

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

*Held on Wednesday, February 27, 2019
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 (<i>left at 12:23 p.m.</i>)
REGRETS:	Miriam Wexler	Member
GUEST:	Ryan Chung	Ledcor (<i>left at 9:38 a.m.</i>)
	Gary Leung	Ledcor (<i>left at 9:38 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



RESTORED DECKS: MOVING FORWARD, THE RESTORED DECKS WILL NOT BE POWER WASHED, BUT WILL BE SOFT WASHED AS TO PRESERVE THE DECKS FOR MANY YEARS TO COME. OWNERS THAT HAVE HAD THEIR DECKS RESTORED LAST SUMMER SHOULD SPRAY OR BRUSH ON WITH A 20% BLEACH WATER MIX AND LET SIT FOR TWO TO FOUR HOURS. THEN HOSE OFF.

MOTOR VEHICLE STORAGE INSURANCE: PLEASE BE REMINDED THAT UNLICENSED MOTOR VEHICLES, MOTORCYCLES, TRAILERS, BOATS, AND RECREATIONAL VEHICLES MUST DISPLAY ON DASH A COPY OF STORAGE INSURANCE WITH A MINIMUM THIRD- PARTY LIABILITY COVERAGE OF \$200,000.00, A COPY OF WHICH IS TO BE PROVIDED TO THE QUEEN'S GATE OFFICE, PER THE STRATA'S BYLAWS.

NEW RESIDENTS: OWNERS ARE REMINDED THAT ANY NEW RESIDENTS THAT MOVE INTO THEIR UNIT MUST BE REGISTERED WITH FIRSTSERVICE RESIDENTIAL, PER THE STRATA'S BYLAWS.

6(2) *WITHIN TWO WEEKS OF BECOMING A RESIDENT, OCCUPANT OR TENANT THE STRATA CORPORATION SHALL BE PROVIDED WITH THE OCCUPANT'S NAME, STRATA LOT NUMBER AND TELEPHONE NUMBER.*

PETS: PLEASE BE ADVISED THAT THE STRATA'S BYLAW REGARDING PET SIZES APPLY TO ALL PETS, INCLUDING VISITORS' PETS, AND PETS THAT ARE TEMPORARILY RESIDING IN THE UNIT (IE. DOGSITTING). ALL PETS THAT ARE KEPT IN A STRATA LOT MUST BE REGISTERED AT THE QUEEN'S GATE OFFICE.

DRAIN BACKUP: ABSOLUTELY NO GREASE OR FOOD WASTE IS TO BE POURED DOWN THE DRAINS, AND ONLY TOILET PAPER CAN BE FLUSHED DOWN THE TOILETS. DRAINS ARE BACKING UP INTO THE LOWER UNITS CAUSING UNNECESSARY WATER DAMAGE. PLEASE BE EXTRA CAUTIOUS AND RUN HOT WATER DOWN THE DRAINS FROM TIME TO TIME TO HELP CLEAR UP ANY BLOCKAGES. RESIDENTS WHO ARE AWAY ARE REQUESTED TO ASSIGN SOMEONE WITH A KEY TO THE UNIT TO RUN HOT WATER DOWN THE DRAINS ON A REGULAR BASIS.

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 9:00 a.m.

GUEST BUSINESS

Ryan Chung and Gary Leung from Ledcor (TELUS Project Coordinators) attended the meeting to provide Council with information regarding TELUS' proposal to bring fibre optic network into the Queen's Gate complex. Mr. Chung advised Council that once the access agreement is signed by the Council, a design walkthrough will be conducted by Ledcor on how the fibre lines would run through the buildings and into each individual units. The Strata Manager informed Ledcor that the access agreement will need to be revised and may require a 3/4 vote of the Owners at a general meeting before the Strata can move forward. Council thanked Mr. Chung and Mr. Leung as they left the meeting at 9:38 a.m.

Council then discussed TELUS' proposal and directed the Strata Manager to obtain recommendations on sections of the access agreement that require revisions.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the minutes of the Strata Council Meeting held on January 30, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable Report and directed the Strata Manager to send arrears letters to an Owner at 8580 Building and have the Building Manager hand deliver an arrears letter to an Owner at 8520 Building.
2. **Report on Unapproved Expenditures:** Enterphone Installation \$17,470.66, expensed from the Contingency Reserve Fund as an unapproved expenditure, to be ratified at the next General Meeting.

