

## **ATTENTION OWNERS THE POINT – BCS 2429**

Dear Owners/Residents:

Owners / Residents are reminded of various interior preventative maintenance measures that can minimize potential damage to areas within your unit and to other areas of the common property. The following is a checklist for a preventative maintenance inspection that should be considered by all Owners.

Some of those items that should be inspected include:

1. Sealants. Inspect all sealant or caulking in bathrooms or other areas for cracking, loss of adhesion, bulging or lack of flexibility.
2. Exhaust vents. Check and clean lint trap and vent at the back of your dryer on a regular basis. Run your booster fan before, during and after Dryer use.
3. Plumbing. Check under your sink in the kitchen and bathrooms. Check and replace toilet water supply tubes and shut off valves.
4. Check washing machine and dishwasher hoses. Inspect hot water tank.
5. Deck membranes. Inspect for damage, wear, blistering, peeling or splitting.

It is recommended to have professional contractors perform routine maintenance checks on plumbing systems within your suite. Owners who assist the Strata Corporation in checking for and repairing these types of problems around their unit will benefit everyone by lowering potential repair costs for Owners and possible insurance claims.

Thank You

**BAYWEST MANAGEMENT CORPORATION**  
Agents for the Owners of Strata Plan BCS 2429



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Strata Manager  
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**COUNCIL MEETING MINUTES****TUESDAY, NOVEMBER 15, 2011****THE POINT – BCS 2429****LOCATION:**

7:00 p.m. – Amenity Room  
610 Victoria Street,  
New Westminster, BC

**STRATA COUNCIL  
2011/2012**

*Info@the-point.ca*  
Website: [www.the-point.ca](http://www.the-point.ca)

**PRESIDENT**

Jeff Summers - #602

**VICE PRESIDENT**

Anna Smith - #2202

**TREASURER/AMENITIES**

Elaine Shigetomi - #1902

**SECURITY/BLOCK WATCH**

Joe Hanus - #702

**COMMUNICATIONS**

Brandi Lasanen - #601

**IMPROVEMENTS**

Marli Wakeling - # 1402

**STRATA MANAGER**

Rob Douglas

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**ALL ACCOUNTING INQUIRIES**

Toll Free 1-877-585-4411

**BAYWEST MANAGEMENT**

**13468 77TH AVENUE**

**SURREY, B.C. V3W 6Y3**

24 Hour Line: (604) 591-6060

**ATTENDANCE:**

Joe Hanus  
Marli Wakeling  
Brandi Lasanen  
Jeff Summers  
Elaine Shigetomi

**REGRETS:**

Anna Smith

Rob Douglas, Baywest Management Corporation  
Ben Aghai, On Site Manager

**(1) CALL TO ORDER**

The meeting was called to order at 7:00 pm. A quorum was established.

**(2) ON-SITE MANAGER'S REPORT**

Ben Aghai, the on-site manager provided Council with a detailed report regarding the various activities and maintenance items performed throughout the past month.

Some of the items include:

1. Reliable Security installed cameras in the elevators on October 6<sup>th</sup>.
2. Alex Home Repairs completed the installation of corner protectors on October 5<sup>th</sup>.
3. New Westminster Health Department inspected the recreation facility and issued an operating permit on October 5<sup>th</sup>.
4. Kore Irrigation winterized the irrigation system on October 11<sup>th</sup>.
5. George Dickson repaired one of the light fixtures by the mailboxes on October 13<sup>th</sup>.
6. Titian Security replaced two of the alarm doors on P4 October 15<sup>th</sup>.
7. Rich-Tec exchanged the motors on DCW booster pumps on October 25<sup>th</sup>.
8. Fitness Fixation repaired the elliptical wheel on October 27<sup>th</sup>.

9. Mircom Fire Service replaced the lobby pull station on October 28<sup>th</sup>.
10. Reliable Security replaced power supplies for security camera DVR's on November 2<sup>nd</sup>.
11. Latham's Mechanical replaced exhaust fan in P4 telephone room on November 7<sup>th</sup>.
12. Latham's Mechanical performed quarterly inspection of mechanical system on November 7<sup>th</sup>.

In addition to the items above there was also some discussion on the following items:

- Review 2011/2012 inspection check list
- New pool/spa regulations/emergency protocols
- Follow up on main lobby and hallway improvements

## **NEW BUSINESS**

Ben Aghai also discussed various new business items. These include:

- ❖ Installing new upgraded sockets on light fixtures by the mailboxes. This will be completed by the building's electrician.
- ❖ Reported water leak by the owner of suite 1406, October 25<sup>th</sup>, @ 7:00 pm. (Minor water leak – no other units affected)
- ❖ Reported water leak by the owners of 1008 & 908, October 29<sup>th</sup> @ 8:00 pm. (Minor water leak from toilet supply tube)
- ❖ Follow up on quote from Rich-Tec to replace impeller. This will be deferred, monitored, and only replaced when required.
- ❖ Installation of motion sensors/spikes outside the pool facility. This will be tabled as at this current time there is little that could be done to improve the security in this area.
- ❖ Cleaning of the exterior/commercial units responsibility/landscapers duties. The landscapers will be requested to complete the clean up in the area.

