

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

*Held on Wednesday, May 1, 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
	Francis Wu	Member
	Miriam Wexler	Member
REGRETS:	Laurette Vital	Member
GUEST:	Owners	Knitting Club (<i>left at 9:16 a.m.</i>)
STRATA MANAGER:	May Le	FirstService Residential

REMINDERS



WATER DAMAGE DEDUCTIBLE: PLEASE BE ADVISED THAT THE NEW WATER DAMAGE DEDUCTIBLE IS \$20,000. PLEASE ENSURE YOU HAVE ADEQUATE COVERAGE WITH YOUR PERSONAL INSURERS.

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.

The meeting was called to order at 9:00 a.m.

GUEST BUSINESS

Three members of the Knitting Club attended the meeting to address a complaint regarding the Knitting Club financials. The members informed Council that the Knitting Club consist of twenty Residents who volunteer many hours of their time to knit clothing and accessories for charity, in which a portion of the knitted items are purchased by the members of the Knitting Club. All proceeds from sales are used to purchase more wool and donate to charitable organizations, a third of unsold knitted items are donated to the church that feeds the homeless and nineteen Afghans, were donated last year. At times, members of the Knitting Club contribute their own funds to cover any deficits. The members of the Knitting Club requested that the Council permit the Knitting Club to use the Lounge for sales as they have confirmed that the Knitting Club is a non-profit group. Council thanked the three members and they left the meeting at 9:16 a.m.

Council discussed the response letter received from the Knitting Club and the three members' responses during their attendance at the meeting. After discussion, Council agreed that there is enough evidence to support that the Knitting Club is a non-profit group, and that they may continue to use the Lounge to sell their knitted items, moving forward. Council has requested that the notices posted by the Knitting Club include more detailed information on the sale proceeds and donations made to charities to prevent any future complaints.

As a matter of fairness, disclosing detailed information of proceeds and donations on notices will apply to all other Owner/Resident organized clubs, functions, etc. Strata Committees will continue to report their monthly finances directly to the Strata Council.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the minutes of the Strata Council Meeting held on March 28, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the Accounts Receivable Report and directed the Strata Manager to request that the accounting department note in the report that the charge back owing for a unit in 8560 Building does not have a limitation period, and is collectible when the unit sells.

Owners are reminded that Strata fees are due on the 1st day 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:** Enterphone Installation \$17,470.66, expensed from the Contingency Reserve Fund as an unapproved expenditure, and is to be ratified at the next Annual General Meeting (AGM).
3. **Monthly Statement(s):** It was moved and seconded to approve the March 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 the 2017/2018 fiscal year has been completed by Dong Russell, and is currently under review by Council.
5. **2018/2019 Audit:** The 2018/2019 draft audit is currently in progress by Dong Russell.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. **Annual and Routine Maintenance:**
 - (a) **Annual Fire Inspection:** Vancouver Fire & Radius Security completed the deficiencies and testing of the smoke alarms in the missed units on April 3, 2019. Their report has confirmed that all in-suite smoke alarms have been tested and/or replaced as required.
 - (b) **Window Cleaning:** Mark Wareham completed the cleaning of the exterior inaccessible windows on April 27, 2019. Deficiencies were reported from the Owners of two units at 8580 Building. Council will report the deficiencies to Mr. Wareham.
 - (c) **Carpet Cleaning:** Citrus-O Carpet Care completed the cleaning of the common area carpets at 8520, 8560, and 8580 Buildings on April 26, 2019. The common area carpets at 8500 Building is scheduled to be cleaned on May 2, 2019.
 - (d) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning (MASDC) is scheduled to clean the exterior dryer ducts on May 6 to 7, 2019.
 - (e) **Fountain Cleaning:** The fountain cleaning and paint touch-up has been completed.
 - (f) **Drain Cleaning:** Xpert Mechanical is scheduled to flush the horizontal and vertical lines on May 21 to 27, 2019.

