

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

***Held on Wednesday, March 28, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	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	8520 (9:00 a.m. to 9:08 a.m.)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



**ALL CARDBOARD SHOULD BE FLATTENED AND DEPOSITED INTO THE YELLOW
RECYCLE BIN LOCATED AT THE VISITOR PARKING.**

WASH CONTAINERS BEFORE DEPOSITING INTO THE BLUE RECYCLE BINS.

DO NOT PLACE PLASTIC BAGS IN ANY RECYCLE OR ORGANICS BINS.

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

GUEST BUSINESS

An Owner at 8520 Building attended the meeting to report concerns with the landscaping, specifically relating to the moss at the back of 8520 Building, the trees no longer being banded, and removal of dead wood. Council thanked the Owner as she left the meeting at 9:08 a.m.

Council discussed the Owner's concerns, and advised that per the Arborist's recommendations, the trees are sprayed annually so banding is not required. Council then directed the Strata Manager to obtain a quotation to address the moss.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendment was made to the minutes of the Strata Council Meeting held on February 28, 2018:

Correspondence from Owners

7. *Council reviewed correspondence from an Owner at 8500 Building reporting that the blue recycle bins were dirty and required cleaning. After discussion, Council directed the Strata Manager to obtain a quotation to have the bins cleaned periodically.*

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on February 28, 2018, as amended. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable Report. After discussion, Council directed the Strata Manager to send reminder letters to two units that are in arrears for Strata 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 reviewed and discussed the February 2018 financial statements. After discussion, Council directed the Strata Manager to confirm the value of the Caretaker's Suite (Manor Suite), and close the Hot Water Tank Replacement Reserve account.

It was then moved and seconded to approve the financial statements of February 2018. **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 draft audit for the 2016/2017 fiscal year has been reviewed and approved by Council. The signed documents will be forwarded to 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 ongoing.

BUSINESS ARISING

1. ***Annual & Routine Maintenance:***

- a) ***Fire Inspection Follow Up:*** Vancouver Fire completed the repairs to the deficiencies at 8580 Building.
- b) ***Carpet Cleaning:*** The annual carpet cleaning of the common areas is scheduled for April 24 and 25, 2018. A notice will be posted shortly.
- c) ***Dryer Duct Cleaning:*** Cleaning of the outside dryer ducts has been scheduled for May 3 and 4, 2018, by Michael A. Smith Duct Cleaning (MASDC). The notice has been posted on FSRConnect and emailed to Owners. The notice will be posted on the notice board shortly.

Owners wishing to sign up for cleaning of their inside dryer duct at a group discounted rate, are to contact MASDC directly at 604-589-2553 or via email at masduct@live.ca. The cost for the inside dryer duct cleaning is \$25.00 (including GST) for each dryer duct, payable by the Owner at the time of the service.

Council reviewed a quotation from MASDC for cleaning of the hallway ventilation systems and the pool system. After discussion, it was moved and seconded to approve MASDC's quotation, in the amount of \$2,305.00 (plus GST). **CARRIED.**

- d) ***Window Cleaning:*** Mark Wareham has scheduled the cleaning of the exterior inaccessible windows (not including balcony windows) for April 9 to 13, 2018, per his approved quotation, in the amount of \$4,800.00 (plus GST).

Post Meeting Update: The window washing has been rescheduled for April 16 to 21, 2018.

- 2. ***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 #3.

3. ***Common Area Deck Repairs & Drainage:***

- (a) ***Common Area Decks:*** Rainsafe has scheduled May 1, 2018 to commence repairs to the common area decks, weather permitting.

Owners of the first-floor decks are reminded to remove their plants or any other items that may interfere with the repairs.

- (b) ***Drainage:*** Rainsafe has completed the installation of the eight drains at 8500 Building.

- 4. ***Welcome Package:*** This item is deferred until after the AGM.

- 5. ***Parkade Gate Replacement:*** Council reviewed two quotations to replace the parkade gate at 8560 Building. After discussion, Council directed the Strata Manager to request a reduced price from Ideal Door.

6. **Insurance Renewal:** Council reviewed and discussed the insurance renewal proposals from Hub Coastal and BFL Canada. After discussion, it was moved and seconded to approve BFL Canada's proposal, in the amount of \$121,257.00.

