. Council directed the Strata Manager to send a letter to this Owner to either remove or secure these pots.

7.5 ANNUAL GENERAL MEETIN

Council was advised that the date for the Annual General Meeting has been rescheduled for Tuesday, **September 27th, 2011**. A notice of AGM will be delivered to Owners as per the requirements of the Strata Property Act.

8 TERMINATION OF MEETING & NEXT COUNCIL MEETING

There being no further business, the meeting terminated at 9:23 pm.
The next council meeting will be scheduled at the AGM with the new council.

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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COUNCIL MEETING MINUTES

WEDNESDAY, AUGUST 24, 2011

BARCLAY MANOR - STRATA PLAN VR 856

TIME & LOCATION:

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

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
Mike Cates
mcates@baywest.ca
Direct Line: 604-714-1527
Direct Fax: 604-592-5867

**ALL ACCOUNTING
INQUIRIES**
Toll-free 1-877-585-4411

BAYWEST MANAGEMENT
301 – 1195 West Broadway
Vancouver, BC V6J 3G7
(604) 257-0325

PRESENT:

David Klainka
Mike Zanni
Helen Stepchuk
Brad Morrison
Ron Zanni

REGRETS:

Maureen Pearl
Julie Carter

STRATA MANAGER

Mike Cates, Baywest Management

1 CALL TO ORDER

The President called the meeting to order at 7:06 p.m. A quorum was established.

2 APPROVAL OF PREVIOUS MINUTES

Following review of the Council Meeting held June 7th, 2011 and there being no errors and/or omissions, it was MOVED and SECONDED to approve the Minutes as distributed.

CARRIED

3 RESIDENT MANAGER'S REPORT

The Resident Caretaker, Brad Morrison reported on the following:

- A water ingress problem in a suite was sourced to a clogged roof drain pipe. The clogged area was located, and cleared from within the affected suite. Drywall repairs have been completed. Some re-painting is still required.
- Carpets throughout the building have been cleaned by Angel restoration. Council was impressed with the job they did.

4 FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Strata Manager reported that as at June 30th Fund

8.2 LAUNDRY/ STAIRWELLS REPAIR AND PAINTING

Council was advised that repairs and painting of the laundry room/ stairwells had been completed before the meeting and the respective invoices paid. This matter is considered finalized.

8.3 AMENDMENT TO STRATA BYLAW # 26: BALCONY ENCLOSURE

Council was presented with the following amendment to strata bylaw # 46:

- 1) Bylaw Amendment: Repeal and Replace Bylaw 46

BYLAW 46

46 An owner must obtain: 1) written approval from Council for balcony limited common property enclosure based on a standard design attached to this resolution; and 2) a permit from the City of Vancouver based on **SPECIFICATIONS APPROVED BY THE CITY OF VANCOUVER; AND 3) A PERMIT BY THE CITY VERIFIED BY COUNCIL.** Strata lot owners will be responsible for the cost of alteration, and future maintenance and repairs. The Strata Corporation requires as a condition of its approval that the owner and any future owners agree, in writing through a notarized document, to take responsibility for any expenses relating to the alteration and to provide, at the request of the strata corporation, written evidence of appropriate insurance coverage relating to the alteration.

Council wishes to advise that the above bylaw amendment will resolve the issue of calling for a general meeting every time a request for balcony enclosure is forwarded to Council for approval. The bylaw amendment, if approved by a $\frac{3}{4}$ vote at the General Meeting scheduled for September 20, 2011, will allow Council to verify that the proposed balcony enclosure application meets specifications by a standard design to be included with the resolution and specifications approved by the City of Vancouver through a permit issued to the Owner. In addition, a notarized document will make Owners responsible for the alterations, and future maintenance and repairs to the proposed enclosure.

(9) TERMINATION OF MEETING & NEXT COUNCIL MEETING

There being no further business, the meeting terminated at 8:45 pm.

The next Council meeting will be held on Tuesday, August 16, 2011 at 7:00 pm within the meeting room at Barclay Manor.

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.

balances were as follows: Operating Fund: \$18,922.60, CRF: \$29,833.31, Re-Piping: \$22,794.99.

Following review of the Financial Statements for the periods ending May 31, and June 30, 2011, it was then MOVED and SECONDED to adopt those Financial Statements as distributed.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there were Owners in arrears totaling \$ 3,044.96.

