

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

*Held on Wednesday, November 28, 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
	Miriam Wexler	Member
GUEST:	Owner	8520 Building (<i>left at 9:11 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



OWNERS/RESIDENTS THAT USE THE COMMON AREA ELECTRICAL OUTLETS TO PLUG THEIR ELECTRIC VEHICLES WILL AUTOMATICALLY BE CHARGED A MONTHLY USER FEE OF \$30.00.

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

PLEASE ENSURE THAT THE QUEEN'S GATE OFFICE HAS YOUR CORRECT PHONE NUMBER SET UP ON THE ENTERPHONE SYSTEM.

The meeting was called to order at 9:03 a.m.

GUEST BUSINESS

The Owner at 8520 Building attended the meeting to respond to the Bylaw infraction relating to storage on the balcony. The Owner explained to Council the reason for the delay, and has since, removed the storage from the balcony. Council thanked the Owner as the Owner left the meeting at 9:11 a.m.

Council discussed the Owner's response, and after discussion, it was moved and seconded to not proceed with any further action. **CARRIED**

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on October 31, 2018, as circulated. **CARRIED**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** 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. The invoice has yet to be paid due to reoccurring issues with the enterphone at 8500 Building.
3. **Monthly Statements:** It was moved and seconded to approve the July to October 2018 financial statements, 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. **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. **Annual & Routine Maintenance:**
 - (a) **Fountain Shut Down:** The fountain has been shut down for the winter on November 7, 2018.
2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list.

3. **EV Charging:** Council reviewed a legal opinion from Clark Wilson LLP regarding charging a set monthly user fee for using the Strata's common electrical outlet to charge electric vehicles, regardless of how often an Owner uses the electrical outlet. After discussion, Council agreed that the user fee of \$30.00 shall remain in effect.
4. **Building Manager Sick Leave:** Council discussed implementing a sick leave policy for the Building Manager as there is currently no policy in place. Further discussion at the next meeting.
5. **Failed Windows:** Replacement of the two failed windows in a unit at 8560 Building will be scheduled by Island Glass in January as the Owner is currently out of town.
6. **Balcony Sliding Doors:** A quotation is pending for repairs to the deteriorated plastic moulding at two balcony sliding doors.

BUILDING MANAGER'S REPORT

N/A

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:**
 - (a) **Pub Television:** Council reviewed correspondence from the Social Committee requesting that the Strata cover half the cost to purchase a new flat screen television as the current one is making a buzzing sound. After discussion, it was moved and seconded to deny the Social Committee's request as the cost for a flat screen television has significantly reduced over the years, and the television would not be available to Owners outside of Social Committee functions.
 - (b) **Minutes:** Owners may view the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** It was moved and seconded to approve the Garden Committee Meeting Minutes, as circulated. **CARRIED**

Council advised that the Garden Committee Chair has resigned, and a new Chair will be appointed in January.

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

4. **Landscaping:**
 - (a) **Back Lawn/Gravel Pathway:** Tabled.
 - (b) **Fall Cleanup:** M & V Complete Landscaping is scheduled to complete the fall cleanup by January, which will include removal of 20 to 30 feet of hedges by the back fence.

- (c) **Wood Edge:** Council reviewed a quotation to replace the rotted wooden edge around the pond bricks with ProFlex paver edging material. After discussion, it was moved and seconded to approve M & V Complete Landscaping's quotation, in the amount of \$1,850.00 (plus GST). **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, two charge back letters sent to Owners since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed two Bylaw infraction letters sent to Owners since the last Council Meeting. One Bylaw infraction letter will be reviewed again at the next meeting as the compliance date has not expired, and the other Bylaw infraction letter is referred to under "Guest Business."

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8520 Building responding to a Bylaw reminder regarding the Owner's guest utilizing the Strata's gym which is not permitted per the Strata's Bylaws.
2. Council reviewed correspondence from an Owner at 8580 Building responding to Council's response letter regarding noise from a neighbouring unit and FirstService Residential's inoperable fax machine during a building power shut down.
3. Council reviewed correspondence from an Owner at 8580 Building reporting continuous banging and running noise from a neighbouring unit during quiet hours. After discussion, Council directed the Strata Manager to send a Bylaw infraction letter to the alleged unit.
4. Council reviewed correspondence from an Owner at 8500 Building expressing concerns regarding the cancellation of the Sunday morning coffee meeting due the lounge being rented by an Owner. The Owner requested that cancellation of the Sunday morning coffee meetings only be authorized by Council. Council has since dealt with the Owner's concerns. Years ago, the Strata's Bylaws permitted the lounge to be rented starting at 11:00 a.m., but has since been amended to permit rentals starting at 9:00 a.m. After discussion, Council agreed that it would be fair that the decision to allow the Sunday coffee meetings to resume when the lounge is rented will be under the sole discretion of the Resident who has paid for the lounge on that specific day. The pub is now being used by the coffee group when the lounge is unavailable.

