

Date Delivered February 19, 2020 09:14AM

Strata Manager FIRST SERVICE RESIDENTIAL (HORNBY)

eStrataHub Order Number 349381

Folio Reference DIPIETRA

Requestor Company Park Georgia Realty Ltd.

Requested By Romeo DiPietra

Property Name Queen's Gate

Strata Plan # NWS3119

Strata Lot # 182

Civic Address 206 - 8580 General Currie Road, Richmond

Documents and Files in this Container for Order 349381(Folio:DIPIETRA)

Strata Council Meeting Minutes

eSH349381-01-Strata Council Meeting Minutes_CM-M-2019-09-26.pdf

eSH349381-02-Strata Council Meeting Minutes_CM-M-2019-10-30.pdf

eSH349381-03-Strata Council Meeting Minutes_CM-M-2019-11-27.pdf

eSH349381-04-Strata Council Meeting Minutes_CM-M-PBC-2019-12-30.pdf

Annual General Meeting Minutes

Not Available - The document you requested is not available for this property.

Special General Meeting Minutes

Not Available - The document you requested is not available for this property.

Document is not available

Document:	Annual General Meeting Minutes
Property:	Queen's Gate
Strata Plan #:	NWS3119
Strata Lot #:	182
Comment:	The document you requested is not available for this property.

Document is not available

Document:	Special General Meeting Minutes
Property:	Queen's Gate
Strata Plan #:	NWS3119
Strata Lot #:	182
Comment:	The document you requested is not available for this property.

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 Thursday, September 26, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President (<i>left at 12:30 p.m.</i>)
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Francis Wu	Member
	Miriam Wexler	Member
	Brian Katz	Member
	Donna Lenz	Member
STRATA MANAGER:	May Le	FirstService Residential
	Sadik Gokmen	FirstService Residential

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 28, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report distributed by the Strata Manager and discussed one unit at 8560 Building that has outstanding parking rental charges. After discussion, a Council member has volunteered to discuss the matter with the unit Owner.

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 financial statements of August 2019 were deferred to the next meeting as Council had requested that the surplus from the Enterphone Reserve be moved back into the Contingency Reserve Fund.

- (a) **Uninsured Loss:** The Strata Manager clarified with Council that the Uninsured Loss budget line item was used for common area repairs resulting from water loss that fall below the Strata's water damage deductible. After discussion, Council agreed to increase this budget line item at the next AGM.
- (b) **Petty Cash:** Council discussed increasing the Queen's Gate petty cash as the current \$350.00 is usually depleted in two weeks. After discussion, it was moved and seconded to increase the petty cash to \$700.00. **CARRIED**

Moving forward, monthly details of the petty cash will be included in the meeting agendas for Council's information.

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 revisions to the 2018/2019 draft audit prepared by Dong Russell is still under review by the Council Treasurer. The Council Treasurer provided the Strata Manager the signed tax forms for Dong Russell to file with Revenue Canada.

REPORT ON LITIGATION

It was moved and seconded to proceed with foreclosure action against a unit at 8580 Building for outstanding Strata Fees.

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

BUSINESS ARISING

1. Annual & Routine Maintenance:

- (a) **Annual Fire Inspection:** Vancouver Fire is scheduled to carry out the annual fire inspection on October 2 to 11, 2019.
- (b) **8580 ULC Verification:** Following the replacement of the fire panel at 8580 Building, the ULC Verification, which requires in-suite access, will be coordinated at the same time as the in-suite smoke alarm testing on October 10, 2019.

2. Fibre Optic Network:

- a) **Novus Entertainment:** The Strata is currently on Novus Entertainment's waiting list.
- b) **TELUS:** There is currently a delay in getting the installation started as TELUS is negotiating costs with a new contractor for the installation. The TELUS representative has advised Council that there would not be an update on the progress for another one to two months.

