

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲਥਾ ਕਰਵਾਓ

MINUTES

STRATA COUNCIL MEETING

THE OWNERS STRATA PLAN NW 3119

QUEEN'S GATE

*Held on Wednesday, October 21, 2020
Within the Queen's Gate Lounge
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:

Valentin Chuy	President
Danny Hui	Vice-President/Treasurer
Donna Lenz	Member
Eveline Rathie	Member
Miriam Wexler	Member
Dvora Mendelzys	Member

GUEST:

Owner 8560 Building (9:28 a.m. to 9:46 a.m.)

STRATA MANAGER:

May Le FirstService Residential



NEW QG OFFICE HOURS: The new QG Office hours are 12:30 p.m. to 1:00 p.m., 7 days a week. QG Office: 604-279-9122, FirstService Residential Emergency: 604-683-8900.

GUEST SUITE CHEQUES: There are several cheques at the QG Office for guest suite deposits. Cheques have been marked cancelled and can be picked up by Owners in the QG Office during office hours. Please bring identification with you. All cancelled cheques that have not been picked up from Owners by November 30, 2020 will be shredded.

COVID-19

VISITORS AND CONTRACTORS: Residents are requested to remind their Visitors and contractors to wear masks while on common property.

IF YOU HAVE TRAVELLED OUTSIDE OF CANADA, please avoid any unnecessary visits to the QG common facility locations.

WEAR MASK: Recommended that Residents wear a mask when entering from outside.

SELF DISTANCE when congregating or on common property, and if not, please wear a mask. If visiting lobbies, please leave the door open.

AMENITIES: All users of amenities must sign-in and keep doors and windows open while being occupied. (i.e. gym, pub, library, lounge and hobby room.)

STAY AT HOME if you have any COVID-19 symptoms.

HELP US KEEP YOU HEALTHY AND SAFE

Kudos

The QG Knitting Club has donated 18 afghans to the SOS Village for their group homes in Surrey. Council would like to thank the QG Knitting Club for their contribution.

The flower pots in front of the four lobbies were spectacular this year. That was due to the efforts in each building of: Jane Lee – 8500, Christine Bytelaar – 8520, Nam and Binh Chau – 8560, and Al Schroeder – 8580. These Residents kept the pots well watered and fertilized throughout the season. Council would like to thank them for their job well done.

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

An Owner attended the meeting to request an explanation from Council on why the pool has not be reopened. Council explained to the Owner that the COVID-19 Committee has done a lot of research on the public pool guidelines and WorkSafeBC guidelines during COVID-19. The Strata would require staff to monitor and clean the whole pool area at all times which was not budgeted and the windows cannot be opened to provide proper ventilation. As such, the pool will remain closed at this time. Council thanked the Owner and the Owner left the meeting at 9:46 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on September 23, 2020, as circulated. **CARRIED (All in favour).**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report, and after discussion, directed the Strata Manager to send a letter to a 3rd floor unit Owner for a charge back relating to water damage repairs.

Owners are reminded that Strata fees are due on the 1st day of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statements:** It was moved and seconded to approve the September 2020 financial statements, as circulated. **CARRIED (All in favour).**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.
4. **2019/2020 Audit:** It was moved and seconded to approve the 2019/2020 Draft Audit prepared by Dong Russell. **CARRIED (All in favour).**
5. **Term Deposits:** The Treasurer directed the Strata Manager to send the term deposit rates from Vancity and Coast Capital.

REPORT ON LITIGATION

Access Law Group has filed a Petition to the Court on behalf of the Strata, against a 2nd floor unit at 8580 Building for outstanding Strata fees. The unit is currently under foreclosure and has been listed for sale.

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

BUSINESS ARISING

1. **Annual & Routine Maintenance:**
 - (a) **8560 Fire Deficiencies:** Vancouver Fire completed the replacement of the three failed emergency lights located in electrical room 3, 7 and 8, and repairs to the dry sprinkler leaks in the parkade located above parking stalls 45, 62, and 84.
 - (b) **Parkade Fire Sprinkler Compressors:** Vancouver Fire completed the replacement of the failed compressors in 8500 and 8560 parkades on October 15, 2020.
 - (c) **Exterior Drains:** Rooter Squad augured the exterior drains on the property.