3. **Monthly Statement(s):** It was moved and seconded to approve the November 2018 to January 2019 financial statement(s), 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 and Routine Maintenance:**
- (a) **Annual Fire Inspection:** The follow-up visit for the deficiencies and to test the smoke alarms in the missed suites will be scheduled once the ordered parts have been received at Vancouver Fire and Radius Security.
 - (b) **Window Cleaning:** Cleaning of the exterior inaccessible windows is scheduled for April 23 to 27, 2019.
 - (c) **Carpet Cleaning:** Citrus-O Carpet Care is scheduled to clean the common area carpets on April 25 and 26, 2019, at the same cost as last year.
 - (d) **Dryer Duct Cleaning:** Council directed the Strata Manager to schedule the exterior dryer duct cleaning with Michael A. Smith Duct Cleaning if the cost remains the same as last year. Owners will have the option to have their interior dryer ducts cleaned at the Owner's cost.
 - (e) **Fountain Cleaning:** The fountain cleaning and paint touch-up is scheduled for April 16 to 26, 2019, and will be turned on, on April 29, 2019.
2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list. See “Guest Business” regarding TELUS' proposal.
3. **Failed Windows:** Island Glass completed the replacement of the faulty window glass at 8560 Building on January 31, 2019. The Owner reported deficiencies with the repairs. After discussion, Council directed the Strata Manager to follow up on the deficiencies with Island Glass & Mirror.
4. **Balcony Sliding Doors:** Council directed the Strata Manager to follow up with Island Glass & Mirror regarding scheduling the replacement of the patio door roll beads at two units in 8500 Building.

5. **Access Gas:** The most recent Access Gas Services' invoices were distributed to Council for their information. Access Gas Services has reversed the paid interest charges for the last three months. The Strata Manager is currently working on having the rest of the interest charges reversed.
6. **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.
7. **Canada Furnace:** Canada Furnace is scheduled to service the two boilers at 8520/8560 Buildings on March 5, 2019.
8. **Bylaws:** A Council Member distributed a list of Bylaws that may require an update/revision, for Council's review. As Clark Wilson LLP is currently understaffed, quotations have been requested by other Strata law firms to review the Bylaws and make the necessary updates/changes. Further discussion at the next meeting.
9. **Fire Panel Replacement:** Following the last Council meeting, Council approved the specifications of the new fire panel for 8580 Building and the 1-year warranty. Vancouver Fire Radius and Security will schedule the replacement once the parts have been received.
10. **Deck Drains:** Installation of two deck drains at the south-end of 8580 Building will be scheduled by Rainsafe in April when the weather improves.

BUILDING MANAGER'S REPORT

The Building Manager's Report for January 15, 2018 to February 15, 2019 was distributed to Council for their reference.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** 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 of January 14, 2019. **CARRIED.**

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

4. **Landscaping:**
 - (a) **Back Lawn / Gravel Pathway:** M & V Complete Landscaping will schedule the removal of the rotten wood along the back pathway and reseed the back lawn in the Spring, per their approved quotations totaling \$2,000.00 (plus GST).
 - (b) **Fall Cleanup:** M & V Complete Landscaping completed the remaining fall cleanup.

- (c) **Wood Edge:** M & V Complete Landscaping will schedule the replacement of the rotted wooden edge around the pond bricks with ProFlex paver edging material in the Spring.
- (d) **Paver Edging:** M & V Complete Landscaping will schedule to install paver edging at the entrance of the lobby to divide the gravel from the soil, in the Spring, as per their approved quotation, in the amount of \$500.00 (plus GST).
- (e) **Tree Maintenance:** Council reviewed quotations for tree removal, pruning, and to perform a visual assessment and inventory of all the trees that are larger than eight inches in stem diameter. After discussion, it was moved and seconded to approve Bartlett Tree Experts' quotations to remove the large decayed Maple tree at the rear south-west border of the property and the large Locust at the south-east corner of the property, as well as, prune the Ash tree at the rear south-center of the property, in the amounts totaling \$2,617.00 (plus GST). **CARRIED.**

Council directed the Strata Manager to advise Bartlett Tree Experts to include the Ash tree on the tree removal permit application as Council is considering to remove the Ash tree next Spring. To save on costs, Council will order tags and arrange to inventory the trees at Queen's Gate.

CORRESPONDENCE

Owners are invited to write to the 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 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.

CHARGEBACK LETTERS

The Strata Manager distributed to Council, two chargeback letters sent to Owners since the last Council Meeting.

