

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, April 22, 2020
Via Webex Virtual Meeting
8500-8580 General Currie Road*

COUNCIL IN ATTENDANCE:

Danny Hui	Treasurer
Miriam Wexler	Member
Brian Katz	Member
Donna Lenz	Member

STRATA MANAGER:

May Le	FirstService Residential
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REMINDERS



Diabetes Clothing Bins: Donations will not be accepted at this time. The bins are locked and the Diabetes Centre will not be picking up any donations until further notice.

Woodpeckers: Residents are requested to report any signs of woodpecker damage immediately so the areas can be addressed in a timely manner.

The meeting was called to order at 9:02 a.m.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on March 18, 2020, as circulated. **CARRIED (All in favour).**

COUNCIL UPDATE

Carol Yap-Chung, Francis Wu, and Percy Cheung resigned from Council prior to the meeting and a notice was distributed via email to Owners and posted at the buildings requesting Council nominations.

Four nominations were received, and after discussion, it was moved and seconded to approve the following Owners to replace the three resigned Council members for the remainder of the term:

- Val Chuy
- Dvora Mendelzys
- Lynn Cohen

CARRIED (All in favour)

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report and noted that an Owner of a 1st floor unit at 8520 Building is in arrears for Strata fees. The Strata Manager advised Council that a Lien warning was mailed twice to the Owner and hand delivered under the unit door. A Council member volunteered to speak to the Owner.

Post Meeting Update: The Owner made a partial payment and will continue to make payments until the balance is paid off.

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:** The March 2020 financial statement is deferred as the final accruals have not been approved by the accounting manager.

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:** The 2019-2020 Draft Audit is currently in progress by Dong Russell.
6. **Investments:** Council decided to hold off on investing a portion of the Contingency Reserve Fund into GICs at this time due to the increase in the Strata's insurance premium.

REPORT ON LITIGATION

Access Law Group has filed a Petition to the Court on behalf of the Strata, against a 2nd 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 2nd 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 some time in the Spring.
- (c) **Carpet Cleaning:** Council reviewed three quotations to clean the common area carpets and the furniture in the Lounge and lobbies. After discussion, Council directed the Strata Manager to clarify with the contractors what precautions they will be taking during the physical distancing restriction.
- (d) **Dryer Duct Cleaning:** It was moved and seconded to approve Michael A. Smith Duct Cleaning's quotation, in the amount of \$2,220.00 (plus GST), to clean the exterior dryer ducts. **CARRIED (All in favour).** The work will be postponed until the physical distancing restriction is lifted or within the next two months, whichever comes first so that this important maintenance is delayed no more than is necessary.
- (e) **Window Cleaning:** Roy Jones, contracted by Mark Wareham, completed the exterior window cleaning on April 18, 2020.
- (f) **Drain Cleaning:** The annual drain cleaning is postponed during the physical distancing restriction as several parking stalls and storage lockers need to be cleared. Tabled for review at the next meeting.
- (g) **HVAC Maintenance:** It was moved and seconded to ratify the email approval for Airstream Heating & Air Conditioning's quotation, in the amount of \$5,875.00 (plus GST), to replace the worn out belts on twelve makeup air units (MAUs) and five exhaust fans, and replace the failed motors on three MAUs. **CARRIED (All in favour).**
- (h) **Upholstery Cleaning:** Council reviewed three quotations to clean the furniture in the Lounge and lobbies. After discussion, Council directed the Strata Manager to clarify with the contractors what precautions they will be taking during the physical distancing restriction.