Post Meeting Update: Due to an ongoing open claim relating to the CRT Dispute, BFL Canada has refused to bind with NW 3119, therefore, the Strata has renewed with Hub Coastal, effective March 31, 2018, in the amount of \$120,065.00.

7. **AGM Preparation:** Council reviewed and discussed the AGM notice, including the draft budget prepared by the Strata Manager. Further discussion at the next meeting.

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE REPORTS

1. **Emergency Response:** Council reviewed a request from the Emergency Response Committee to replace the expired emergency supplies. After discussion, it was moved and seconded to approve the purchase of 200 12-hour light sticks, in the amount of \$358.00 (plus taxes). **CARRIED.**
2. **Landscaping:**
- (a) **Monthly Report:** Contour Landscaping provided a landscaping report for February 2018 to Council.
 - (b) **Spring Newsletter:** Contour Landscaping distributed a Spring Newsletter to Council.
 - (c) **Power Raking:** Council reviewed a quotation from Contour Landscaping to remove thatch and moss from the lawn. After discussion, it was moved and seconded to approve Contour Landscaping's quotation, in the amount of \$1,100.00 (plus GST). **CARRIED.**
 - (d) **Summer Bedding Plants:** Council reviewed a quotation from Contour Landscaping to supply and install 12 flats of assorted bedding plants for the feature areas of the complex. After discussion, Council directed the Strata Manager to request a revised quotation from Contour Landscaping, to include 8 flower pots.

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.

Chargeback Letters

The Strata Manager distributed one chargeback letter that was sent to an Owner since the last Council Meeting.

Bylaw Infraction Letters

None.

Correspondence from Owners

1. Council reviewed correspondence from an Owner at 8500 Building requesting exclusive use of a handicap parking stall. After discussion, Council will review the available stalls with the Owner.
2. Council reviewed correspondence from a past Owner at 8500 Building in response to a bylaw reminder letter sent to the past Owner regarding their planter boxes that are placed directly on their patio. There will be no further action.
3. Council reviewed correspondence from an Owner at 8520 Building updating Council on the progress of having window coverings installed.
4. Council reviewed correspondence from an Owner at 8520 Building requesting that the spring of the lounge exit door be adjusted to reduce the noise when the door closes, and to address the flood lights that shine directly into his master bedroom. Council advised that adjusting the spring of the lounge exit door will cause the door to not close, and that the Owner will need to purchase appropriate blinds that will block the flood lights from shining through his window.
5. Council reviewed correspondence from the Owners at 8500 Building requesting repairs to their damaged window. Council reviewed the damaged window prior to the meeting and advised the Owners to replace the window hinges.
6. Council reviewed correspondence from an Owner at 8520 Building which was addressed under "Guest Business."
7. Council reviewed correspondence from an Owner at 8580 Building reporting that the vinyl on the balcony floor is lifting, and the balcony door frame requires repairs. Matt from Rainsafe has reviewed the balcony, and provided a possible solution for Council's consideration. After discussion, Council will review further as clarification on the balcony surface is required, and repairs to the balcony door frame will be considered as a summer project.
8. Council reviewed correspondence from an Owner at 8500 Building requesting to add two items to the AGM. First item is to purchase a recumbent bike for the gym, and second item is to propose a Bylaw that prohibits smoking of any kind of substance on common property and within Strata Lots. After discussion, Council directed the Strata Manager to obtain a cost for the purchase of a commercial recumbent bike. Council agreed not to propose a Bylaw that prohibits smoking. Any Residents affected by smoke may send a complaint, in writing, to the Council, and it will be addressed accordingly.

9. Council reviewed correspondence from an Owner at 8500 Building reporting that Residents are depositing cardboard in the blue bins.
10. Council reviewed correspondence from an Owner at 8500 Building requesting that the trees on the southeast side of 8500 Building be cut down to the height of the second storey ceiling. Council advised that the Arborist will not cut the trees to reduce the height.
11. Council reviewed correspondence from an Owner's insurer at 8500 Building regarding mould that they claim resulted from a recent roof leak. Council reported that the roof leak was minor and moisture was not found in the walls when tested. The mould may have resulted from a flood that occurred within the unit due to an overflowed washing machine.
12. Council reviewed correspondence from an Owner at 8580 Building requesting Council to arrange for cleaning of the concrete structure surrounding the Hydro transformer. After discussion, Council directed the Strata Manager to contact BC Hydro.

