

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, September 23, 2020
Within the Queen's Gate Lounge
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:

Valentin Chuy	President
Danny Hui	Vice-President/Treasurer
Donna Lenz	Member
Eveline Rathie	Member (9:46 a.m. to 11:10 a.m.)
Miriam Wexler	Member
Dvora Mendelzys	Member

STRATA MANAGER:

May Le

FirstService Residential

SENIOR REGIONAL DIRECTOR:

Peter Chan

FirstService Residential



VISITORS & CONTRACTORS: Residents are requested to remind their visitors and contractors to wear a mask at all times while on common property.

EMERGENCIES: All Residents are to call FirstService Residential at 604-683-8900, in the event of an emergency.

BALCONY DRAINS: Residents are reminded that balcony drains are to prevent rain water from flooding the balconies. Residents are not permitted to allow cleaning substance to go down the drain. Balconies on the 2nd and 3rd floors must be cleaned with a damp mop as to not allow any dirty water to go down the drains.

OPEN HOUSE SIGNS: Open House signs are not permitted to be placed anywhere on common property or within a Strata Lot where it is visible from the exterior.

AMENITIES: All users of amenities must keep windows and doors open while occupied.

WELCOME PACKAGES: Owners who have not received a welcome package at the time they moved in may request a copy from the QG Office.

PETS/BIKE REGISTRATION: A reminder that Residents must register their pets and bikes at the QG Office.

SMOKE ALARMS: Owners are reminded that back up batteries in the in-suite smoke alarms need to be changed on an annual basis.

UNIT DOORS: Owners are reminded that decals/stickers placed on unit doors is not permitted without prior written authorized from Council. Units with security alarms are permitted to have an alarm sticker placed on the unit door.

KUDOS

Council would like to thank Steve Main, Donna Lenz, Nam Chau, Al Schroeder, Ariel Friedman, John Zhang, and Dvora Mendelzys for volunteering to do fire watch when the 8580 fire sprinkler compressor failed.

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 August 19, 2020, as circulated. **CARRIED (All in favour).**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** 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 August 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. ***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) **8560 Fire 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.

Council reviewed an updated quotation from Vancouver Fire to include replacement of the failed emergency light in electrical room 7 along with the failed emergency lights in electrical room 3 and 8. After discussion, it was moved and seconded to approve Vancouver Fire's updated quotation, in the amount of \$1,947.00 (plus GST). **CARRIED.**

- (b) **Parkade Fire Sprinkler Compressors:** Vancouver Fire has scheduled the replacement of the failed compressors in 8500 and 8560 parkades on September 29th and 30th, 2020. Council directed the Strata Manager to inquire with the technician who repaired the 8580 compressor can repair the 8500 and 8560 compressors instead of replacing them. **Post Meeting Update: The technician did review the 8500 and 8560 compressors and reported that the compressors differ from 8580 and cannot be repaired.**
- (c) **Carpet & Upholstery Cleaning:** Refresh Carpet & Upholstery Care completed the deficiencies reported by three Owners.
- (d) **Horizontal Drain Cleaning:** Xpert Mechanical completed the horizontal drain cleaning on September 9, 2020. Due to the complications with having certain lockers cleared out during the horizontal cleaning, Council has requested a quotation from Xpert Mechanical to extend the clean outs to an accessible area in the locker rooms.
- (e) **Exterior Drains:** It was moved and seconded to approve Rooter Squad's quotation, in the amount of \$1,450.00 (plus GST), to auger the exterior drains. **CARRIED (All in favour).**
- (f) **Boiler Cleaning:** Council reviewed a quotation to tear down and clean the boilers at all buildings. After discussion, Council directed the Strata Manager to clarify with Xpert Mechanical on why the cost of the 8520 and 8560 boiler cleaning is higher. **Post Meeting Update: Xpert Mechanical advised that the boilers at 8520 and 8560 Buildings are different and requires more work to access the heat exchangers. Council approved to proceed with the boiler cleaning via email, to be ratified at the next Council Meeting.**