The Strata Manager advised that fines had been assessed to one Owner with significant outstanding arrears and a lien has been registered against this strata lot. An Owner who had been in significant arrears in previous months has cleared up the account and the lien has been removed. An Owner who was in significant arrears due to an insurance deductible chargeback has paid this amount and cleared the account.

Council wishes to advise that Owners must pay their strata fees on or before the first day of each month. 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.

4.3 BUDGET DISCUSSION

Council reviewed the proposed Operating Budget for the fiscal year 2011 / 2012, as previously presented by the strata manager. Council recommended several changes to the budget. A very small increase in monthly strata fees will be anticipated in the coming year.

It was then moved and seconded to adopt the proposed budget for presentation to the owners at the upcoming AGM .

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 RE-PIPING PROJECT

In follow-up to Section 3.1 of the previous minutes, it was noted the 10% lien hold-back amount has been paid out to Cambridge Plumbing for the re-piping project. There is still one outstanding invoice to be paid. There are several deficiencies still to be addressed with Cambridge before this final invoice is paid. The caretaker will meet with Cambridge to review these items and will report back to Council once completed or resolved. It is unlikely that these issues will be resolved before the AGM Notice goes out, so the Re-piping Fund will remain open thru the up-coming year.

5.2 FIRE INSPECTIONS

In follow-up to Section 4.4 of the previous minutes, the second visit for in-suite inspections has yet to be completed by Voltec. The following strata lots are still to be inspected: # 3, # 9, # 12 and # 19. In addition, Council wishes to further advise that if the above units don't provide access on the second visit, they will be fined \$ 75 each time until they comply. Notices will be posted or sent once this has been scheduled. The Strata Manager will review the report from Voltec and discuss the recommendations with Council. Council will prioritize the recommendations of the report and act on these as the budget allows.

5.3 SECURITY CAMERAS

In follow-up to section ??/ of the previous minutes, Council has purchased four security cameras which will be installed in the fall. One camera will be placed in the lobby area, the others will be determined by Council.

5.4 RECYCLING AND GARBAGE

In follow-up to Section 6.2 of the previous minutes, Council will plan for a thorough building-wide fall clean-up over one week-end in late October. This will be an opportunity for all residents to clean out closets, patio areas, parking stalls etc. of all types of unwanted items and junk, including hard to dispose of items, large items (ie: furniture), and hazardous items that should not go into the land-fill (ie: old paint cans). Council directed the Strata Manager to contact specific Owners to secure the use of their parking stalls for this clean-up weekend.

Council wishes to advise all residents and absentee Owners that their tenants should be familiar with: 1) strata bylaws; 2) operation of the garbage chute; 3) recycling items and their disposal; and 4) fines to be imposed on each strata lot (\$75 per month per strata lot) for not complying with the above regulations.

5.5 ELEVATOR AND BC SAFETY ORDER

In follow up to Section 4.3 of the previous Minutes, Council was advised that the information for the compliance with the Safety Order issued for Hydraulic Elevators was still pending. An update will be provided once this information is collected from the contractor.

5.6 LANDSCAPING

Council wishes to advise further landscaping plans remain on hold at this time, pending further plans for the exterior of the building.

CORRESPONDENCE RECEIVED

6.1 A letter was received from an Owner regarding excessive noise from the water fountain in the front area. The timer has been adjusted as required. Council has reviewed this complaint and is in full agreement that there is no further concern and no need for further action.

7 NEW BUSINESS

7.1 EXTERIOR REPAINTING

Council will review preliminary quotes for re-painting the exterior of the building. On review, Council will consider presenting a resolution to Owners at the upcoming AGM, to raise the funds needed for this project by means of a Special Levy.

7.2 RENOVATIONS AND IMPROVEMENTS

All Owners are reminded that all interior renovations and improvements must be approved by the Strata Council prior to starting. Only qualified and licensed plumbers and electrician should be used for work within a strata lot. All Owners assume responsibility for any and all changes, improvements and renovations done to the interior of a strata lot whether by the present Owner or by previous Owners of that strata lot. The strata corporations insurance may not cover you

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਵਿਰਾਮ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲਟਾ ਕਰਵਾਓ

COUNCIL MEETING MINUTES

TUESDAY, JUNE 7, 2011

BARCLAY MANOR - STRATA PLAN VR 856

TIME & LOCATION:

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

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

**ALL ACCOUNTING
INQUIRIES**
Toll-free 1-877-585-4411

BAYWEST MANAGEMENT
301 – 1195 West Broadway
Vancouver, BC V6J 3G7
(604) 257-0325

PRESENT:

