

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

***Held on Wednesday, August 29, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road***

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Miriam Wexler	Member (<i>Left at 12:20 p.m.</i>)
	Laurette Vital	Member
	Francis Wu	Member

STRATA MANAGER:	May Le	FirstService Residential
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REMINDERS



PLEASE BEWARE OF SHORT-TERM ACCOMMODATION RENTALS (I.E. AIRBNB). IF OWNERS OBSERVE A POSSIBLE SHORT-TERM ACCOMMODATION RENTAL, PLEASE REPORT IT TO THE STRATA MANAGER IMMEDIATELY.

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

The meeting was called to order at 9:12 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on July 24, 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 arrears letters to two units.

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 Statements:** It was moved and seconded to approve the financial statements of June 2018, as circulated. **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. **2016/2017 Audit:** The finalized audit for the 2016/2017 fiscal year is in progress from Dong Russell.
5. **2017/2018 Audit:** Council reviewed a quotation to audit the financial statements of 2017/2018. After discussion, it was moved and seconded to approve Dong Russell's quotation, in the amount of \$3,750.00 (plus GST). **CARRIED**

Council directed the Strata Manager to inquire on the costs of audit services for every two years.

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

Annual and Routine Maintenance:

1. **302 – 8580 Balcony Repair:** Vinyl Celsky Sundecks & Railings completed the repairs to the balcony at unit 302-8580 on August 13, 2018.
2. **Welcome Package:** Council reviewed the custom welcome package prepared by the Council President. After discussion, Council directed the Strata Manager to include the Emergency Response package. The finalized welcome package will be distributed to all new Owners upon completion of a sale, as well as, be made available at the Queen's Gate office for distribution to Owners during a move-in.
3. **Parkade Gate Replacement:** Door care completed the replacement to the parkade gate and motor at 8560 Building.
4. **Roof Repairs and Maintenance:** Roofix completed the repairs to the metal roofs on August 9, 2018.
5. **Fire Sprinkler System:** The Strata Manager is currently waiting for a response from Vancouver Fire & Security regarding the replacement of the faceplate gasket for the fire sprinkler head.
6. **Hytec Water Management:** The Strata Manager reported that the signed lease documents and void cheque have been forwarded to the leasing company. The Strata Manager will follow up with Hytec Water Management for when the upgrade will take place.

7. **Enterphone Upgrade:** Prior to the meeting, the enterphone system at the main gate failed. Council approved to move forward with replacing all enterphone systems with a new Vista phone MESH 19 system for the main gate, and four Vista phone IQ systems for the lobby entrances. Telus installed a phone line on August 27, 2018, Viscount is scheduled to install the new Vista phone MESH 19 system at the main gate on August 30, 2018, and the four Vista phone MESH 19 systems have been ordered, per their approved quotation, in the amount of \$20,823.00 (plus GST). The cost will be reduced by 30% when the Strata signs up to a 5-year maintenance contract with Viscount as an Unapproved Expenditure to be ratified at the next General Meeting.
8. **Window Repairs:** The repairs to windows of two units at 8500 and 8580 Buildings, as well as, one window in the common area of 8500 Building has yet to be scheduled by Island Glass.
9. **Building Manager Vacation Coverage:** Council discussed the Building Manager's vacation coverage as the current part-time Caretaker is no longer able to provide coverage. After discussion, Council agreed that the office will close during the Building Manager's vacations. Coverage for daily duties will be arranged with Council members.
10. **Fibre Optic Network:** Council discussed the fibre optics proposal offered by Novus Entertainment. After discussion, Council directed the Strata Manager to advise Novus Entertainment to add Queen's Gate to the waiting list.

BUILDING MANAGER'S REPORT

The Building Manager's monthly report was distributed to Council for reference.

COMMITTEE'S REPORTS

1. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a Landscaping Report for July 2018 to Council.
 - (b) **Summer Annuals:** Council discussed the additional invoice from Contour Landscaping for installation of the summer annuals. Due to miscommunication between Council, the Landscaping Committee, and Contour Landscaping, Contour Landscaping has offered a credit of \$200.00 to Queen's Gate.
 - (c) **Chafer Control:** Contour Landscaping has reported that Merit which is used to control and prevent European Chafer, has now been banned by the City of Richmond.
 - (d) **Power Raking:** Due to the hot weather, Contour Landscaping rescheduled the power raking to September when the weather cools down.
 - (e) **Tree Pruning:** Bartlett Tree Experts completed the tree pruning on August 9, 2018.
 - (f) **Fall Plantings:** Council discussed the fall planting of pots with Perennials and Spring Bulbs which were recommended by the Garden Committee, and for which a quotation was received from Contour Landscaping. Council will explore the option of a suggested contractor who specializes in planting of flowers.
 - (g) **Back Lawn:** Council directed the Strata Manager to obtain recommendations for the back lawn areas that require attention.

