

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, August 19, 2020
Within the Queen's Gate Lounge
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:

Valentin Chuy	President
Lynn Cohen	Vice-President
Danny Hui	Treasurer
Donna Lenz	Member
Eveline Rathie	Member
Miriam Wexler	Member (left at 11:00 a.m.)
Dvora Mendelzys	Member (left at 11:35 a.m.)

STRATA MANAGER:

May Le	FirstService Residential
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WELCOME PACKAGES: The Building Manager will provide a QG Welcome Package to all new Owners when they schedule their moves. Owners may also obtain a QG Welcome Package from the Building Manager by visiting the QG Office, Monday to Friday, 5:00 p.m. to 6:00 p.m., Saturdays, Sundays, and Statutory Holidays, 1:00 p.m. to 2:00 p.m.

FACEBOOK PAGE: Council would like to request volunteers to put together a QG Facebook Page. If interested, please email feedbackQG@gmail.com.

UNIT DOORS: A reminder that unit doors should be kept closed at all times to ensure proper air flow in the hallways.

WE NEED YOUR HELP TO KEEP US ALL SAFE!

Volunteers are needed for the Emergency Response Committee. Please email feedbackQG@gmail.com with your contact information to join the committee.

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

ELECTION OF OFFICERS AND COMMITTEE LIAISONS

The following Council members accepted the officer and committee liaison positions as noted below:

- | | | |
|---|-----------------|---|
| • | Valentin Chuy | President |
| • | Lynn Cohen | Vice-President, Bylaw Committee |
| • | Danny Hui | Treasurer, Building Committee |
| • | Donna Lenz | Landscaping Committee |
| • | Eveline Rathie | Landscaping Committee |
| • | Miriam Wexler | Social, Emergency Response, and COVID-19 Committees |
| • | Dvora Mendelzys | Emergency Response Committee |

Post Meeting Update: Lynn Cohen resigned from Council on August 25, 2020.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on July 22, 2020, as circulated. **CARRIED (All in favour).**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report and will follow up with a 1st floor unit at 8520 Building for outstanding Strata fees.

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 July 2020 financial statements, as circulated. **CARRIED (All in favour).** The Strata Manager advised Council that the April to July 2020 financials will be rerun once the new approved budget numbers are uploaded.

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. **2019/2020 Audit:** The 2019/2020 Draft Audit was prepared by Dong Russell and currently under review by Council.

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:

- (i) **Missed Suites:** Vancouver Fire completed the testing of the smoke alarm(s) in a 2nd floor unit at 8500 Building on August 12, 2020.
 - (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:** Vancouver Fire completed the repairs to the leaking sprinkler pipes in 8500 and 8560 parkades on August 6th and 7th, 2020. Council reviewed a quotation to replace the failed compressors at 8500 and 8560 Buildings and the failed accelerator at 8500 Building that were found during the sprinkler pipe repairs. After discussion it was moved and seconded to approve Vancouver Fire's quotation, in the amount of \$8,256.00 (plus GST). **CARRIED (All in favour).**
- (b) **Carpet & Upholstery Cleaning:** Following the last Council Meeting, Council directed the Strata Manager to request that Refresh Carpet & Upholstery Care return to complete the deficiencies reported by three Owners.
- (c) **Horizontal Drain Cleaning:** Xpert Mechanical is scheduled to flush the horizontal drains from September 2nd to 9th, 2020. A number of parking stalls and locker stalls must be cleared to carry out the work. Notices have been posted and delivered to the units assigned to the parking and locker stalls.
- (d) **Exterior Drains:** Council directed the Strata Manager to obtain quotations to clean the drains located on the exterior grounds.
- (e) **Mechanical Maintenance:** The Strata Manager advised Council that the building should be on a preventative maintenance program for all plumbing and HVAC systems. A quotation has been requested from Xpert Mechanical.

2. Security Upgrades: Following approval from the Owners at the Restricted Proxy AGM, Council directed the Strata Manager to request that Fortress One Security return to review all exterior doors with the Building Manager and two Council members.