- (d) **Boiler Cleaning:** It was moved and seconded to ratify the email approval for Xpert Mechanical to clean all of the boilers, in the amounts totaling \$2,960.00 (plus GST). **CARRIED (All in favour).** The boiler cleaning is scheduled for November 2nd and 3rd, 2020.
- (e) **Annual Fire Inspection:** Vancouver Fire is scheduled to test the in-suite fire safety devices from October 27th to 29th, and the elevator testing on October 30th, 2020.
- (f) **Annual Roof Maintenance:** It was moved and seconded to approve Harvard Roofing's quotation, in the amount of \$5,659.10 (plus GST) to clean the debris, gutters, drains, and maintenance repairs on all roofs. **CARRIED (All in favour).**
- 2. **Security Upgrades:** Two Council members will review the exterior doors again and confirm which doors need reinforcement.
- 3. **Plumbing Consultant:** The Building Committee has not reviewed the engineers' quotations yet but will review and have an update for the next Council Meeting.
- 4. **Parapets Cracks:** Allstar reviewed the parapet cracks at the following units: 115-8500, 116-8520, 129-8520, 107-8560, 108-8580, 109-8580, 116-8580, 120-8580, and 123-8580 on October 14, 2020. Allstar will be providing separate quotations for each unit.
- 5. **Concrete Slabs:** Level Best Concrete is scheduled to repair the concrete slabs starting on October 26, 2020.
- 6. **Woodpecker Damage:** Council directed the Strata Manager to follow up with Hemlock Stucco & Paving on scheduling and to request that Allstar provide a quote as well.
- 7. **HVAC Repairs:** It was moved and seconded to approve Airstream Heating & Air Conditioning's quotations, in the amounts totaling \$6,810.00 (plus GST), to repair make-up air units 2, 3, 4, 5, 8, 10, 11, 12, 15, 17, and 18, repair exhaust fans 19 and 21, and the noisy make-up air unit at 8580. **CARRIED (All in favour).**
- 8. **Pipe Repairs:**
 - (a) **8580 Building:** Xpert Mechanical is scheduled to replace 15 to 20 feet of 3-inch piping in the 1st floor common hallway on October 29, 2020. **Post Meeting Update:** After Xpert Mechanical opened up more drywall, it was found that the pipe goes straight through a unit's closet. As the Owner was not at home, the pipe replacement was cancelled and has been rescheduled to November 18, 2020.
 - (b) **8500 Building:** It was moved and seconded to ratify the email approval for Rooter Squad's quotation, in the amount of \$750.00 (plus GST), to replace the leaking 3/4-inch pipe and valve in the 1st floor common hallway. **CARRIED (All in favour).**
 - (c) **8520/8560 Building:** Xpert Mechanical is scheduled to replace the leaking pipes in the 1st floor common hallway by the Lounge on October 28, 2020. **Post Meeting Update:** The work has been rescheduled to November 17, 2020 as a notice was not posted at the buildings.

- (d) **8520 Building:** It was moved and seconded to ratify the email approval for Xpert Mechanical's quotation, in the amount of \$1,380.00 (plus GST), to replace the leaking riser pipe located in a 1st floor unit. **CARRIED (All in favour).** The work is scheduled for November 6, 2020.
9. **QG Website:** Council is currently exploring options for a QG website.
10. **Insurance:** Hub International confirmed that there is no exclusion in the existing policy on liability coverage for infectious diseases; however, Council is to be aware that due to COVID-19, the insurers will be adding an exclusion in future policies.
11. **RFR Lockbox:** The RFR lockbox has been ordered and a cheque will be mailed to the supplier on October 23, 2020.

COMMITTEE'S REPORTS

1. **COVID-19 Committee:** Council reviewed a sign requiring masks on common property. Council directed the Strata Manager to add that the sign is required for visitors and trades.
2. **Emergency Response Committee (ERC):**
- (a) **Emergency Evacuation Guidelines:** The ERC prepared an emergency evacuation guideline sign to be distributed to all units. Council will further discuss before finalizing the sign.
- (b) **Minutes:** It was moved and seconded to approve the ERC Minutes of September 22, 2020. **CARRIED (All in favour).**

Owners may view and download the ERC Meeting Minutes on **FSRConnect™**.

