

**IMPORTANT INFORMATION** Please have this translated

重要資料 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

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

*Held on Wednesday, June 26, 2019  
Within the Lounge of Queen's Gate  
8520/8560 General Currie Road*

**COUNCIL IN ATTENDANCE:** Carol Yap-Chung  
Percy Cheung  
Danny Hui  
Francis Wu  
Miriam Wexler  
Laurette Vital  
Brian Katz

**STRATA MANAGER:** May Le FirstService Residential

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

**NOMINATION OF OFFICERS**

The following Council members accepted the officer positions noted below:

Carol Yap-Chung	President
Percy Cheung	Vice-President
Danny Hui	Treasurer

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the minutes of the Strata Council Meeting held on May 1, 2019, as distributed. **CARRIED.**

**FINANCIAL REPORT**

1. **Review of Accounts Receivable:** The Strata Manager advised Council that the Accounts Receivable Report shows a number of units in arrears for catch-up Strata fees, but most of the accounts will be cleared up on July 1, 2019 when the catch-up fees are deducted from the PAD.

Council discussed an Owner's request for an extension to pay off the outstanding balance owing on the account by July 31, 2019. After discussion, it was moved and seconded to approve a final payment extension as previous extensions were granted, but payments were not received. **CARRIED.** Council directed the Strata Manager to mail and hand deliver a letter to the Owner granting the payment extension to July 31, 2019, and to send

the file to a lawyer to commence legal proceedings should payment not be received by the due date.

Owners are reminded that Strata fees are due on the 1<sup>st</sup> 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:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
3. **Monthly Statement(s):** The April and May 2019 financial statements have been tabled 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. **2017/2018 Audit:** It was moved and seconded to approve the 2017/2018 draft audit prepared by Dong Russell. **CARRIED**
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) **Carpet Cleaning:** Citrus-O Carpet Care completed the cleaning of the common area carpets at 8520, 8560, and 8580 Buildings on April 26, 2019 and 8500 Building on May 2, 2019.
  - (b) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning (MASDC) completed the cleaning of the exterior dryer ducts on May 7, 2019.
  - (c) **Drain Cleaning:** Xpert Mechanical completed the flushing of the horizontal and vertical lines on May 27, 2019.
2. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list. The Strata Manager forwarded a revised TELUS Access Agreement for Council's review. Further discussion at the next meeting.
3. **Failed Windows:** Island Glass clarified that their beige Mutton bars for the windows are a little lighter than the Mutton bars in the original windows and cannot be matched 100%.

Council also reported that Island Glass' technicians are not following the proper protocol by contacting the Building Manager when they are on site. Council directed the Strata Manager to contact the Owner of Island Glass that the Building Manager must be informed at all times when their technicians are on site.

4. **Open Claim:** Repairs to the affected 1<sup>st</sup> floor unit at 8560 Building have been completed. The Strata's deductible invoice has been charged back to the responsible 3<sup>rd</sup> floor unit.
5. **Unit Inspection:** Richmond Fire-Rescue (RFR) has conducted a reinspection of a unit at 8520 Building and determined that the unit Owner has not complied with the Notice of Violation. As such, the Strata now has the obligation to work with the RFR to arrange the cleanup to the unit. All cleanup costs will be charged back to the unit.
6. **Parkade Leak:** Council reviewed two quotations to repair the leaks in the 8560 parkade by either epoxy injection or Kryton repair grout. After discussion, Council agreed to start with installing drain holes as a first option since the several drain holes installed on the 8500 decks last year have been successful so far.
7. **Roof Leak – Open Claim:** Spratt Emanuel Engineering (SEE) conducted a review of the potential structural damage in a 3<sup>rd</sup> floor unit at 8500 Building as a result of a leak sourced from a failed scupper drain on the roof. SEE reported the areas with wood rot that would require replacement. A quotation was obtained and reviewed by Council. After discussion, it was moved and seconded to approve BSB Construction's quotation to replace the rotten wood, in the amount of \$1,950.00 (plus GST). **CARRIED**
8. **Exterior Painting:** Following approval from the Owners at the AGM, the exterior painting of the 1<sup>st</sup> floor building perimeters will be scheduled this Summer.

### **BUILDING MANAGER REPORT**

Council directed the Strata Manager to advise the Building Manager to do a walkabout of all buildings, including the parkades, on a weekly basis, and to report any items that require attention.

### **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 June 10, 2019, with an amendment to "Old Business – a)" where the additional amount approved for the Spring/Summer plantings should be \$500.00. **CARRIED**.

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

4. **Landscaping:**
  - (a) **Tree Maintenance:** Bartlett Tree Experts is scheduled to remove two trees this week. Pruning of eleven Oak trees at the back lane and centre court will be carried

out at the same time as the tree removal, in the amount of \$3,430.35 (plus GST), approved by Council via email. **Post Meeting Update: The work has been completed.**

- (b) **Plantings:** Jill Wright has completed the installation of the Spring/Summer plantings.
- (c) **Tree Treatment:** Bartlett Tree Experts completed the worm treatment immediately following the last Council Meeting. The remaining tree treatment is scheduled for this week. **Post Meeting Update: The work has been completed.**

### **CORRESPONDENCE**

Owners are invited to write to the Council regarding any Strata related matters, via a letter to be deposited in the QG mailbox or by email at [nw3119@gmail.com](mailto:nw3119@gmail.com). 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.