- (g) **Annual Fire Inspection:** Vancouver Fire is scheduled to test the in-suite fire safety devices from October 27th to 29th, and the elevator testing on October 30th, 2020.
2. **Security Upgrades:** Council directed the Strata Manager to follow up with Fortress One on the security walk through that has not been scheduled yet.
3. **Plumbing Consultant:** Council directed the Strata Manager to resend the quotations to Council again for review.
4. **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. The Strata Manager advised Council that it is difficult to find a contractor who will review these nine units at no charge, as such, it is delayed due to a busy schedule.
5. **Concrete Slabs:** Level Best Concrete will provide Council one week's notice once they are able to schedule the repairs.
6. **Woodpecker Damage:** Hemlock Stucco & Paving is currently six weeks behind schedule. Work will be carried out likely in October or early November.
7. **HVAC Repairs:** Following the last Council Meeting, Xpert Mechanical cannot provide a free quotation on the repairs to the make-up air units and exhaust fans as there are too many. Airstream has recently attended to the quarterly maintenance and will provide an updated quotation for all of the repairs.
8. **Pipe Repairs:**
- (a) **8580 Building:** It was moved and seconded to approve Xpert Mechanical's quotation, in the amount of \$3,990.00 (plus GST), to replace 15 to 20 feet of 3-inch piping in the 1st floor common hallway. **CARRIED (All in favour).**
- (b) **8500 Building:** Council two quotations to replace the leaking 3/4-inch pipe and valve in the 1st floor common hallway. One quotation was to replace 10 inch of pipe and another quotation was to replace 15 to 20 feet of piping as recommended by Xpert Mechanical. After discussion, Council directed the Strata Manager to request a quotation from Xpert Mechanical for replacement of 10" only. **Post Meeting Update: Xpert Mechanical did not provide the quotation, as such, Council approved Rooter Squad to carry out the work, to be ratified at the next Council Meeting.**
- (c) **8520/8560 Building:** It was moved and seconded to approve Xpert Mechanical's quotation, in the amount of \$7,560.00 (plus GST), to replace 35 feet of hot water piping, 20 feet of branch piping, and 45 feet of recirculation piping, located in the 1st floor common hallway by the Lounge. **CARRIED (All in favour).**
9. **QG Website:** Council is considering a QG website to update Owners on day-to-day Strata-related matters if the cost is feasible. Owners are requested to provide their feedback by email feedbackQG@gmail.com.

10. **BSB Invoice:** Following the last Council Meeting, BSB Construction forwarded the original quotation which confirmed that the cost to replace the drywall and paint 288 square feet was \$2,500.00 (plus GST), and was later reduced to \$1,800.00 (plus GST) as they were requested to paint of two sections.

COMMITTEE'S REPORTS

1. **COVID-19 Committee:** The COVID-19 Committee will be following the COVID-19 government updates and will make changes to the QG COVID-19 protocols when required.
2. **Emergency Response Committee (ERC):** A couple of members will be preparing a fire emergency protocol to provide to the Richmond Fire-Rescue and posted at the property.

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 September 1, 2020. **CARRIED (All in favour).**
 - (b) **Bike Racks:** Council approved the proposed location for the bike rack installation, subject to the Social Committee paying for the labour cost as well as the material cost, and that the bike racks are installed further out from the pillars as to not cause any future damage.

