

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

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

**COUNCIL IN ATTENDANCE:** Carol Yap-Chung  
Danny Hui  
Ernest Leung  
Percy Cheung  
Miriam Wexler  
Laurette Vital  
Francis Wu

**GUESTS:** Owners 8500 Building (*left at 9:10 a.m.*)

**STRATA MANAGER:** May Le FirstService Residential

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**REMINDERS**



**COUNCIL HAS REQUESTED VOLUNTEERS FOR THE EMERGENCY, BUILDING, GARDEN, AND SOCIAL COMMITTEES. ANY INTERESTED OWNERS ARE TO PUT THEIR REQUEST IN WRITING, AND DEPOSIT INTO THE STRATA MAILBOX.**

**A REMINDER THAT AS PER *BYLAW 3(33)(D)*, RESIDENTS MUST KEEP UNIT DOORS CLOSED AT ALL TIMES.**

**ALL CARDBOARD MUST BE FLATTENED. AND DEPOSITED INTO THE CARDBOARD BIN LOCATED IN THE VISITOR PARKING.**

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

**GUEST BUSINESS**

The Owners at 8500 Building attended the meeting to report their concerns with the plastic protector that is placed on the common hallway carpet during renovations, collecting dust. The Owners requested that the plastic sheet is either replaced or cleaned on a daily basis. Council thanked the Owners for their attendance as they left the meeting at 9:10 a.m.

Council discussed the Owners' concerns, and two Council members volunteered to review the plastic sheet. Post meeting update: Two Council members reviewed the plastic sheet, and reported that the sheet was left clean, and no further action was required.

### **NOMINATION OF OFFICERS**

The following Council members accepted the officer positions noted below:

Carol Yap-Cheung	President
Percy Cheung	Vice-President
Danny Hui	Treasurer

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

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on April 25, 2018, as distributed. **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 up to and including May 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 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 completed the cleaning of the common area carpets on April 25, 2018.

- b) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning (MASDC) completed the cleaning of the outside dryer ducts on May 4, 2018.
  - c) **Hallway Vents and Pool System:** MASDC completed the cleaning of the hallway ventilation systems. Cleaning of the pool system will be scheduled by MASDC for July.
2. **302-8580 Balcony Repair:** Council reviewed a quotation to replace the vinyl membrane on the balcony of 302-8580. After discussion, it was moved and seconded to approve Celsky Vinyl Sundecks & Railings' quotation, in the amount of \$2,400.00 (plus GST). **CARRIED**
3. **Common Area Deck Repairs:** Rainsafe completed the repairs to the common area decks.
4. **Welcome Package:** This item is deferred until the next Council Meeting.
5. **Parkade Gate Replacement:** Following approval from the Owners at the AGM, Council reviewed quotations to replace the parkade gate and motor at 8560 Building. After discussion, it was moved and seconded to approve Doorcare's quotation, in the amount of \$9,700.00 (plus GST). **CARRIED**
6. **Drain Cleaning:** Xpert Mechanical completed the drain cleaning on May 18, 2018.
7. **MUA Repairs:** Airstream Heating & Air Conditioning completed the repairs to the make-up air unit #6.
8. **Exhaust Fans:** Airstream Heating & Air Conditioning completed the repairs to several exhaust fans throughout the buildings.
9. **Roof Repairs and Maintenance:** Following approval from the Owners at the AGM, Council reviewed three quotations to replace the cladding screws and re-caulk the flashing joints on the metal roofs. After discussion, it was moved and seconded to approve Roofix's quotation, in the amount of \$48,596.78 (plus GST). **CARRIED**
- Roofix's quotation also includes repairs to a deficient panel which will be separately invoiced and expensed through the operating budget.
10. **Women's Change Room Renovations:** BSB Construction completed the replacement of the two shower stalls in the women's change room.
- Integrity Countertops completed the installation of the countertops, sinks, and faucets in both the men and women's change rooms, per their approved quotation which included the supply of the countertops, in the amount of \$2,044.30. **CARRIED**
11. **Fire Sprinkler System:** The faceplate gasket has not yet been replaced by Vancouver Fire & Security. Council directed the Strata Manager to follow up with Vancouver Fire.

