

IMPORTANT INFORMATION Please have this translated

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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, August 28, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President (<i>left at 12:12 p.m.</i>)
	Percy Cheung	Vice-President
	Danny Hui	Treasurer (<i>left at 10:34 a.m.</i>)
	Francis Wu	Member
	Miriam Wexler	Member
REGRETS:	Brian Katz	Member
STRATA MANAGER:	May Le	FirstService Residential

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

COUNCIL MEMBER REPLACEMENT

Council reviewed two nominations to take replace the Council member who resigned prior to the last Council Meeting. After discussion, it was moved and seconded to elect Donna Lenz as the replacement Council member. **CARRIED**

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The following amendment (in bold) was made to the Strata Council Meeting minutes held on July 31, 2019:

*"Correspondence Item #3 – Council reviewed correspondence from **an Owner** at 8580 Building..."*

It was moved and seconded to approve the minutes of the Strata Council Meeting held on July 31, 2019, as amended. **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 send a thirty-day warning letter to an Owner at 8560 Building for outstanding parking fees and to follow up with an Owner at 8560 Building regarding the payment arrangement for parking rental back charges.

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:** 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 of July 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 revisions to the 2018/2019 draft audit prepared by Dong Russell is currently under review by the Council Treasurer.

REPORT ON LITIGATION

The Strata Corporation has commenced foreclosure proceedings against a Strata Lot for sixteen months of unpaid Strata fees.

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 & Routine Maintenance:**
 - (a) **Annual Fire Inspection:** Vancouver Fire has scheduled the annual fire inspection for October 2 to 11, 2019.

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

Council met with a TELUS representative prior to the meeting to discuss any concerns Council had regarding the proposal to bring fibre optic network into Queen's Gate. Following the meeting with the TELUS representative, Council proceeded with executing the Right of Entry Agreement and a design walkthrough will be scheduled shortly. It was moved and seconded to ratify the decision to proceed with executing the Right of Entry Agreement. **CARRIED**

3. **Unit Inspection:** 1st Trauma Scene Cleanup (1st Trauma) completed the cleanup of a unit at 8520 Building, as ordered by the Richmond Fire-Rescue (RFR). The RFR confirmed via email that the cleanup was completed satisfactorily and the unit is now in compliance

with the BC Fire Code. A Council member will be reviewing the final cleanup invoice with 1st Trauma prior to processing payment.

4. **Parkade Leak:** Rainsafe completed the installation of the deck drain holes at 8560 Building on July 31, 2019.
5. **Roof Leak – Open Claim:** Council reviewed an invoice from Incredible Restorations for the final water damage repairs to a unit at 8500 Building. It was moved and seconded to pay the invoice and charge back the unit Owner as the costs fall below the Strata's water damage deductible. **CARRIED**
6. **Exterior Painting:** Abbie Paint & Décor completed the first level exterior perimeter painting on August 9, 2019.
7. **Parcel Lockers:** Council discussed the Canada Post's proposed locations to place the parcel lockers. After discussion, Council agreed not to proceed with a revisit for alternate locations as there is limited space near the mailboxes to place the parcel lockers.
8. **Lounge Veranda:** Installation of the Zinc strip to the lounge veranda has not yet been scheduled by Rainsafe.
9. **Fire Safety Plans:** Council reviewed two quotations to update the fire safety plans at each building. Due to the large difference in the two quotations, Council directed the Strata Manager to obtain additional quotations. Council agreed not to proceed with updating the fire safety plans at all buildings but only the building that the RFR reported was expired.
10. **Path Lights:** Tabled as two out of the four quotations requested is in progress.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** The ERC Meeting was held on August 21, 2019. The ERC Meeting Minutes, once finalized, will be available to view and download on **FSRConnect™**.
2. **Social Committee:** Owners may view and download the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee Minutes:** Owners may view and download the Garden Committee Meeting Minutes on **FSRConnect™**.

