

**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, February 26, 2020  
Within the Lounge of Queen's Gate  
8520/8560 General Currie Road*

<b>COUNCIL IN ATTENDANCE:</b>	Carol Yap-Chung	President
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Francis Wu	Member
	Miriam Wexler	Member (9:20 a.m. to 11:18 a.m.)
	Brian Katz	Member (9:18 a.m. to 11:18 a.m.)
	Donna Lenz	Member
<b>GUEST:</b>	Owner	8560 Building (9:00 a.m. to 9:15 a.m.)
<b>STRATA MANAGER:</b>	May Le	FirstService Residential

#### **HOW TO MITIGATE WATER/FIRE LOSSES**

- KNOW THE LOCATION OF THE SHUT OFF VALVES IN YOUR UNIT,
- USE BRAIDED BOSES INSTEAD OF PLASTIC HOSES FOR WATER APPLIANCES. BRAIDED HOSES NEED TO BE REPLACED EVERY FIVE TO SEVEN YEARS,
- PLACE A WATER LEAK DETECTION SENSOR AROUND TOILETS AND WATER APPLIANCES,
- INSTALL SPRINKLER CAGES OVER FIRE SPRINKLER HEADS,
- NEVER LEAVE A LIT CANDLE UNATTENDED,
- PREVENT KITCHEN FIRES (MAJORITY OF RESIDENTIAL FIRES START IN THE KITCHEN): PUT LIDS ON PANS TO SMOTHER FLAMES, NEVER THROW WATER ON A GREASE FIRE, AND KEEP A FIRE EXTINGUISHER CLOSE BY,
- ENSURE FLAMMABLES ARE CONTAINED; ONLY KEEP NECESSARY AMOUNTS ON SITE,
- INSTALL A FIRE SUPPRESSION SYSTEM IN UNITS WITHOUT SPRINKLERS, KEEP A FIRE EXTINGUISHER ON OR NEAR EVERY BALCONY THAT HAS A GRILL, AND DISPOSE OF CIGARETTES ONLY IN DESIGNATED AREAS OR ASHTRAYS.

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

## **GUEST BUSINESS**

An Owner of a 2<sup>nd</sup> floor unit at 8560 Building attended the meeting to address Council's concerns regarding unauthorized common area repairs carried out by the Owner's moving company and parking overnight in the courtyard visitor parking. The Owner claims that she did not know parking in the courtyard was not permitted and that repairs to the common areas required Council authorization. Council advised the Owner to familiarize herself with the Strata's Bylaws.

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

The following amendment was made to the Minutes of the Strata Council Meeting held on January 29, 2020:

### ***"Committee Reports – Emergency Response Committee (ERC)***

***It was moved and seconded to approve the ERC Meeting Minutes held on October 16, 2019 and December 4, 2019. CARRIED (All in favour)."***

It was then moved and seconded to approve the Minutes of the Strata Council Meeting held on January 29, 2020, as amended. **CARRIED (All in favour).**

## **FINANCIAL REPORT**

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report and directed the Strata Manager to request payment from the daughter of a 2<sup>nd</sup> floor unit Owner at 8500 Building for outstanding charge backs.

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 statement of January 2020, as circulated. **CARRIED (All in favour).**

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 Council Treasurer reviewed and signed the 2018/2019 Draft Audit prepared by Dong Russell.
5. ***Investments:*** Council directed the Strata Manager to obtain the GIC rates from Vancity and Coast Capital for investing a portion of the Contingency Reserve Fund.

## **REPORT ON LITIGATION**

Access Law Group has filed a Petition to the Court on behalf of the Strata, against a 2<sup>nd</sup> floor unit at 8580 Building for outstanding Strata Fees. The unit is currently under foreclosure.

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation.