3. **Social Committee:**
- (a) **Minutes:** It was moved and seconded to approve the Social Committee Meeting Minutes of October 6, 2020. **CARRIED (All in favour).**
- (b) **Bike Racks:** Further to the last Council Meeting, the Social Committee has requested that the Strata now pay for the bike racks and installation as the Strata used to have a Visitor bike rack that was unrepairable and never replaced. The Social Committee had also replaced the round table in the Lounge in January 2020 at its own cost and with COVID-19, the Social Committee's funds are limited as the annual garage sale was cancelled. Council advised that a Visitor bike rack is not needed at this time and there are no funds available due to the excess insurance policy.
- (c) **Holiday Decorations:** Council advised that holiday decorations will be restricted to lobby areas this year, and a reminder to wear masks and social distance when hanging up decorations.

Owners may view and download the Social Committee Meeting Minutes on **FSRConnect™**.

4. Building Committee: Council is reviewing all recommendations from the Building Committee's walkabout report. The Caretakers are working on paint touch up throughout the interior common areas.
5. **Garden Committee:** Owners may view and download the Garden Committee Meeting Minutes on **FSRConnect™**.
6. **Landscaping:**
 - (a) **Plantings:** It was moved and seconded to approve Jill Wright's quotation, in the amount of \$650.00, to install plants and bulbs. **CARRIED (All in favour). Post Meeting Update: As the landscaping liaisons assisted Jill Wright with the installation, the cost was reduced to \$405.54.**
 - (b) **Tree Maintenance:** Council reviewed a quotation for tree treatment and pruning, to be carried out in the Spring. After discussion, the landscaping liaison will discuss the cost with the Arborist and obtain a second quotation from the landscaper's contact.

CORRESPONDENCE

Owners are invited to write to the Council regarding any Strata related matters, via a letter to be deposited in the QG mailbox or by email at nw3119@gmail.com. Owners are to note that response letters will be issued only on those matters as required in accordance with the *Strata Property Act* and Regulations.

Otherwise, all correspondence will be noted in the minutes as acknowledgment along with any follow-up action or directive as the Council sees fit, and that no further written response to the Owner(s) is deemed necessary. Anonymous letters will not be acknowledged or noted in the minutes.

CORRESPONDENCE

1. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building requesting that during the in-suite fire inspection, Owners provide a battery to the technician to have replaced during the inspection as a pro-active measure. Council advised that the weekday Caretaker has agreed to replace the smoke alarm batteries at \$10.00 each, payable by the Owner, and Owners are to supply the batteries. Please schedule with the Caretaker by calling the QG Office at 604-279-9122. The Caretaker will replace smoke alarm batteries after his work shift.
2. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building regarding a failed door stripping on a neighbouring unit door. Council will discuss the repairs with the Caretaker and the Owner of the unit.
3. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting the cost of the hand sanitizers that were purchased for the buildings and the quality of the units. Council advised that this issue has been dealt with and all dispensers are in working order at no additional cost.

4. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting that Council source out a new pest control company as Owners are not happy with the existing company and also requested that the guest suites be looked at as well. Council has requested three quotations from other pest control companies and guest suites are being monitored by the cleaners so there is no concern at this time.
5. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that there is an excessive amount of recycling in the neighbouring unit that is placed on the window ledges. A Council member has discussed the issue with the Owner and will be assisting the Owner with taking the recycling to the depot.
6. Council reviewed correspondence from a 3rd floor unit Owner at 8500 Building regarding health concerns with the cleaners cleaning the organics bins. Council advised that the cleaners agreed to monitor and clean the organics bins as needed.
7. Council reviewed correspondence from a 3rd floor unit Owner at 8500 Building regarding the hand sanitizer dispensers that are malfunctioning. Council advised that all is in working order now.
8. Council reviewed correspondence from a 3rd floor unit Owner at 8560 Building regarding an intermittent roof leak that has been reported to Council since 2013. Two Council members will review with the Owner and report back.
9. Council reviewed correspondence from a 3rd floor unit Owner at 8580 Building reporting that a non-Resident and her child were walking along the edge of the fountain which is a liability risk to the Strata and that delivery drivers were not wearing a mask when entering the buildings. Council advised that there is no way to monitor the liability risk around the fountain and a sign regarding masks will be posted at all buildings.
10. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building regarding holes in the ceiling and requesting Council's contacts in the event of an emergency. Council advised that emergencies need to be called in to FirstService Residential at 604-683-8900 and FirstService Residential will call a Council member to address the emergency. The ceilings will be repaired once the pipes are replaced.
11. Council reviewed correspondence from a 1st floor unit Owner at 8560 Building reporting that there are two walls in the gym that are constantly wet due to condensation and may be rotting. Two Council members will review the gym walls.
12. Council reviewed correspondence from a 3rd floor unit Owner at 8500 Building requesting reimbursement for replacement of the leaking hot and cold water riser lines that were detected when Xpert Mechanical was inside the unit replacing the shut-off valves. After discussion, it was moved and seconded to approve reimbursement to the Owner for repairs to the hot and cold water lines. **CARRIED (All in favour).**

