

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

***Held on Wednesday, January 31, 2018  
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 9:04 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 request a bylaw amendment be presented to the Owners at the next Annual General Meeting regarding the use of laundry machines. Council thanked the Owner for attending the meeting. Further discussion under "Correspondence from Owners Item #3."

*The Owner left the meeting at 9:04 a.m.*

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

The following amendment was made to the minutes of the Strata Council Meeting held on November 29, 2017:

- *Correspondence from Owners #1: Three Owners from buildings 8500, 8520, and 8560 requested that Council reconsider their decision that permitted the Menorah, but declined the Nativity Scene. After review and discussion of the Owners' correspondence, and information documents provided by two of the 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.*

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on November 29, 2017, as amended. **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.

Council directed the Strata Manager to send a lien warning to an Owner at Building 8580 for outstanding Strata Fees, and to refund an Owner at Building 8520, as her account has a credit due to past overpayments.

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):** The financial statements of November and December 2017 was deferred until the next meeting.

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:** The Strata Manager distributed an additional quotation for the common area deck repairs, for Council's review. Council will be discussing the quotations at an Executive meeting, and a decision will be made thereafter. The repairs are anticipated to be scheduled in May.

Due to the wet weather, the installation of eight drains at 8500 Building has been postponed to February 18, 2018.

3. **Hot Water Tank Replacement:** Canada Furnace completed the installation of the two boilers and storage tanks at 8520/8560 Buildings.

4. **Parkade Gate Damage:** The Strata Manager reported that to date, a cheque has not been received for damage to the parkade gate at 8560 Building, but confirmation from Tetra Tech's insurer was received that a cheque is underway.
5. **Fire Inspection Follow Up:** Vancouver Fire & Security completed the deficiencies and tested the smoke alarms in the units that missed the original fire inspection.  
  
Council discussed the protocol for units that do not provide access during a fire inspection. After discussion, Council directed the Strata Manager to send bylaw infraction letters to the two units that did not provide access.
6. **Welcome Package:** Council discussed distributing a Queen's Gate welcome package to Owners moving in. Two Council members will review and prepare a draft welcome package for discussion at the next meeting.

### **BUILDING MANAGER REPORT**

The Building Manager provided Council with his monthly report.

### **COMMITTEE REPORTS**

1. **Social Committee:** The Social Committee's 2017 contributions and recap of events are attached to these minutes.
2. **Landscaping:**
  - (a) **Monthly Report:** Contour Landscaping provided a landscaping report for November 2017 and a Winter newsletter to Council.

### **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**

Council reviewed bylaw infraction letters that were sent to Owners since the last Council meeting. After discussion, it was moved and seconded to levy fines to two units at 8500 Building that are storing items in the common areas of the parkade. **CARRIED**

**Correspondence from Owners**

1. Council reviewed correspondence from an Owner at 8580 Building regarding her altercation with another Owner of Queen's Gate. No further action will be taken as the Strata Council cannot get involved in Owners' verbal altercations.
2. Council reviewed correspondence from an Owner at 8580 Building requesting a bylaw amendment regarding the maximum number of guests permitted per Owner in the pub, as well as, charging a fee to rent the Pub. After discussion, Council will present a bylaw amendment resolution to the Owners at the next Annual General Meeting.
3. Council reviewed correspondence from an Owner at 8580 Building requesting a bylaw amendment regarding the use of laundry machines, to cease at 9:30 p.m. daily. After discussion, Council will present a bylaw amendment resolution to the Owners at the next Annual General Meeting.
4. Council reviewed correspondence from an Owner at 8520 Building requesting the bylaw infraction fine levied against his unit be reversed due to his entitlement to a hearing before Council, which was originally requested. The Strata Manager advised Council that the fine has been reversed, and the Owner will be attending the meeting on February 28, 2018.
5. Council reviewed correspondence from an Owner at 8500 Building regarding the pool facilities, specifically, the women's change room. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
6. Council reviewed correspondence from the Owners at 8500 Building requesting to pressure wash their balcony and to install a triple glazed window, at their own expense. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
7. Council reviewed correspondence from an Owner at 8580 Building reporting water overflowing from the roof down to her balcony. The Building Manager and a Council member will investigate and repair the issue once the weather improves. The reported fan noise will also be investigated.
8. Council reviewed a complaint from an Owner at 8500 Building regarding his phone call to FirstService Residential's after hours emergency line when his smoke detector was beeping. After discussion, Council directed the Strata Manager to respond to the Owner accordingly. It was then moved and seconded to charge back the after hours call out invoice to the unit. **CARRIED**

Residents are reminded that FirstService Residential's after hours emergency line (604-683-8900) is to be used during an emergency (fire, flood, blood, and security) only. Unnecessary service calls to trades may result in the invoice being charged back to your unit. Residents are also reminded that only the Building Manager, Council, and the Strata Manager are authorized to call trades. Residents that make a service call to the Strata's trades directly will be responsible for the invoice.

