

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

*Held on Wednesday, September 26, 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
	Laurette Vital	Member
	Francis Wu	Member
REGRETS:	Miriam Wexler	Member
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



DO NOT FLUSH WET WIPES DOWN THE TOILET AS THE WIPES WILL BLOCK THE COMMON DRAINS CAUSING BACKUPS.

OWNERS CARRYING STORAGE INSURANCE FOR THE VEHICLES PARKED IN THEIR PARKING STALLS ARE REQUIRED TO PROVIDE A COPY TO THE QUEEN'S GATE OFFICE, AS WELL AS, DISPLAY THE STORAGE INSURANCE ON THE VEHICLE WHERE VISIBLE. FOR PRIVACY PROTECTION, PLEASE BLACK OUT YOUR PERSONAL INFORMATION.

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.

COUNCIL WOULD LIKE TO INFORM OWNERS THAT THERE IS A SHORTAGE OF VOLUNTEERS FOR THE QUEEN'S GATE COMMITTEES. COUNCIL WOULD LIKE TO ENCOURAGE OWNERS TO VOLUNTEER FOR THE FOLLOWING COMMITTEES BY CONTACTING THE QUEEN'S GATE OFFICE:

**BLOCK WATCH COMMITTEE
BUILDING COMMITTEE
EMERGENCY RESPONSE COMMITTEE**

The meeting was called to order at 9:05 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on August 29, 2018, as distributed. **CARRIED**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report. After discussion, it was moved and seconded to register a Certificate of Lien against a strata lot of unpaid Strata fees, subject to the Strata Manager contacting the Owner via phone first. **CARRIED.**

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:** Installation of the new enterphones will be expensed from the Contingency Reserve Fund as an unapproved expenditure, to be ratified at the next General Meeting.
3. **Monthly Statements:** Council reviewed the July and August 2018 financial statements, and reported that there were several errors. After the Strata Manager informed Council that a different property accountant was assigned to Queen's Gate, Council directed the Strata Manager to report the errors to FirstService's management team, and to reassign the previous property accountant back to Queen's Gate. The July and August 2018 financial statements were deferred to 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. **2016/2017 Audit:** The finalized audit for the 2016/2017 fiscal year is in progress by Dong Russell.
5. **2017/2018 Audit:** The draft audit for 2017/2018 fiscal year is 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 ongoing.

BUSINESS ARISING

1. **Fire Sprinkler System:** Vancouver Fire & Security completed the replacement of the faceplate gasket for the fire sprinkler head.
2. **Hytec Water Management:** Hytec Water Management began the upgrades to the water management system on September 26, 2018.

3. **Enterphone Upgrade:** Viscount completed the installation of the Vista phone MESH 19 at the front entrance gate. The four new Vista phone IQ systems for the lobby entrances have been ordered, and is expected to arrive and be installed in the upcoming weeks.
4. **Window Repairs:** Island Glass completed the replacement of the failed seal and window hinges at a unit at 8500 Building, a failed window at a unit in 8580 Building, and two failed seals in the common area at 8500 Building, per their approved quotations, totaling \$2,620.00 (plus GST). The cost of materials and labour for the window hinges at 8500 Building will be charged back to the unit as this cost is an Owner's responsibility.
5. **Fibre Optic Network:** Council forwarded the signed access agreement submitted by Novus Entertainment, to be added onto the waiting list for fibre optic network installation.
6. **Building System Regulators:** The Strata Manager advised Council that the gas contractor would charge an hourly rate to assess all of the building system regulators at Queen's Gate. The assessment would require a shut down and start up of all building system regulators, as well as access to all units to relight the gas fireplaces. After discussion, Council agreed not to move forward at this time, and directed the Strata Manager to check what other Stratas have done.
7. **Snow Removal:**
 - (a) **Ice Melt:** The Strata Manager advised Council that 80 bags of ice melt have been ordered from Wood Wyant at a cost of \$10.95 (plus GST) per bag.
 - (b) **Snow Plowing/Salting:** It was moved and seconded to approve Golden Heart Property Maintenance's quotation for snow removal services at an hourly call out rate of \$250.00 (plus GST) per hour, minimum 1.5 hour charge per visit.