12. **Insurance & Major Perils:** The Strata Manager distributed two articles relating to Insurance and responsibility when the damages fall below the strata's deductible. After discussion, Council directed the Strata Manager to post the articles on FSRConnect and email a copy to the Building Manager to provide to Owners, if requested.
13. **Stucco Damage:** This item is deferred to the fall.
14. **Irrigation Repairs:** University Sprinklers completed the repairs to the irrigation system.

### **BUILDING MANAGER REPORT**

The Building Manager provided Council with his monthly report.

### **COMMITTEE'S REPORTS**

1. **Landscaping:**
  - (a) **Monthly Report:** Contour Landscaping provided a landscaping report for April and May 2018 to Council.
  - (b) **Chafer Control:** Contour Landscaping has not applied the European Chafer Control treatment yet. Council directed the Strata Manager to follow up with Contour Landscaping.
  - (c) **Power Raking:** Due to the hot weather, Contour Landscaping rescheduled the power raking to September when the weather cools down.
  - (d) **Summer Bedding Plants:** Contour Landscaping completed the installation of the summer plants.
  - (e) **Tree Watering:** Council reviewed a quotation from Contour Landscaping to deep root watering of the trees at Queen's Gate. After discussion, Council agreed that the work was not required.
  - (f) **Tree Pruning:** Bartlett Tree Experts is scheduled to prune the trees on July 9, 2018.
  - (g) **Riding Mowers:** Council reviewed correspondence from Contour Landscaping in response to Council's concerns regarding the use of riding lawn mowers which have damaged the pathway boards. Contour Landscaping advised that the pathway boards are naturally breaking and deteriorating away, and their maintenance contract price would increase if their workers are to use hand mowers. After discussion, Council directed the Strata Manager to obtain the pricing for use of hand mowers.

### **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 several charge back letters sent to Owners since the last Council Meeting. After discussion, it was moved and seconded to reverse the charge backs from two units, and advise those Owners accordingly. **CARRIED**

### **BYLAW INFRACTION LETTERS**

Council reviewed four Bylaw infraction letters sent to Owners since the last Council Meeting, and three responses from the Owners of three units. After discussion, it was moved and seconded to levy a \$200.00 fine to a unit at 8580 Building for causing excessive noise. **CARRIED**

### **CORRESPONDENCE**

1. Council reviewed correspondence from an Owner at 8500 Building reporting that the box hedge across the fence at 8500 courtyard is overgrown, and a portion has also died. Council advised that this issue has been dealt with.
2. Council reviewed correspondence from an Owner at 8560 Building reporting that the noise in the ceiling of the common hallway has been ongoing for the last six months. Council advised that Xpert Mechanical reported there may be high water pressure causing the banging pipes. Council will direct the Building Manager to check for loose pipes.
3. Council reviewed correspondence from an Owner at 8580 Building regarding who is responsible to advise Owners of a water shut down during unit renovations. Council directed the Strata Manager to respond to the Owner accordingly.
4. Council reviewed correspondence from an Owner at 8560 Building regarding numerous trees at Queen's Gate that require attention. A Council member has since spoken to the Owner regarding the concerns.
5. Council reviewed correspondence from the Owners at 8560 Building requesting that the two large trees near the deck be trimmed to reduce the number of leaves that fall onto the deck. This item will be reviewed with the Garden Committee.
6. Council reviewed correspondence from an Owner at 8580 Building regarding laundry noise from a neighbouring unit. After discussion, Council directed the Strata Manager to request that the Owners of both units attend a Council Meeting to resolve the matter.