David Klainka
Julie Carter
Helen Stepchuk
Brad Morrison
Maureen Pearl

REGRETS:

Ron Zanni
Mike Zanni

STRATA AGENT:

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) APPROVAL OF PREVIOUS MINUTES

Following review of the Council Meeting held April 19, 2011, 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:

- Receipts for petty-cash and painting expenses were submitted and approved by Council.
- An additional invoice for the Re-Piping Project had been submitted. Council recommended not paying for this invoice until some maintenance items are addressed by Cambridge.
- Belfor repaired the entrance to the parkade.
- Emergency generator was provided with the contracted maintenance by Simson-Maxwell.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 WATER INCIDENT AT STRATA LOT # 25 UPDATE

In follow up to Section 8.1 of the previous Minutes, Council wishes to advise that the Owner of this strata lot notified Council that the washer and dryer had been removed from this unit and their insurance company was addressing this water incident, and directed the Strata Manager to write and

7.6 A letter was received from an Owner indicating that there was no washer in this unit and no rules for the use of dryers. Council wishes to advise that Council will verify that plumbing connections have removed for washers and is requesting a letter from this Owner in which it is stated that the dryer within this unit complies with a venting code by the City of Vancouver.

(8) NEW BUSINESS

8.1 WATER INCIDENT STRATA LOT # 25 AND INSURANCE COVERAGE

Council was advised that a major water leak took place within strata lot # 25 that affected strata lot # 15 on April 4, 2011. This leak was caused by a non-approved, in-suite washing machine at the above strata lot.

Council directed the Strata Manager to write and advise the Owner of strata lot # 25 to remove the non-approved washer from this strata lot and address the water damage to the respective units with their homeowner's insurance. In addition, Council wishes to advise that Council will verify that this washing / drying equipment has been removed from strata lot # 25 and two other offending units (strata lots # 32 and # 47), and notify the plumbing contractor to remove the plumbing connections within the offending units before the next meeting.

Council wishes to further advise that the building has not been re-piped to accommodate the installation of washers and dryers. Please use the laundry room on the ground floor.

8.2 DAMAGE TO PARKADE ENTRANCE BY RESIDENT

Council was advised that the tenant of strata lot # 46, who was moving out, drove into the building while trying to enter the parkade with a large vehicle. This matter has been subrogated to BFL, the Strata's Insurance, which will address this matter with the said resident of strata lot # 46 and coordinate the repairs to the parkade entrance.

Council wishes to advise that the deductible for this insurance claim will be paid by the Owner of the above strata lot. Once this process is finalized, an update will be provided.

8.3 ANNUAL FIRE INSPECTION BY VOLTECH

Council was advised that the annual fire inspection at Barclay Manor has been scheduled for June 2011 and a notice would be delivered to this effect, and wishes to advise that Owners who did not provide access for the last annual fire inspection will be the first units to be inspected in June 2011. In addition, Council wishes to further advise that if the same units don't provide access again, they will be fined \$ 75 each time until they comply, and without further notice. Thank you for conforming to fire code and insurance regulations.

(9) TERMINATION OF MEETING & NEXT COUNCIL MEETING

There being no further business, the meeting terminated at 9:15 pm.

The next Council meeting will be held on Tuesday, June 7, 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>

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਗੁਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਕਾ ਕਰਵਾਓ

COUNCIL MEETING MINUTES

TUESDAY, APRIL 19, 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

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:

David Klainka
Ron Zanni
Mike Zanni
Brad Morrison

REGRETS:

Helen Stepchuk
Julie Carter
Maureen Pearl

STRATA AGENT:

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) APPROVAL OF PREVIOUS MINUTES

Following review of the Council Meeting held January 25, 2011, 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:

- A cheque for \$ 165 (one-hundred and sixty five dollars) was given to the Strata Manager regarding payments for keys and fobs
- The Re-Piping Project has been completed, hallways have been painted and stairwells have been touched up. Deficiencies have also been addressed by Cambridge.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 BUILDING PIPING RETROFIT PROJECT UPDATE

In follow up to Section 4.1 of the previous Minutes, Council wishes to advise that the Retrofit Piping Project has been finalized and the contractor, Cambridge Plumbing Systems, has been paid in full. This matter requires no further action.

4.2 TAX FILING SERVICE UPDATE

In follow up to Section 4.3 of the previous Minutes, Council was advised that Baywest has addressed the respective Tax Filing Forms for VR 856, Barclay Manor and this item is considered finalized.

