

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

***Held on Wednesday, April 25, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President (<i>Left at 12:34 p.m.</i>)
	Danny Hui	Treasurer / Building / Finance
	Ernest Leung	Landscape / Finance
	Percy Cheung	Building / ERC / Block Watch
	Miriam Wexler	Member / Landscaping (<i>Left at 12:30 p.m.</i>)
	Laurette Vital	Member (<i>Left at 12:34 p.m.</i>)
	Francis Wu	Member

STRATA MANAGER:	May Le	FirstService Residential
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REMINDERS



DO NOT PLACE ANY UNWANTED FURNITURE OR ITEMS IN COMMON AREAS, INCLUDING THE LOUNGE, HOBBY ROOM, AND LIBRARY.

CLEAR PLASTIC BAGS WHICH CONTAIN SHREDDED PERSONAL PAPERS ARE TO BE PLACED ON THE FLOOR BESIDE THE BLUE BIN, NOT INSIDE THE BIN!

THE STRATA CORPORATION'S WATER DAMAGE DEDUCTIBLE HAS INCREASED TO \$15,000. OWNERS ARE REMINDED TO UPDATE THEIR OWN HOMEOWNER'S INSURANCE TO ENSURE THEY ARE COVERED FOR THE WATER DAMAGE DEDUCTIBLE.

RESIDENTS ARE REMINDED THAT THE COMMON AREA DECKS BELONG TO THE STRATA CORPORATION. NO PERSONAL ITEMS, INCLUDING PLANTERS AND FLOWER POTS SHOULD BE PLACED ON THESE DECKS. COMMON AREA DECKS THAT HAVE NOW BEEN CLEARED MUST REMAIN CLEARED MOVING FORWARD.

RESIDENTS WHO ARE EXPERIENCING NOISE EMANATING FROM A NEIGHBOURING UNIT IS REQUESTED TO PUT A NOTE UNDER THEIR NEIGHBOUR'S DOOR TO NOTIFY THE NEIGHBOUR OF THE NOISE, OR MAKE A FORMAL COMPLAINT BY WRITING A LETTER TO THE STRATA COUNCIL. PLEASE DO NOT BANG ON YOUR NEIGHBOUR'S DOOR.

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

APPROVAL OF STRATA COUNCIL MEETING MINUTES

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

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable Report. After discussion, Council directed the Strata Manager to send a lien warning letter to an Owner.

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):** The March 2018 financial statement(s) were deferred as one item needed to be re-coded.

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 finalized audit for the 2016/2017 fiscal year is in progress from 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 and Routine Maintenance:**
 - a) **Carpet Cleaning:** Citrus-O is scheduled to clean the common area carpets on April 24 and 25, 2018.
 - b) **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), along with any Owners that have signed up for the optional inside dryer duct cleaning, payable by the Owner at the time of the service.

- c) **Hallway Vents and Pool System:** Cleaning of the hallway ventilation systems and the pool system will be scheduled by MASDC shortly.
 - d) **Window Cleaning:** Mark Wareham completed the cleaning of the exterior inaccessible windows on April 16 to 21, 2018.
2. **302-8580 Balcony Repair:** Council reported that Rainsafe cannot repair the balcony floor. Council directed the Strata Manager to obtain a quotation from a contractor that specializes in balcony vinyl repairs.
3. **Common Area Deck Repairs and Drainage:**
- (a) **Common Area Decks:** Rainsafe has scheduled May 1, 2018 to commence repairs to the common area decks, weather permitting. The project is expected to complete in mid-June. **Residents are reminded that during the project, the exit doors leading to the decks are to be used in the event of an emergency only.**
4. **Welcome Package:** This item is deferred until after the Annual General Meeting.
5. **Parkade Gate Replacement:** Council discussed the revised quotation from Ideal Door. After discussion, a Council Member will review the options provided by the contractor, and provide recommendations to the rest of Council of which options are recommended.
6. **Annual General Meeting Preparation:** Council reviewed and discussed the Annual General Meeting notice, including the draft budget prepared by the Strata Manager. Changes were made to the Annual General Meeting notice and budget, and will be emailed to Council for a final review before distribution.
- Previously, an Owner had requested to amend the Bylaws for use of washing machines to cease after 9:30 p.m. The Strata Manager recommended to Council that the Bylaws should be reviewed by a lawyer in order to ensure it does not conflict with the noise Bylaw. Council agreed not to move forward with presenting this Bylaw amendment to the Owners at the Annual General Meeting.
7. **Drain Cleaning:** Xpert Mechanical has scheduled the drain cleaning on the following days: Horizontal – May 10 to 16, 2018, Vertical – May 16 to 18, 2018.
8. **MUA Repairs:** Repairs to the make-up air Unit #6 will be scheduled by Airstream Heating & Air Conditioning, per their approved quotation, in the amount of \$1,146.00 (plus GST).
9. **Exhaust Fans:** Repairs to several exhaust fans throughout the buildings will be scheduled by Airstream Heating & Air Conditioning, per their approved quotation, in the amount of \$4,741.00 (plus GST).
10. **Pool Ceiling Repairs:** BSB Construction completed the repairs to the pool ceiling.

