

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, May 20, 2020
Within the Queen's Gate Lounge
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:

| | |
|-----------------|--------------------------|
| Brian Katz | President |
| Danny Hui | Vice-President/Treasurer |
| Donna Lenz | Landscaping Liaison |
| Valentin Chuy | Building Committee |
| Miriam Wexler | Member |
| Lynn Cohen | Member |
| Dvora Mendelzys | Member |

STRATA MANAGER:

| | |
|--------|--------------------------|
| May Le | FirstService Residential |
|--------|--------------------------|

LEAK PREVENTION



Please look under your kitchen and vanity sinks and behind your toilets.

Do you have supply lines like the grey one in this picture? They connect your faucets and toilet tanks to the shutoffs below.

Some have already cracked causing expensive damage. The rest will be cracking.

PLEASE call a plumber and have them replaced with modern braided supply lines.

They're not expensive but failure to act soon will be expensive and inconvenient.

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 April 22, 2020, as circulated. **CARRIED (All in favour).**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report and directed the Strata Manager to hold off on late fines for a 1st floor unit at 8520 Building as the Owner is making payments.

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 March 2020 financial statements, 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:** The 2019/2020 Draft Audit is currently in progress by Dong Russell.

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:** A 2nd floor unit at 8500 Building requires in-suite testing which has been postponed due to COVID-19. Pg.20-21 Council reviewed quotations to replace the two failed emergency lights located in electrical room 3 and 8, and to repair the dry sprinkler leaks in the parkade located above 45, 62, and 84. After discussion, it was moved and seconded to approve Vancouver Fire

Radius Security's quotations, in the amounts totaling \$2,324.00 (plus GST).
CARRIED (All in favour).

- (b) **Dry Sprinklers:** The dry sprinkler three-year full trip test will be carried out some time in the Spring. The Strata Manager sent a follow up to Vancouver Fire for a timeline.
 - (c) **Carpet & Upholstery Cleaning:** Council reviewed the responses from the two carpet cleaning companies regarding their precautions during the physical distancing restriction. After discussion, it was moved and seconded to approve Refresh Carpet & Upholstery Care's quotation, in the amount of \$6,223.84 (plus GST), to clean the common area carpets and furniture in the lobbies and Lounge.
CARRIED (All in favour).
 - (d) **Dryer Duct Cleaning:** Michael A. Smith Duct Cleaning is scheduled to clean the outside dryer ducts on July 30 and 31, 2020. Optional in-suite dryer duct cleaning will be available to Owners, at the Owner's cost, for \$40.00 (including GST). A sign-up sheet will be posted at each building. **It is up to the Owners and Residents to manage their own risk and satisfy themselves that the contractor takes adequate COVID-19 precautions.**
 - (e) **Drain Cleaning:** Council directed the Strata Manager to reach out to the Owners who need to empty out their storage lockers during the drain cleaning to see what would work for them.
 - (f) **Junk Removal:** The annual junk removal is scheduled for June 20 and 21, 2020. **It is up to Owners and Residents themselves to manage their own COVID-19 risk. Scavenging and inspection increases the risk of infection to themselves and others and is strongly discouraged.**
- 2. **Path Lights:** The bulbs for the existing path lights have been replaced from 200 watts to 500 watts, and the Building Manager has been requested to clean the path light fixtures which should improve the lighting.
 - 3. **Electric Vehicle (EV) Charger:** The electrical drawings and two years of BC Hydro invoices have been forwarded to Power Pros to prepare a quotation for the EV charging stations.
 - 4. **Security Upgrades:** Tabled to AGM. A Council member is to determine which of the remaining exit doors are a priority to be upgraded so a cost can be determined for owners at the AGM.
 - 5. **Stairwell Light Fixtures:** A quotation from a duly insured contractor to clean all stairwell light fixtures is pending. A Council member reviewed the wall sconces and reported that those wall sconces do not need cleaning.
 - 6. **Unapproved Renovations:** The Owner of a 3rd floor unit at 8560 Building has forwarded a copy of the permit issued by the City of Richmond for the removal of a non-load bearing wall in the kitchen.
 - 7. **Plumbing Consultant:** Council directed the Strata Manager to obtain quotations from mechanical engineers to review the Strata's plumbing, prepare the design and scope of work, and the tendering process.