After hours non-emergency calls are to be directed to FirstService Residential's Customer Care Centre at 1-855-273-1967.

9. Council reviewed correspondence and photos from an Owner at 8500 Building regarding signs that were posted on the walls during the winter holidays. As the winter holidays are over now, there will be no further action from Council regarding this issue.
10. Council reviewed correspondence from an Owner at 8500 Building regarding the pool temperature and the boiler that services the pool. Council advised that the boiler that services the pool is separate from the boilers that service the units. In addition, Council has increased the pool temperature by one degree. There will be no further increases to the pool temperature.
11. Council reviewed correspondence from an Owner at 8520 Building requesting Council to arrange for a clean up of the Hobby Room. Further discussion under "New Business Item #6."

### **RENOVATIONS**

The following units were approved renovations prior to the meeting:

104-8500  
127-8520  
315-8560  
109-8580

### **NEW BUSINESS**

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in December of 2017 and January of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for December 2017 and January 2018.
3. **Proposed Winter Maintenance Schedule:** A Council member distributed the proposed Winter maintenance program schedule, for Council's information.
4. **Insurance Claims:**
  - (a) **Leak:** Water damage to two units, the hobby room, and the common hallway due to a unit's supply line leak, did not trigger an insurance claim, as the emergency and reconstruction costs were below the deductible. Owners have been advised that in-suite repairs will be the Owner's responsibility, and the Strata will attend to the repairs to common property.
  - (b) **Men/Women's Change Rooms:** Council agreed to not proceed with a claim for water damage to the men/women's change rooms due to insufficient reports.
5. **Break-In:** Nikl's replaced the exterior doors at 8500 and 8520 Buildings with metal doors and lock protective guards following the break-in that occurred on January 5, 2018.

Nikl's has been requested to provide a quote to replace the exterior doors at 8560 and 8580 Buildings.

6. **Unattended Vehicles:** Residents are reminded that vehicles are not to be left unattended when parked in front of the lobby entrance doors due to access of emergency vehicles. Vehicles left unattended will be towed at the vehicle's Owner's expense.
7. **Pool Facilities:** Residents are reminded that the pool facilities, including the toilets in the men and women's change rooms are for use in conjunction with the pool only. Please do not use these facilities for your daily personal use.
8. **Parkade Gate:** Council directed the Strata Manager to obtain quotations to replace the parkade gate at 8560 Building in the near future.
9. **Hobby Room:** Council discussed the items that are being stored in the Hobby Room by Residents. Council advised that the Strata's construction items stored in the Hobby Room will be removed from the Hobby Room during the clean up.

**For all other items, Residents are reminded to remove their items by no later than February 28, 2018. Any items left behind that do not belong to the Strata, will be assumed as abandoned, and will be disposed of at the Owner's expense.**

#### **HOBBY ROOM REMINDERS**

- The Hobby Room is not a personal storage and/or dumping area.
  - Owners must remove their tools and personal belongings after completing their jobs.
  - Personal tools and belongings left in the Hobby Room overnight are at the Owners' risk.
  - Donated equipment and tools may be accepted, subject to approval by the Strata Council. All approved donations will become the Strata's property.
  - No dumping is permitted in the Hobby Room or any common areas.
10. **Guest Suites:** Council discussed increasing the rental fees for guest suites, and adding a cancellation fee, should a Resident cancel their rental within seven (7) days of check-in date. A Bylaw Amendment resolution will be presented to the Owners for consideration at the next Annual General Meeting.
  11. **Proxy Limit:** Council discussed amending the Bylaws to add a limit on how many proxies any one person may hold at a General Meeting. A Bylaw Amendment resolution will be presented to the Owners for consideration at the next Annual General Meeting.

#### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 11:55 a.m.

**Next meeting:** Wednesday, February 28, 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)

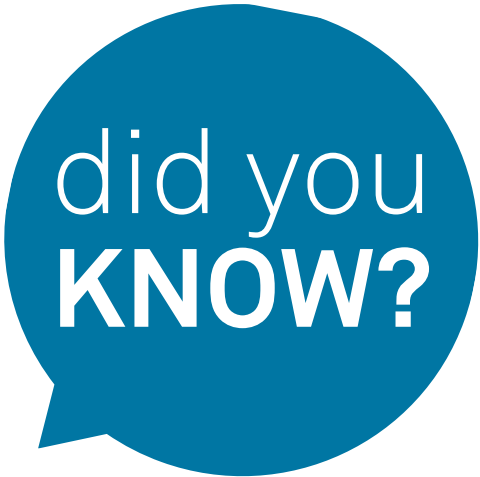
**Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.**

### **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.



**FS Insurance  
Brokers**



# Fire Extinguishers

*Did you know* that two leading causes of fires are unattended candles and kitchen grease fires? Fire extinguishers can help save lives and property, and prevent catastrophic damage to your home. When well-placed and easy-to-access, extinguishers can be used to put out small fires, or to suppress flames while you escape to safety. Use the following tips to ensure your residential fire extinguisher will be ready in case of emergency.

