

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

***Held on Wednesday, November 29, 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	8500 ( <i>left at 9:05 a.m.</i> )
	Owner	8500 ( <i>left at 9:15 a.m.</i> )
<b>STRATA MANAGER:</b>	May Le	FirstService Residential ( <i>left at 11:00 a.m.</i> )
<b>SENIOR REGIONAL DIRECTOR:</b>	Peter Chan	FirstService Residential

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The meeting was called to order at 9:02 a.m.

**GUEST BUSINESS**

An Owner at 8500 Building attended the meeting to express concerns in regards to Council's decision that approved the Menorah, but declined the nativity scene. The Owner considered the Menorah as a religious symbol, and requested Council to either accept all religious symbols or none at all. Council thanked the Owner for attending the meeting. Further discussion is noted under "Owners' Correspondence #1."

*The Owner left the meeting at 9:05 a.m.*

An Owner at 8500 Building attended the meeting to express concerns in regards to Council's decision that approved the Menorah, but declined the nativity scene. The Owner presented Council with information relating to Christmas trees as also being part of Pagan celebrations. The Owner advised Council that by accepting the Menorah and declining the nativity scene is discrimination, and requested Council consider equality for all religions. Council thanked the Owner for attending the meeting. Further discussion is noted under "Owners' Correspondence #1."

*The Owner left the meeting at 9:15 a.m.*

### **APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held October 25, 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 October 2017. **CARRIED**

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. The Dispute is currently in the facilitation process.

### **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. **Common Area Deck Repairs & Drainage:** Following approval by the Owners at the Special General Meeting (SGM), additional quotations have been requested which will be reviewed by Council at the next meeting.

Council will be concentrating on installing drainage at 8500 first. A member of the Building Committee and the Building Manager reviewed the common area decks and limited common property decks. It was noted that eight drains are required at 8500. Specific locations on limited common property decks are to be determined once confirmed by the unit Owners.

3. **Hot Water Tank Replacement:** Following approval by the Owners at the SGM, Council reviewed five quotations for replacing the hot water tanks that service 8520/8560 Buildings with two boilers and storage tank system. After discussion, it was moved and seconded to approve Canada Furnace Heating & Air Conditioning's quotation, in the amount of

\$44,887.50 (including taxes), subject to a meeting with the contractor and confirmation of the scope of work and duration of project. **CARRIED**

Council acknowledges that the process leading up to the SGM was handled poorly, and agreed that moving forward, all Council members will discuss as a group, the process to be taken when there is a split decision.

4. **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. The Strata Manager reported that Tetra Tech has sent a follow up to their insurance broker for an update on the payment.
5. **Annual Fire Inspection:** The Strata Manager distributed the deficiency quotations that were recently received from Vancouver Fire & Security which included the deficiency quotation for 8580 Building. After discussion, it was moved and seconded to approve the quotations from Vancouver Fire & Security, totaling \$3,644.00 (plus GST). **CARRIED**
6. **Welcome Package:** Tabled.

#### **BUILDING MANAGER REPORT**

The Building Manager provided Council with his monthly report.

#### **COMMITTEE REPORTS**

1. **Social Committee:** Council approved the cost for the December dinner event in the amount of \$2,559.20, and the purchase of two new coat racks and an umbrella stand for use in the lounge for approximately \$200.00.
2. **Landscaping:**
  - (a) **Monthly Report:** Contour Landscaping provided a landscaping report to Council for October 2017.
  - (b) **Back Lane Leaves:** Council reported the leaves on the south side of 8520/8560 have not been removed. Following the meeting, Council will follow up with Contour Landscaping.

#### **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 five charge back letters that were sent to Owners since the last Council Meeting.

**Bylaw Infraction Letters**

Council reviewed correspondence from an Owner at 8520 in response to a bylaw infraction letter that was sent to the Owner. After discussion, it was moved and seconded to levy a fine against the unit. **CARRIED** (by majority vote)

**Correspondence from Owners**

1. Two Owners from buildings 8500 and 8520 requested that Council reconsider their decision that permitted the Menorah, but declined the Nativity Scene. After review and discussion of the information documents provided by the two Owners, it was moved and seconded to revoke their prior decision regarding the Menorah, and permitting only the message of "Merry Christmas" and "Happy Hanukkah." **CARRIED**

Per the Strata Corporation's Bylaws, the holiday messages are permitted in the lobbies, but not on the windows.

2. An Owner from building 8580 requested additional mice/rat traps to be placed in the common areas, and to increase the frequency of the pest control visits. Prior to the meeting, Council approved the additional traps and increased the pest control visits from monthly to semi-monthly.
3. An Owner from building 8580 requested tree trimming on the street side of 8500/8580. Council advised that the trees are addressed in the Spring during the pruning.
4. An Owner from building 8520 reported concerns regarding parking lot sweeping, gardening, and the Menorah. Items have been addressed.

**RENOVATIONS**

The following units were approved renovations prior to the meeting:

218-8500

107-8580

**NEW BUSINESS**

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in October and November of 2017, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for October and November of 2017.

3. **Holiday Items:**

- (a) **Holiday Office Hours:** The December holiday office hours will be from 1:00 p.m. to 2:00 p.m.
- (b) **Janitors:** It was moved and seconded to provide a paid day off for the janitors on December 25, 2017. **CARRIED**

4. **Refurbished Fobs:** Old fobs that were returned to the strata previously have been refurbished. Owners who are purchasing replacement fobs are encouraged to purchase the refurbished fobs for a reduced price of \$25.00. A one-year warranty will be provided on the refurbished fobs. Should a new fob be required during the one-year warranty, the owner will be credited a pro-rated amount to purchase a new fob.

*(May Le left the meeting at 11:00 a.m.)*

5. **Pest Control:** This item is addressed under "Owners' Correspondence #2".
6. **Sprinkler Shut-Off:** University Sprinklers winterized the irrigation lines on November 3, 2017.
7. **Fountain Shut Down:** Xpert Mechanical shut down the fountain for the winter on November 8, 2017.

**BYLAW REMINDER**

*39(11) No wildlife shall be fed from the common property including a patio or balcony, or from a strata lot, including but not limited to birds or squirrels.*

Council would like to thank the volunteers of the Queen's Gate Knitters who produced over 100 scarves and toques this year which were donated to the food bank.



**TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 12:00 p.m.

**Next meeting:** Wednesday, January 31, 2018 @ 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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## 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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