### **BUSINESS ARISING**

1. ***Annual & Routine Maintenance:***

- (a) ***Annual Fire Inspection:*** Vancouver Fire completed the deficiencies at 8520 Building on February 20, 2020 and is scheduled to complete the deficiencies at 8560 on March 16, 2020. Council reviewed a quotation to replace forty-six common area smoke detectors at 8500 Building that are over twenty years old. After discussion, it was moved and seconded to approve Vancouver Fire's quotation, in the amount of \$5,037.00 (plus GST). **CARRIED (All in favour).**

The dry sprinkler three-year full trip test will be carried out in the Spring.

2. ***Fibre Optic Network:*** All fibre lines have been brought to the unit doors and repairs have been completed at 8500 and 8520 Buildings. A Council member will check the remaining two buildings for any deficiencies.

***There is now free Public WIFI in the Lounge. To use the Public WIFI, click on "Hot Spot". No password is required.***

***Owners are advised that the Public WIFI is an unsecured network. Use at your own risk.***

3. ***Path Lights:*** Three Council members are to work with the Building Manager to determine if there are alternate light bulbs that will provide more light and to report back to Council.
4. ***Window Seals:*** Island Glass completed the replacement of the four window glass' in a 1<sup>st</sup> floor unit at 8500 Building.
5. ***Emergency Vehicle Parking:*** The Strata Manager has sent a follow up to Ascent Management for a key to the gate located on the Catalina property that is used for emergency vehicle access.
6. ***Electric Vehicle (EV) Charger:*** A representative from Commercial Lighting Products has not yet attended the site to review the property.
7. ***Patio Door Repairs:*** Island Glass completed the replacement of the French patio door's glass in a 1<sup>st</sup> floor unit at 8560 Building.
8. ***Security Upgrades:*** Nikls completed the installation of full astragal plates on seven exterior doors and replaced the damaged fire exit door at 8520 Building. The remaining recommended security upgrades will be presented to Owners at the next Annual General Meeting.
9. ***Building Address Sign:*** The hedge located below the building address sign will be relocated in the spring, to be coordinated by the landscapers.
10. ***Stairwell Lights:*** A quotation to clean all stairwell lights has been requested. Council directed the Strata Manager to add cleaning of the wall sconces to the scope of work.

11. **Parkade Drain Grate:** Rainsafe Complete Waterproofing completed the repairs to the broken drain grate located at the 8500/8520 parkade gate entrance.
12. **Unapproved Renovations:** The 3<sup>rd</sup> floor unit Owner at 8560 Building forwarded a copy of the permit application to Council for removal of a non-load bearing wall in the kitchen.
13. **Plumbing Consultant:** Curaflo will be requested to provide a basic free assessment of the building's plumbing.
14. **Parapets Cracks:** A Council member will prepare a building notice for Owners to report any issues with parapets (the low protective wall along the edge of the balconies), such as cracks, to the Queen's Gate office. **Post Meeting Update: Notices have been posted on the elevator notice boards.**

### **COMMITTEE'S REPORTS**

1. **Emergency Response Committee (ERC):** Owners may view and download the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** It was moved and seconded to approve the Social Committee Meeting Minutes of February 4, 2020. **CARRIED (All in favour).**

Owners may view and download the Social Committee Meeting Minutes on **FSRConnect™**.

3. **Garden Committee:** Owners may view and download the Garden Committee Meeting Minutes on **FSRConnect™**.
4. **Landscaping:**
  - (a) **Specialized Treatments:** The specialized tree treatment will be reviewed with the Arborist in the spring.
  - (b) **Spring Annuals:** It was moved and seconded to approve Jill Wright Garden Designs' quotation, in the amount of \$907.20 (including taxes), to install Spring Annuals for the containers, Lounge garden, and front gate area. **CARRIED (All in favour).**
  - (c) **Dead Trees:** M and V Landscaping removed the two dead trees located at the southeast corner. Council directed the Strata Manager to include the cost of replacing the two trees in the next fiscal year's budget.