Council wishes to advise that Owners in violation of the Washer/Dryer Bylaw will be sent letters to remove them. Otherwise, non-compliant Owners will be fined until they are removed, and without further notice. Thank you for your compliance with the Strata Bylaws.

8.4 OWNERS INFORMATION UPDATE

Council wishes to advise Owners that the corresponding Owners / residents contact information needs to be updated for the strata files to deal with repair or emergency situations. Council will be collecting this information by knocking on each door and verifying it with the respective residents. Thank you for your cooperation.

(9) TERMINATION OF MEETING & NEXT COUNCIL MEETING

There being no further business, the meeting terminated at 9:32 pm.

The next Council meeting will be held on Tuesday, April 19, 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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6.2 RECYCLING COMMITTEE

Council wishes to advise Residents and Absentee Owners that: 1) recycling is going to be monitored on an ongoing basis by Council; 2) a camera will be installed in the recycling area to monitor residents' actions; 3) the garbage chute is for objects small enough to go down the chute and should be used between 8:00 am and 10:00 pm only; 4) garbage mixed with recycling items will be returned to offending residents; 5) cardboard boxes should be broken down and cut up in smaller pieces before disposal; 6) non-compliant Owners will be fined \$ 75 per month for any recycling violation or \$ 75 per offence for dumping garbage outside the bin, and without further notice. Thank you for your assistance on the above matters.

Council wishes to further advise that Owners should call 311 to remove items from the back alley and any volunteers for the Recycling Committee should contact the Strata Manager, Wilson Munoz, at 604 714-1547 or by e-mail at wmunoz@baywest.ca. Thank you for your cooperation.

Council wishes to advise non-resident Owners that their tenants should be familiar with: 1) strata bylaws; 2) operation of the garbage chute; 3) recycling items and their disposal; and 4) fines to be imposed on each strata lot (\$ 75 per month per strata lot) for not complying with the above regulations.

6.3 LANDSCAPING

Council wishes to advise that a gardener has been hired to maintain the gardens and grounds at low cost, and has shaved / shaped the bushes on the back of the strata property. In addition, Council is waiting for better weather to start the landscaping work.

(7) CORRESPONDENCE RECEIVED

7.1 A letter was received from an Owner requesting information on why the shower temperature rises when flushing the toilet. Council wishes to advise that this matter has been referred to the plumbing contractor for an explanation and a reply will be communicated once it is received by Council.

7.2 A letter was received from an Owner regarding the installation of an illegal in-suite washer in the unit above, and requesting the refund of the \$ 500 deductible for the water damage to their unit and a legal action against this Owner for the unlawful equipment installation. Council wishes to advise that the Owner of the offending unit was addressing the requested item and the Strata Manager had been directed to ask the plumbing contractor to remove the plumbing connections from the non-compliant units.

7.3 A letter was received from an Owner regarding the repair of the fixed patio door seal. Council wishes to advise that this item has been referred to the glass contractor.

7.4 A letter was received from an Owner regarding the repair of damaged bathroom tiles during the piping retrofit. Council wishes to advise that the Owner of this unit addressed this issue.

7.5 A letter was received from a realtor regarding clarification on water emanating from the unit listed for sale. Council directed the Strata Manager to advise the said realtor that the Owner of the listed unit would be responsible for repairing the leaky components.

4.3 ELEVATOR BRAKE TEST UPDATE AND BC SAFETY ORDER

In follow up to Section 8.1 of the previous Minutes, Council was advised that the brake test for the elevator had been conducted by Fujitec prior to the meeting. This matter requires no further action.

In follow up to a letter received from the BC Safety Authority, Council was advised that there was a Safety Order issued for hydraulic elevators with single bottom cylinders and a deadline for a compliance plan before October 8, 2011.

Council directed the Strata Manager to verify with the elevator contractor whether Barclay Manor would need to comply with the above safety order. An update will be provided to Council by the next meeting.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

The Financial Statements for the period ending January 31, 2011, February 28, 2011 and March 31, 2011 were not reviewed as the Treasurer was not in attendance. The adoption of these Financial Statements was tabled to the next meeting.

5.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there were Owners in arrears totaling \$ 6,831.01. The Strata Manager advised that fines had been assessed to owners with outstanding amounts and corresponding lien-warning letters had been issued.

Council directed the Strata Manager to write and advise two of the Owners with outstanding balances to make arrangements for payment of their respective debt or a lien will be imposed on the non-compliant strata lot without further notice.