7. Council reviewed correspondence from an Owner at 8580 Building following up on action taken against a neighbouring unit for ongoing noise. After discussion, Council directed to the Strata Manager to advise the Owner that a fine has been applied to the offending unit.
8. Council reviewed correspondence from an Owner at 8580 Building requesting that Council consider switching pest control companies due to continuous mice/rat droppings appearing on the deck. Council advised that traps have been set up in the areas that were reported, and the continuous droppings may be coming from a different animal.
9. Council reviewed correspondence from an Owner at 8520 Building regarding ongoing mice issues within the unit. The Strata Manager advised that a response has since been sent to the Owner on how to address the matter.
10. Council reviewed correspondence from the Owners at 8500 Building requesting that the plastic placed on the common hallway carpet during unit renovations be wet mopped during each work day or remove the plastic, and vacuum the hallway carpet at the end of each work day. This item has been addressed under "Guest Business."
11. Council reviewed correspondence from the Owners at 8500 Building requesting to change their parking stall. After discussion, a majority of Council denied the Owners' request.
12. Council reviewed correspondence from an Owner at 8560 Building reporting intermittent leaks from a neighbouring unit, and other possible leaks that the Owner can hear through the bathroom wall. Council advised that the leak coming from the neighbouring unit has been addressed, and an investigation of other possible leaks can be arranged, but should the leak be sourced back to the Owner's unit, the Owner will be responsible for the costs relating to the investigation.
13. Council reviewed correspondence from an Owner at 8500 Building regarding unauthorized entry by the Council and the tradesman. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
14. Council reviewed correspondence from an Owner at 8580 Building regarding backed up toilet water when the neighbouring unit flushes the toilet. A plumber has since cleared the drains in that stack.
15. Council reviewed correspondence from an Owner at 8520 Building regarding loud noise emanating from a neighbouring unit. Council advised that the offending unit Owner will be vacating the premises shortly.
16. Council reviewed correspondence from an Owner at 8500 Building reporting continuous water ingress as a result from a possible roof leak. The Strata Manager has since emailed the Owner with a possible resolution, but has not heard back from the Owner.
17. Council reviewed correspondence from an Owner at 8580 Building regarding ongoing noise emanating from a neighbouring unit, and allowing dirty water to go down the drain while washing the balcony. After discussion, Council directed the Strata Manager to send a reminder letter to the offending unit.

### **NEW BUSINESS**


1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems which occurred in May and June of 2018, for Council's information.
2. ***Incident Reports:*** The Strata Manager distributed the incident reports for February to June of 2018.
3. ***Hytec Water Management:*** Council reviewed a new 5.5 year lease agreement from Hytec Water Management, for Council's consideration. The lease agreement includes an upgrade to the water treatment system, and one free year of service. After discussion, Council directed the Strata Manager to forward Hytec's service reports for Council's review, and Council will arrange a meeting with the Sales Manager before considering to renew the lease.
4. ***Bin Cleaning:*** Council directed the Strata Manager to contact the City of Richmond to request routine cleaning of the recycling totes.
5. ***Enterphone Upgrade:*** Council reported that the current enterphone systems at Queen's Gate is failing periodically, and requires replacing in the near future. One quotation has been received, and additional quotations have been requested. Further discussion at the next meeting.
6. ***Window Repairs:*** 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. ***Building Manager Vacation Coverage:*** Council discussed the weekend Building Manager's change in availability due to new commitments. After discussion, Council directed the Strata Manager to obtain a cost from FirstService's Building Services division for a new covering Building Manager.

### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 12:47 p.m.

**Next Meeting:** Council Meeting, Tuesday, July 24, 2018 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le  
Strata Manager  
*Per the Owners*  
*Strata Plan NW 3119*

ML/cm

**Direct Line:** 604.601.6404

**General:** 604.683.8900 (24 hours emergencies)

**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

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**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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## Shower Diverter Valves

*Did you know* that the function of a shower diverter valve is to direct water flow to either the bathtub spout or the shower head in combination bath/shower units? When a diverter valve is working properly, water only flows from one end. **However, diverters can falter and not function as designed, causing significant leaks** and allowing water to flow out of the tub spout even when in shower mode (or vice versa).



Fixing a shower diverter can help correct abnormal water pressure issues while also saving energy and water. Remember that your diverter valve is not designed as a handle, and it should not be used for assistance climbing in or out of the tub.

### **Possible indicators of a leak:**

- ▶ Difficulty moving the diverter
- ▶ Low water pressure
- ▶ Continual dripping
- ▶ Corrosion

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