### **CHARGE BACK LETTERS**

Two charge back letters sent to Owners since the last Council Meeting, was distributed to Council for their information.

### **BYLAW INFRACTION LETTERS**

Council reviewed a Bylaw infraction letter sent to a 2<sup>nd</sup> floor unit Owner at 8580 Building and a response from the Owner's legal counsel, for temporarily storing personal items in the common hallway. After discussion, Council directed the Strata Manager to send a response to the Owner's legal counsel.

## **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.

## **CORRESPONDENCE**

1. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building reporting that the black mats placed in front of the women's shower stalls are unsafe, the cleanliness of the common areas has not been addressed, the cones left on the pony wall had not been removed after the vehicle accident, and the holiday lights on the posts are burnt out. A Council member will investigate the issue with the black mats, the cleaning is mentioned under "**New Business – Item #6**", and the holiday lights have been removed from the posts. **Post Meeting Update: Council inspected the mats and removed them as the mats were found to be slippery. An alternative surface is being investigated.**
2. Council reviewed correspondence from 1<sup>st</sup> floor unit Owner at 8580 Building reporting ongoing noise from a neighbouring unit. A Council member will speak to the complainant.
3. Council reviewed correspondence from the Strata Manager regarding a 1<sup>st</sup> floor unit Owner at 8520 Building advising Council that approximately ten years ago, the Owner was advised by the Strata Manager at the time that the ceiling damage caused by the unit above would be covered by the Strata. The Strata Manager is currently looking into the matter. **Post Meeting Update: There is no record of the Strata claiming responsibility to repair the ceiling. As the damage was not caused by common property, the Owner is responsible for in-suite repairs.**
4. Council reviewed correspondence from a 2<sup>nd</sup> floor unit Owner at 8500 Building requesting use of the Lounge for a charity event. After discussion, it was moved and seconded to deny the Owner's request as the event will be charging a fee which contravenes the Strata's Bylaw 51.2. **CARRIED (All in favour).**
5. Council reviewed correspondence from a 2<sup>nd</sup> floor unit Owner at 8520 Building reporting that the wall sconces need to be cleaned and the new notice boards by the elevators are a big improvement. The wall sconces are mentioned under "**Business Arising – Item #10**".
6. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8580 Building commenting that the recreational facilities at Queen's Gate were put in place so that Residents could enjoy the premises without leaving the property, whether it be for singing, ping pong, etc. Council thanks the Owner for the comment.
7. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8560 Building regarding a leak at the living room window which was sourced to a leak in the roof. This item is mentioned under "**New Business – Item #3**".

8. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8520 Building commenting that when the Lounge is rented, there should be no issue with the renter using the Lounge from 7:00 a.m. to 11:00 p.m. Council advised that Residents are not permitted to leave appliances on, unattended, such as the oven and dishwasher.
9. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8500 Building requesting to renovate the kitchen, two bathrooms, and replace the flooring with laminate flooring. After discussion, it was moved and seconded to approve the Owner's request. **CARRIED (All in favour).**
10. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building reporting a loud sound from 11:30 p.m. to 12:00 p.m. A Council member will investigate the issue.
11. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8560 Building reporting that the gym was very dirty. Council reviewed the Owner's photos of the gym windows and advised that the windows in the photos are not of the gym. **Post Meeting Update: Council inspected the gym and will be upgrading the cleaning routines.**