CHARGEBACK LETTERS

Two 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. 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 Bylaw infraction letters sent to an Owner at 8520 Building regarding the unit left in a state where it increases the risk of a fire. As the issues have now been resolved and confirmed by the RFR, no fine will be levied against the unit.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8580 Building reporting that there are cracks and exposed rebar on the inside of the balcony. Council advised that the unit will be added to the repair list.
2. Council reviewed correspondence from an Owner at 8500 Building requesting to enhance the QG Library with a group of Residents. Council advised that every Resident who is interested in enhancing the Library may do so as long as each Resident communicate with each other on how the library will be arranged.
3. Council reviewed correspondence from an Owner at 8580 Building reporting that the organic bins have not been washed for the last couple of months and concerns with the building cleaning and repairs. Council advised that the green bins were just washed yesterday, and all other building cleaning and repairs will be taken under advisement.
4. Council reviewed correspondence from an Owner at 8580 Building reporting that the elevator at 8560 Building smelt of dog feces which may have been due to a dog incident which was not cleaned properly.
5. Council reviewed correspondence from the Owners at 8500 Building requesting to paint the interior of their balcony. After discussion, it was moved and seconded to approve the Owners' request and provide the paint number to the Owners, as well as, send a letter regarding responsibility when painting limited common property.
6. Council reviewed correspondence from an Owner at 8580 Building reporting that there is still mice activity on the deck and the pipe noise in the ceiling has returned. After discussion, Council directed the Strata Manager to respond to the Owner accordingly.
7. Council reviewed correspondence from an Owner at 8580 Building disputing a Bylaw fine that was levied against the Strata lot for noise during quiet hours. After discussion, Council agreed that the fine is valid and will not be reversed.
8. Council reviewed correspondence from an Owner at 8520 Building advised that the issue with the ants has returned. A Council member advised that a few drops of the Ortho Home Defense Max Ant Eliminator will resolve the issue.

9. Council reviewed correspondence from an Owner at 8520 Building reporting a leak in the ceiling light fixture in the main bathroom. The leak was sourced to a leaking shower drain in the unit above.
10. Council reviewed correspondence from an Owner at 8560 Building reporting that the exterior balcony door frame is rotted. Council advised that additional quotations will be requested as the one quotation obtained was high due to the balcony door not fitting in the frame.
11. Council reviewed correspondence from an Owner at 8500 Building reporting that the detergent bottle in the gym is currently empty. The Building Manager will be advised to fill the bottle.
12. Council reviewed correspondence from an Owner at 8520 Building requesting on whether the Strata permits foreign exchange students. After discussion, Council directed the Strata Manager to obtain legal advice before a decision can be made.
13. Council reviewed correspondence from an Owner at 8560 Building in response to a letter sent to the Owner regarding alterations that were not included in the original approved submission. After discussion, Council directed the Strata Manager to request that the Owner obtain approval from the City of Richmond for removal of the entry wall by the kitchen.
14. Council reviewed correspondence from an Owner at 8560 Building requesting reversal of the Bylaw fines levied against the account for pet nuisance, reversal of the NSF fee for change of bank account info and reporting that the unit was broken into many times. After discussion, it was moved and seconded to deny the Owner's request. **CARRIED**

RENOVATIONS:

Unit 211-8560 was approved to carry out alterations to the unit.

NEW BUSINESS

1. **Incident Reports:** The Strata Manager distributed the incident reports for August 9 to 21, 2019, for Council's information.
2. **BC Hydro:** Council reviewed correspondence from BC Hydro regarding switching the service rate for the buildings to the high usage service rate which would reduce the Strata's electricity costs. After discussion, a Council member volunteered to speak to BC Hydro directly to clarify on the proposed changes.
3. **Security Upgrades:** Council reviewed quotations to upgrade the astragals on the exterior doors and common area locked interior doors. As the cost to upgrade all of the astragals is outside of the Strata's operating budget, upgrades were only carried out to the most crucial doors first, specifically the 8500 parkade exit door that was damaged from a recent break-in and the 8520 door from the gym and 8580 parkade exit door which are located in high security risk areas. Upgrades to the remaining quoted doors will be tabled to the next AGM. In the meantime, additional quotations will be obtained.
4. **Hand Delivering Letters:** Moving forward, confidential letters prepared by FirstService Residential will no longer be delivered under the unit door.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:15 p.m.

Council Meeting: Thursday, September 26, 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

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>