BUILDING MANAGER'S REPORT

N/A

COMMITTEE'S REPORTS

1. **Landscaping:**
 - (a) **Monthly Report:** Contour Landscaping provided a Landscaping Report for August 2018 to Council.
 - (b) **Fall Newsletter:** Contour Landscaping provided a fall newsletter to update Council on what landscaping services to expect during the fall.
 - (c) **Mushroom Newsletter:** Contour Landscaping provided a newsletter regarding the growth of mushrooms during Autumn for Council's information.
 - (d) **Fall Plantings:** Council reviewed two quotations for fall and winter plantings. After discussion, it was moved and seconded to approve Jill Wright Garden Designs' quotation, in the amount of \$805.84 (including taxes). **CARRIED**
 - (e) **Lounge Garden:** Council reviewed a quotation to renovate the lounge garden by adding compost, installing three flats of Pansies, Darwin Tulips, Allium, Crocus,

and Daffodils. After discussion, Council directed the Strata Manager to obtain a cost for removing the current plants, as well as, recommendations of which plants should be removed.

- (f) **Back Lawn:** Recommendations for the back lawn have been requested along with the quotation requests for landscape maintenance.
- (g) **Landscape Maintenance Contract:** One quotation has been received for a new landscape maintenance contractor. Additional quotations are pending, and will be forwarded to Council for review via email.
- (h) **Garden Committee Meeting Minutes:** It was moved and seconded to approve the Garden Committee Meeting Minutes of September 17, 2018. **CARRIED**

Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.

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

None

BYLAW INFRACTION LETTERS

Council reviewed five Bylaw infraction letters sent to Owners since the last Council Meeting, and three responses from Owners. After discussion, it was moved and seconded to levy a \$200.00 fine against a unit for restricting Residents' access to the change room facility, a \$200.00 fine against a unit for dumping non-permitted household items in the garbage bin, and a \$200.00 fine against a unit for occupying the unit as a short-term accommodation rental. **CARRIED.**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building regarding a gas leak in a unit that affected the use of the gas fireplace. The Strata Manager since responded to the Owner.
2. Council reviewed correspondence from an Owner at 8500 Building requesting repairs to the deteriorated moulding on the patio door. Council will arrange to review the moulding and repair accordingly.
3. Council reviewed correspondence from an Owner at 8580 Building reporting issues with FirstService Residential's fax machine during the weekend of September 15, 2018, and alleged noise emanating from a neighbouring unit. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.

4. Council reviewed correspondence from an Owner at 8580 Building regarding noise allegedly emanating from a neighbouring unit. After discussion, Council directed the Strata Manager to send a Bylaw infraction letter to the alleged unit.
5. Council reviewed correspondence from an Owner at 8500 Building thanking the Council for their response regarding guest suite rental procedures.
6. Council reviewed correspondence from an Owner at 8500 Building requesting that Council reimburse the Owner for costs to clean out the aerator in the ensuite bathroom basin. After discussion, Council denied the Owner's request.
7. Council reviewed correspondence from an Owner at 8500 Building reported that there is a leak in the bathroom skylight. Council advised that after a review of the skylight and roof, the issue is condensation within the bathroom. Council directed the Strata Manager to request that the Owner replace the bathroom vent.
8. Council reviewed correspondence from an Owner at 8500 Building requesting that the high branches on the trees at the south east side of 8500 Building be cut down to two storeys high as they are blocking the sunlight to the unit. Council advised that the Arborist prunes the trees on an annual basis to what is recommended to ensure the health of the trees. The tree pruning cannot be customized for every individual Owner.
9. Council reviewed correspondence from an Owner at 8500 Building informing Council that The Province and Vancouver Sun newspapers are made available online at a lower cost and saves paper.
10. Council reviewed correspondence from an Owner at 8580 Building requesting to renovate the unit. After discussion, it was moved and seconded to approve the Owner's request.
CARRIED.
11. Council reviewed correspondence from an Owner at 8560 Building following up on a previous request to realign the balcony door and replace the window seal in the living room. Council will review the balcony door and the Strata Manager has dispatched Island Glass to provide a quotation to replace the window seal.