#### **NEW BUSINESS**

1. **Unit Inspections:** Council directed the Strata Manager to follow up with the Richmond-Fire Rescue for an update on the next in-suite inspection at a 1<sup>st</sup> floor unit at 8520 Building.
2. **Concrete Slabs:** Three quotations have been requested to repair the uneven concrete slabs located in the courtyard pathways.
3. **Roof Leak:** A window leak occurred in a 3<sup>rd</sup> floor unit at 8560 Building which was sourced to a leak in the roof. Harvard Roofing was approved to carry out the repairs.
4. **Water Damage Mitigation:** An information package and checklist were prepared by FirstService Residential and distributed to Council for their review.
5. **TELUS Lines:** The cost of the Strata's phone lines have all been reduced to \$27.00 (plus taxes) per month. Council directed the Strata Manager to request that TELUS upgrade the current office internet to Fibre 15Mbps at a monthly cost of \$50.00 (plus taxes) for the first twelve months, and \$65.00 (plus taxes) per month thereafter.
6. **Cleaning:** Council reviewed CFK Executive Services' costs for daily cleaning of the common areas and agreed that the amount paid to the cleaners is not sufficient for the amount of cleaning required by the Strata. Council directed the Strata Manager to request a quotation to increase the cleaning hours.

### **NEW RENOVATION APPLICATION PROCESS**

Owners, please note that the renovation application process has changed. Moving forward, applications must be sent directly to FirstService Residential.

- Owners need to complete the application for in-suite alterations and/or the application for changing the flooring. Application forms are available on the Community Website at <https://NW3119.connectresident.com> in "Forms". **Owners must be as detailed as possible when completing the application forms.**
- Email the completed application forms to [info.bc@fsresidential.com](mailto:info.bc@fsresidential.com). Please ensure to include your Strata Plan and unit address in the subject line (omitting this information will delay the approval process).
- Applications must include the contractor's liability insurance and the contractor's scope of work (contractor costs can be removed). **Any changes to the scope of work must be approved by Council prior to proceeding.**
- For hard surface flooring, applications must include a copy of the flooring underlay specs.
- Basic renovations will take approximately one to two weeks for the approval letter to be drafted and emailed/mailed.
- Complex renovations will require Council's approval at the next Council Meeting.
- Once the application is approved, an approval letter will be sent to the Owner with an Indemnity Agreement to sign. Once the Owners sign the Indemnity Agreement and email it back to [info.bc@fsresidential.com](mailto:info.bc@fsresidential.com), Owners may proceed with the renovations, but must first schedule the renovations with the Queen's Gate Office.

### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 11:40 a.m.

**Next Council Meeting:** Wednesday, March 18, 2020 at 9:00 a.m. within the Lounge.

**Future Meetings:** Council Meeting, Wednesday, April 22, 2020  
Annual General Meeting, Thursday, May 28, 2020

**FirstService Residential BC Ltd.**



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

**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.**

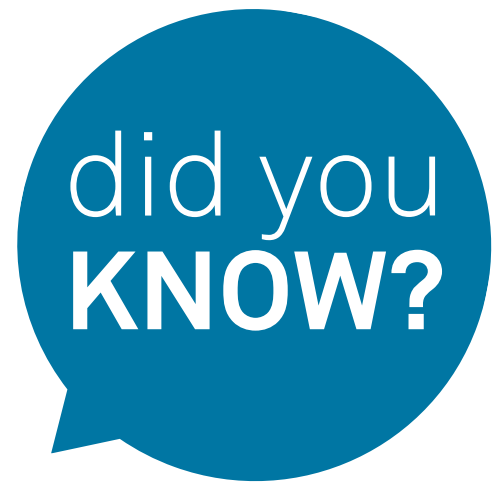
### **FSRConnect™ REGISTRATION**

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 <https://NW3119.connectresident.com>.



**FS Insurance  
Brokers**



## Washing Machines

*Did you know* that malfunctioning supply hoses for your washing machine can result in some of the most common water damage claims filed by homeowners? Water can discharge at a rate of up to 500 gallons per hour, causing devastating losses to your home and any adjacent units.

### Tips for preventing washing machine related losses:

- Use steel-braided supply hoses and inspect them often for damage
- Know the location of your in-suite water shut off
- Use a water leak detection system
- Allow three to four inches between the hose connection and the wall
- Replace hoses every three to five years or sooner based on usage
- Maintain insurance to protect yourself and your contents



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