3. **Unit Inspection:** The final invoice from 1st Trauma has been received and charged back to the unit at 8520 Building for the cleanup of the unit, as ordered by the Richmond Fire-Rescue (RFR). A Council member advised that the Owner will be making arrangements to pay the charge backs relating to the cleanup.
4. **Roof Leak:** Council reviewed a letter from the Owner of 8500 Building disputing a charge back for repairs to the unit resulting from a failed roof scupper drain. As the cost of repairs fell below the Strata's deductible, and after obtaining legal advice on the matter, the Owner was held responsible for the repairs of all damages inside the unit in accordance with Bylaw #2 of the Strata's Bylaws. The Strata Manager will be dealing directly with the Owner and Incredible Restorations to resolve the Owner's concerns.
5. **Lounge Veranda:** Rainsafe completed the installation of the zinc strip.
6. **Fire Safety Plans:** A Council member has volunteered to meet with RFR and two members of the Emergency Response Committee to prepare the updates to the fire safety plans for all Buildings as RFR has confirmed that a fire service firm is not required.
7. **Path Lights:** Council reviewed four quotations to install lighting in the pathway at the courtyard. After discussion, Council agreed to form a Committee to determine what lighting is needed and the cost. Should the cost exceed the allowable spending restriction, the project will be proposed to the Owners at the next AGM.
8. **BC Hydro:** It was moved and seconded to ratify Council's email decision to switch from the Residential Service Rate 1101 to the Medium General Service Rate 1500 as this will save the Strata several thousand dollars every year due to the fact that the Strata consumes significantly large amounts of electricity every year compared to other regular residential customers.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** The ERC Meeting held on August 21, 2019 is available to view and download on **FSRConnect™**.
2. **Social Committee:** Owners may view and download the Social Committee Meeting Minutes on **FSRConnect™**.
3. **Garden Committee:** It was moved and seconded to approve the Garden Committee Meeting Minutes held on August 12, 2019. Owners may view and download the Garden Committee Meeting Minutes on **FSRConnect™**.

The Garden Committee requested that Council arrange a meeting with M & V Landscaping, Bartlett Tree Experts, and Jill Wright to familiarize on what the contractors do throughout the year. After discussion, Council felt that it is unproductive to have a joint meeting with all three contractors at the same time and, instead, agreed that the Garden Committee should be provided a copy of the landscaping contract to better understand what is carried out throughout the year. If it is the intention of the Garden Committee to solicit design inputs, it is better to talk to other landscape designers or the Richmond Garden Club instead.

CHARGEBACK LETTERS

Five chargeback letters, sent to Owners since the last Council Meeting, were distributed to Council for their information.

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.

BYLAW INFRACTION LETTERS

Council discussed a Bylaw infraction letter sent to an Owner at 8520 Building for blinds that were no longer white or cream in colour when viewed from the exterior. After discussion, Council agreed to give the Owner more time to rectify the issue as the Owner has been accommodating so far with the cleanup of the unit.

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8520 Building regarding dirty water coming from the balcony above. Council advised that the dirty water is coming from the drains connected to the roof area that is very difficult to access. Council will arrange for the roofer to inspect the roof area during the next annual roof inspection next year.
2. Council reviewed correspondence from an Owner at 8580 Building reporting that the pub was left in disarray after use. **Reminder to Residents: Please be considerate of other Residents and put all furniture and equipment back in their original spot.**
3. Council reviewed correspondence from an Owner at 8500 Building requesting that the Strata attend to trimming the Rhododendrons that are covering the bottom of the kitchen window. Council has tabled this item to the Spring.
4. Council reviewed correspondence from an Owner at 8500 Building reporting a draft coming through the small kitchen window. Council directed the Strata Manager to dispatch Island Glass for a quotation.
5. Council reviewed correspondence from an Owner at 8580 Building reporting ongoing noise with the toilet in the unit above. A Council member has volunteered to speak to the Owner of the unit above to repair the toilet tank flapper which is currently causing the noise but refused by the Owner when originally recommended last month.
6. Council reviewed correspondence from an Owner at 8520 Building regarding a leak from the unit above coming from the bathroom shower. A letter of responsibility will be mailed to both parties.

7. Council reviewed correspondence from an Owner at 8580 Building regarding potential water damage in the master bedroom and bathroom coming from the roof gutters. After discussion, Council directed the Strata Manager to send a letter to the Owner requesting access to the unit to investigate.
8. Council reviewed correspondence from an Owner at 8520 Building giving kudos to Council member, Brian Katz, for his involvement with rectifying an Owner's Bylaw infractions.
9. Council reviewed correspondence from an Owner at 8520 Building regarding the plugged drain on the balcony. Council reported that the Building Manager cleared the drain yesterday.

