

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN NW 3119
QUEEN'S GATE**

***Held on Wednesday, August 23, 2017
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Al Schroeder	Vice-President
	Danny Hui	Treasurer/Building/Finance
	Ernest Leung	Landscape/Finance (<i>left at 11:53am</i>)
	Percy Cheung	Building/ERC/Block Watch
	Miriam Wexler	Member/Landscaping (<i>left at 11:30am</i>)
REGRETS:	Laurette Vital	Member
STRATA MANAGER:	May Le	FirstService Residential
SENIOR REGIONAL DIRECTOR:	Peter Chan	FirstService Residential

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

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held July 19, 2017, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report, and directed the Strata Manager to send follow up letters to two Owners for unpaid charge backs.

Owners are reminded that strata fees are due on the 1st 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 Statement(s):*** Council deferred the June 2017 financial statement, as the Strata Manager is required to clarify a few budget line items.

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. **Audit:** The audit for the 2016/2017 fiscal year is currently in progress by Dong Russell.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **302-8580 Balcony Repair:** It was updated that the balcony repairs for unit 302-8580 have been postponed. Council discussed temporary repairs and additional quote for vinyl is pending from a contractor.
2. **7580 Common Area Deck/Polyurethane System:** Council has tabled this item.
3. **Glass Repair:** Council reported that the cost to repair the cracked glass on the lobby doors of 8520 is minimal, therefore, an insurance claim is not required.
4. **Exterior Wall Repair:** Council reported that the total cost to repair the exterior wall, including the lift rental, will be under the estimated budget of \$6,000.00 (plus GST). The repairs to the woodpecker damaged areas will be scheduled shortly.

BUILDING MANAGER REPORT

- Power washed 8520 stairs and finished walkways
- Power washed 8560 up to front entrance
- Scrubbed and washed sidewalk in front of office and around corner
- Removed dehumidifier from 104-8580
- Power washed 8580 sidewalk and entrance
- Power washed 8580 parking sidewalks, courtyard, and stairs
- Fixed sprinkler head in front of driveway
- Put away items in 8580 mechanical room
- Shut down fan in lounge
- Sprayed for worms in women's change room
- Caulked in front of 8520
- Power washed 8500 and 8580 yellow curbs
- Painted last of paint on 8500 yellow curb

COMMITTEE REPORTS

1. Landscaping:

- (a) **Monthly Report:** Contour Landscaping provided a landscaping report to Council for July 2017

(b) **Pest Treatment:** Bartlett Tree Experts reported that the pest treatment is not required this year, as summer is almost over. Council agreed to defer this item until Spring of 2018.

(c) **Chafer Beetles:** The treatment of the chafer beetles was completed by Bartlett Tree.

CORRESPONDENCE

Owners are invited to write to the Strata Council via the Management Company regarding any Strata related matters. 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 Strata 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.

Charge Back Letters

The Strata Manager distributed one charge back letter that was sent to an Owner since the last Council meeting. The Strata Manager reported that the Owner has paid.

Bylaw Infraction Letters

The Strata Manager distributed bylaw infraction letters that were sent to Owners. After discussion, Council directed the Strata Manager to respond to the Owners accordingly.

Correspondence from Owners

1. An Owner from building 8580 reported concerns with noise and a miscellaneous item stored on an Owner's balcony. Council directed the Strata Manager to respond to the Owner accordingly.
2. An Owner from building 8500 suggested Council consider installing a Solar Power System for heating the pool and hot water systems. Council will research this further.
3. An Owner from 321-8580 reported that her exterior balcony door frame is chipping, and paint is peeling off. Council will direct the Building Manager to inspect and review the frame.
4. A third-floor Owner in building 8520 reported dirty blinds and seeing mold on a ground floor unit's window sill, as well as alleging that silverfish from the ground unit is affecting the third-floor unit. Council directed the Strata Manager to respond to the Owner accordingly.
5. An Owner from building 8520 reported that parts of their windows are missing seals. Council will send a contractor for the repairs.

RENOVATIONS

The following units were approved renovations prior to the meeting:

116-8500
116-8520
114-8560
308-8560

NEW BUSINESS

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in July of 2017, for Council's information.
2. **Hot Water Boiler Replacement:** Council reported that on August 12, 2017, two out of the three hot water tanks that services 8520/8560 were not operating. Xpert Mechanical came on site the following day, and fired up one hot water tank successfully. The other hot water tank was found to be leaking, and remained shut off as it requires replacement.

