

COUNCIL MEETING MINUTES

Tuesday, February 24, 2009

REDMILL – LMS 2770**LOCATION:**

7:00 p.m. - Clubhouse
14877 58th Avenue
Surrey, BC

**STRATA COUNCIL
2008/2009**

PRESIDENT

Willy Grieve - #24

VICE-PRESIDENT

Duane Thompson - #40

TREASURER

Helen Guenther - #8

MAINTENANCE

Stacey Bucifal - #34

LANDSCAPE

Jo-Ann Sullivan - #13

AT LARGE

Todd Simmons - #67

Danny Knopf - #46

STRATA MANAGER

Ken Ho

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Accountant

Cathy Liu

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**BAYWEST MANAGEMENT
13520 78TH AVENUE
SURREY, B.C. V3W 8J6**

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ATTENDANCE:

Willy Grieve
Duane Thompson
Helen Guenther
Stacey Bucifal
Jo-Ann Sullivan

Ken Ho, Baywest Management Corporation

REGRETS:

Todd Simmons
Danny Knopf

(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 Minutes of the Council Meeting held December 8, 2008 and there being no errors or omissions noted, it was MOVED/SECONDED to adopt the Minutes as prepared and distributed CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 UNDERGROUND WATER MAIN DAMAGE - UNIT 27**

Ted's Plumbing and the Strata Manager were onsite to review the uneven asphalt patch and the irregular concrete joints between the newly placed concrete and asphalt in front of Unit 27.

Ted's Plumbing indicated they did not use asphalt at all during last year's repairs and indicated the uneven asphalt patch was done by another contractor

Council will find out who placed the uneven asphalt patch.

3.2 POOR DRAINAGE ON 148TH STREET NEAR UNIT 74

The Strata Manager provided Council with a quote from Fraser Strata Care. It is noted this quote was based on the ground being dry when Fraser Strata Care visited the site.

Council would like Fraser Strata Care to visit the site after a considerable rainfall and provide Council with another quote. The Strata Manager will follow up with Fraser Strata Care.

3.3 MISSING MAIL

The Strata Manager provided a quote to Council for its review from Priority Locksmith for the tightening and securing of all 3 mail panels.

As directed by Council, the mail panel for units 55 through 86 was tightened up and secured by Priority Locksmith last month. Canada Post also replaced the existing 3 crown locks with more secure crown locks.

3.4 WHITE PICKET FENCES

Council reviewed the quote obtained by the Strata Manager and decided to proceed with replacing the rotten white picket fences along 148th Street and up the fire lane on 58th Avenue on as needed basis. The amount designated for this project, however, was reduced from the initial \$3,500 to \$1,500. This decrease was in order to free up extra money to repair the chimneys. Council is looking into options for further picket fence repairs later this year.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer reviewed the Financial Statements for the months of November, December 2008 and January 2009 and it was MOVED/SECONDED to accept the Financial Statements up to and including January 31, 2009 as prepared and presented. CARRIED

4.2 ACCOUNTS RECEIVABLE

Council reviewed the Accounts Receivable and noted there was no substantial difference from the previous month. The Strata Manager was requested to continue to follow up on past due accounts.

Owners are reminded Strata Fees are due and payable on the first day of each and every month and the Strata Corporation is solely dependent on prompt receipt of all Strata Fees to finance its day-to-day activities and Special Levies to finance special projects.

OWNERS ARE REMINDED ANY MONEY OWING AFTER THE DUE DATE MAY BE ASSESSED A LATE PAYMENT PENALTY IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS, DIVISION 1.

All Owners in arrears will be sent a late notice advising of their outstanding balance and requesting immediate payment.

(5) CORRESPONDENCE

Correspondence was received from units 2, 3, 15, 19, 54, Carlson Roofing, Hay's Roofing and Fraser Strata Care.

Council subsequently dealt with the correspondence received and where deemed necessary, the Strata Manager was directed to correspond with the various authors. Others will have their concerns addressed in the Minutes or be contacted by a member of Council for a first-hand report.

Correspondence was sent to units 2, 3, 19, 39, 44 and 84.

(6) NEW BUSINESS**6.1 CHIMNEY REPAIRS**

Council reviewed the 2 quotes obtained by the Strata Manager and decided to award the chimney repair job to Hay's Roofing who will be performing the roof repair and spraying at the same time. The Strata Manager will follow up with Hay's Roofing.

6.2 ROOF MOSS REMOVAL

Council decided to proceed with this work. The Strata Manager will follow up with Hay's Roofing.

6.3 CLUBHOUSE GAS METER

Terasen Gas will change the Clubhouse Gas meter on February 25, 2009.

6.4 MAILROOM THEFT

The mailroom was broken into on Monday, February 23, 2009. The thieves broke in through the doors on the west side of the Clubhouse, went into the mailroom, stole the locks and then went through the mail for units 1 to 54. They could not open the new locking system for units 55 through 86. In addition to repairing the locks with the stronger system, council will be investigating other ways to minimize the chances of future break-ins.

Owners are encouraged to pick up their mail daily, as this will minimise the chance of losing important mail in the event of any theft.

6.5 FINANCIAL STATEMENTS

Prior to the Council Meeting, the Strata Manager delivered 6 boxes of Financial Statements (from August 2001 to September 2008) to the Clubhouse for Council's safe keeping. It is noted Council must retain copies of Financial Statements for a period of 6 years.

6.6 GARAGE DOOR

Owners are reminded to perform regular preventative maintenance to the mechanism of their garage doors, as they are responsible for repair and maintenance of any parts inside the garage doors. The Strata is responsible for damage to the outside of the garage door only.

(7) TERMINATION

There being no further business, the meeting was adjourned at 8:46 p.m.

The next scheduled meeting will be held on March 31, 2009 within the Clubhouse.

Ken Ho,
Strata Manager

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years.