

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

***Held on Wednesday, October 25, 2017  
Within the Lounge of Queen's Gate  
8520/8560 General Currie Road***

<b>COUNCIL IN ATTENDANCE:</b>	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
<b>GUEST:</b>	Owner	8580 ( <i>left at 9:10 a.m.</i> )
<b>STRATA MANAGER:</b>	May Le	FirstService Residential
<b>SENIOR REGIONAL DIRECTOR:</b>	Peter Chan	FirstService Residential

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

**GUEST BUSINESS**

An Owner at 8580 Building attended the meeting to report ongoing appliance noise emanating from a neighbouring unit. The Owner also requested that a response be sent to Owners confirming receipt of their correspondence. 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 September 28, 2017, as circulated. **CARRIED.**

**FINANCIAL REPORT**

1. ***Review of Accounts Receivable:*** Owners are reminded that strata fees are due on the 1<sup>st</sup> 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):** It was moved and seconded to approve the financial statements of July, August, and September 2017. **CARRIED**

The Treasurer directed the Strata Manager to include all receipt attachments when processing petty cash reimbursements. It was also noted that any reimbursements to Council members should be sent via email, from the Building Manager.

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 the resolution to propose to the Owners at the Special General Meeting (SGM), and confirmed date of the SGM, to be held on Wednesday, November 22, 2017.
3. **Hot Water Tank Replacement:** Council discussed the resolution to propose to the Owners at the SGM, to be held on Wednesday, November 22, 2017, which will be to upgrade the current hot water tanks to a boiler and storage system servicing 8520/8560 Buildings.
4. **Men/Women's Change Rooms:** The renovations/repairs to the men and women's change rooms have been completed. Due to the unexpected water damage repairs, any further upgrades have been postponed.
5. **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.
6. **Annual Fire Inspection:** Council reviewed the deficiency quotations for Buildings 8500, 8520, and 8560. After discussion, it was moved and seconded to approve the quotations from Vancouver Fire & Security, totaling \$2,020.00 (plus GST). **CARRIED.**
7. **Holiday Decorations:** Council discussed the type of holiday decorations that would be permitted at Queen's Gate. Specifics are noted under "Correspondence, Item #10."

## **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) ***Mushroom Newsletter:*** Contour Landscaping provided Council with a FAQ on mushrooms growing in the landscape.
- (c) ***Fall Bedding Plants:*** Council reviewed and discussed quotations from Contour Landscaping for installing fall bedding plants. After discussion, Council agreed not to move forward with the fall plantings, but requested that the Dusty Millers remain on the front flower beds.

## **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**

There were no charge back letters sent 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, it was moved and seconded to levy a fine on a unit at 8520 Building once the compliance date expires. Should the Owner respond prior to the expiry, Council will hold off levying a fine until the response is reviewed by Council at their next meeting.

**CARRIED**

### **Correspondence from Owners**

- 1. An Owner from building 8500 requested a recumbent bike for the gym. Council advised that a survey was conducted several months ago, and there was lack of interest in obtaining a bike for the gym. Council agreed to propose this item as a resolution at the next Annual General Meeting, for purchase of a commercial grade bike, at a maximum of \$2,500.00.

2. An Owner from building 8500 requested that the temperature in the pool be increased during the mornings and early evenings. After discussion, Council agreed that the temperature should remain at 86 degrees Fahrenheit throughout the entire day.
3. The Owners from buildings 8500 and 8560 sent a letter to Council to commend and show their appreciation for the Building Manager, Mario Menta, for being diligent in fulfilling his duties as a Building Manager.
4. An Owner from building 8500 reported that the two fans in the gym are no longer working. After discussion, Council agreed to purchase a mounted fan in the Spring.
5. An Owner from building 8520 reported that there is dust/debris coming from the fan located by her parking stall. Council advised that the fan by the Owner's parking stall suctions the air out of the building, and the parkade is cleaned every weekend.
6. An Owner from building 8580 reported that there were deficiencies in the Canterbury guest room. After discussion, it was moved and seconded to approve a budget of \$500.00 for supplies to address the guest room deficiencies. **CARRIED.**
7. An Owner from building 8500 reported that the faucet on her deck is leaking, and has not been repaired since it was inspected by the Building Manager and a Council member. After discussion, Council advised that the Strata will obtain a contractor to attend to the repairs.
8. The Owners from building 8580 requested approval for renovations to their unit. After Council reviewed and discussed the renovation request, it was moved and seconded to approve the Owner's renovations. **CARRIED.**
9. An Owner from building 8560 reported hearing grinding noise in the 1<sup>st</sup> floor hallway. Council will monitor the noise, and address accordingly.
10. An Owner from building 8500 requested to display nativity sets in all the lobbies during the winter holiday season. After discussion, it was moved and seconded to approve the Owner's request. (2 in favour, 4 opposed, 1 abstention). **DEFEATED.**  
  
It was carried and considered by the majority to accept the Menorah as a cultural symbol whereas the Nativity Set was defeated because it is a religious symbol.
11. An Owner from building 8560 requested that the fallen leaves be removed from the southwest garden beds. Council directed the Strata Manager to follow up with Contour Landscaping.

### **RENOVATIONS**

The following units were approved renovations prior to the meeting:

313-8500  
116-8520  
126-8520  
304-8560  
211-8580

**NEW BUSINESS**

1. ***Incident Reports:*** The Strata Manager distributed the incident reports of October 2017, for Council's information.
2. ***Courtyard Drainage:*** Council discussed installing drainage in the courtyard at 8500 Building. After discussion, Council agreed to present a resolution to the Owners at the SGM, to install seven (7) drains in the courtyard, for a maximum of \$3,500.00. This work will be part of the common area deck resolution at the SGM.
3. ***Snow Removal:*** Council reviewed a quotation for snow removal services. After discussion, Council will obtain a quotation from the company that was used last winter.
4. ***Washroom Closure:*** Due to vandalism of the washrooms adjacent to the lounge and the pub, Council agreed to keep these washrooms locked unless the lounge and pub are in use.
5. ***Welcome Package:*** Council reviewed the current welcome package that is being mailed to new Owners. After discussion, Council will provide a list of documents for the Strata Manager to include in the welcome package, moving forward.
6. ***Guest Room Check-In:*** Council reviewed a request from the guest room cleaning company, to extend the check-in times on weekends and statutory holidays. After discussion, Council agreed that check-in will be 5:00 p.m., seven (7) days a week. Keys to the rooms will still need to be picked up between 1:00 p.m. and 2:00 p.m. on weekends and statutory holidays.
7. ***Water Damage Procedures:*** Council reviewed information from FirstService Residential regarding water damage procedures. Council directed the Strata Manager to confirm that the Bylaws include authorization to charge back an insurance deductible to an Owner found responsible for water damage.

The information will be made available on the community website as well as the Queen's Gate office.

**TERMINATION OF MEETING**

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

**Next meeting:** Wednesday, November 29, 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](http://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](mailto:connect.bc@fsresidential.com) to further assist you in your registration process.



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did you  
**KNOW?**

## Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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