BYLAW INFRACTION LETTERS

Council reviewed one Bylaw infraction letter sent to an Owner since the last Council Meeting for parking in a parking stall that was not assigned to the unit. Council agreed not to levy a fine against the Owner as there was confusion on which stall was assigned to the unit.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8500 Building regarding the Knitting Club using the lounge to sell their knitting merchandise for the last two years, but no notification on the revenue and what was donated to charities were made. The Owner is concerned about the accountability of the finances, and using the lounge for commercial functions (selling merchandise) that does not benefit the Owners is against the Strata

- Bylaws. After discussion, Council directed the Strata Manager to send a letter to the Knitting Club regarding the use of the Lounge for commercial purposes.
2. Council reviewed correspondence from an Owner at 8580 Building reporting that a Resident exited the 8580 parkade while driving on the wrong side of the driveway (left) as to bypass the vehicle in front which had the right of way. After discussion, Council directed the Strata Manager to send a Bylaw infraction letter to the Owner of the unit that is assigned to the parking stall where the alleged vehicle is parked.
 3. Council reviewed correspondence from an Owner at 8580 Building reporting noise of running water from the unit above throughout the night. A decision by Council was not made at this time as Council is waiting on legal advice on Bylaw enforcement when the Owner of the alleged unit denies the allegations.
 4. Council reviewed correspondence from an Owner at 8520 Building informing Council that the swords, as mentioned in the last Council Meeting Minutes, are not metal swords, but are made of non-metallic and/or plastic materials.
 5. Council reviewed correspondence from an Owner at 8500 Building reporting that the mailbox is old and faulty causing the mailbox door to be left open at times. Council will look into the issue.
 6. Council reviewed correspondence from an Owner at 8520 Building reporting that the refrigerator in the lounge storage room is leaking water and ice on the inside. Council reviewed the refrigerator prior to the meeting and reported that someone had changed the temperature setting on the refrigerator. The temperature setting has now been adjusted.
 7. Council reviewed correspondence from an Owner at 8500 Building forwarding information relating to a class action suit against the manufacturer of Kitec Plumbing System, which consists of "flexible aluminum pipes between an inner and outer layer of plastic pipes with brass fittings" and with bright orange and bright blue coverings. As far as the Council knows, Queen's Gate has not used this type of pipe, so the class action suit does not apply to the Strata.

NEW BUSINESS

1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems, which occurred in February 2019, for Council's information.
2. ***Incident Reports:*** The Strata Manager distributed the incident reports from February 14 to 22, 2019, for Council's information.
3. ***Drywall Repair:*** Repairs to the drywall in a unit at 8500 Building, which was removed by the Strata's plumber to source out a leak will be scheduled by BSB Construction, as per their approved quotation, in the amount of \$650.00 (plus GST).
4. ***Waste Management:*** The Strata Manager advised Council that a recent partnership with FirstService Residential and Waste Management will reduce the Strata's monthly garbage/carboard fees and there will no longer be fuel/environmental charges.

5. **CDVI Software Upgrade:** Council reviewed two quotations to upgrade and install the CDVI Software to the new office computer, which is used for the access control system at Queen's Gate. After discussion, it was moved and seconded to approve Apex Security's quotation, to supply and install the CDVI Software on the new office computer, in the amount of \$1,475.00 (plus taxes). **CARRIED.**
6. **Guest Suites:** Council agreed to purchase new beds and bedframes for the guest suites.
7. **Phone Bill Reimbursement:** It was moved and seconded to approve reimbursement of \$50.00 per month to Council Member, Percy Cheung, for his monthly cell phone bill as his cell phone is mainly used for Strata related operations. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:35 p.m.

Next Council Meeting: Wednesday, March 27, 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/vp

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?

Toilet Leaks

Did you know that almost 30% of water use in an average home comes from the toilet? A silent leak inside or underneath the tank can lead to wasted water, damaged floors, high utility bills, and even damage to neighbouring units! If your toilet is leaking, you may see water on the floor, there may be a soft, spongy feeling on the floor near your toilet, or you may occasionally smell sewer gas. Leaks will typically occur in the tank, at the shutoff valve, in the supply line, or even underneath the toilet.

Things to consider:

- Learn to shut off your toilet valve before a leak occurs
- Recognize signs of a potential leak:
 - sounds of running water
 - the need to “jiggle” the handle to complete a flush
 - trickling water on inside of bowl
- Purchase a leak detection system
- Perform a leak test using a toilet tablet or food colouring
- Maintain adequate limits of personal insurance including water damage and sewer back-up



If a leak does occur, shut off the water supply and call a plumber ASAP!

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