RENOVATIONS

It was moved and seconded to ratify the approval for unit 224-8580's alterations. **CARRIED (All in favour).**

NEW BUSINESS

1. **Pest Control:** Two quotations have been received for monthly pest control service. One more quotation is pending.
2. **Original Owners:** Council confirmed that there is one original Owner at Queen's Gate who is exempt from the rental restriction Bylaw.
3. **Strata Expenses:** It was moved and seconded to approve the Council President and Vice-President to purchase Strata necessities under \$100.00 without requiring Council's approval. **CARRIED (5 in favour, 1 opposed).**
4. **Water Losses:**
 - (a) **Shower Drain:** A leaking shower drain in a 3rd floor unit at 8500 Building cause a water leak to the unit below. Owners of both units have been requested to correspond with each other.
 - (b) **Sink Overflow:** A bathroom sink overflow in a 3rd floor unit at 8520 Building leaked into the unit below. Incredible Restorations was requested to review both units and provide a report of their findings.
5. **Window Repairs:** It was moved and seconded to approve Island Glass' quotation, to replace the failed window seal in a 1st floor unit at 8560 Building. **CARRIED (All In favour).**
6. **Recirculation Pump Controller:** It was moved and seconded to approve Xpert Mechanical's quotation, in the amount of \$1,550.00 (plus GST), to install a digital controller that can turn the recirculation pump off and on based on the return temperature of the recirculation water into the boiler room at 8500 Building.
7. **Drainage Cleanouts:** Council will obtain updated quotations to extend the drainage cleanouts to accessible areas, for the next AGM.
8. **Drainage Pipe:** Council reported that the drainage pipe at parking stall 76 is slightly leaking and has been repaired with silicone. Council will monitor the pipe.
9. **Patio Drain:** Council reported that a patio at 8560 Building requires a drain. Council will wait until winter to review again.
10. **Pipe Repairs:** Council directed the Strata Manager to follow up with Xpert Mechanical on the quotation to replace the leaking pipe at the 1st floor common hallway at 8500 Building.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:07 a.m.

Next Meetings: Council Meeting, November 18, 2020, at 9:00 a.m.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/ef

Email: info.bc@fsresidential.com

Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.



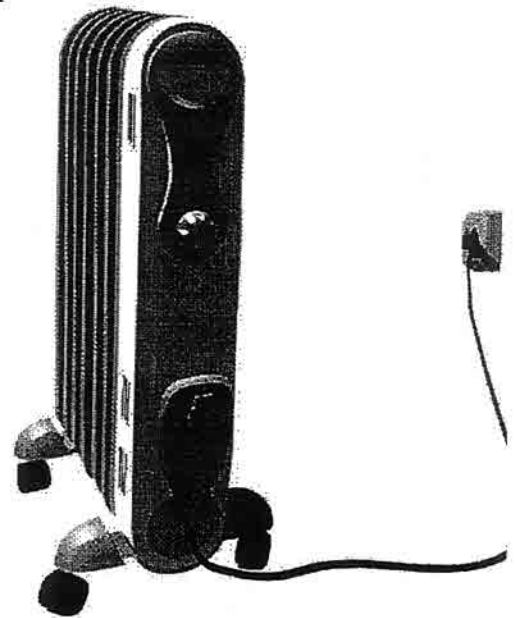
**FS Insurance
Brokers**

did you
KNOW?

Electric Space Heaters

Did you know that electric space heaters are involved in thousands of residential fires each year? As such, nearly 32% of all home heating fires, and 79% of all fatal home heating fires, are caused by portable electric space heaters.*

- Purchase a heater that automatically shuts off if tipped over
- Read all manufacturer's instruction for use and care
- Place the heater on a solid and level surface
- Regularly inspect for cracked or damaged plugs or connections
- Never use an extension cord or power strip; plug directly into an outlet
- Keep heaters at least three feet away from anything that is flammable
- Clean the heater to prevent dust build-up



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Source: National Fire Protection Agency*