

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

***Held on Thursday, September 28, 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
	Percy Cheung	Building/ERC/Block Watch
	Miriam Wexler	Member/Landscaping
	Laurette Vital	Member
GUEST:	Owner	8560
STRATA MANAGER:	May Le	FirstService Residential
SENIOR REGIONAL DIRECTOR:	Peter Chan	FirstService Residential

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

GUEST BUSINESS

An Owner at 8560 Building attended the meeting to report that a unit has their fireplace left on 24/7. Council thanked the Owner for bringing the issue up and directed the Strata Manager to follow up accordingly.

The Owner left the meeting at 9:10 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held August 23, 2017, as circulated. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report, and directed the Strata Manager to follow up on an Owner for unpaid guest room rental fees.

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 approval of the July 2017 financial statement, as the Strata Manager is required to clarify a few budget line items. The August 2017 financial statement was also deferred as Council has not reviewed it yet.

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

There is currently a Notice of Dispute filed with the Civil Resolutions Tribunal against the Owners, Strata Plan NW 3119.

BUSINESS ARISING

1. **302-8580 Balcony Repair:** Tabled as the work is proposed to be done at the same time as the common area decks. Please refer to Business Arising, item 2.
2. **8580 Common Area Deck/Polyurethane System:** Council discussed and agreed to present a resolution at a Special General Meeting for the Owners to consider common area deck repairs.
3. **Glass Repair:** Council reported that the repairs to the cracked glass has been completed.
4. **Exterior Wall Repair:** Hemlock Stucco & Paving has completed the repairs of damages caused by woodpeckers to the exterior stucco walls.
5. **Hot Water Tank Replacement:** Council discussed either replacing the failed hot water tank or upgrading to a boiler and storage tank system. After discussion, the majority of Council agreed to proceed with upgrading to a boiler and storage tank system. A resolution will be presented to the Owners for approval at a Special General Meeting.
6. **Men/Women's Change Rooms:** While BSB Construction was on site for the renovations/repairs to the men and women's change rooms, additional water damage was discovered; this resulted in additional work being required. The cost to renovate the men and women's change rooms, as well as repair all water damage totalled \$20,000.00 (plus GST) approved by Council via email.

A claim has been opened with Hub Coastal Insurance for possible reimbursement of the cost of repairs.

7. **Parkade Gate Damage:** Tetra Tech has confirmed payment is underway for repairs to the parkade gate at 8560 that was damaged by one of their drivers.
8. **Annual Fire Inspection:** Vancouver Fire & Security completed the annual fire inspection on September 23, 2017. A deficiency report is pending, and will be reviewed by Council at their next meeting.
9. **Rules Update:** It was moved and seconded to approve the updated Rules, to be ratified by the Owners at the next Annual General Meeting.

The following Rule was added:

Move-Outs: An Owner/Resident must pay a refundable damage deposit of \$500 prior to a move-out. Any expenses incurred by the Strata Corporation attributable to the Owner/Resident and all fines levied will be deducted from the deposit.

10. **Donation Bin:** Council directed the Strata Manager to have the current donation bin removed, and to look into obtaining a bin from the Developmental Disabilities Association. It was noted that the bin should have a secure chute to prevent access by bin diver(s).

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE REPORTS

1. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a landscaping report to Council for August 2017.
 - (b) **General Maintenance:** Council discussed advising Contour Landscaping to not use the rider when mowing the lawn, to reseed when able, and to blow leaves from the common property.
2. **Emergency Response:** Council directed the Strata Manager to email the Emergency Preparedness Information Shake Out notice to all Owners.

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.

Bylaw Infraction Letters

The Strata Manager distributed bylaw infraction letters that were sent to Owners since the last Council Meeting. After discussion, no further action is required at this time.

