

**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, July 31, 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 (*left at 10:34 a.m.*)  
Francis Wu  
Miriam Wexler  
Brian Katz

**REGRETS:** Laurette Vital

**STRATA MANAGER:** May Le FirstService Residential

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

#### **COUNCIL UPDATE**

Laurette Vital submitted her resignation leaving six members remaining on Council. Council would like to thank Ms. Vital for her contribution to the Strata over the years.

At this time, Council would like to request volunteers to replace the seventh Council member. Council will review the applicants at the next meeting and will appoint the replacement Council member by a majority vote.

#### **APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the minutes of the Strata Council Meeting held on June 26, 2019, as distributed. **CARRIED.**

#### **FINANCIAL REPORT**

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report distributed by the Strata Manager. After discussion, Council directed the Strata Manager to follow up with an Owner's payment arrangement for parking rental back charges at 8560 Building.

Council discussed an Owner at 8580 Building who is in arrears for Strata fees and a Certificate of Lien had been registered against the title to the Strata Lot. After discussion, it was moved and seconded to send the Owner's file to a lawyer to commence legal proceedings. **CARRIED.**

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 Statements:** It was moved and seconded to approve the financial statements from April to June 2019, 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. **2018/2019 Audit:** The 2018/2019 draft audit prepared by Dong Russell is currently under review by Council.

### **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. **Fibre Optic Network:** Currently on Novus Entertainment's waiting list.

A TELUS representative is scheduled to meet with a Council member on August 14, 2019 to go over any concerns about the proposed project to bring the fibre network into the building and into the individual units. Further discussion at the next meeting.

2. **Unit Inspection:** It was moved and seconded to ratify Council's approval to proceed with the cleanup of a unit at 8520 Building, as ordered by the Richmond Fire-Rescue (RFR), and the cost would be charged back to the unit Owner. **CARRIED.**

The Strata Manager advised Council that the charge backs relating to the cleanup of the unit is lienable, per the *Strata Property Act*, as the cleanup was ordered by the RFR.

3. **Parkade Leak:** Rainsafe is scheduled to install drain holes at 8560 Building on July 31, 2019, to address the leak in the parkade.
4. **Roof Leak – Open Claim:** BSB Construction completed the structural repairs as reported by Spratt Emanuel Engineering. Council reviewed a quotation from Incredible Restorations to carry out the in-suite repairs. After discussion, it was moved and seconded to approve Incredible Restorations' quotation, in the amount of \$9,472.84 (including GST). **CARRIED.**

**Post Meeting Update:** The Strata Manager advised Council that Incredible Restorations has agreed to reduce the repair cost by 20%.

5. **Exterior Painting:** Abbie Paint & Décor started the exterior painting of the first-floor building perimeters on July 29, 2019, per their approved quotation, in the amount of \$20,500.00 (plus GST).

### **BUILDING MANAGER REPORT**

A Building Manager report will no longer be required as the new weekly walkabout sheets completed by the Building Manager will have all relevant information. The sheets will be kept at the QG Office for Council's reference and will not be included in the agenda. Any matters requiring action from the Strata Manager will be forwarded via email.

### **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:** Owners may view the Garden Committee Meeting Minutes on **FSRConnect™**.
4. **Landscaping:**
  - (a) **Tree Maintenance:** Bartlett Tree Experts completed pruning the trees at Queen's Gate. The arborist advised that he will not cut more dead branches as those branches will grow back; however, the branches reaching the exterior building were cut.
  - (b) **Tree Treatment:** Council reported that the tree injection was not successful as there is still sap on the trees.

### **CHARGEBACK LETTERS**

Three chargeback letters sent since the last Council Meeting were distributed to Council for their information.

### **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 one alleged Bylaw infraction letter sent to an Owner at 8520 Building for items stored in the assigned parking stall. As the items have been removed within the required timeline, as per the Strata Corporation's Bylaws, no fine will be applied.

### **CORRESPONDENCE**

1. Council reviewed correspondence from an Owner at 8500 Building requesting that if the Rhodo bushes in front of the unit needs to be trimmed, that those are trimmed minimally as to not compromise the Owner's privacy. Council advised that there will be no trimming of bushes this year, and will be tabled to July 2020.
2. Council reviewed correspondence from four Owners at 8580 Building reporting an ongoing issue with mice droppings on the deck and noise from the unit above when the toilet is flushing. Council advised that the pest control technician has attended the site and there are three traps already in place. The noise has been resolved now that Xpert Mechanical has repaired the toilet in the unit above.
3. Council reviewed correspondence from an Owner at 8520 Building advising that a friend of the Owner offers swimming lessons, without compensation. After discussion, Council advised that the swimming instructor is considered a guest of the Owner, as such, the Owner and the guest will need to adhere to the Strata Corporation's Bylaws. A Council member will be drafting a letter for the Strata Manager to mail to the Owner.
4. Council reviewed correspondence from an Owner at 8580 Building disputing a fine for a noise Bylaw. After discussion, Council directed the Strata Manager to provide the details of the original noise complaint for further review.
5. Council reviewed correspondence from an Owner at 8520 Building regarding an infestation of ants in the unit. Council advised that the issue has now been resolved.
6. Council reviewed correspondence from an Owner at 8520 Building regarding the lack of communication when contractors are on site carrying out Strata related work, specifically the power washing that was conducted to the building exterior, without prior notice to the Residents, causing damage to the Owner's plants and outdoor furniture. After discussion, Council agreed that, moving forward, any last-minute changes made by the contractors regarding rescheduling will be refused if the new date does not provide enough time to notify the Residents. Any other work that does not affect the Residents or in the event of an emergency repair, notification to the Residents may not be feasible.
7. Council reviewed correspondence from an Owner at 8560 Building regarding a motorbike that causes excessive noise when riding in and out of the parkade during the Queen's Gate quiet hours. After discussion, Council directed the Strata Manager to distribute a building notice regarding motor vehicles and noise.

### **NEW BUSINESS**

1. ***Incident Reports:*** The Strata Manager distributed the incident reports for July 23 to 25, 2019, for Council's information.

2. **Parcel Lockers:** Prior to the meeting, Council reviewed Canada Post's proposed location of where each parcel locker would be placed at each building. After discussion, Council directed the Strata Manager to request that Canada Post provide other potential locations as the proposed locations will obstruct certain common areas.
3. **Lounge Veranda:** Rainsafe will be scheduling the installation of the Zinc strip to the lounge veranda to control moss and algae build up, per their approved quotation, in the amount of \$680.00 (plus GST).
4. **Summer Maintenance Program:** A Council member distributed a 2019 Summer Maintenance Program for Council's information.
5. **Fire Safety Plans:** Two quotations to update the fire safety plans are pending.
6. **Path Lights:** Council reviewed a quotation to install six exterior pillar path lights. After discussion, Council directed the Strata Manager to request a revised quotation from the contractor and to obtain two more quotations from other electricians, with the labour and material costs separated.

#### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 11:48 a.m.

**Council Meeting:** Wednesday, August 28, 2019 at 9:00 a.m. within the Lounge.

**FirstService Residential BC Ltd.**



May Le  
Strata Manager  
*Per the Owners*  
Strata Plan NW 3119

**Email:** [info.bc@fsresidential.com](mailto:info.bc@fsresidential.com)

**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>