- (i) **Junk Removal:** The annual junk removal has been postponed until further notice due to the physical distancing restriction.
- 2. **Path Lights:** Tabled.
- 3. **Electric Vehicle (EV) Charger:** The Strata Manager advised Council that there has been no response from Commercial Lighting Products and that Power Pros. will be providing a quotation after a review of the electrical drawings and two years of BC Hydro invoices.
- 4. **Security Upgrades:** Tabled to AGM.
- 5. **Building Address Sign:** The hedge located below the building address sign will be relocated in the spring, to be coordinated by the landscapers. **Post Meeting Update: Completed on May 1, 2020.**
- 6. **Light Fixtures:** A quotation to clean all stairwell light fixtures and interior wall sconces is pending.
- 7. **Unapproved Renovations:** The Owner of a 3rd floor unit at 8560 Building advised Council that there is a delay in obtaining the permit for the removal of a non-load bearing wall in the kitchen due to the physical distancing restriction.
- 8. **Plumbing Consultant:** The plumbing assessment has been postponed due to the physical distancing restriction and the contractor requiring access to a few units.
- 9. **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: 115-8500, 116-8520, 107-8560, 108-8580, 109-8580, 116-8580, and 120-8580. **Owners who still need to report the parapet cracks may email NW3119@gmail.com or leave a note in the QG Office.**
- 10. **Unit Inspections:** Richmond-Fire Rescue has confirmed that another inspection of the 1st floor unit at 8520 Building will be carried out in May. It was moved and seconded to authorize an inspection by two Council members to ensure Bylaw compliance, provided that the Owner is given 48 hours notice. **CARRIED (All in favour)**
- 11. **Concrete Slabs:** Council reviewed three quotations to repair the lifted concrete slabs throughout the property. After discussion, a Council member will contact the contractors to clarify on the locations quoted.
- 12. **Roof Leak:** Following Council's request for Harvard Roofing to pay for the Building Manager's six overtime hours as a result of the scaffolding contractor not showing up multiple times as scheduled, Mr. Wilford of Harvard Roofing claims that he provided the Building Manager the date and time as what was provided to him by the scaffolding contractor, and does not find that his company is responsible to pay for the overtime hours. After discussion, it was moved and seconded to process Harvard Roofing's invoice. **CARRIED (All in favour).**

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** It was moved and seconded to approve the ERC Minutes of February 12, 2020. **CARRIED (All in favour)**

Owners may view and download the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** 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:** Bartlett Tree Experts applied the boost liquid treatment on April 8, 2020 and the first caterpillar treatment on April 17, 2020. **Post Meeting Update: The second caterpillar treatment was applied on May 4, 2020.**
 - (b) **Tree Maintenance:** The tree maintenance is tabled until a new landscaping liaison is assigned at the next Council Meeting.
 - (c) **Spring Annuals:** To be scheduled by Jill Wright Garden Designs' once the hedge in front of the building address sign is relocated. Council reported that the tulips at the front of the Lounge has not grown in yet and should be reviewed.

CHARGE BACK LETTERS

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

BYLAW INFRACTION LETTERS

Council reviewed a letter sent to Strata Lot #19 providing the Owner a thirty-day extension to rectify the ongoing issue with the window coverings, which has expired. After discussion, it was moved and seconded to levy a \$200.00 fine against the Strata Lot. **CARRIED (All in favour).** Council directed the Strata Manager to obtain a legal opinion on how to address the issue and alternative options.

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.

CORRESPONDENCE

1. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting to replace one of the recycle bins with an extra organics bin due to there being more organic waste during the social distancing restriction. A Council member will monitor the organic bins and report back to the rest of Council.
2. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting that the guest suites be added to the deep cleaning while the suites are closed. Council has advised the cleaners to add the guest suites to their deep cleaning rotation.
3. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building regarding the damaged façade above the portico between the 1st and 2nd floors. Council will review the damaged area and add to the repairs for the summer.
4. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that there is a vehicle belonging to a Resident that has parked in the courtyard visitor parking on multiple occasions. A Council member will follow up with the unit Owner.
5. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that a vehicle belonging to a Resident, parked in the visitor parking stall and left the property. After discussion, Council directed the Strata Manager to send a Bylaw reminder to the offending unit Owner.
6. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that the window cleaning schedule and diagram was incorrect and confusing. Council apologizes for the inconvenience caused and directed the Strata Manager to note the additional information required on the notice for next year.
7. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that the Diabetes Centre will not be collecting the clothing from the donation bins located at the property. Council advised that the bins are locked, and no donations will be accepted at this time.
8. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that Xpert Mechanical cut two holes in the bathroom ceiling to investigate a leak only to find that the leak was coming from the 2nd floor hallway. Council directed the Strata Manager to clarify with Xpert Mechanical on their protocols when investigating a leak and to request that an experienced plumber, familiar with Queen's Gate, be dispatched moving forward. Council is also considering the question of liability for the cost of repair to the ceiling where the leak may have damaged the ceiling.
9. Council reviewed correspondence from a 1st floor unit Owner at 8520 Building reporting that the deck covering on the northwest side outside the 8520 stairs has pulled away from the concrete. A Council member will review the deck covering to address any required repairs.
10. Council reviewed correspondence from a 1st floor unit Owner at 8520 Building reporting woodpecker damage at 8520 Building. Damage also reported at 8500 Building. Council will be looking into possible deterrent methods and the Strata Manager will obtain recommendations from Orkin Canada. **Post Meeting Update: A quotation has been requested to repair the damaged stucco wall at 8500 and 8520 Buildings.**