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 completed the annual tree pruning September 1, 2020. Council is satisfied with the amount of work that the arborist has done this year.
 - (b) **Tree Removal:** The dying tree behind 8500 Building has been removed.
 - (c) **Evergreen Trees:** The two Evergreen trees have been pruned.
 - (d) **Azaleas:** M and V Landscaping removed the Azaleas located at the back.
 - (e) **Contract Renewal:** It was moved and seconded to approve M and V Landscaping's contract renewal proposal, in the amount of \$3,400.00 (plus GST) per month. **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. 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 advising on how great the front entrance board with the QG photos look. Council thanked the Owner.
2. Council reviewed several correspondences from Owners of all Buildings regarding the last Council Meeting Minutes specifying details of the Building Manager's written warning, the recent dismissal of the Building Manager, and the document following the dismissal which was placed in the lobbies and mail room. Owners expressed concerns with breach of privacy in the Minutes and the document placed in the lobbies. Council is now aware that the performance management is to be kept general and not to provide specifics or names.
3. Council reviewed correspondence signed by 24 Owners, regarding the dismissal of the Building Manager and whether the proper steps were taken prior to the dismissal. The correspondence also requested that Council propose a Bylaw amendment at the next AGM to require a majority vote of the Owners in order to terminate a QG employee. Owners are advised that Council is given the proper guidance from FirstService Residential prior to terminating an employee. Council will take the Owners' suggestion for a proposed Bylaw amendment under advisement.
4. Council reviewed correspondence from a 2nd floor unit Owner at 8500 Building requesting that Council start planning for window replacement, which is recommended to be carried out in 2024, per the Depreciation Report. Council advised that it will not be considered at this time as the plumbing assessment is underway but will take under advisement.
5. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building advising that some Owners are confused with who to contact during an emergency. Owners are requested to contact FirstService Residential at 604-683-8900 for all emergencies.
6. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building regarding the hole in the 1st floor ceiling that has not been patched up. Refer to "Business Arising, Item #8(a)". Ceiling repairs will follow.
7. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building regarding the delay in repairing the parapet cracks. Refer to "Business Arising, Item #4".
8. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting that the Pub be open for movie nights. Council directed the Strata Manager to obtain further information from the Owner. **Post Meeting Update: Council obtained further information from the Owner and denied the Owner's request via email vote (2 in favour, 4 opposed).**

9. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building requesting to reopen the Pool. Council advised that the Pool will remain closed at this time.
10. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that a non-resident is using the gym. Council advised that this is no longer an issue.
11. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting that there is cleaning substance that is going down the balcony drains onto the Owner's patio. A reminder has been added to the Minutes.
12. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building regarding a water stain in the ceiling. Council directed the Strata Manager to advise the Owner that repairs is the Owner's responsibility and that the leak is an old leak which the source has since been repaired.
13. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building requesting that there are maggots on the organic bins. The Strata Manager advised Council that Happy Bin Cleaning charges approximately \$18.00 (plus GST) to clean each bin; however, they have not been very responsive with requests and there are no other companies that provide this service. Council directed the Strata Manager to provide Council the contact for Happy Bin Cleaning. **Post Meeting Update: The cleaning staff have agreed to inspect the bins on a daily basis and to clean the bins when required.**
14. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building reporting that the three pine trees near the patio should be pruned. Council advised that this work has been completed.
15. Council reviewed correspondence from a 1st floor unit Owner at 8520 Building regarding whether the Strata's insurance covers infectious diseases such as COVID-19. Council advised that the insurance broker at Hub International verbally advised Council that there are no exclusions in the policy and will provide the response in writing. Council directed the Strata Manager to follow up with the broker.

Council also reached out to the Condominium Homeowners Association (CHOA) and were advised that it would be hard to prove that an infection came from Queen's Gate.
16. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building requesting that Council clarify the August 19, 2020 Council Meeting Minutes regarding the Building Manager cleaning the gutters without safety equipment. The Strata Manager advised Council that the Building Manager was cleaning the gutters without safety equipment, but may have done so voluntarily and that the Council at the time may not have been aware of this or aware of what safety precautions were required to carry out such work.
17. Council reviewed correspondence from a 2nd floor unit Owner at 8560 Building requesting that Council make it mandatory for Owners to have their gas fireplaces serviced on an annual basis as some other Strata's do. After discussion, Council agreed to propose a Bylaw amendment at the next AGM.
18. Council reviewed correspondence from a 2nd floor unit Owner at 8580 Building requesting that Council permit pets to be exercised at the back of the property. After discussion, Council agreed to propose a Bylaw amendment at the next AGM.

19. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building regarding mice activity on the patio. Council advised that the pest control company was on site on September 11, 2020 and will be back on September 25, 2020.
20. Council reviewed correspondence from a 3rd floor unit Owner at 8500 Building opposed to the bike rack installation at the property due to increased security risk and whether the installation would affect the Strata's insurance. Council has reviewed the proposal and approved it subject to certain conditions. The insurance will not be affected in terms of theft and damage to bikes as the Strata's insurance does not insure personal property.
21. Council reviewed correspondence from a 3rd floor unit Owner at 8560 Building thanking Council for their efforts so far.
22. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building regarding a notice placed on the notice boards reporting that someone had poured detergent in the fountain. Council advised that the notice was not approved by Council prior to posting on the notice board. All future notices will be approved by Council.
23. Council reviewed correspondence from a 2nd floor unit Owner at 8520 Building reporting that the recycling pickup driver parked in the middle of the 8520 parkade driveway which blocked Residents from entering/exiting on August 21, 2020 and was very rude when requested to move more to the side. Council directed the Strata Manager to email the City of Richmond.

RENOVATIONS

It was moved and seconded to ratify the approval for unit 231-8520's alterations. **CARRIED (All in favour).**

NEW BUSINESS

1. **Alcoves:** Council directed the Strata Manager to obtain a quotation from Lecca Property Maintenance to clean the alcoves in the Spring.
2. **Preventative Maintenance:** Council reviewed a quotation for preventative maintenance for all mechanical systems, including HVAC systems. After discussion, it was moved and seconded to approve Xpert Mechanical's quotation, in the amount of \$1,695.00 (plus GST) per quarter. **CARRIED (All in favour).** Council requested that the preventative maintenance start in January 2021.
3. **Annual Roof Maintenance:** The Strata Manager recommended that the Strata carry out annual roof maintenance which includes inspecting all roofs and cleaning roof debris and gutters. Council agreed and directed the Strata Manager to request Harvard Roofing to provide a quotation.
4. **Council Officer:** It was moved and seconded to ratify the email decision to approve Danny Hui as the Vice-President and Treasurer. **CARRIED (All in favour).**
5. **Office Computer:** It was moved and seconded to ratify the email decision to purchase a new computer for the QG office. **CARRIED (All In favour).**

6. **Insurance:**

- (a) **Excess Policy:** Council reviewed two quotations for an excess policy to cover the Strata's insurance shortfall. After discussion, it was moved and seconded to approve Hub International's quotation, in the amount of \$22,119.00, to the excess policy coverage, effective September 25, 2020 to March 31, 2021. **CARRIED (All in favour).**
 - (b) **Responsibility Flow Chart:** The Strata Manager provided Council with the responsibility flow chart which summarizes whether the Strata or the Owner would be responsible for emergency cleanup and/or repairs in the event of a water loss. Council directed the Strata Manager to include the flow chart in the Minutes.
7. **RFR Lockbox:** Council reviewed the quotations for the RFR lockbox and the labour to install the lockbox from Al Scott Locksmith. After discussion, Council directed the Strata Manager to contact RFR on whether the lockbox can be installed at the main entrance gate by the enterphone.
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. There will be no reimbursement.
9. **Unit Door Decals:** Council directed the Strata Manager to send a Bylaw reminder to a 1st floor unit at 8580 Building for non-permitted decals/stickers placed on the unit door.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 11:58 a.m.

Next Meetings: Council Meeting, October 21, 2020, at 9:00 a.m.

FirstService Residential BC Ltd.



