

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, July 22, 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

**REGRETS**

Dvora Mendelzys	Member
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**STRATA MANAGER:**

May Le	FirstService Residential
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**Parking Rental:** Cancellation of parking rental must be received in writing to the QG Office or via email to [NW3119@gmail.com](mailto:NW3119@gmail.com).

**Elevators:** Please keep the elevators clean and do not leave any napkins in the elevators. Residents are requested to remind their visitors, including caregivers, not to leave any napkins in the elevators.

**Storage Rooms:** Please ensure that lights in the storage room are turned off.

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

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

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on May 20<sup>th</sup> and June 19<sup>th</sup>, 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 follow up on the outstanding balances for a 2<sup>nd</sup> and 3<sup>rd</sup> floor unit at 8500 Building, and to follow up with the Building Manager on the overtime taken to change a Carbon Monoxide alarm battery for a 2<sup>nd</sup> floor unit at 8500 Building and charge back the Resident for the overtime cost.

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 May and June 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. **Post Meeting Update: The 2018/2019 Audit has been finalized by Dong Russell and forwarded to Council on July 23, 2020.**
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 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:**

- (i) **Missed Suites:** Vancouver Fire has scheduled the testing of the smoke alarm(s) in a 2<sup>nd</sup> floor unit at 8500 Building on August 12, 2020 at 8:00 a.m.
    - (ii) **8560 Deficiencies:** Replacement of the two failed emergency lights located in electrical room 3 and 8, and repairs to the dry sprinkler leaks in the parkade located above parking stalls 45, 62, and 84 will be scheduled shortly.

- (iii) **Parkade Fire Sprinklers:** It was moved and seconded to ratify the email approval for Vancouver Fire's quotation, in the amount of \$2,494.00 (plus GST), to repair additional leaking sprinkler pipes in the parkades at 8500 and 8560 Buildings. **CARRIED (All in favour).** The work has been scheduled for August 28, 2020.
  - (b) **Dry Sprinklers:** Vancouver Fire completed the dry sprinkler three-year full trip test.
  - (c) **Carpet & Upholstery Cleaning:** Refresh Carpet & Upholstery Care completed the annual carpet cleaning.  
  
Owners are requested to send their feedback to [feedbackQG@gmail.com](mailto:feedbackQG@gmail.com).
  - (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). **Post Meeting Update: The Dryer Duct Cleaning has been completed.**
  - (e) **Drain Cleaning:** Council directed the Strata Manager to schedule the annual drain cleaning.
  - (f) **Junk Removal:** The annual junk removal was completed on June 22, 2020.
- 2. **Electric Vehicle (EV) Charger:** Council reviewed the quotation from Power Pros to install EV charging stations. After discussion, it was moved and seconded to not consider this project at this time. **CARRIED (All in favour).**
  - 3. **Security Upgrades:** Tabled to AGM.
  - 4. **Stairwell Light Fixtures:** Council reviewed a quotation to clean all of the stairwell light fixtures. After discussion, it was moved and seconded to approve Lecca Property Maintenance's quotation, in the amount of \$1,248.45 (plus GST), to clean all stairwell light fixtures. **CARRIED.**  
  
In the future, the Building Manager will be cleaning any light fixtures below nine feet and the Strata would retain contractors to clean the ones over nine feet as required.
  - 5. **Plumbing Consultant:** Tabled to AGM. Additional quotations will be obtained.
  - 6. **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. Council directed the Strata Manager to obtain a quotation to repair the parapet cracks. **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.**
  - 7. **Unit Inspections:** Richmond Fire Rescue (RFR) advised that since the Resident of the 1<sup>st</sup> floor unit at 8520 Building has not been in the unit since the last inspection, that there was no need to do another inspection at this time. Also, RFR's jurisdiction only covers fire hazards and not public health. A Council member advised that Vancouver Coastal Health attended the unit during the cleanout last year and the only signs of mould were at the unit door only and that there were no concerns regarding mould in extending

beyond the unit. Owners who have signs of mould in their units are requested to contact Council at [NW3119@gmail.com](mailto:NW3119@gmail.com) or put a letter in the QG mailbox.

