

VENUS LMS 3963

LOCATION:

Meeting Centre – 2nd Floor
1239 West Georgia, Vancouver, BC

STRATA COUNCIL

2010-2011

PRESIDENT

Bill Fraser

**VICE-PRESIDENT/
MAINTENANCE /LANDSCAPING**

John Beatty

TREASURER

Payam Alai

**SECURITY,
BYLAWS & RULES**

Patricia Greenwood
Vicki Cox

AT LARGE

Tracy Wotten

STRATA MANAGER

Esthel Issa
Direct Phone: (604) 714-1544
Fax:(604) 592-3698
eissa@baywest.ca

ALL ACCOUNTING INQUIRIES

1-877-585-4411

**BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER BC
V6J 3G7**

24 Hour Line: (604) 257-0325

RESIDENT MANAGERS

Vic & Aneta Hondru
Suite: # 303
Office: 604-408-1419
Emergency Cell: 604-307-4704
Fax: 604-608-1455

CONCIERGE

Desk: 778-888-1185

Strata Website:

www.venusongorgia.com

ATTENDANCE:

Bill Fraser
John Beatty
Patricia Greenwood
Vicki Cox
Payam Alai

REGRETS:

Tracy Wotten

Esthel Issa, Baywest Management Corporation.

(1) CALL TO ORDER

The president called the meeting to order at 6:40 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the minutes of the meeting held November 15, 2010 and there being no errors or omissions noted, it was moved and seconded to approve the minutes as distributed. **CARRIED**

2.1 OPERATING PROCEDURES

Following review of the Baywest set of Operating Procedures, it was decided the President will edit the document and electronically circulate a copy to Council for their approval before the next meeting.

The edited operating procedures will then be further discussed at the next meeting.

3. RESIDENT MANAGERS' REPORT

Council reviewed the Resident Managers' report prepared by Vic and Aneta Hondru. Various building issues reported were discussed to the Council's satisfaction. It was moved and seconded to accept the Resident Managers' report as presented. **CARRIED**

In addition, council directed the strata manager to obtain a monthly Concierge Report to be reviewed at council meetings.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 ELECTRONIC ACCESS

In follow-up to section 5.1 of the previous minutes, council further discussed the allotment of transmitters and fobs allowed per parking stall. It was decided to add the following allotment per parking stall: Residents renting a strata owned parking stall will receive one RF transmitter per stall .

Owners are reminded of the following transmitters and proximity tag allocation:

- Initial allocation 1 per parking stall

- Extra transmitters (maximum 1 per suite) may be purchased for \$100 each.
- Proximity tags: Initial allocation 2 per strata lot.
- Extra proximity tag (maximum 2 per suite) may be purchased for \$50 each.

The new RF (radio frequency) transmitters and proximity tags are available for pick up at the Building Manager's office Monday to Friday from 2:pm to 5:pm.

Residents are required to temporarily carry both old and new transmitters and tags to ensure access to the building as Action Integrated will be completing their installation in stages. Further instructions will be posted.

The strata manager advised the new system should be in place by the end of December.

An update will be provided at the next meeting.

4.2 BUILDING CAULKING

In follow-up to section 5.2 of the previous minutes, the strata manager reported that All-Star has now requested a stage access permit from WorkSafe BC as All Star's request for a Variance permit was denied. It was further noted the stage access permit should be received within the next four months.

Council directed the strata manager to follow-up with the contractor to further discuss WorkSafe BC permit requirements. An update will be provided at the next meeting.

4.3 BUILDING ENVELOPE REVIEW

In follow-up to section 5.3 of the previous minutes, the strata manager advised that the estimate provided by Bemco Building Envelope Maintenance for a building envelope review does include the review of the parkade membrane.

It was then moved and seconded to approve the estimate for \$7,000 plus taxes.

CARRIED

Furthermore, Council directed the strata manager to arrange for Bemco Building Envelope Maintenance to inspect some areas where water ingress emanating from the exterior of the building may be present.

4.4 WINDOWS

In follow-up to section 5.4 of the previous minutes, council reviewed and discussed estimates received from Extreme Glass for units that have reported faulty windows over the past months. It was then decided to have Extreme Glass replace glass in units that does not require exterior access.

Once a date is obtained from the contractor, the owners of the units affected will be contacted to provide access.

4.5 SECURITY CAMERA SYSTEM

In follow-up to section 7.1 of the previous minutes, the strata manager reported a review of the building's security camera system has been requested from Action Integrated Security Solutions, but has not been received yet. An update will be provided at the next meeting.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

Following discussion of the October 31, 2010 financial statements, it was moved and seconded to adopt the financial statements as prepared and distributed.

CARRIED

5.2 ACCOUNTS RECEIVABLE

The strata manager reported the total outstanding at the date of the meeting, in owner's strata fees (including late payment interest and charges) and special levies, is \$31,970.59. Owners are reminded the strata fees are due and payable on the 1st of every month. Late payment penalty and fine will be applied to outstanding strata lot accounts.

Council directed the strata manager to forward lien warning letters to four owners who are in arrears of the Special Levies. The owners will be requested to bring their strata lot account up-to-date within 21 days. Failure to comply will result in a lien being placed on their strata lots.

(6) CORRESPONDENCE

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.

(7) NEW BUSINESS

7.1 LANDSCAPE

Council reviewed the 2011 renewal landscape contract from Paraspace Landscaping Inc for an annual cost of \$23,573.76. Following discussion, council directed the strata manager to consult Paraspace Landscape to determine which extra services to delete from the annual contract to fit the strata's landscape budget (\$21,000).

It was then moved and seconded to approve the contract subject to its revision.

CARRIED

In addition, the contractor will be requested to submit the renewal proposal in August next year as opposed to in December, so it can be considered when preparing the new fiscal year budget.

7.2 PLUMBING

Following review and discussion of an estimate from Milani Plumbing for boiler repairs, it was moved and seconded to approve the repairs for \$2,540. plus applicable taxes.

CARRIED

7.3 YEAR-END DONATIONS

In lieu of a year-end party, Council decided to donate \$500 to the Greater Vancouver Food Bank. Council also agreed to provide year-end gifts to key strata staff in appreciation of their efforts on behalf of the Venus through the year.

(8) TERMINATION

There being no further business, the meeting terminated at 8:45 p.m. The next council meeting is scheduled for Monday, January 17, 2011 at 7:00 pm.

Submitted By:
Esthel Issa
Strata Manager
Baywest Management

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.