11. **Roof Repairs and Maintenance:** Council discussed the repairs that are required on the metal roof. After discussion, Council agreed to have the cladding screws replaced and caulking the metal roof flashings for all buildings at one time. A resolution will be presented to the Owners at the Annual General Meeting for the expenditure to be used from the accumulated operating surplus.
12. **Women's Change Room Renovations:** Council reviewed three quotations to replace the two shower stalls in the women's change room. After discussion, it was moved and seconded to approved BSB Construction's quotation, in the amount of \$8,700.00 (plus GST). **CARRIED.**
13. **Lobby Ceiling Repairs:** BSB Construction completed the repairs to the lobby ceiling at 8560 Building.
14. **Fire Sprinkler System:** The faceplate gasket has not yet been replaced by Vancouver Fire & Security.

BUILDING MANAGER REPORT

The Building Manager provided Council with his monthly report.

COMMITTEE'S REPORTS

1. **Emergency Response:** The emergency Committee reported that the locker room fan at 8500 Building is blowing air into the common areas. Council clarified that air that is blown into the corridor is drawn in from outside the building through a duct that runs through the locker room while a separate exhaust fan inside the locker room takes the air from the inside of the locker room and blows it outside the building.
2. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a landscaping report for March 2018 to Council.
 - (b) **Chafer Control:** Council reviewed a quotation for European Chafer Control treatment, to prevent the lawn from being torn up by birds and raccoons throughout the year. After discussion, it was moved and seconded to approve Contour Landscaping's quotation, in the amount of \$1,180.00 (plus GST). **CARRIED.**
 - (c) **Power Raking:** Power raking the lawns will be scheduled shortly, by Contour Landscaping.
 - (d) **Summer Bedding Plants:** Contour Landscaping will schedule the installation of twelve flats of assorted bedding plants and eight flower pots for the feature areas of the complex, per their approved quotations, in the amounts totaling \$1,115.00 (plus GST).

- (e) **Contract Renewal:** The Strata Corporation has renewed the contract with Contour Landscaping for another year, effective April 1, 2018.

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.

BYLAW INFRACTION LETTERS

Council reviewed four Bylaw infraction letters sent to Owners since the last Council meeting and one Bylaw infraction letter that was on hold due to an approved extension. After discussion, it was moved and seconded to levy a \$200.00 fine to a unit at 8520 Building for not providing access for the annual fire inspection after a one-month extension was provided to the Owner. **CARRIED.**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8580 Building regarding standing water on the balcony when it rains. After discussion, a Council Member will confirm with Rainsafe whether a drain hole can be added to this area as the balcony does not currently have one.
2. Council reviewed correspondence from an Owner at 8580 Building requesting to change the door lock and door handle. After discussion, it was moved and seconded to approve the Owner's request. **CARRIED.**
3. Council reviewed correspondence from an Owner at 8580 Building regarding pipe noise in an adjacent unit, and noise from the neighbours walking on their deck at night time. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
4. Council reviewed correspondence from an Owner at 8520 Building regarding noise emanating from an adjacent unit. After discussion, Council directed the Strata Manager to send a Bylaw reminder to the alleged unit Owner.
5. Council reviewed correspondence from the Owners at 8580 Building requesting repairs to the ceiling that resulted from a roof leak. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
6. Council reviewed correspondence from an Owner at 8560 Building regarding the smell of cooking odour coming through the kitchen fan. Council advised that the issue will be investigated the following week.

7. Council reviewed correspondence from an Owner at 8580 Building reporting that there are a lot of lint appearing on the bedroom floor. The Owner's contractor reported to the Owner that the cause may be due to water dripping from the roof between the walls. After discussion, Council advised that there are no water marks on the walls or ceilings, and that the lint on the floor was not caused by a water leak.