Correspondence from Owners

1. An Owner from building 8500 reported that a piece of wood chipped off at the bottom of his archway. Council will direct the Building Manager to repair the affected area.
2. The Owners from building 8500 reported cigarette smoke coming into their unit. A letter has since been sent to the unit regarding the alleged complaint.
3. An Owner from building 8500 reported that the intercom system was intermittent. Council directed the Strata Manager to respond to the Owner accordingly.
4. An Owner from building 8520 requested clarification on the cut-off time for correspondence to be reviewed by Council at the monthly meetings. After discussion, Council agreed that in order to guarantee that Owners' correspondence is reviewed at the next meeting, the correspondence must be deposited in the strata mailbox at least one week prior to the meeting date.
5. An Owner from building 8520 reported that the sprinklers in the circle outside 8520's lobby are not working, as well as the southwest corner behind 8520. Council advised that all sprinklers are in working order.
6. The Owners from building 8560 reported trees shedding leaves on their deck. Council advised that cleaning up the leaves on their deck is an Owner's responsibility. Council will have an Arborist take a look next Spring.
7. The Owner from building 8580 reported a scratch on the wall by the exterior of his unit door. The Building Manager has since repaired the affected area.

RENOVATIONS

The following units were approved renovations prior to the meeting:

113-8560

NEW BUSINESS

1. ***Record of Water Problems:*** A Council member distributed a list of water related problems which occurred in August of 2017, for Council's information.

2. **Incident Reports:** The Strata Manager distributed the incident reports of August 2017, for Council's information.
3. **Snow Removal:** Council directed the Strata Manager to order 40 bags of ice melt for the upcoming winter.
4. **Insurance Claims:** The Strata Manager advised Council that a handout will be available to Owners shortly.
5. **Holiday Decorations:** An Owner requested permission from Council to place their holiday decorations in the lobby. Council discussed the items presented by the Owner, and discussion will be continued in the upcoming meetings prior to the winter holidays.

Garbage/Recycling Reminder

Residents are reminded to sort their garbage and recycling before depositing the items into the appropriate bins.

Garbage Bins: The garbage bins are for waste only. Any general household items/furniture are to be taken off-site by the Owner.

Cardboard Bins: Please flatten your cardboard boxes before depositing them into the cardboard bins which are located in the visitors' parkade.

Recycling Bins: Please sort your items and put them in the appropriate recycling bins.

Organics Bins: Please ensure only food waste and food soiled paper is deposited into the organics bins.

DO NOT PUT ANY PLASTIC BAGS IN THE CARDBOARD/RECYCLING/ORGANICS BINS.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:52 a.m.

Next meeting: Wednesday, October 25, 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*)

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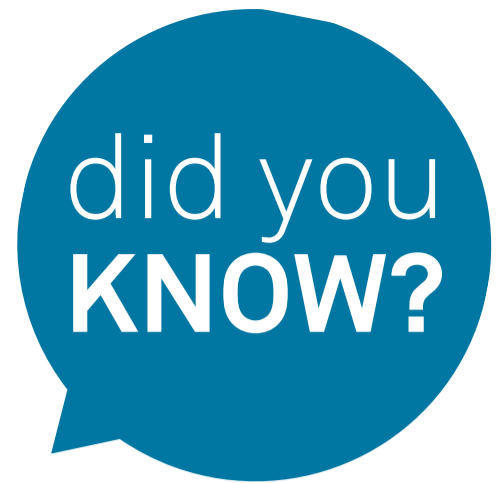
Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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.



**FS Insurance
Brokers**



Condensation

Did you know that cooking, washing, humidity from fish tanks, indoor plants and even breathing cause moisture in the air? That moisture collects as droplets of water when it contacts a cool surface, creating condensation. While bedroom windows misting up in the morning after a cool night is normal, **an accumulation of condensation can lead to a mould problem**, resulting in significant monetary consequences to a unit owner.

Prevention of mould:

- ▶ While cooking, always cover pans and don't leave kettles boiling
- ▶ Older buildings may not have dehumidistats installed, so use exhaust fans or keep windows open in kitchens and bathrooms to remove moist air or steam
- ▶ Do not overfill wardrobes; let air circulate freely inside
- ▶ Wipe window sills and walls that collect condensation

If you discover mould:

- ▶ Wipe down windows, frames and other affected areas with a fungicidal wash (or a bleach solution); make sure you follow the manufacturer's instructions precisely
- ▶ Dry-clean mildewed clothes and shampoo mouldy carpets
- ▶ Consider painting with a fungicidal paint
- ▶ Consider purchasing a dehumidifier



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