8. **Concrete Slabs:** A Council member will review the contractors' references and report back at the next meeting.
9. **ICBC Claim:** Repairs to the two damaged areas on the exterior of the building and the damaged traffic sign at the centre courtyard have been completed by Fehr Strata Repairs. It was moved and seconded to hold off on signing the ICBC release form until after the plumbing assessment as the Strata has until February 1, 2022 to close off the claim. **CARRIED (All in favour).**
10. **8520 Deck Cover:** The Building Manager will be repairing the deck cover on the northwest side outside of the stairs that has separated. **Post Meeting Update: The Building Manager advised that the job has been completed.**
11. **Woodpecker Damage:** One quotation has been received for repairs to the stucco walls that have been damaged by woodpeckers and one quotation to install woodpecker deterrents. Council directed the Strata Manager to follow up with the Building Manager on the second quotation for repairs. **Post Meeting Update: Council is reviewing a third quotation and is investigating other methods of repair and deterrence and will make a decision as soon as possible.**
12. **Pipe Repairs:** Xpert Mechanical completed the replacement of 30 feet of piping in the 1<sup>st</sup> floor common hallway at 8560 Building. It was moved and seconded to ratify the email approval for Dave Breault's quotation, in the amount of \$1,100.00 (plus GST) for ceiling repairs following the pipe repairs and to install three access hatches. **CARRIED (All in favour).** The repairs have been completed.
13. **Drywall Repairs:** Dave Breault completed the 3<sup>rd</sup> floor common hallway drywall repairs at 8500 Building.

### **COMMITTEE'S REPORTS**

1. **Emergency Response Committee (ERC):** Owners may view and download the ERC Meeting Minutes on **FSRConnect™**.
2. **Social Committee:**
  - (a) **Minutes:** It was moved and seconded to approve the Social Committee Meeting Minutes of June 2<sup>nd</sup> and July 7<sup>th</sup>, 2020. **CARRIED (All in favour).**
  - (b) **Gatherings:** It was moved and seconded to ratify the email decision to deny the Social Committee's request for a dinner gathering on August 16, 2020 in the Lounge, after reviewing a legal opinion from Clark Wilson LLP. **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) **Tree Pruning:** The annual tree pruning will be scheduled in August/September.
- (b) **Tree Replacement:** A Japanese Maple tree was planted on the southeast corner. The tree will remain in the current location as moving it will cause damage to the irrigation sprinklers.
- (c) **Flower Beds:** Following the last Council Meeting, M & V Landscaping advised that they will weed the flower beds if they planted the flowers and have offered to plant the flowers if the Strata purchases them. The landscaping liaison will connect with the Garden Committee to pick out the flowers for each season.

**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.

**BYLAW INFRACTIONS**

Council reviewed two Bylaw infractions sent to Owners. After discussion, Council agreed to hold off on fines for a 1<sup>st</sup> floor unit at 8520 Building as the Owner is currently out of the unit, and to close off a Bylaw infraction for a 2<sup>nd</sup> floor unit at 8580 Building as there has been no further incidents.

**CORRESPONDENCE**

- 1. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8500 Building requesting that exercise classes be permitted in the Pub. It was moved and seconded to ratify the email approval to permit the exercise classes in the Pub. **CARRIED (All in favour).**
- 2. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building regarding concerns on reopening the guest suites. Council advised that there are no plans to reopen the guest suites any time soon.
- 3. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building reporting that Residents were allowing their family and friends to use the junk removal service. Council has taken the Owner's report under advisement.
- 4. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building requesting that the Lounge be reopened. Council reviewed a legal opinion setting out the health and legal requirements to be followed and Council's obligation to protect the safety of Residents and the Strata from liability. Council will be reviewing the legal opinion and its references and advising Residents accordingly.

5. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building requesting that the pool be reopened. Refer to "Correspondence – Item #4". Council also advised that due to the increased risks in the pool area and the change rooms, the pool will remain closed at this time. Council is reviewing cleaning and sanitizing protocols to determine if and how the pool and change rooms can be safely reopened.
6. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building requesting that the couch that is being stored by the Building Manager in the storage room be removed. Council directed the Strata Manager to have the Building Manager arrange for removal of the couch by August 11, 2020.
7. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building reporting that a vehicle is speeding in the parkade. Council directed the Strata Manager to send a Bylaw reminder to the Owner.
8. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building requesting to renovate the unit. It was moved and seconded to approve the Owner's request. **CARRIED (All in favour).**
9. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8500 Building regarding daily noise from the power washing. Council advised that the power washing this year was delayed, and moving forward, the power washing will start earlier in the year and be spread out to reduce the daily noise.

Council is also requiring that the Building Manager give Residents ample notice of any work that will be carried out that is anticipated to inconvenience them.

10. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building requesting 50% reimbursement for repairs to damaged ceiling drywall due to a leak. The request was based on a reimbursement to an Owner in the Minutes of June 19, 2020.

Council advised that the reimbursement was consistent with the existing policy and the Bylaws and that there has been no change. The reimbursement was approved because the Strata made the damage to the Owner's ceiling purely to investigate the source of a leak that turned out to be outside of the Owner's unit.

11. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8520 Building requesting that Council consider turning off the fountain at the time the gates close when all other noise reduces, causing the fountain to sound loud. Owners will be polled and a decision made at a later date. Council requests input from other Owners as to what is a reasonable time by emailing [feedbackQG@gmail.com](mailto:feedbackQG@gmail.com) with the heading of "Fountain Time".
12. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building reporting that there is a loose drain spout causing noise when it rains. The Building Manager has been requested to review the drain spout.
13. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8580 Building reporting noise from the unit above. A Council member will contact the Owner.
14. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8520 Building reporting a design flaw with one of the downspouts that is a minor repair. The Building Manager will be repairing the downspout.

15. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8520 Building requesting that the cost to charge an electric vehicle be reduced from \$15.00 a month to \$5.00 a month for the specific Owner. Council has tabled this item to the next Council Meeting and requested that the Strata Manager provide general Rules to be considered.
16. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8520 Building requesting that Council notify QG Residents to join around the fountain on Monday nights at 7:00 p.m. starting on July 13, 2020 to bang pots for the frontline workers. The Council President will post a notice.
17. Council reviewed correspondence from a 2<sup>nd</sup> floor unit Owner at 8560 Building advising Council that a voicemail was left with the QG office prior to April 1, 2020 to cancel the parking rental but there is no record of such voicemail. After discussion, it was moved and seconded to approve the reversal of the parking rental fees from April to July 2020. **CARRIED (All in favour).** Council directed the Strata Manager to revise the parking rental form to include that written cancellation is required for cancelling parking rentals.
18. Council reviewed correspondence from a 2<sup>nd</sup> floor unit Owner at 8580 Building reporting pipe noise when the unit above flushes the toilet and uses the bathtub faucet. Council directed the Strata Manager to advise the Building Manager to look into the matter and discuss with the plumber for course of action.
19. Council reviewed correspondence from a 2<sup>nd</sup> floor unit Owner at 8500 Building on behalf of multiple units at 8500 and 8520 Buildings thanking Council for arranging the power washing.
20. Council reviewed correspondence from a 2<sup>nd</sup> floor unit Owner at 8500 Building offering to plant the Owner's three-foot Fir tree on the south west Fairlane by the unit. Council thanks the Owner for the offer but respectfully declined.
21. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8500 Building reporting that during the last fire alarm incident, there was too much confusion with where the fire panel keys were located causing a delay with the Richmond Fire deactivating the alarm. Council directed the Strata Manager to obtain a quotation from Nikl's to install a lockbox for the Richmond-Fire Rescue. All Council members have keys to the electrical/mechanical rooms and there is a key in every fire box at every building.
22. Council reviewed correspondence and photographs from a 3<sup>rd</sup> floor unit Owner at 8580 Building reporting that there were dirty napkins left in the elevators on two occasions. Council directed the Strata Manager to add a reminder to the minutes on elevator etiquette.
23. Council reviewed correspondence from a 1<sup>st</sup> floor unit Owner at 8500 Building requesting an explanation on Council's decision to share the costs of water damage repairs per the Council Meeting Minutes of June 19, 2020. Council directed the Strata Manager to respond to the Owner accordingly. Refer to "Correspondence – Item #10".
24. Council reviewed correspondence from a 3<sup>rd</sup> floor unit Owner at 8580 Building requesting a legal opinion on whether an Owner can be enforced to obtain homeowner's insurance. A copy of the legal opinion obtained by the Strata Manager confirmed that requiring an Owner to insure their Strata Lot is not enforceable.