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems which occurred in April of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for April of 2018.
3. **Proposed Special Maintenance Projects:** A Council Member distributed a list of proposed special maintenance projects for Council's review. After discussion, it was moved and seconded to approve all projects, subject to approval by the Owners at the next Annual General Meeting for the roof repairs and the parkade gate and motor replacement (8560 Building). **CARRIED.**
4. **Elevator Contract Renewal:** Council reviewed the elevator contract renewal from Richmond Elevator Maintenance. After discussion, it was moved and seconded to approve Richmond Elevator Maintenance's renewal contract for another seven years, in the amount of \$1,419.00 (plus GST) per month, effective August 1, 2018. **CARRIED.**
5. **Building Manager Performance Review:** The Strata Manager and the Council President updated the rest of Council on the Building Manager, Mario Menta's performance review. After discussion, it was moved and seconded to approve Mario Menta's salary increase to \$46,000.00, effective March 1, 2018. **CARRIED.**
6. **Leak Investigations:** Council discussed responsibility for repairs when it comes to leak investigations within a unit. Council directed the Strata Manager to simplify the "Insurance & Major Perils" information package for Owners.
7. **Stucco Damage:** Council reported that there is damage on the stucco walls caused by woodpeckers. Council will arrange a contractor to repair the stucco walls.
8. **Fibre Optics:** Novus Entertainment distributed an information package to Council proposing to bring their Fibre network to the Residents of Queen's Gate. After discussion, Council agreed not to move forward with the offer.
9. **Irrigation Repairs:** Council reported that repairs to the Zone 13 valve was required after the Spring irrigation start up.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:45 p.m.

Next Meeting: Annual General Meeting, Wednesday, May 23, 2018 at 7:00 p.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/vp

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

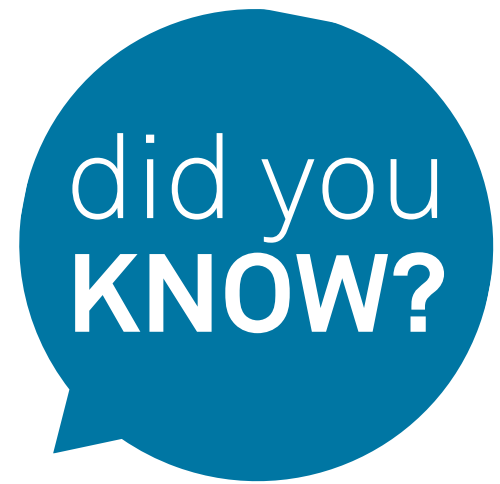
Please keep a copy of these Minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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**



Dryer Vent Cleaning

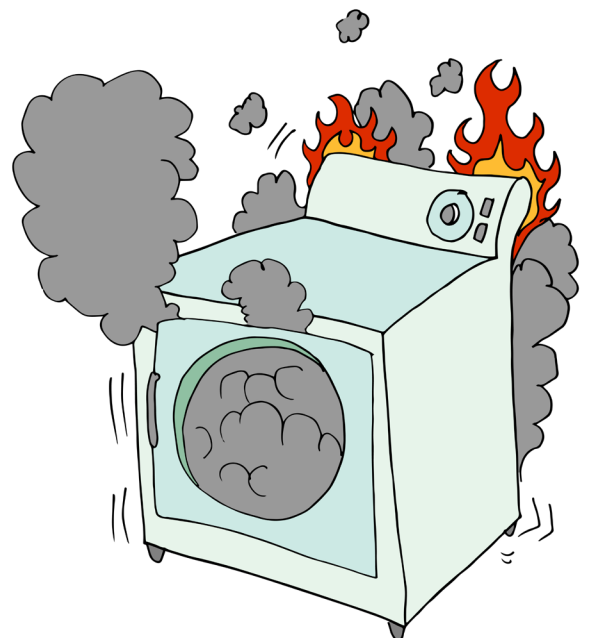
A clogged dryer vent that doesn't properly exhaust can present a major fire hazard. *Did you know* that dust, fibre and clothing cause more than 90% of the 15,000 dryer fires that occur each year across North America? In most cases, taking appropriate steps to properly clean a dryer can prevent property damage and other losses.

Signs that a dryer vent is blocked and/or needs to be cleaned:

- ▶ Clothing does not dry completely during a normal cycle
- ▶ Musty odor is noticeable on clothing
- ▶ Clothing is unusually hot to the touch after a cycle
- ▶ Dryer vent hood flap does not properly open
- ▶ Debris is visible in the outside vent opening
- ▶ Excessive heat is collecting in the room where dryer is operating
- ▶ Excessive amount of lint is accumulating in lint trap during operation

Tips for preventing dryer fires:

- ▶ Do not use the dryer without lint filter
- ▶ Clean the lint filter before or after each load of laundry
- ▶ Remove lint that has collected around the drum
- ▶ Do not overload your dryer
- ▶ Do not operate dryer when not at home
- ▶ Always follow the manufacturer's operating instructions



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