2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list. Council directed the Strata Manager to cancel TELUS's attendance at the next Information Meeting as the meeting will be specific to discussion on the upcoming Bylaw amendments. TELUS brochures will be obtained and made available to Owners.
3. **Failed Windows:** Council reported that Island Glass has not contacted the QG Office to review the beige strip in the window glass that was replaced at 8560 Building. The Strata Manager will follow up with Island Glass.
4. **Access Gas:** The most recent Access Gas Services' invoices were distributed to Council for their information.
5. **Open Claim:** There is an open water claim with Hub/Coastal for damages relating to a sink overflow in a 3rd floor unit at 8560 Building. Repairs have been completed and the insurance deductible invoice is currently pending.
6. **Fire Panel Replacement:** Vancouver Fire & Radius Security completed the replacement of the fire panel at 8580 Building.

Post Meeting Update: The new stainless steel face plate and the frame have now been installed.

7. **Deck Drains:** Rainsafe completed the installation of the two deck drains at the south-end of 8580 Building.
8. **Unit Inspection:** Following the Order from the Civil Resolutions Tribunal (CRT), the Strata arranged with the Richmond Fire-Rescue (RFR) to inspect a unit at 8520 Building. Based on RFR's report, Council determined that the Owner was contravening three Bylaws. After discussion, Council directed the Strata Manager to send two Bylaw infraction letters to the Owner as one was already sent previously.

The RFR issued a fourteen-day notice to the Owner to bring the unit back to a safe and habitable space and will inspect the unit again. Any concerns after the next follow up inspection will be reported to Council by RFR.

9. **Common Area Carpets:** Following the last Council Meeting, Council reviewed all common area carpets including the stairwells and reported there are no issues with the carpets, but some minor tears that Council will arrange to have repaired.
10. **Parkade Gate:** Ideal Door completed the replacement of the worn out gear box on the north 8500 operator and the worn out brake assembly on the 8520 parkade gate.
11. **Parkade Leak:** Allquest Contracting has been requested to provide a quotation for repairing a leaking section of the parking ceiling using the Kryton repairing system.
12. **CCTV Update:** Apex Security reinstalled the security software to resolve the issue with the surveillance camera not recording.
13. **Building Manager Sick Leave:** Mario Menta is currently on sick leave as of April 29, 2019 for a minimum of five weeks.

14. **Roof Leak:** Following the last Council Meeting, Incredible Restorations returned to the 3rd floor unit at 8500 Building and removed the drywall to further investigate the elevated moisture that was detected on the thermal imaging. Harvard Industries reviewed the roof and located the source to be a failed scupper drain on the roof which has now been replaced.

Council reviewed the updated report from Incredible Restorations which notes mold growth and structural damage, and recommended that the Strata obtain a specialist to assess the potential structural damage. After discussion, Council directed the Strata Manager to open a Strata insurance claim and have the insurance adjuster arrange for a specialist to review the structural damage.
15. **Exterior Painting:** Tabled to the Annual General Meeting.
16. **Recirculation Pipe:** Xpert Mechanical completed the replacement of the leaking recirculation pipe in hallway at 8500 Building and BSB Construction completed the ceiling repairs thereafter.

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 March 11, 2019. **CARRIED.**

Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.
4. **Landscaping:**
 - (a) **Wood Edge:** M & V Complete Landscaping completed the replacement of the rotted wood edge around the pond bricks with ProFlex paver edging material.
 - (b) **Paver Edging:** M & V Complete Landscaping completed the installation of the paver edging at the entrance of the lobby to divide the gravel from the soil.
 - (c) **Tree Maintenance:** The tree removal and pruning has not yet been scheduled by Bartlett Tree Experts.
 - (d) **Plantings:** Following the last Council meeting, the installation of the approved plantings is currently in progress by Jill Wright.
 - (e) **Tree Treatment:** Council directed the Strata Manager to request that Bartlett Tree Experts attend to the worm treatment as soon as possible.

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, three chargeback letters sent to Owners since the last Council Meeting. Council reviewed a response from an Owner regarding a charge back for half of the cost to replace the strip around the window frame of the balcony door. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.