Council directed the Strata Manager to obtain another legal opinion relating to the Strata's insurance shortfall and deductible in the event of a total loss. Specifically, the opinion is to address whether a Strata Bylaw can be implemented that would require an Owner either to provide proof of insurance against assessments for such shortfall and deductible or to declare that the Owner has no such insurance.

### **RENOVATIONS**

It was moved and seconded to ratify the renovation approvals for units 111-8500, 314-8500, and 205-8580. **CARRIED (All in favour).**

### **NEW BUSINESS**

1. **Exterior Painting:** Council reviewed three quotations to paint the exterior concrete retaining wall at 8580 Building. After discussion, it was moved and seconded to approve Unitus Painting's quotation, in the amount \$2,775.00 (plus GST). **CARRIED (All in favour).**
2. **Fob System:** It was moved and seconded to ratify the email approval for Apex Security, in the amount of \$1,329.00 (plus GST) to replace the failed motherboard for the fob system. **CARRIED (All in favour).**
3. **HVAC Repairs:** Council reviewed a quotation from Airstream Heating & Conditioning to repair the make-up air units and exhaust fans. After discussion, Council directed the Strata Manager to obtain a list from Airstream of all repairs that were carried out over the last year.
4. **Office Policy:** Council reviewed correspondence from the Building Manager requesting that Council reconsider the new Office Policy to allow his son to be in the office to assist him with his schoolwork. Council advised that the Building Manager has not addressed why the office policy needs to change as Council has not restricted the Building Manager to assist his son in other QG common rooms during his breaks.
5. **Patio Door Gasket:** It was moved and seconded to ratify the email approval for Island Glass' quotation, in the amount of \$220.00 (plus GST), to replace the failed patio door gasket at a 3<sup>rd</sup> floor unit at 8500 Building. **CARRIED (All in favour).** The work has been completed.
6. **QG Office Reopening:** The Council President will provide a notice to email blast to the Owners on the COVID-19 guidelines for the QG Office reopening which is to be opened when the Building Manager returns from vacation. **Post Meeting Update: The QG Office is now open with certain protocols.**
7. **QG Cell Phone:** Council will be looking into adding data on the QG cell phone so that the Building Manager can attend to emails when he is not in the QG Office.

### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 11:06 a.m.

**Next Meetings:**       Annual General Meeting, July 31, 2020 (by restricted proxy vote)  
                              Council Meeting, August 19, 2020

**FirstService Residential BC Ltd.**



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

**Email:**               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.



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## Condo Owners' Coverage

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. *Did you know* that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

### Condo Owners' Coverage provides protection for:

- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
  - Your unit
  - Neighboring units
  - Common property



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