

**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, March 18, 2020  
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 (9:45 a.m. to 12:00 p.m.) |
| Brian Katz      | Member                           |
| Donna Lenz      | Member                           |

**STRATA MANAGER:**

May Le FirstService Residential

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

- **KNOW THE LOCATION OF THE SHUT OFF VALVES IN YOUR UNIT,**
- **USE BRAIDED HOSES 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.**

**A special thanks to Owner, Thomas Sim, who volunteered to do fire watch overnight for the safety of Queen's Gate Residents.**

The meeting was called to order at 9:03 a.m.

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

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on February 26, 2020, as circulated. **CARRIED (All in favour).**

### **FINANCIAL REPORT**

1. **Review of Accounts Receivable:** 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 February 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 finalized 2018/2019 Audit is currently in progress by Dong Russell.
5. **2019/2020 Audit:** It was moved and seconded to approve Dong Russell's quotation, in the amount of \$3,775.00 (plus GST), to prepare the audit financials for 2019/2020. **CARRIED (All in favour).** Council directed the Strata Manager to inquire on whether the audit would be easier now that the Strata has moved to cash financials. **Post Meeting Update: Dong Russell advised that the audit will not be easier as they would still need to perform the audit procedures on the Accounts Payable cut-off and record the accruals.**
6. **Investments:** Council reviewed the GIC rates from Vancity Credit Union and Coast Capital. After discussion, Council directed the Strata Manager to obtain confirmation that the Strata's funds will be protected if the investment exceeds \$100,000.00. **Post Meeting Update: Vancity Credit Union does not have a limit on GIC investment protection, but Coast Capital has a \$100,000.00 limit since 2018.**

### **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 and has been listed for sale.

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 has completed all deficiencies for all buildings. A 2<sup>nd</sup> floor unit at 8500 Building requires in-suite testing which has been postponed due to COVID-19.
  - (b) **Dry Sprinklers:** The dry sprinkler three-year full trip test will be carried out in the Spring.
  - (c) **Carpet Cleaning:** Council reviewed a quotation from Citrus-O Carpet Care for cleaning the common area carpets. Council directed the Strata Manager to obtain additional quotations for carpet cleaning and cleaning of the furniture in the Lounge and lobbies, as well as, whether the companies have special cleaning for COVID-19.
  - (d) **Dryer Duct Cleaning:** A quotation is pending.
  - (e) **Window Cleaning:** It was moved and seconded to approve Mark Wareham's quotation, in the amount of \$5,000.00 (plus GST), to clean the exterior non-balcony windows. **CARRIED (All in favour).**
2. **Fibre Optic Network:** All common area repairs have now been completed. Owners are required to deal directly with Arash Khairzad of Unique Telecommunications, at 604-704-1989, for in-suite deficiencies.
3. **Path Lights:** Tabled.
4. **Emergency Vehicle Parking:** Council reported that the lock has been removed from the main gate of the Catalina property on Jones Road which provides access to the south gate for emergency vehicle parking which services 8520/8560 Buildings of Queen's Gate.
5. **Electric Vehicle (EV) Charger:** Council reported that Commercial Lighting Products has not scheduled a site visit yet. The Strata Manager has since reached out to Power Pros.
6. **Security Upgrades:** Tabled to AGM.
7. **Building Address Sign:** The hedge located below the building address sign will be relocated in the spring, to be coordinated by the landscapers.
8. **Light Fixtures:** A quotation to clean all stairwell light fixtures and interior wall sconces has been requested.
9. **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.
10. **Plumbing Consultant:** Council directed the Strata Manager to schedule a site visit with Curaflo to assess the building's plumbing and advise Council of the date to meet with the contractor.

11. **Parapets Cracks:** The following units have reported cracks on the parapet walls (low protective wall along the edge of the balconies) and will be reviewed later in the Spring: 108-8580, 109-8580, 120-8580, and 116-8520. **Owners who still need to report the parapet cracks may email [NW3119@gmail.com](mailto:NW3119@gmail.com) or leave a note in the QG Office.**
12. **Unit Inspections:** Council reviewed the Fire Hazard inspection report of March 5, 2020 prepared by the Richmond-Fire Rescue (RFR) which noted that the 1<sup>st</sup> floor unit at 8520 Building is starting to reach the level of becoming a fire hazard. After discussion, Council directed the Strata Manager to reach out to Captain Gray for follow up.
13. **Concrete Slabs:** Tabled until the third quotation is received.
14. **Roof Leak:** Harvard Roofing completed the repairs to the roof leak which caused water damage in a 3<sup>rd</sup> floor unit at 8560 Building. Council directed the Strata Manager to follow up with Harvard Roofing regarding the company that scheduled the removal of the scaffolding but did not show up multiple times which required the Building Manager working additional overtime hours.
15. **Cleaning:** It was moved and seconded to approve CFK Executive Services' (CFK) quotation to carry out detailed cleaning in the Pub, Lounge, Library, Playroom, Hobby Room, and Gym, in the amount of \$1,890.00 (plus GST) per annum. **CARRIED (All in favour).**

Once a month, on a Tuesday, CFK will be spending an additional six hours to carry out detailed cleaning on one or two common facilities as grouped below:

- Gym and Hobby Room
- Lounge
- Pub
- Library and Playroom

CFK will rotate the common facilities each month, therefore, cleaning of specified room(s) will be carried out on a quarterly basis. CFK has been requested to start on the Gym and Hobby Rooms on March 31, 2020.