3. **Stairwell Light Fixtures:** Lecca Property Maintenance is scheduled to clean the stairwell light fixtures on August 28, 2020. **Post Meeting Update: The work has been completed.**
4. **Plumbing Consultant:** Following approval from the Owners at the Restricted Proxy AGM, Council reviewed two more quotations to carry out the plumbing assessment. After discussion, Council directed the Strata Manager to obtain the revised quotation from Building Energy Solutions. Council will forward all three quotations to the Building Committee for review.
5. **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. A quotation has been requested for repairs to the parapet cracks.
6. **Concrete Slabs:** It was moved and seconded to approve Level Best Concrete Lifting's quotation, in the amount of \$1,275.00 (plus GST) to repair the lifted concrete slabs throughout the courtyard area. **CARRIED (All in favour). Post Meeting Update: The contractor advised that scheduling of the repairs will be approximately another six weeks.**
7. **Woodpecker Damage:** Council reviewed three quotations to repair the stucco walls that were damaged by woodpeckers. After discussion, it was moved and seconded to approve Hemlock Stucco & Paving's quotation, in the amount of \$4,000.00 (plus GST). **CARRIED (All in favour).**

In order to carry out the repairs, the Building Manager will need to rent a ladder at a cost of \$245.00 (plus GST) for one week. Council will make extra use of the ladder rental and obtain the electrician to replace ordinary fluorescent tubes to LED at the exterior entrance under the archway.

8. **Exterior Painting:** Unitus Painting completed the painting of the concrete retaining wall at 8580 Building on August 13, 2020 and returned to complete the deficiencies reported by the Building Manager.
9. **Fob System:** Apex Security completed the replacement of the failed motherboard for the fob system.
10. **HVAC Repairs:** Airstream forwarded a list of repairs to the make-up air units and exhaust fans carried out over the past two years. The Strata Manager advised Council that the make-up air units and exhaust fans will be included in the preventative maintenance program. See "Business Arising – Annual & Routine Maintenance, Item E".

Council directed the Strata Manager to obtain a quotation from Xpert Mechanical for repairs to the make-up air units and exhaust fans for a comparison to Airstream's quotation.

11. **Electric Vehicle (EV) Charging Rules:** The Strata Manager provided Council a sample of EV Charging Strata Rules for review. After discussion, Council agreed that the Strata's existing EV Charging User Fee of \$15.00 per month is fair and directed the Strata Manager to respond to the Owner.

COMMITTEE'S REPORTS

1. **COVID-19:** Council directed the Strata Manager to prepare building notices regarding the COVID-19 protocols for Open Houses, renovations, and recreation facilities.

Council discussed the protocols to reopen the pool. Council agreed to study the possibility further before a decision is made.

2. **Emergency Response Committee (ERC):** Council directed the Strata Manager to continue email blasting a notice requesting volunteers for the ERC Committee until there are enough volunteers, and to contact the Richmond-Fire Rescue on what is required by the Strata in the event of a fire.

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

3. **Social Committee:**

(a) **Minutes:** It was moved and seconded to approve the Social Committee Meeting Minutes of August 4, 2020. **CARRIED (All in favour).**

(b) **Bike Racks:** The Social Committee has requested to install a Visitors' bike rack on the property at the Committee's cost. Council advised that the location proposed by the Social Committee would not work but will find another location for the bike racks.

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

4. **Garden Committee:** Owners may view and download the Garden Committee Meeting Minutes on **FSRConnect™**.

5. **Landscaping:**

(a) **Tree Pruning:** Bartlett Tree Experts is scheduled to carry out the annual tree pruning on August 31st and September 1st, 2020.

(b) **Tree Removal:** The landscaping liaison reported that the dying tree behind 8500 Building will be removed.

(c) **Evergreen Trees:** The landscaping liaison reported that the two Evergreen trees will be pruned.

(d) **Azaleas:** M and V Landscaping will be removing the azaleas located at the back.

(e) **Roses:** Council discussed removing the roses on the property and planting ferns. Council will look into the cost.

(f) **Hose:** The landscaping liaison has requested that either a hose reel or expandable hose be purchased for easy transport and will look into the costs.

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 8500 Building requesting to email blast a notice for the optional gas fireplace servicing. It was moved and seconded to permit the notice to be email blasted by FirstService Residential, with a disclaimer that the service is being arranged by an Owner and not by the Strata. **CARRIED (All in favour).**
2. Council reviewed correspondence from 1st floor unit Owners at 8500 and 8580 Buildings regarding the 8500 lobby door handle which was malfunctioning and temporarily repaired by a Council member instead of calling a locksmith after hours. Council advised that the Strata's locksmith does not work on weekends, and at the time, the temporary repair was sufficient, and it was not a security issue so the door handle was not repaired until Tuesday (following the long weekend).
3. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that a lot of Residents were not happy with the carpet cleaning this year. Refer to "Business Arising – Annual & Routine Maintenance, Item B".
4. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting 50% reimbursement for in-suite water damage repairs that the Owner paid, since the Strata reimbursed another Owner, per the June 19, 2020 Council Meeting Minutes. **Post Meeting Update: Council spoke to the Owner to explain that the Strata reimbursed an Owner 50% of the cost of repairs as some of the drywall repairs were not damaged by water but were deliberately opened by the plumber to locate the source of the leak.**
5. Council reviewed correspondence from a 1st floor unit Owner at 8520 Building requesting use of a Handicap parking stall. After discussion, it was moved and seconded to approve temporary use of parking stall #96, effective immediately. **CARRIED (All in favour).**
6. Council reviewed correspondence from Owners of 2nd floor units 8500 and 8580 Buildings with their feedback on whether to turn the fountain off earlier. Council advised that there is not enough feedback to make the changes at this time; however, as a compromise, Council will arrange to have the fountain turned off at 9:00 p.m. starting next year.
7. Council reviewed correspondence from a 3rd floor unit Owner at 8520 Building reporting noise emanating from a neighbouring unit. After discussion, Council directed the Strata Manager to send a noise reminder to the alleged unit.

