

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

*Held on Wednesday, October 31, 2018
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Laurette Vital	Member
	Francis Wu	Member
	Miriam Wexler	Member
REGRETS:	Danny Hui	Treasurer
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



OWNERS/RESIDENTS ARE NOT PERMITTED TO ENTER THE LOUNGE FOR THE DAY THE LOUNGE IS RENTED. PLEASE BE RESPECTFUL OF THE RESIDENT WHO HAS PAID FOR EXCLUSIVE USE OF THE LOUNGE FOR THE DAY, FROM 9:00 A.M. TO MIDNIGHT.

DO NOT FLUSH WET WIPES OR SWIFFER SHEETS DOWN THE TOILET AS THESE ITEMS WILL BLOCK THE COMMON DRAINS CAUSING BACKUPS.

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.

NEW ENTERPHONE SYSTEM

MOBILE PHONE NUMBERS CAN NOW BE SET UP ON THE NEW ENTERPHONE SYSTEM. OWNERS MUST COMPLETE AN ENTERPHONE REGISTRATION FORM AVAILABLE AT THE QUEEN'S GATE OFFICE. AS A QUEEN'S GATE POLICY, ONLY ONE PHONE NUMBER MAY BE SET UP FOR EACH UNIT, AND MUST BE A LOCAL PHONE NUMBER.

LOBBY ENTRANCE ENTERPHONES: OWNERS MAY INFORM THEIR VISITORS TO PRESS ANY KEY ON THE KEYPAD TO ACTIVATE THE ENTERPHONE SYSTEM.

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

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendments were made to the minutes of the Strata Council Meeting held on September 26, 2018:

- ***Amend Business Arising Item #4:*** Island Glass completed the replacement of a failed window at a unit in 8580 Building, and two failed seals in the common area at 8500 Building, per their approved quotations, in the amounts totaling \$2,350.00 (plus GST).
- ***Add Business Arising Item #8 – Main Entrance Gate:*** Door Care completed the replacement of the swing gate arm and hinges at the main entrance gate on September 20, 2018.
- ***Add Business Arising Item #9 – Hot Tub Cover:*** Imperial Paddock Pools delivered the new hot tub cover on September 12, 2018, per their approved quotation, in the amount of \$559.50 (plus GST).
- ***Add Business Arising Item #10 – Bell Satellite Dish:*** The Strata Manager advised Council that the Bell satellite dish installed on the roof is now the Strata's property as the satellite dish was purchased by a past Owner. Council agreed to not remove the satellite dish at this time.

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on September 26, 2018, as amended. **CARRIED**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report. The Strata Manager advised Council that an Owner at 8580 Building will pay some of the arrears in November. After discussion, Council directed the Strata Manager to inform the Owner that a Certificate of Lien will be registered against the strata lot if full payment is not received by November 30, 2018.

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:*** The July, August, and September 2018 financial statements were deferred as the Treasurer was not present at the 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 was received 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. ***Hytec Water Management:*** Hytec Water Management completed the upgrades to the water management system.
2. ***Enterphone Upgrade:*** Viscount completed the installation of the Vista phone MESH 19 at the front entrance gate and the four Vista phone IQ systems at the lobby entrances.
3. ***Fibre Optic Network:*** Currently on Novus Entertainment's waiting list.
4. ***Building System Regulators:*** The Strata Manager informed Council that other Stratas have planned to replace all of the Building System Regulators once a few of them have failed. After discussion, Council will consider planning for replacement of all Building System Regulators once a few more fails.
5. ***Fire Door Repairs:*** Nikl's completed the replacement of the emergency exit door at 8500 Building. The emergency exit door at 8580 Building cannot be replaced as the door that was ordered does not fit the door frame. Council will look into installing an anti-theft bar instead.
6. ***Mailbox Repairs:*** Nikl's completed the repairs to the four faulty mailbox panels at 8520 Building on September 28, 2018.

Council reviewed two quotations to replace the mailboxes at all buildings. After discussion, Council agreed not to move forward, and to replace the panels when required.

BUILDING MANAGER'S REPORT

N/A

COMMITTEE'S REPORTS

1. ***Emergency Response Committee (ERC):*** The ERC minutes were distributed to Council.

Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. ***Social Committee Minutes:*** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. ***Landscaping:***
 - (a) ***Fall Plantings:*** Jill Wright Garden Designs is scheduled to install the winter containers shortly. **Post Meeting Update:** The installation is now completed.
 - (b) ***Lounge Garden:*** Jill Wright Garden Designs completed the upgrades to the lounge garden.

- (c) **Back Lawn/Gravel Pathway:** Tabled.
- (d) **Landscape Maintenance Contract:** It was moved and seconded to ratify the email decision to terminate Contour Landscaping, effective October 31, 2018, and to contract M & V Complete Landscaping and Ground Maintenance for landscaping services, effective November 1, 2018, in the amount of \$3,200.00 (plus GST) per month. **CARRIED**

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, one charge back letter sent to a unit since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed six 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 two units for noise disturbance during quiet hours, a \$200.00 fine against a unit for a dog bite, and a \$200.00 fine against a unit for parking in the courtyard by the lobby entrance. **CARRIED.**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8560 Building following up on when the noisy parkade gate at 8560 Building will be repaired. The parkade gate has since been repaired.
2. Council reviewed correspondence from an Owner at 8580 Building requesting FOB access through the parkade gate at 8560 Building to accommodate entry with a powered scooter. Council approved the Owner's request prior to the meeting.
3. Council reviewed correspondence from an Owner at 8560 Building requesting reimbursement from the Strata for a service call to relight the pilot light in the gas fireplace. Council denied the Owner's request as the cause was not confirmed to be the Strata's responsibility.
4. Council reviewed correspondence from an Owner at 8500 Building requesting the Council arrange to close a window at a neighbouring unit as the Owner of said unit is not currently occupying the unit. Council directed the Strata Manager to contact the Owner's lawyer for access to the unit.

5. Council reviewed correspondence from an Owner at 8520 Building offering feedback and assistance in developing a policy for Electric Vehicle charging. After discussion, Council directed the Strata Manager to obtain legal advice under the Strata's insurance coverage.
6. Council reviewed correspondence from an Owner at 8500 Building reporting issues with the new enterphone systems. Council directed the Strata Manager to respond to the Owner accordingly.
7. Council reviewed correspondence from an Owner at 8500 Building requesting reimbursement from the Strata for replacing the base drain which was privately arranged with the Owner of the unit below. After discussion, Council denied the Owner's request, and directed the Strata Manager to respond to the Owner accordingly.
8. Council reviewed correspondence from an Owner at 8520 Building following up on matters brought up at the Insurance Seminar held on October 18, 2018.

RENOVATIONS

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

- 310-8500
- 216-8580
- 302-8580

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems which occurred in September and October of 2018, for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for September and October of 2018, for Council's information.
3. **Pipes Repairs:** Xpert Mechanical completed the repairs to the two leaking pipes at 8580 Building, per their approved quotations, in the amounts totaling \$1,140.00 (plus GST). As per the Strata's insurance adjuster, the resulting water damage repairs did not exceed the Strata's water damage deductible; therefore, any in-suite water damage repairs will be the responsibility of the unit Owner.

BSB Construction completed the repairs relating to the investigation of the pipe leaks, per their approved quotation, in the amount of \$3,587.00 (plus GST).
4. **Building Manager Sick Leave:** Council directed the Strata Manager to request that the Building Manager obtain a doctor's note with a timeline on when he would be fully recovered from his leg injury.
5. **Failed Windows:** Council reviewed a quotation to replace two windows in a unit at 8560 Building. After discussion, it was moved and seconded to approve Island Glass' quotation, in the amount of \$450.00 (plus GST). **CARRIED**
6. **Balcony Sliding Doors:** Council directed the Strata Manager to obtain a quotation to replace the deteriorated plastic molding on two balcony sliding doors.

7. **Lounge Rental:** Council directed the Strata Manager to send a Bylaw infraction letter to an Owner for entering the lounge while the lounge is rented and paid for.
8. **Shredding Documents:** Council directed the Strata Manager to obtain a price to shred old strata documents.
9. **New Owners:** Council directed the Strata Manager to ensure that the Queen's Gate office is informed of new Owners at the time of completion.
10. **Maximum Unit Occupancy:** Council directed the Strata Manager to contact the new Owners at 8560 Building to confirm how many people are occupying the unit as it has been reported that there are at least six people in the unit.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:07 p.m.

Next Council Meeting: Wednesday, November 28, 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/db

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?

Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



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