BYLAW INFRACTION LETTERS

Council reviewed two Bylaw infraction letters sent to Owners since the last Council Meeting and responses from both Owners. After discussion, it was moved and seconded not to levy fines.
CARRIED.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8520 Building requesting clarification on why replacement of the patio door wheels and handle are the Owner's responsibility. Council advised that the patio door wheels and handle are due to wear and tear from Owner's usage.
2. Council reviewed correspondence from an Owner at 8580 Building requesting why a restoration company was not called out when water flooded down into the unit. Council advised that the incident was a minor leak and per FirstService Residential's afterhours report, the leak had stopped when the Strata Manager contacted the Owner's sister who had reported the leak. Firemen were on site and shut off the water.
3. Council reviewed correspondence from an Owner at 8580 Building reporting that the garbage room floor is filthy and smells, and that an Owner rented the guest suite for a family member who couldn't sleep in the room because of an odour. Council advised that the garbage room is cleaned with water on a weekly basis.

Please note: Council will not address any correspondence from Owners who are reporting other Owners' issues/complaints. If an Owner approaches you with a concern, please encourage them to write a letter directly to Council.

4. Council reviewed correspondence from an Owner at 8580 Building reporting a concern with the patio as the part of the rebar is exposed. After discussion, Council members Percy and Francis have volunteered to review all 1st floor patios.

5. Council reviewed correspondence from an Owner at 8500 Building regarding rocks that were found in the dryer ducts while the washer/dryer was being replaced by a technician. Council advised that the rocks are a result from the roof work that was carried out a few years ago; however, the roofers likely did not assume that the rocks went further than the 3rd floor.
6. Council reviewed correspondence from an Owner at 8580 Building requesting why an Owner at 8560 Building is getting the water damaged ceiling repaired and paid by the Strata, per the last Council Meeting minutes. The Strata Manager advised Council that the minutes state that the Owner may proceed with the in-suite repairs as the cost of the damages fall below the Strata's deductible. To clarify, the Owner will be paying for the in-suite repairs.

RENOVATIONS

Renovations to the following units were approved since the last Council Meeting:

- 221-8500
- 106-8580

NEW BUSINESS

1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems which occurred in April 2019, for Council's information.
2. ***Incident Reports:*** The Strata Manager distributed the incident report for April 15, 2019, for Council's information.
3. ***Lobby Painting:*** Council will consider repainting the lobbies at the end of the 2019/2020 fiscal year if the Strata ends in an operating surplus.
4. ***Pest Control:*** Council reviewed correspondence from Orkin Canada regarding recommendations on addressing the ongoing rat issue on a patio at 8580 Building. After discussion, Council directed the Strata Manager to request that Orkin Canada arrange a site visit directly with the Owner who is having the issue.
5. ***Annual General Meeting Preparation:*** Prior to the meeting, Council had finalized the Proposed 2019/2020 Budget and provided the Strata Manager a copy for the Annual General Meeting Notice. The revised Strata Bylaws are still being drafted by the lawyer, and will be reviewed by Council via email.

TERMINATION OF MEETING

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

Information Meeting –

Discussion on Bylaw Amendments: Thursday, May 30, 2019, 6:00 p.m. to 7:00 p.m.,
Within the Lounge.

Annual General Meeting: Tuesday, June 4, 2019 at 7:00 p.m. Within the Lounge

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119
ML/ef

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>

did you
KNOW?



**FS Insurance
Brokers**

Barbecue and Grilling

Using a barbeque is a fantastic benefit of warmer weather! Abiding by some basic courtesies make it a more pleasant experience for everyone.

Things to consider:

1. Check your by-laws to learn what type of barbeque is allowed, where it can be used and if communal barbeques need to be reserved.
2. Do not use lighter fluid unless explicitly allowed and needed.
3. Keep functioning fire extinguishers (manual or ceiling mounted) close by.
4. If your grill is smoking particularly badly, or the wind is wafting toward your neighbors' open windows, close the lid, turn down the heat or scrape off the grate.
5. As a courtesy to other grillers, avoid grilling foods with a strong aroma (fish, seafood, onions, cruciferous vegetables) on a community grill unless wrapped in heavy-duty aluminum foil or the grill is lined with foil.
6. Clean up after yourself. Use a barbecue brush or balled up aluminum foil ball to scrape the cooking grates. Use paper towels and approved spray cleaner on the entire area, including the counter, the grill knobs and the outside of the grill, especially where raw meat may have touched. Put everything back where it belongs.



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