Following some further discussion, Ben left the Council Meeting to allow the Strata Council to continue the meeting as scheduled.

### **(3) ADOPTION OF PREVIOUS MINUTES**

Following review of the Minutes of the Council Meeting held September 20, 2011 and there being no errors or omissions noted, it was MOVED/SECONDED to approve those Minutes as prepared by Baywest. **CARRIED**

### **(4) FINANCIAL REPORT**

#### **4.1 FINANCIAL STATEMENTS**

The Treasurer reviewed and discussed the Financial Statements for September 2011. There being no errors or omissions noted, it was moved and seconded to adopt the Financial Statements up to and including September 2011. **CARRIED**

## 4.2 ACCOUNTS RECEIVABLE

Council also reviewed the Accounts Receivable list.

**OWNERS ARE REMINDED STRATA FEES ARE DUE AND PAYABLE ON THE FIRST DAY OF EACH AND EVERY MONTH. FAILURE TO DO SO PUTS YOUR UNIT IN JEOPARDY OF A LIEN BEING PLACED AND POSSIBLE FORCED SALE SHOULD LEGAL ACTION BE REQUIRED. LIEN FEES ON OVERDUE ACCOUNTS ARE \$470 WHICH THE OWNER WILL NEED TO PAY BEFORE ANY LIEN IS RELEASED ON THEIR PROPERTY.**

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

### (5) BUSINESS ARISING FROM PREVIOUS MINUTES

#### 5.1 CONTACT SHEET/OPERATING PROCEDURES

The Strata Manager provided all members of Council with the Strata Council emergency contact sheet outlining Council and other trade related information.

The Strata Manager also provided the Strata Council with current operating procedures for the Strata Corporation which outlined various procedural items for the Strata Council to review.

A Strata Council meeting schedule was also provided for the fiscal year.

#### 5.2 LOBBY IMPROVEMENTS

Further to the discussion at the Annual General Meeting, Council reviewed some options with regards to paint and lighting in the lobby and main hallway leading towards the pool facility.

Marli Wakeling (Council) will look at establishing a Committee to review and discuss paint and other lighting options. These will then be discussed with the Council and decisions will be made to proceed based on the information received and available budgets. This will be further discussed and considered at the next Council meeting.

### (6) CORRESPONDENCE

Correspondence was received from Rich – Tek Industries and Tarcott Construction.

### (7) NEW BUSINESS

#### 7.1 IN SUITE PREVENTATIVE MAINTENANCE

As per the attached notice, Owners / Residents are reminded and encouraged to perform routine maintenance checks within their unit. This will ultimately reduce repair bills and potential insurance claims.

#### 7.2 ITEMS FROM ANNUAL GENERAL MEETING

Council discussed some of the items brought forward at the Annual General meeting held in October.

Some of these items include:

- Request for Council to consider a pet area on Common Property. Council discussed this however, as there is limited green space on Common Property and there is the concern that

the area will become untidy, Council will not proceed with this at this time.

- Request to ask the City to add a garbage can in the area of 6<sup>th</sup> and Victoria. The Strata Manager will correspond with the City regarding this request.

### **7.3 OWNER REMINDERS**

#### **CAR WASH AREA**

Owners / Residents are advised that the car wash area will be closed for the winter.

#### **VEHICLE STORAGE INSURANCE**

Owners / Residents are again advised that all vehicles parked within the parkade of the Point must have a minimum of \$ 1,000,000 liability /storage insurance. Any Owner with a vehicle stored in the parkade must make arrangements for storage insurance and to place a copy on the windshield of the vehicle.

### **7.4 UNIT OWNERS INSURANCE**

Owners are advised to contact their insurance company for their unit insurance covering personal property and contents, betterments and deductible coverage. It is suggested that Owners update their insurers of changes to the Strata Policy (i.e. Strata deductible for water \$ 15,000.) so that appropriate changes can be made to each policy to ensure adequate coverage.

Owners should also advise their insurers as different Commercial units open (i.e. Lou Lou Lounge) as they need to be advised of what type of Commercial units are beneath the Residential Tower.

### **(8) TERMINATION**

There being no further business, the meeting was terminated at 8:45 p.m.

The next scheduled of Council will be held Tuesday, December 20<sup>th</sup>, 2011 at 7:00 p.m.

Rob Douglas  
Strata Manager

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