RENOVATIONS

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

- 105-8500

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems, which occurred in September 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. Council directed the Strata Manager to send reminder letters to three units informing the Residents that wet wipes are not to be flushed down the toilets as this will cause the drain pipes to be blocked and backed up.

3. **Dog Bite:** The Building Manager was bitten by a Resident's dog causing injury and a visit to the emergency. A letter has since been sent to the Resident, as well as, a report to the SPCA.
4. **Fire Door Repairs:** Due to a recent break-in, the Mandoor at 8580 Building has been repaired by Nikl's, per their approved quotation, in the amount of \$1,172.00 (plus GST). The emergency exit doors at 8500 and 8580 Buildings located at the inner courtyard facing the fountain have been ordered by Nikl's, per their approved quotation, in the amount of \$5,984.00 (plus GST).
5. **HVAC Maintenance Contract:** Airstream Heating & Air Conditioning has increased their annual fee for HVAC maintenance by an additional \$98.32 per annum.
6. **Rules Update:** It was moved and seconded to approve the updated Rules, to be ratified at the next Annual General Meeting. **CARRIED**

The following Rule was added:

User Fees: *Any vehicle that uses a common area plug will be charged \$30.00 a month, for electrical charging of electrical vehicles using common area electrical outlets, payable in advance.*

7. **Lockboxes:** Council directed the Strata Manager to send a letter to an Owner requesting the removal of a lockbox that was installed on the unit door. Owners that require assistance with access into their unit may apply to the Council to install a digital lock on the unit door.
8. **Mailbox Repairs:** Nikl's is scheduled to repair the four faulty mailbox panels on September 28, 2018. Quotations are pending for repairs to the mailbox doors as some Owners have reported that it is difficult to open their mailboxes.
9. **Emergency Enterphone Access:** An enterphone access code will be set up for the fire department for access to Queen's Gate Main Gate in the event of an emergency.
10. **BC Hydro Transformer:** Council directed the Strata Manager to contact BC Hydro for access to the locked transformer room located in the lounge, as there is strange noise being heard in a unit at 8560 that cannot be located.
11. **Vehicle Insurance:** Council directed the Strata Manager to send a letter to an Owner at 8580 Building to advise that the vehicle parked in the assigned parking stall will be towed, without notice, if the vehicle insurance is not valid.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:09 p.m.

Next Council Meeting: Wednesday, October 31, 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/jh

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>



**FS Insurance
Brokers**

did you
KNOW?

Candle Fire Hazards

Did you know that home fires started by candles can cause property damage, displacement, bodily injury and loss of life. Most candle fires start in the bedroom, and occurring during the months of December and January—especially on Christmas Eve, Christmas Day, and New Year's Day.

On average, 25 home candle fires are reported daily across North America, causing 115 deaths and \$418 million in property damage every year.

Tips to prevent fires associated with candles:

- ▶ Trim the wick to ¼ inch each time before burning
- ▶ Keep candles at least foot away from flammable items
- ▶ Always burn candles in a well-ventilated room, but avoid drafts, vents or air currents to prevent rapid or uneven burning
- ▶ Do not leave burning candles unattended; blow out candles before leaving a room or going to sleep
- ▶ Do not place burning candles where they can easily be knocked over
- ▶ Never touch or move a burning candle; never move a votive or container candle when the wax is liquefied
- ▶ Use caution if burning candles during a power outage
- ▶ Always follow the manufacturer's recommendations on burn time and proper use



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