8. Council reviewed correspondence from a 2nd floor unit Owner at 8500 Building reporting that mice may be getting up inside the exterior walls. Council directed the Strata Manager to have the pest control technician review the issue during the next visit.
9. Council reviewed correspondence from a 2nd floor unit Owner at 8520 Building regarding the overflowing bins and dirty floor in the garbage room, request to increase the cleaning costs to carry out more frequent cleaning of the marble floors in front of the elevators, and some bulbs in the lobby pot lights are of different colour. Council advised that the garbage pick up has been increased from once a week to twice a week, the marble flooring will be cleaned by the janitors, and when the light bulbs will be changed once burnt out.
10. Council reviewed correspondence from a 3rd floor unit Owner at 8580 Building reporting that the exterior light fixture on the balcony does not work even after replacing the light bulb. Council will arrange an electrician to fix the light fixture.
11. Council reviewed correspondence from a 3rd floor unit Owner at 8520 Building reporting that there is squirrel activity on the balcony due to a neighbouring unit feeding the squirrels. Council requested that the Owner purchase a spray from Home Depot to deter the squirrels.
12. Council reviewed correspondence from the 1st floor and 3rd floor unit Owners at 8580 Building regarding two altercations relating to noise on the patio during daytime hours. After discussion, Council requested that both parties meet each other and talk it out.
13. Council reviewed correspondence from a new 2nd floor unit Owner at 8580 Building requesting to renovate the unit. After discussion, it was moved and seconded to approve the new Owner's request, but an approval letter will not be sent until after completion date. **CARRIED (All in favour).**

NEW BUSINESS

1. **Garbage Pick Up:** The garbage pick up for all buildings has been increased from once a week to twice a week.
2. **Pipe Repairs:** Additional quotations have been requested for replacing sections of common area piping in the 1st floor ceilings at 8500, 8520/8560, and 8580 Buildings.
3. **After-Hours Emergencies:** Council updated the after-hours emergency contacts. Council members Valentin Chuy, Danny Hui, Lynn Cohen, and Donna Lenz are to be called, in this order, for after-hours emergencies before midnight. After midnight, the Building Manager is to receive the after-hours calls. **Post Meeting Update: Lyn Cohen has been removed from the emergency contact list, following her resignation on August 25, 2020.**
4. **Parking Violations:** Council directed the Strata Manager to prepare a general notice for the Building Manager to issue to units when there are Strata Bylaw violations in the parkade.
5. **Building Manager:**

- (a) **Written Warning:** It was moved and seconded to issue a written warning to Building Manager, Mario Menta, for using foul language towards a Council member on two different occasions. **CARRIED (5 in favour, 2 opposed).**
- (b) **Job Duties:** The Strata Manager advised Council that some of the job tasks given to the Building Manager over the last number of months are outside of his job description and should be carried out by a contractor, specifically the repairs to the pot holes in the driveway. Many Council members felt that the scope of that work is within the realm of "small repairs" and that these types of small repairs can not be specified within the job description. The Building Manager has expressed his concerns with the changes over the last few months. Council advised that the Building Manager needs to submit his concerns in writing to be reviewed by Council at a Council Meeting.

The Strata Manager reported that the Building Manager, who has been cleaning the roof gutters without any safety equipment over the past number of years, has now been advised by the Strata Manager to no longer clean the roof gutters. A contractor will be arranged, moving forward.