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. Council wishes to thank Council Vice-President, Ron Zanni for monitoring the parkade.

Reminders to Owners:

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.

advise Cambridge Plumbing to remove the connections for any laundry equipment from this and two other units – strata lots: # 32 and # 47. This matter will be verified by the Resident Caretaker and requires no further action.

Council wishes to remind Owners that the building has not been re-piped to accommodate the installation of washers and dryers. Please use the laundry room on the ground floor

4.2 DAMAGE TO PARKADE ENTRANCE UPDATE

In follow up to Section 8.2 of the previous Minutes, Council was advised that this matter is being addressed by the Strata's Insurance, BFL, and the previous resident of strata lot # 46. Repairs to the building have been completed by Belfor and corresponding invoices have been addressed by the Strata's Insurance. The payment of the deductible for this incident is still pending and will be finalized before the next meeting. This matter is considered resolved.

4.3 ELEVATOR AND BC SAFETY ORDER

In follow up to Section 4.3 of the previous Minutes, Council was advised that the information for the compliance with the Safety Order issued for Hydraulic Elevators was still pending. An update will be provided once this information is collected from the contractor.

4.4 ANNUAL FIRE INSPECTION UPDATE

In follow up to Section 8.3 of the previous Minutes, Council was advised that Voltech had completed the annual fire inspection at Barclay Manor and only 4 (four) strata lots had not provided access: # 3, # 9, # 12 and # 19. In addition, Council wishes to further advise that if the above units don't provide access again, they will be fined \$ 75 each time until they comply, and without further notice. Thank you for conforming to fire code and insurance regulations.

Council directed the Strata Manager to advise Voltech to schedule a new visit to the four strata lots missed in the first inspection and notify the Resident Caretaker accordingly before the next meeting.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

Following the review of the Financial Statements for the period ending January 31, 2011, February 28, 2011, March 31, 2011 and April 30, 2011, it was noted all the Treasurer's questions had been answered and corresponding amendments forwarded to the strata's accountant. It was then MOVED and SECONDED to adopt the Financial Statements for the period ending up to April 30, 2011 as distributed. **CARRIED**

5.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, there were Owners in arrears totaling \$ 5,207.15. The Strata Manager advised that fines had been assessed to Owners with outstanding amounts and two liens would be imposed on the respective strata lots as these Owners had not made any arrangements to clear their arrears.

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. Council wishes to thank Council Vice-President, Ron Zanni for monitoring the parkade.

Reminders to Owners:

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 RECYCLING COMMITTEE

Following review of the recycling issues, it was **MOVED** and **SECONDED** to buy a security camera system by Council not exceeding \$ 700 (seven hundred dollars) plus HST. **CARRIED**

Council wishes to further advise that Owners should call 311 to remove items from the back alley and any volunteers for the Recycling Committee should contact the Strata Manager, Wilson Munoz, at 604 714-1547 or by e-mail at wmunoz@baywest.ca. Thank you for your cooperation.

Council wishes to advise absentee Owners that their tenants should be familiar with: 1) strata bylaws; 2) operation of the garbage chute; 3) recycling items and their disposal; and 4) fines to be imposed on each strata lot (\$ 75 per month per strata lot) for not complying with the above regulations. Thank you for your assistance on this matter.

6.3 LANDSCAPING

Council wishes to advise that a gardener will do the new planting based upon warmer weather and is maintaining the grounds / lawns at the front.

(7) CORRESPONDENCE RECEIVED

7.1 A letter was received from an Owner regarding excessive noise from an upper unit. In addition, Council was advised that the Owner of the offending unit had not submitted Form K for the new tenant. Council then directed the Strata Manager to impose a fine of \$ 75 on this strata lot, request an updated, filled-out Form K by this Owner and advise the same Owners to screen their tenants better.

7.2 Two letters were received from Owners regarding rodent activity within their strata lots. Council was advised that the respective Owners had not contacted the pest control contractor in a timely manner and no other activity had been reported within the property, and directed the Resident Caretaker to follow up on this matter.

7.3 A letter was received from an Owner regarding window condensation within this strata lot. Council directed the Resident Caretaker address this item and report back to Council.

(8) NEW BUSINESS

8.1 DATE FOR ANNUAL GENERAL MEETING

Council was advised that Tuesday, September 20, 2011 had been set for the Annual General Meeting for Barclay Manor. A notice to this effect will be delivered to Owners at the beginning of September 2011. In addition, Council directed the Strata Manager to provide a draft budget for Council's review by the third week of July 2011.