5. Council reviewed correspondence from an Owner at 8560 Building advising Council that repairs to the failed windows will need to be scheduled after mid-January when the Owner returns to town. This item is mentioned under "Business Arising, Item #5."
6. Council reviewed correspondence from an Owner at 8500 Building recommending a parking stall reassignment when an Owner sells the unit.
7. Council reviewed correspondence from an Owner at 8580 Building reporting that an Owner has been storing three jerry cans in the storage locker. The offending Owner has since been advised and has disposed the jerry cans.

RENOVATIONS

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

- 104-8560

NEW BUSINESS

1. **Record of Water Problems:** A Council Member distributed a list of water related problems which occurred in November of 2018 for Council's information.
2. **Incident Reports:** The Strata Manager distributed the incident reports for November of 2018 for Council's information.
3. **Access Gas:** Council reviewed a proposal from Access Gas for fixed gas rates over the course of the next five years as the Strata is no longer on a contract with Access Gas, and due to the increase in gas rates resulting from the gas pipeline explosion, Access Gas recommended that the Strata lock into a fixed rate. After discussion, it was moved and seconded to cancel Access Gas, subject to a 30-day termination notice and to switch back to FortisBC as the gas supplier. **CARRIED**

Council reported that Access Gas has been charging interest for late payment of invoices. The Strata Manager advised Council that Access Gas has either been emailing the invoices one day prior to the due date or not at all, where the property accountant has to constantly follow up with Access Gas for invoices that haven't been received. After discussion, Council directed the Strata Manager to request that Access Gas reimburse the Strata for the paid interest charges and to hold back the final invoice until reimbursement is received.

4. **Door Sweeps:** Council is looking into installing door sweeps on a few exit doors, including the pub, library and pool doors, to keep out insects, as well as, drafts.
5. **Pub Upgrades:** Council discussed upgrading the furniture, carpet, and paint in the pub. After a discussion, Council agreed to add these items to the wish list.
6. **Office Equipment:** A Council Member purchased a new laptop to replace the old office computer, per Council's approved budget of up to \$500.00.
7. **Winter Maintenance Schedule:** A Council Member distributed the proposed Winter Maintenance Schedule for Council's review.

8. **Open Claim:** A water claim has been opened with Hub/Coastal (the Strata's insurer) for water damages resulting from water overflow originating in a 3rd floor unit at 8560 Building. The insurance deductible of \$15,000.00 will be charged back to the responsible unit.
9. **Canada Furnace:** Council reported that Canada Furnace, who installed the new boilers at 8520/8560 Buildings, have not returned to replace the broken pressure gauge after numerous follow ups. Council directed the Strata Manager to continue to follow up with Canada Furnace and to request the Canada Furnace provide one free maintenance visit per year as agreed within the installation agreement.
10. **Age Restriction Bylaw:** Council discussed updating the Age Restriction Bylaw to restrict Non-Resident Owners from permitting family members/friends to occupy the unit without a person age 55+. The Strata Manager recommended to Council to have a lawyer review all of the Queen's Gate Bylaws to ensure the Bylaws adhere to today's standards.
11. **Parkade Gate Repairs:** Ideal Door replaced the springs on the parkade gate at 8500 Building for \$1,000.00 (plus GST).

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:54 a.m.

Next Council Meeting: Wednesday, January 30, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/sm

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>



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Brokers**

did you
KNOW?

Christmas Tree Fires

According to the National Fire Protection Association, over 200 fires per year involve Christmas trees, causing over \$15 million of property damage. Sadly, one out of every 34 Christmas tree fires results in death.

Did you know that dry trees, electrical lights, and nearby heat sources like fireplaces, radiators, wood stoves or candles are the main causes of Christmas tree fires? **Tree fires can fill a room with heavy, black smoke in under 30 seconds**, making it nearly impossible for occupants to see, breathe or escape. Use the tips below stay safe with your next tree.

- ▶ Choose a tree with fresh, green needles that do not fall off when touched
- ▶ Cut two inches from the base of the trunk before placing it in the stand
- ▶ Make sure the tree does not block an exit
- ▶ Check light strings for worn or broken cords before placing on the tree
- ▶ Turn off tree lights before leaving the house or going to bed
- ▶ Keep live trees well watered
- ▶ Dispose of trees before they dry out; do not store dry trees inside a home or garage



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