11. Council reviewed correspondence from a 2nd floor unit Owner at 8500 Building requesting that Council consider removing the messy tree located at the northwest corner of 8500 Building and trimming the branches from the Oak tree on the northside. Council will monitor the messy tree until the fall and the Oak tree will be trimmed during the upcoming tree pruning.
12. Council reviewed correspondence from a 2nd floor unit Owner at 8500 Building requesting the location of the unit's water shutoff. Council advised that the shutoffs vary and cannot provide information uniformly to all Owners. A Council member will work with the Building Manager to identify the water shutoffs for each riser.
13. Council reviewed correspondence from a 2nd floor unit Owner at 8520 Building giving kudos to the landscapers for the lawn in the back of 8520 Building which now has grass instead of moss or bare soil.
14. Council reviewed correspondence from a 3rd floor unit Owner at 8560 Building reporting that the roof drain located above the 2nd floor unit is covered in dead leaves and debris. A Council member will review the roof drain with the Building Manager.
15. Council reviewed correspondence from a 3rd floor unit Owner at 8580 Building requesting that Council consider reimbursing the Owner for the guest suite rental which was cancelled last minute due to the COVID-19 pandemic. After discussion, it was moved and seconded to reimburse the Owner. **CARRIED (All in favour)**
16. Council reviewed correspondence from a 3rd floor unit Owner at 8500 Building reporting that the gym should be cleaned regularly. This item has since been addressed with the added deep cleaning of the common facilities.
17. Council reviewed correspondence from a 3rd floor unit Owner at 8580 Building requesting that Council allow Residents to book guest suites even if there is a possibility that the guest suites will not reopen by the scheduled time. After discussion, Council agreed to allow guest suite bookings so long as Owners understand that Council may cancel the booking should the physical distancing restriction remain in effect.

APPROVED RENOVATIONS

- Unit 220-8520

NEW BUSINESS

1. **Door Closers:** It was moved and seconded to ratify the email approval for Nikl's quotation, in the amount of \$1,280.00 (plus GST), to replace four door closers (8520 door from garage to lobby, 8520 door between Lounge and Hobby Room, 8520 door from hallway to courtyard, and 8560 main lobby door. **CARRIED (All in favour)**
2. **Fountain Poles:** Council reviewed two quotations to remove the metal poles surrounding the courtyard fountain and fill the holes with the same soil and grass. After discussion, it was moved and seconded to approve M & V Complete Landscaping's quotation, in the amount to \$600.00 (plus GST). **CARRIED (All in favour).** Council requested that the contractor recycle the materials at a metal recycling depot rather than the landfill. **Post Meeting Update: The poles were removed on May 1, 2020.**

3. **Leaks (8500 Building):** Repairs to a failed shower cartridge in a 2nd floor unit, a hot water pipe, and the drywall in the 2nd floor common hallway have been completed.
4. **Building Manager's Duties:** Two Council members will be meeting with the Building Manager to finalize the changes in his work duties.
5. **Afterhours Emergencies:** Council members, Brian Katz and Danny Hui, have agreed to respond to afterhours emergency calls.
6. **AGM Preparation:** Council reviewed the draft budget and proposed security upgrades to a number of exterior doors. Council will be meeting to review the draft budget once the March financials have been finalized. **The AGM has been postponed due to the physical distancing restriction. Council will hold a virtual Council Meeting on Wednesday, May 20, 2020 to schedule the AGM to a date in either June or July. Should physical distancing remain in effect, alternative methods of holding the AGM on that date will be considered.**
7. **ICBC Claim:** An ICBC claim has been opened for damage to two areas on the exterior building and the traffic sign at the centre courtyard. **Post Meeting Update: Two quotations have been obtained and forwarded to ICBC for review.**
8. **Insurance:** Council directed the Strata Manager to distribute an insurance information package prepared by Council to the Owners.

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. 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, 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 11:35 p.m.

Next Council Meeting: Wednesday, May 20, 2020 at 9:00 a.m.

Future Meetings: Annual General Meeting, to be determined

FirstService Residential BC Ltd.



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

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