### **BYLAW INFRACTION LETTERS**

Council reviewed two alleged Bylaw infraction letters sent to an Owner at 8520 Building for items stored in the assigned parking stall and items stored within the unit that increased the risk of a fire. Fines will be held off at this time as arrangements have been made to rectify the issues.

### **CORRESPONDENCE**

1. Council reviewed correspondence from an Owner at 8560 Building reporting that a Resident of 8520 Building had locked the changeroom restricting access for other Residents use. After discussion, Council directed the Strata Manager to send a warning letter to the Resident of 8520 that future access to the change room may be denied if this continues.
2. Council reviewed correspondence from four Owners at 8520 Building reporting excessive storage in a vehicle parked in 8520 parkade. As there is no Bylaw prohibiting storage in a vehicle and the RFR did not find that the vehicle was in violation of the BC Fire Code, further action cannot be taken at this time. An arrangement has been made between the Owner of the vehicle and another Owner to clear out some items from the vehicle.
3. Council reviewed correspondence from an Owner at 8580 Building requesting a refund for parking rental charges that the Owner paid through PAD but was not renting a parking stall. After discussion, Council confirmed that the Owner did not rent a parking stall and directed the Strata Manager to verify the total parking rental charges that the Owner paid and process a refund cheque.
4. Council reviewed correspondence from an Owner at 8520 Building reporting that the door frame has not been painted and that there are ant hills outside the 8520 Building entrance.

Council advised that the ant hills have been cleared and directed the Strata Manager to clarify with the Owner on whether the door frame is located inside of the unit or outside of the unit.

5. Council reviewed correspondence from an Owner at 8560 Building regarding an ongoing leak from the roof that occurs during the winter when the temperature drops causing the door to be displaced from the usual position and a leak through the ceiling. After discussion, Council advised that the leak will need to be monitored and investigated during the winter when it is active in order to locate the issue.
6. Council reviewed correspondence from an Owner at 8580 Building regarding an ongoing issue with noisy pipes when the unit above flushes the toilet. After discussion, three Council members volunteered to investigate the noise along with the Building Manager.

### **NEW BUSINESS**

1. ***Record of Water Problems:*** A Council Member distributed a list of water related problems which occurred in May 2019, for Council's information. Council advised that moving forward a list will no longer be distributed to Council as water leaks that occurred are already mentioned in the minutes.
2. ***Incident Reports:*** The Strata Manager distributed the incident report for May 14 to June 18, 2019, for Council's information.
3. ***Pipe Repairs:*** Xpert Mechanical completed the repairs to leaking pipe in the 3<sup>rd</sup> floor common hallway at 8500 Building and the 1<sup>st</sup> floor common hallway at 8560 Building.
4. ***Water Leak:*** A leak occurred in the kids' Playroom on June 21, 2019 which was sourced to leaking shower drain in a unit at 8500 Building. Council directed the Strata Manager to send a letter of responsibility to the unit Owner.
5. ***Laundry Room:*** Council reported some wall damage in the Strata's laundry room at 8500 Building, on the left side corner of wall.
6. ***Executive Meetings:*** In order to reduce the Council Meetings to two hours, Council will be holding Executive Meetings on the Monday prior to every Council Meeting to discuss the agenda items. Final decisions will be formally made at the Council Meeting.

**TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 12:00 p.m.

**Annual General Meeting:** Wednesday, July 31, 2019 at 9:00 a.m. within the Lounge.

**irstService Residential BC Ltd.**



May Le  
Strata Manager  
*Per the Owners*  
Strata Plan NW 3119  
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**General:** 604.683.8900 (24 hours emergencies)

**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

[www.fsresidential.com](http://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](mailto: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**

## Cigarette Disposal

Cigarettes and cigars are a leading cause of residential fires in Canada. In Vancouver in 2015, there were 90 smoking-related fires and in 2017, 120. Since 2001, 1 in 3 fire-related deaths in Vancouver have been attributed to smoking. With the legalization of cannabis, incidents are expected to rise.

Fires caused by residents or guests using flower pots or planters as ashtrays or throwing cigarettes over balconies or patios can cause devastating property and life loss. The soil in planters often contain highly combustible materials like peat moss, and yet they are commonly used as ashtrays. Peat moss is added to potting soil to retain moisture and keep the pot light. Other materials that are found in planters and can fuel flames are vermiculite, Styrofoam and fertilize.

### Remember:

- Never toss hot cigarette butts over the balcony or out a window.
- Never toss hot cigarette butts or ashes in the trash or in a planter.
- Use a sturdy ashtray with a wide stable base or a can filled with sand to extinguish smoking materials.
- Do not place ashtrays on chairs or sofas.
- Soak cigarette butts and ashes in water before throwing them away.
- Never smoke in bed.



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