8. **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, 129-8520, 107-8560, 108-8580, 109-8580, 116-8580, 120-8580, and 123-8580. **Owners who still need to report the parapet cracks may email NW3119@gmail.com or leave a note in the QG Office.**
9. **Unit Inspections:** Council advised that Richmond Fire Rescue (RFR) will be giving the 1st floor Owner at 8520 Building, dates in May and until mid-June to inspect the unit. If co-operation for an inspection on those dates cannot be obtained, RFR will issue an Order to the Owner for an inspection and will be communicated to the Strata.
10. **Concrete Slabs:** A Council member spoke with Active Concrete and Level Best Concrete regarding grinding the edge of the raised slab to remove the tripping hazard. They confirmed it is possible and mentioned the visual aspect and that it should last because all the soil has likely finished settling over the past 30 years. Raising the lower slab is, however, the recommended solution. Level Best will be providing references to completed jobs.
11. **Door Closers:** Nikl's completed the replacement of 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).
12. **AGM Preparation:** Council discussed alternative methods for holding the AGM. The AGM will be held by restricted proxy vote. Council will consider holding up to two townhall meetings in the Lounge with webinar facilities. Owners may also submit their questions in advance. The AGM is tentatively booked for July 9, 2020.
13. **ICBC Claim:** The Strata Manager has sent a follow up to ICBC regarding payment for the two damaged areas on the exterior of the building and the damaged traffic sign at the centre courtyard, which was caused by a vehicle driver. Council directed the Strata Manager to send the quotations to Council for review.
14. **8520 Deck Cover:** The Building Manager will be repairing the deck cover on the northwest side outside of the stairs that has separated.
15. **Woodpecker Damage:** Quotations have been requested for repairs to stucco walls that have been damaged by woodpeckers, to be carried out in the Summer when the nestlings have left the nest. Council directed the Strata Manager to reach out to Wildlife Control for recommendations to prevent future woodpecker damage.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** Owners may view and download the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:** Council reviewed a request from the Social Committee to hold a Social Committee Meeting in the Lounge on June 2, 2020 while following the physical distancing guidelines. After discussion, it was moved and seconded to approve the Social Committee's request. **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) **Spring Annuals:** Jill Wright Garden Designs completed the Spring Annual plantings. Completed plantings last week and added topsoil on May 19, 2020.
 - (b) **Tree Pruning:** Council directed the Strata Manager to schedule a site visit with Bartlett on a Friday around 9:00 a.m. to review the trees with the Building Manager, the landscaping liaison and M & V Landscaping. Council will consider pruning half of the property each year and rotate to keep the costs down.
 - (c) **Tree Replacement** The landscaping liaison will arrange with M & V Landscaping to replace the tree that was removed last year.
 - (d) **Flower Beds:** Council directed the Strata Manager to contact M & V Landscaping regarding their responsibility to prune and weed the flower beds, as per their contract.

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 8560 Building requesting that the Hornbeam tree located on the southside of the property be removed. Council directed the Strata Manager request that Bartlett Tree Experts review the tree and provide an assessment specifically on the risk presented by the tree's shallow root system.
2. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting that restrictions and disinfectant sprays be made available when the recreation facilities reopen. Council has purchased disinfectant sprays and will consider supplying the sprays when the recreation facilities reopen.
3. Council reviewed correspondence from a 2nd floor unit Owner at 8500 Building requesting a timeline on when the Spring junk removal will be scheduled. See "Business Arising – Annual & Routine Maintenance, Item (f)".
4. Council reviewed correspondence from a 2nd floor unit Owner at 8520 Building reporting that there are ants coming from underneath the baseboards in the living room area. The Building Manager has been requested to add the unit for service during the next pest control visit.

5. Council reviewed correspondence from 3rd floor unit Owners at 8500 and 8580 Buildings reporting that there is woodpecker damage on the exterior wall by the units. The Building Manager has been requested to show the contractor the areas in question during their site visit.

NEW BUSINESS

1. **Pipe Repairs:** It was moved and seconded to ratify the email approval for Xpert Mechanical's quotation, in the amount of \$5,650.00 (plus GST), to replace 30 feet of piping in the 1st floor common hallway at 8560 Building, and a maximum of \$500.00 (plus GST) to replace the concealed shutoff that was discovered. **CARRIED (All in favour).**
2. **Hand Sanitizer.** Council discussed purchasing and installing hand sanitizer dispensers for a total cost of \$300 for installation at the elevators and entrances into the buildings. After discussion, it was moved and seconded to approve the purchase of the hand sanitizer dispensers. **DEFEATED (2 in favour, 5 opposed).**
3. **Insurance:** The Strata Manager advised Council that a request has been sent to an insurer for a separate Strata policy to cover the 23% uninsured replacement value. A Council Member forwarded the contact details of her insurance broker who may be able to provide a quotation as well.
4. **Recreation Facilities:** Council discussed plans for reopening the recreation facilities. Concern was expressed about activities increasing breathing and rates of droplet expulsion. After discussion, it was moved and seconded to reopen the Library and Pub on June 1, 2020, subject to the following restrictions: Maximum 2 people in the Library and 8 people in the Pub, Pub to be used for Yoga and Meditation classes only, no guests or visitors permitted. Attendees and class instructors are responsible for disinfecting used areas. **CARRIED (All in favour).**
5. **Pony Walls:** The pony walls will be sprayed with bleach by the weekend Caretaker to remove the moss build up.
6. **Drywall Repairs:** Council reviewed two quotations to repair the drywall on the 3rd floor at 8500 Building. After discussion, it was moved and seconded to approve Dave Breault's quotation, in the amount of \$450.00 (plus GST), subject to receiving the contractor's insurance and WCB coverage. **CARRIED (All in favour).**

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 12:02 p.m.

Next Meetings: Annual General Meeting, tentatively July 9, 2020

Council Meeting, July 22, 2020

FirstService Residential BC Ltd.



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

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.



**FS Insurance
Brokers**

did you
KNOW?

What to do in a Kitchen Fire

Did you know between 2010 and 2014, over 450 deaths, 5,540 fire injuries, and over \$1.1 billion dollars of property damage was caused by home cooking fires across North America? Accidents happen. Check out the tips below so you can be prepared if a kitchen fire does occur:

- ▶ Never throw water on a grease fire as it will spread the flames
- ▶ Don't use dish towels or other clothing that may catch fire
Only attempt to extinguish a small fire in the early stages
- ▶ Put a lid on a pan to smother the fire or pour baking soda on the flames
- ▶ Use a fire extinguisher—about 2 meters away from the fire, aiming at the base of the fire
- ▶ If a fire starts in the microwave, unplug it but do not open the door
- ▶ If you cannot control the fire quickly:
 - ▶ Escape along a pre-planned route
 - ▶ Close doors behind
 - ▶ Call 911



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