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

Email: info.bc@fsresidential.com

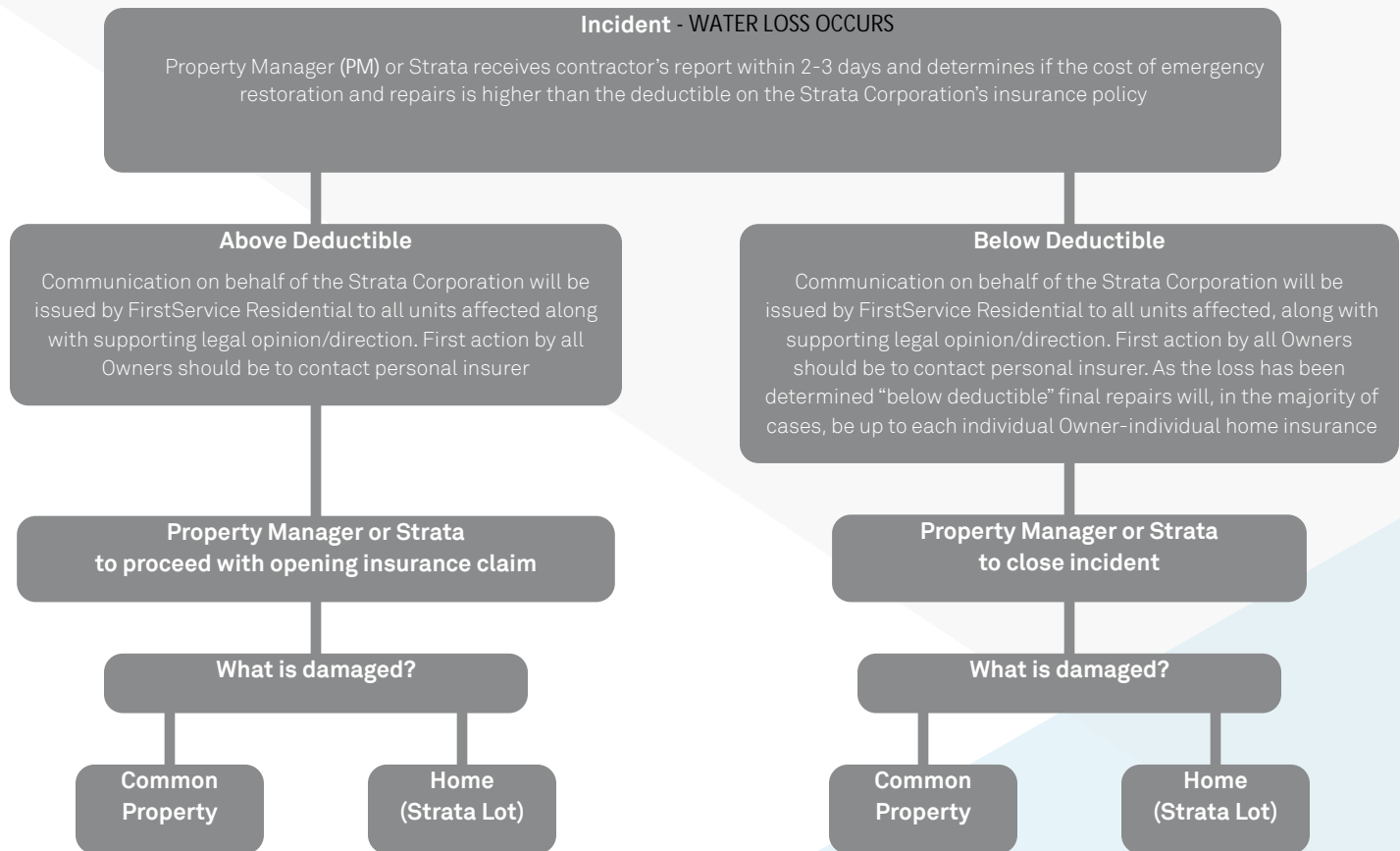
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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.

INSURANCE DEDUCTIBLE

Lifecycle



Above Deductible Affecting or Damaging Common Property

Strata Corporation arranges repairs. If applicable, PM/Council reviews the Bylaws to confirm if the Strata can assess the deductible back to the owner responsible for the damage.

Above Deductible Affecting or Damaging Home (Strata Lot)

Strata Corporation arranges repairs. If applicable, PM/Council reviews the Bylaws to confirm if the Strata can assess the deductible back to the owner responsible for the damage. Affected owner(s) should notify their personal insurer (e.g. contents, betterments, loss of use, and liability). If you do not have personal insurance with proper coverage, you could be responsible for paying not only applicable strata insurance deductible dollar amount but also exposure for subrogation/lawsuit(s) by other affected Owners and their insurers.

Below Deductible Affecting or Damaging Common Property

Strata Corporation arranges repairs. If applicable, PM/Council reviews the Bylaws to confirm if the Strata can assess the cost of repairs back to the owner responsible for the damage.

Below Deductible Affecting or Damaging Home (Strata Lot)

Owners are responsible for final repairs for their own strata lot. Affected owner(s) should notify their personal insurer (e.g., contents, betterments, loss of use and liability). PM/Council review the Bylaws to confirm if the Strata can assess below deductible costs back to the Owner responsible.