## On a monthly basis:

- Ensure clear access to the extinguisher
- Check for proper pressure—needle should be in the ‘green zone’ on extinguisher with a gauge
- Check that nozzle, pin, and tamper seal are unhindered and intact
- Check for dents, leaks, rust, or chemical deposits
- Shake the fire extinguisher to prevent settling of powder

## Replace fire extinguishers if:

- Pressure needle is outside the ‘green zone’
- Handle is wobbly or broken
- Locking pin is missing or unsealed
- Hose is cracked, ripped, or blocked with debris
- Required by manufacturer’s instructions or if the extinguisher is more than six years old



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## **QUEENSGATE RECAP OF OUR 2017 SOCIAL EVENTS**

The QueensGate Social Committee has had a very active year from our first social event on Valentine's day to our last event Festive Cheer on Dec 21, 2017.

The residents gathered together for our Pub events starting in February with Valentine's day for Pizza, St Patrick's day in March where we shared appetizers and had John Scott's famous Irish Coffee. In October we got together for Pizza on Halloween with some residents donning costumes and to celebrate the Holiday Season our Festive Cheer in December where we once again shared appetizers to bring a close to 2017.

In April was The Afternoon Tea event in the Lounge which sandwiches, desserts and tea were served.

We celebrated our 150th Canada Day birthday on the patio. This was a first time event at QueensGate the weather was perfect. We had a catered event with 72 people attending to show off their Canadian pride.

In August we once again gathered on the patio for our yearly Summer Picnic event under sunny skies for all. 75 people attended the event.

Our Theme events included a 50/60 night in May with new entertainment by Music Variations, who got us singing and dancing all night long. Our most popular event the Christmas Dinner in December fully catered by Ocean West and entertainment by singer Patrizia who sang us into the Holiday spirit.

The Lobbies and Lounge were decorated for the holiday season in November.

In July and December we had our Food Bank Donation Drive which residents gave generously to our community in need of our support.

Not only did we have great turn outs to our social events we had many new residents attending for the first time then coming to many other events.

One of the most satisfying contribution came from the residents who volunteered their time by helping decorate the complex and assisting with the set up and clean up after events. Every volunteer and residents that attend the social events contributed to our success.

All of our social activities and events contribute to our multi-culture community and enhances our lifestyle at QueensGate.

The Social Committee would like to extend a very warm thank you and appreciation to all the residents for their participation and we are looking forward to another eventful 2018!

**Note:** New Volunteer Members are always welcome to join the Social Committee. If interested please contact Gwen Tavares at 604-270-2140 or Laurette Vital at 604-244-8466

## QueensGate Social Committee Contributions for 2017

The Social Committee takes great pride in organizing social events for our complex, in addition we have also contributed the following in 2017.

Purchase of (5) card tables for a cost of \$247.75. These tables replaced tables that were broken and worn out.

Purchase of a new LG Bluetooth DVD for the Pub which cost \$70.00. To replace DVD player.

Purchase of (2) tents at a cost of \$268.78. This is to add to our additional tents we have in our complex.

Purchase of (2) Coat racks, umbrella stand and hangers for the Lounge. The total cost was \$236.07. To replace an old unsteady coat rack and additional new one for the upstairs of the Lounge.

On behalf of the residents of QueensGate a donation totalling \$200.00 was made to the Richmond Food Bank.

Purchase of 24 wine glasses for the Lounge at cost of \$33.60. Replace glasses which were broken during the past year.

Purchase of (2) glass beverage dispensers. The total cost was \$50.38. One dispenser was an addition the other was to replace one that had been broken.

The Social Committee also ensures that the Lounge and Pub are maintained with supplies and that the fridges are cleaned every 4 months.

Miscellaneous supplies purchases: Dish soap, Garbage bags, Paper towels, Ziploc bags, Aluminium foil and Saran Wrap. Cleaning supplies and Swifter pads for floor.

We would also like to acknowledge and thank all the residents that have generously contributed donations to our complex and social events.

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This year we are having our Garage Sale on Saturday July 21, 2018. If you are purging and have House ware items in good condition that you wish to donate, we will be collecting donations starting July 16th. If you have any questions please contact Gwen at 604-270-2140, Laurette at 604-244-8466 or Sharon at 604-244-2224. Thank you in advance.

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