- (h) **Garden Committee:** It was agreed that Val Chuy of the Garden Committee will do a weekly walkabout and provide a list of deficiencies to Council for follow-up and action by the landscape contractor.

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 to Council, 4 charge back letters sent to Owners since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed four Bylaw infraction letters sent to Owners since the last Council Meeting, and responses from two unit Owners. After discussion, Council agreed not to levy fines at this time.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building requesting that a protective pad be placed over the lobby table during moves of furniture and/or construction items, as well as, limiting the quantity of construction items being stored in the main lobby areas as the items obstruct the pathway for Residents. Council will be looking into this.
2. Council reviewed correspondence from an Owner at 8560 Building reporting ongoing motor sounds in the hallway. Council reported that the noise may have been located from two fans running, and has since turned off the fans for the time being.
3. Council reviewed correspondence from an Owner at 8500 Building explaining the cause of the failed fireplace gas valves in three units. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
4. Council reviewed correspondence from an Owner at 8520 Building advising Council that the stripping around the balcony door glass cannot be replaced on the inside only, and must be replaced on both the inside and outside. After discussion, Council agreed that the Strata will pay for half of the costs to replace the stripping on the inside and outside of the balcony door glass.
5. Council reviewed correspondence from an Owner at 8500 Building requesting that Council consider hiring a cleaner to clean the guest suites on Saturdays to accommodate guest suite bookings on Fridays. Council advised that should an Owner require a booking on a Friday, Council will find ways to accommodate.

6. Council reviewed correspondence from an Owner at 8500 Building requesting that Council obtain another landscaping contractor due to the damages that the current landscapers have done to the irrigation sprinklers and the pathway boards. After discussion, Council directed the Strata Manager to obtain quotations for landscape maintenance, as well as, recommendations for the back lawn area.
7. Council reviewed correspondence from an Owner at 8500 Building reported that the lobby table at 8500 Building is scratched and chipped. After discussion, Council will arrange to have the lobby table repaired.
8. Council reviewed correspondence from an Owner at 8580 Building in response to a Bylaw reminder to clean the common areas during the renovations. The Owner apologized for the mess, and assured Council that moving forward, the contractors will ensure the common areas are left clean during the renovations.
9. Council reviewed correspondence from an Owner at 8580 Building reporting loud noise emanating from a neighbouring unit during the weekend of August 3, 2018. After discussion, Council directed the Strata Manager to send a Bylaw infraction to the alleged unit.
10. Council reviewed correspondence from an Owner at 8500 Building requesting a handicap parking stall closer to the door. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.

RENOVATIONS

The following units were approved for renovations prior to the meeting:

- 218 – 8500
- 221 – 8500

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems, which occurred in August of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for July and August of 2018, for Council's information.
3. **Summer & Fall Maintenance Programs:** A Council Member distributed a list of the completed Summer maintenance projects and the proposed Fall maintenance projects for Council's information.
4. **Insurance Seminar:** Queen's Gate will be holding a seminar on October 18, 2018 at 7:00 p.m. to provide information to Owners regarding responsibility when it comes to water damage claims. Michelle Elliott from Hub International Coastal Insurance Brokers will be in attendance to answer any questions Owners may have.
5. **Main Entrance Gate:** Council reviewed quotations to replace the swing gate arm and hinges which were malfunctioning. After discussion, it was moved and seconded to approve Door care's quotation, in the amount of \$3,955.00 (plus GST). **CARRIED**
6. **Snow Removal:** Council directed the Strata Manager to order 80 bags of ice melt.

7. **Hot Tub Cover:** Council reviewed a quotation for a 3-piece unhinged Dorlon Cover for the hot tub as the current cover is worn out. After discussion, Council directed the Strata Manager to obtain additional quotations.
8. **Bell Satellite Dish:** Council directed the Strata Manager to contact Bell TV to remove the satellite dish located on the roof.
9. **Building System Regulators:** Due to a failed Building System Regulator at 8500 Building that caused the fireplace gas valves to fail in two units, Council directed the Strata Manager to obtain a contractor to assess all Building System Regulators at Queen's Gate to ensure proper functioning.
10. **Parking Stall:** Council directed the Strata Manager to send a Bylaw infraction letter to an Owner at 8580 Building regarding motor vehicle which is leaking oil in the assigned parking stall.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:30 p.m.

Next Council Meeting: Wednesday, September 26, 2018 at 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

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.

For those Owners who have already signed up to **FSRConnect™** you may access the website at <http://bc.fsrconnect.ca/NW3119>