NEW BUSINESS

1. ***Incident Reports:*** The Strata Manager distributed the incident reports from August 23 to September 16, 2019, for Council's information.
2. ***Fall Maintenance Schedule:*** A Council member distributed the proposed fall maintenance schedule, for Council's information.
3. ***Emergency Vehicle Parking:*** Council reported that the Strata has an easement on the Catalina property where the gate which is used for emergency vehicle access has been locked by the Catalina property. Council directed the Strata Manager to obtain a copy of the key from the Strata Manager of Catalina.
4. ***Parking Rental Charge:*** Council conducted a parking rental audit and determined that there was one Owner who was paying for parking rental through pre-authorized payment (PAD) but was not renting a parking stall. After corresponding with the Owner, the Owner claimed that she was not aware that the monthly amount she had paid since the time she moved into her unit in 2008 included an amount of \$25.00 which was for the rental of an additional parking stall. On the understanding that FirstService Residential (FSR) could only verify the Owner's monthly payment back to June 1, 2013, Council previously agreed, and notified the Owner, that she would be reimbursed the additional monthly fees of \$25 paid back to June 1, 2013. However, the Owner refused to accept Council's decision and requested reimbursement all the way back to 2008. Since the actual strata fees for each unit are published every year in the AGM minutes, Council felt that the Owner had a certain responsibility to check to make sure that the amount she pays is correct and decided that the previous decision to make reimbursement back to June 1, 2013 is fair. The Strata Manager will respond to the Owner accordingly.
5. ***Exchange Student:*** Clark Wilson LLP provided a legal opinion on renting a room out to exchange students, as requested by an Owner. The legal opinion states that renting a room is considered a rental and as the Strata's Bylaws prohibit rentals, the Owner's request was denied.
6. ***Water Loss:*** Council reviewed a quotation to repair the damaged drywall resulting from a leak in the corridor at 8580 Building. After discussion, it was moved and seconded to approve BSB Construction's quotation, in the amount of \$2,100.00 (plus GST). **CARRIED**

7. **Pipe Repairs:** Council reviewed quotations to replace a leaking section of the pipe located in the common hallway between units 104 and 105 and at the recirculation pipe in the boiler room at 8580 Building. After discussion, it was moved and seconded to approve Xpert Mechanical's quotations, in the amounts totaling \$2,410.00 (plus GST). **CARRIED**
8. **Electric Vehicle (EV) Charger:** The Strata Manager distributed a new EV charging incentive program administered by BC Hydro and FortisBC and an offer from Commercial Lighting Products to carry out a free building assessment to provide different EV Charger options for the Strata. After discussion, Council agreed to move forward with the assessment.
9. **Parking Violation:** Council directed the Strata Manager to contact the new Owner at 8560 Building regarding who is occupying the unit and unauthorized parking.
10. **Overnight Visitor Parking:** Owners are reminded that visitor parking passes must be displayed when parking overnight in the visitor parking.
11. **Home Insurance:** Council would like to recommend that Owners purchase claim forgiveness with their policies.
12. **Insurance & Responsibility:** Council directed the Strata Manager to forward an Insurance Responsibility Matrix for Council to refer to in the event of a water loss.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:41 p.m.

Council Meeting: Wednesday, October 30, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



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

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 <http://bc.fsrconnect.ca/NW3119>



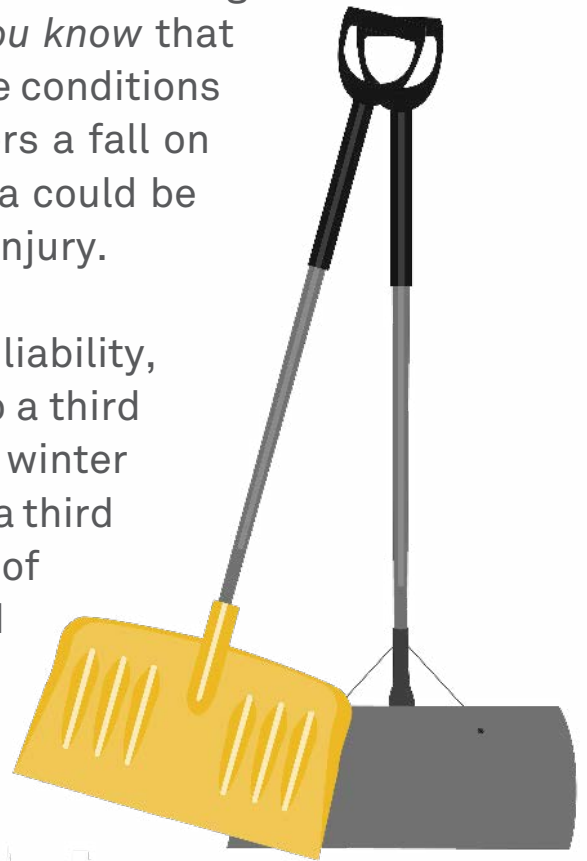
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