Summary: The cause does not determine who repairs. Who repairs is based on the bylaws, subject to insurance.

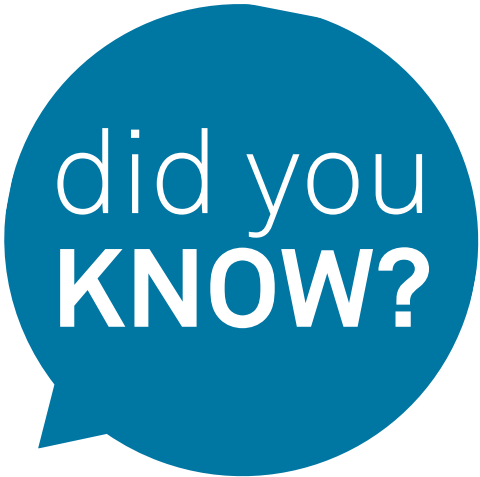
Typical bylaws make an Owner responsible for repairing the strata lot regardless of the cause, subject to insurance. Typical bylaws make the strata corporation responsible to repair the structure of the strata lot, subject to insurance. If the strata corporation's insurance is triggered, insurance steps in to fund the repairs and the strata corporation with the approval of the strata's insurance adjuster.

While the payment of the insurance deductible in respect to a claim is considered a common expense, the Strata Property Act does not limit the capacity of the strata corporation to recover the deductible from the owner responsible for the loss or damage that gave rise to the claim. Review your Strata's bylaws for more information on how the deductible can be assessed back to the owner responsible for the loss.

This is a general guide and not legal advice. As each strata corporation may have different bylaws and circumstances a lawyer should be engaged if there are unique circumstances questions. *** We would like to acknowledge the resources used from law firms Clark Wilson LLP, Access Law LLP and industry associations CHOA and CCI



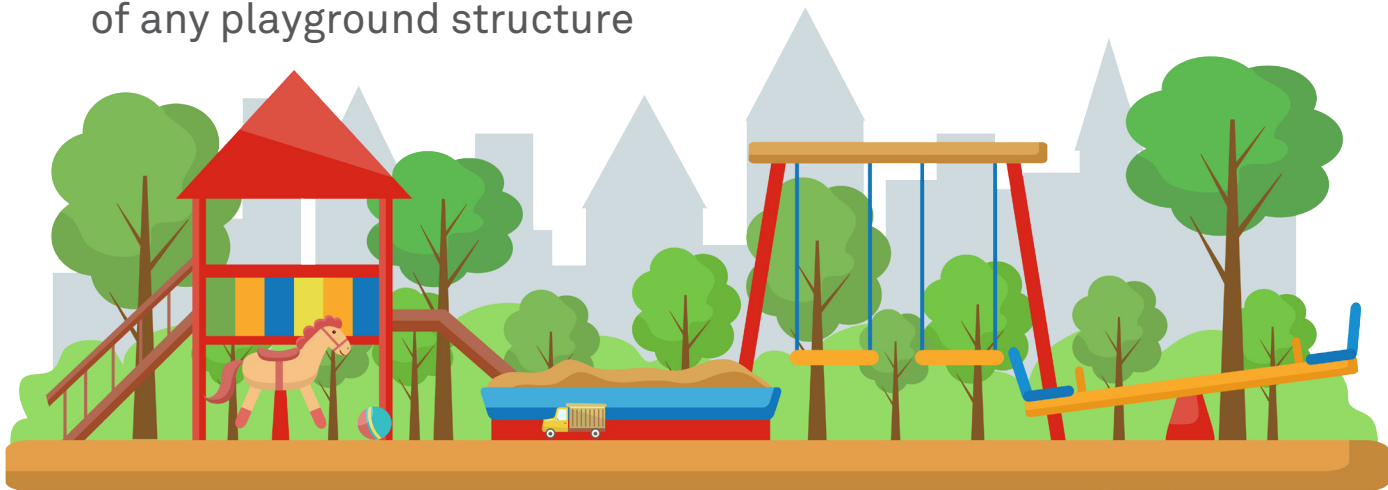
**FS Insurance
Brokers**



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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