Council reviewed Xpert Mechanical's quotation to replace the existing system of hot water tanks with a central boiler and storage tank system. After discussion, Council agreed to obtain additional quotations to replace the one leaking hot water tank, with an option to replace the entire system with an energy efficient boiler and storage tanks.

3. **Pipe Leak:** BSB Construction completed water damage repairs resulting from a pipe leak above a first-floor unit at 8580.
4. **Correspondence Protocol:** Owners are reminded to put any non-urgent requests/concerns in writing, and deposit into the strata mailbox which is located in the Mail Room of 8520 building. For immediate response to urgent items, please call FirstService Residential's main line at 604-683-8900.
5. **Insurance Claims:** The Strata Manager advised Council of the protocol relating to strata claims with respect to repairs that fall under the responsibility of the strata corporation and repairs that fall under the responsibility of the strata lot owner. Details will be available upon request at the Queen's Gate office.
6. **Guest Suite Insurance:** The Strata Manager provided Council with options for extra coverage for the strata's guest suites. After discussion, Council agreed that the current coverage for the guest suites is sufficient.
7. **Organics Bin:** The Strata Manager distributed to Council, information from the City of Richmond, on how to reduce/prevent the number of maggots in the organics bins. It is recommended that perishable items/raw meat be wrapped in newspaper.
8. **Women's Shower Stall:** Council has temporarily repaired the leaking drain in the women's shower stall.

9. **Men/Women's Change Rooms:** Leoy Enterprise was approved to proceed with the installation of an exhaust fan controlled by humidity sensor for each of the change room areas.

Council reviewed two quotations for renovations/repairs to the men and women's change rooms. After discussion, it was moved and seconded to approve BSB Construction's quotation, in the amount of \$7,875.00 (plus GST). **CARRIED**

A reminder that the washrooms in the Pub/Lounge are for the use of visitors/guests and are not for residents' daily personal use.

10. **Parkade Gate Damage:** Council reported that the parkade gate at 8560 was damaged by the waste company. The Strata Manager has since reported the incident to Tetra Tech. Once the invoice for the repairs is received, the Strata Manager will forward the invoice to Tetra Tech for payment.
11. **Annual Fire Inspection:** The annual fire inspection is scheduled for September 13th to 22nd, 2017. Notices will be posted shortly.
12. **Gas Fireplace Servicing:** The gas fireplace servicing is scheduled on September 20, 2017 for those Owners that sign up. The cost of the service will be the responsibility of each strata lot owner
13. **Dryer Vent Cleaning:** Power Vac completed the cleaning of the exterior dryer vents.
14. **Junk Removal:** The annual junk removal was completed in June of 2017.
15. **Moves:** Council expressed concerns regarding garbage and recycling when a Resident moves in and out of the building. Non-permitted household items are being disposed of in the garbage/recycling bins, and cardboard is not flattened. Council discussed adding a rule/bylaw that would require a refundable damage deposit during a move.
- Council directed the Strata Manager to prepare small welcome package for Residents that move into the building, to advise them of the building rules.
16. **Donation Bin:** Council reported that people are removing items from the donation bin. The Strata Manager will look in to getting the bin replaced with one that is restricted to depositing only.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:17 p.m.

Next meeting: Thursday, September 28, 2017 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

Direct Line: 604.601.6404

General: 604.683.8900 (24 hours emergencies)

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.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



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KNOW?

Candle Fire Hazards

Did you know that home fires started by candles can cause property damage, displacement, bodily injury and loss of life. Most candle fires start in the bedroom, and occurring during the months of December and January—especially on Christmas Eve, Christmas Day, and New Year's Day.

On average, 25 home candle fires are reported daily across North America, causing 115 deaths and \$418 million in property damage every year.

Tips to prevent fires associated with candles:

- ▶ Trim the wick to ¼ inch each time before burning
- ▶ Keep candles at least foot away from flammable items
- ▶ Always burn candles in a well-ventilated room, but avoid drafts, vents or air currents to prevent rapid or uneven burning
- ▶ Do not leave burning candles unattended; blow out candles before leaving a room or going to sleep
- ▶ Do not place burning candles where they can easily be knocked over
- ▶ Never touch or move a burning candle; never move a votive or container candle when the wax is liquefied
- ▶ Use caution if burning candles during a power outage
- ▶ Always follow the manufacturer's recommendations on burn time and proper use



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