Council directed the Strata Manager to clarify with CFK on the maximum height of windows that they can clean.

### **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 March 3, 2020. **CARRIED (All in favour).**

The Social Committee has offered to donate a glass table-top to the Strata that can be placed on top of the round table in the lobby of 8580 Building. Council will take measurements to ensure the glass will safely fit overtop the table.

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:** It was moved and seconded to approve Bartlett Tree Expert's quotations, in the amounts totaling \$1,230.00 (plus GST) to apply boost liquid treatment and two caterpillar defoliator treatments to the trees in the Spring. **CARRIED (All in favour).**
  - (b) **Tree Maintenance:** Council reviewed a quotation from Bartlett Tree Experts for tree removal and tree pruning. After discussion, Council directed the Strata Manager to request that Bartlett Tree Experts review the trees with the Building Manager and a Council member to prune the trees to a level required by Queen's Gate.
  - (c) **Spring Annuals:** To be scheduled by Jill Wright Garden Designs' once the hedge in front of the building address sign is relocated.
  - (d) **NW 3178 Complaint:** Council reviewed a complaint from the neighbouring building claiming that M and V Landscaping is blowing landscaping debris onto their property. M and V Landscaping reported that the debris originally came from NW 3178, therefore, M and V Landscaping returned the debris to NW 3178 property. The Strata Manager will respond to the Property Manager of NW 3178 accordingly.

#### **CHARGE BACK LETTERS**

One charge back letter sent to an Owner since the last Council Meeting, was distributed to Council for their information.

#### **BYLAW INFRACTION LETTERS**

Council reviewed three Bylaw infraction letters sent to Strata Lot #37 for parking a vehicle overnight in the courtyard Visitor Parking on three different occasions. After discussion, it was moved and seconded to levy one \$200.00 fine against Strata Lot #37, subject to the Owner agreeing to pay the fines that remain outstanding on the account. **CARRIED. (All in favour).**

#### **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 there was a mess in the lounge left by two Council members who were troubleshooting the dishwasher. Council advised that the dishwasher has since been repaired. A Council member had previously responded to the Owner directly and has now been advised that responses to Owners, if any, need to come from Council, via FirstService Residential.
2. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building requesting that the furniture in the Lounge and lobbies get cleaned during the carpet cleaning. Council directed the Strata Manager to obtain quotations for the additional cleaning.
3. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building requesting that emergency numbers be placed in the elevator notice boards when the boards are not in use. Council advised that it is not needed as the elevator notice boards will always be in use.
4. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8500 Building requesting that Council reconsider adding an extra recycling bin at 8500 Building. Council advised that an extra bin is not required at this time and there is no room to place the extra bin but will continue to monitor.
5. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8560 Building reporting that the gym requires detailed cleaning. See **“Business Arising – Item #15”**.
6. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8500 Building reporting that the patio door needs repairing. A Council member spoke to the Owner and clarified that the exterior moulding of the patio door has cracked and may cause a leak during rain and wind. The Building Manager will be requested to review the patio door.
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. The Owner advised Council that the leak was reported for months and due to the delay, damage occurred on the window frame and drywall on the perimeter of the frame. After discussion, it was moved and seconded to approve BSB Construction's quotation, in the amount of \$2,600.00 (plus GST) to repair the window frame and drywall. **CARRIED (All in favour)**.
8. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8500 Building requesting that the trees located on the southeast side of 8500 Building either be reduced in height or the top branches cut. As per the Arborist, the height of the trees cannot be reduced.
9. Council reviewed correspondence from a 2<sup>nd</sup> floor unit Owner at 8500 Building requesting the location of the main water shut off to the riser connected to the unit. Council advised that Owners need to contact FirstService Residential's emergency line at 604-683-8900 in the event of a leak.

### **NEW BUSINESS**

1. **Parkade Gates:** It was moved and seconded to approve Doorcare's Planned Maintenance quotation, to service the parkade gates twice a year, in the amount of \$525.00 (plus GST)

- per service. **CARRIED (All in favour).** Doorcare repaired the parkade door arm at 8500 Building which was leaking oil.
2. **Management Fee Increase:** It was moved and seconded to approve FirstService Residential's proposed 5% increase for management services. **CARRIED (All in favour).**
  3. **Leaks:** A leak occurred in a 1<sup>st</sup> floor unit at 8580 Building sourced to a broken T Joint inside the bathroom ceiling. Xpert Mechanical completed the replacement of the T Joint.
  4. **COVID-19:** Due to the COVID-19 outbreak and the mandatory physical distancing, the common facilities have been closed. Residents must keep a minimum of a two-meter distance from each other. A maximum of two people are to ride in the elevator at one time.

#### **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 12:15 p.m.

**Next Council Meeting:** Wednesday, April 22, 2020 at 9:00 a.m.

**Future Meetings:** Annual General Meeting, Thursday, May 28, 2020

**Please note: Future Meetings may be held virtually, and the AGM may be postponed until the physical distancing has been lifted.**

**FirstService Residential BC Ltd.**



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

**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>.