6. **Strata Repairs:** Council agreed that no Council members should be opening up holes in the event of a leak and that Council will only be shutting off the water and calling a plumber to investigate.
7. **Library Bulletin:** Owners are reminded that there is a bulletin in the Library where Owners may post their owner notices. Council will be looking into starting a Facebook page and is requesting volunteers to help put it together.
8. **BSB Invoice:** Council directed the Strata Manager to follow up with BSB Construction regarding their request for partial reimbursement of the paid invoice 417-2020 as BSB Construction did not paint 288 square feet of the wall as indicated on their invoice.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:42 a.m.

Next Meetings: Council Meeting, September 23, 2020, at 9:00 a.m.

FirstService Residential BC Ltd.



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

Email: info.bc@fsresidential.com

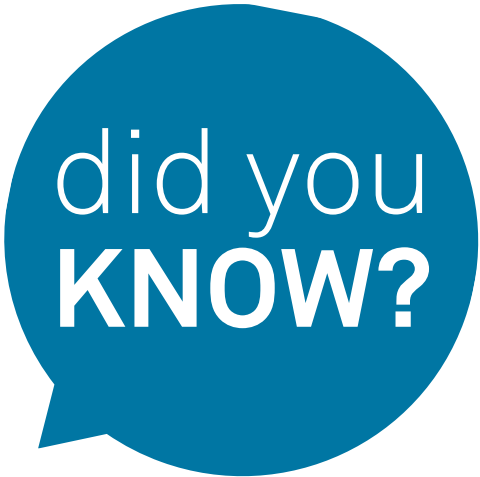
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

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.



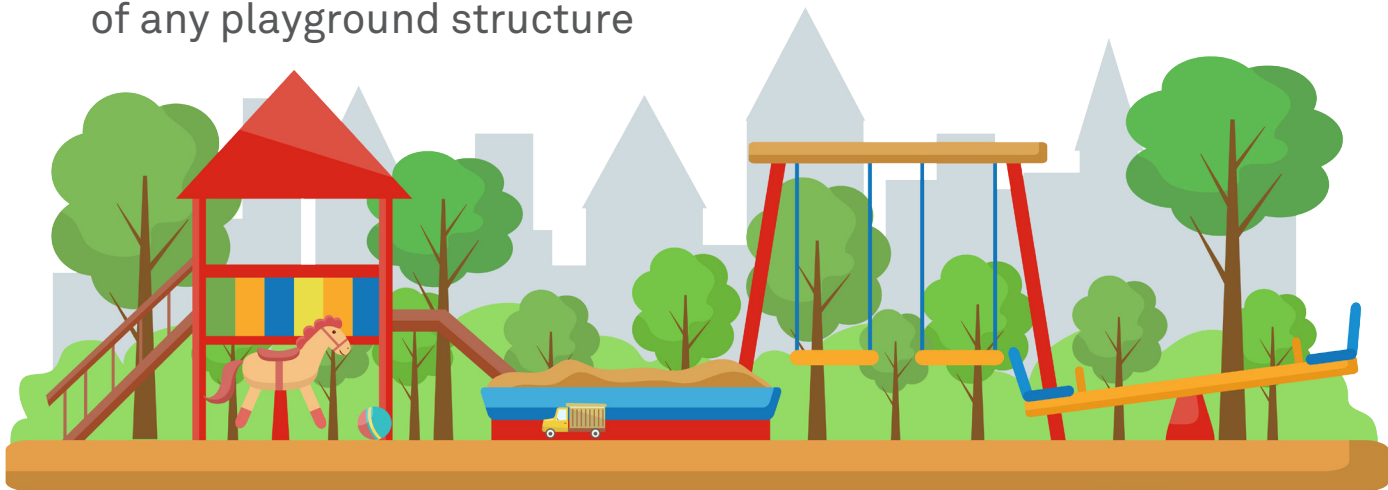
**FS Insurance
Brokers**



Playgrounds & Equipment

Did you know that each year more than 200,000 children are treated in the emergency room for playground-related injuries? To help prevent injury, use the tips below for maintaining a safe playground or outdoor play area:

- ▶ Regularly check for all of the following:
 - ▶ Trip hazards such as rocks, roots, stumps, and uneven surfaces
 - ▶ Accessible pinch, crush, or shearing points on equipment
 - ▶ Fraying/damage to any climbing apparatus or cable
 - ▶ Sharp points, corners, edges, or splinters on any components
 - ▶ Hazardous debris or litter
 - ▶ Broken or missing components, protective barriers, steps, guardrails, etc
 - ▶ Damage to benches, fences, or signs
- ▶ Play surfaces and surrounding areas should be clean with a slip-resistant coating applied
- ▶ Signs including all playground rules should be posted and visible
- ▶ Remove skipping ropes or strings that are not a permanent part of any playground structure



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