Renovations

The following units were approved renovations since the last Council meeting.

110-8500
218-8500
314-8500
322-8580

NEW BUSINESS

1. **Record of Water Problems:** A Council member distributed a list of water related problems which occurred in March of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for February and March of 2018.
3. **Spring Maintenance:** A Council member distributed a proposed Spring maintenance schedule for Council's information.
4. **Drain Cleaning:**
 - (a) **Horizontal Drain Cleaning:** The horizontal drain cleaning will be scheduled for the month of May by Xpert Mechanical, per their approved quotation, in the amount of \$7,320.00 (plus GST).
 - (b) **Vertical Drain Cleaning:** Council reviewed Xpert Mechanical's quotation to auger the vertical sanitary pipes following the horizontal drain cleaning. After discussion, it was moved and seconded to approve Xpert Mechanical's quotation, in the amount of \$10,320.00 (plus GST). **CARRIED.**

5. **MUA Repairs:**

- (a) **MUA #5:** Airstream Heating & Air Conditioning will be scheduling repairs to the make-up air unit #5, per their approved quotation, in the amount of \$1,096.00 (plus GST).
- (b) **MUA #6:** Council reviewed a quotation from Airstream Heating & Air Conditioning for repairs to the make-up air unit #6. After discussion, Council directed the Strata Manager to request a revised quotation from the contractor, as the quotation has incorrect information.
- (c) **Exhaust Fans:** Council reviewed a quotation from Airstream Heating & Air Conditioning for repairs to several exhaust fans. After discussion, Council directed the Strata Manager to request a revised quotation from the contractor to include the garbage room exhaust fan at 8580 Building.

6. **Pool Ceiling Repairs:** BSB Construction is currently working on repairs to the pool ceiling, per their approved quotation, in the amount of \$7,665.00 (plus GST).
7. **Roof Repairs & Maintenance:** Council reviewed quotations from Harvard Roofing & Sheet Metal for repairs to the roof and annual roof maintenance. After discussion, it was moved and seconded to approve the gutter cleaning, in the amount of \$1,844.60 (plus GST). **CARRIED.**

It was then moved and seconded to approve Harvard Roofing & Sheet Metal's quotations to caulk the metal roof flashings and replace the cladding screws, in the amount totaling \$15,585.15 (plus GST) per building, where the work will carry out at one building per year. **CARRIED.**

8. **Women's Change Room Renovations:** Three quotations to renovate the women's change room are pending.
9. **Balcony Door Frames:** Council will be considering repainting the balcony door frames as a summer project.
10. **Lobby Ceiling Repairs:** BSB Construction will be repairing the lobby ceiling at 8560 Building, per their approved quotation, in the amount of \$550.00 (plus GST).
11. **Fire Sprinkler System:** Council reviewed a quotation from Vancouver Fire & Security to replace the faceplate gasket around the fire sprinkler which does not fit properly. After discussion, it was moved and seconded to approve Vancouver Fire & Security's quotation, in the amount of \$251.00 (plus GST). **CARRIED.**
12. **Council Update:** Council appointed Francis Wu, who will be replacing Al Schroeder for the remainder of the term.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:13 p.m.

Next Meeting: Wednesday, April 25, 2018 @ 9:00 a.m. within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML/tw

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.



**FS Insurance
Brokers**

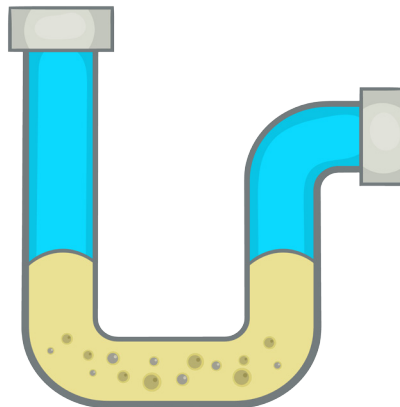
did you
KNOW?

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls



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