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, October 30, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:	Carol Yap-Chung	President (left at 12:30 p.m.)
	Percy Cheung	Vice-President
	Danny Hui	Treasurer
	Francis Wu	Member
	Miriam Wexler	Member
	Brian Katz	Member
	Donna Lenz	Member

STRATA MANAGER:	May Le	FirstService Residential
------------------------	--------	--------------------------

REMINDERS



LOUNGE USE: RESIDENTS WHO USE THE LOUNGE WHEN IT IS NOT RENTED ARE REQUESTED TO ENSURE THAT THE LOUNGE IS LEFT CLEAN AND TIDY AFTER USE.

PARKING: PARKING IS PROHIBITED IN FRONT OF THE LOBBY ENTRANCES. OWNERS WHO REPORT A VEHICLE PARKING IN FRONT OF THE BUILDINGS ARE REQUESTED TO INCLUDE A LICENSE PLATE NUMBER AND A PHOTO OF THE VEHICLE, IF POSSIBLE.

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 September 26, 2019, as distributed. **CARRIED.**

FINANCIAL REPORT

1. ***Review of Accounts Receivable:*** Council reviewed the accounts receivable report distributed by the Strata Manager and discussed a unit at 8520 Building which has

outstanding charge backs owing on the account. A Council member advised Council that the Owner is working on paying off the balance within the next two months.

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 revised August 2019 financial statement and the distributed September 2019 financial statement. **CARRIED.**

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 revisions to the 2018/2019 draft audit prepared by Dong Russell is still under review by the Council Treasurer.

REPORT ON LITIGATION

Access Law Group has filed foreclosure proceedings against a unit at 8580 Building for outstanding Strata Fees.

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 completed the annual fire inspection on October 11, 2019. Council reviewed a quotation to test the missed units and carry out the three-year testing of the dry sprinklers. After discussion, it was moved and seconded to approve Vancouver Fire's quotations, in the amounts totaling \$1,101.00 (plus GST). **CARRIED unanimously.**

Council directed the Strata Manager to charge back the three units for the follow up visit.
 - (b) **8580 ULC Verification:** Vancouver Fire completed the ULC Verification for the newly replaced fire panel at 8580 Building. It was moved and seconded to approve payment of the invoice for the fire panel replacement, in the amount of \$12,522.31. **CARRIED unanimously.**
2. **Fibre Optic Network:**
 - (a) **Novus Entertainment:** The Strata is currently on Novus Entertainment's waiting list.

- (b) **TELUS:** Council reported that TELUS has sent another contractor to provide a quotation for installing the fibre optic network at Queen's Gate.
3. **Roof Leak:** The Strata Manager advised Council that all documents relating to the roof leak have been forwarded to the affected Owner's insurance adjuster. For Owners' clarification, since the water damages fall below the Strata's water damage deductible of \$20,000.00, the Owner is responsible for the in-suite repairs and the Strata is responsible for the emergency services including repairing the leak source, the structural damage, and mold removal.
 4. **Fire Safety Plans:** A Council member has completed the updates to the fire safety plans for Queen's Gate at no cost to the Strata. The rest of Council thanked him for his contribution.
 5. **Path Lights:** An option to finance the cost of the new path lights was distributed to Council for their consideration. Further discussion at the next meeting.
 6. **Window Seals:** Council reviewed a quotation to replace four failed window seals in a unit at 8500 Building. After discussion, it was moved and seconded to approve Island Glass' quotation, in the amount of \$1,080.00 (plus GST). **CARRIED unanimously.**
 7. **Emergency Vehicle Parking:** The Strata Manager is still waiting for a response from Ascent Management for a key to the gate located on the Catalina property that is used for emergency vehicle access.
 8. **Parking Rental Charge:** Following the last Council Meeting, the parking rental fees paid by an Owner at 8580 Building were verified back to March 1, 2013. As such, the Owner will be refunded \$1,825.00 for paid parking rental fees from March 1, 2013 to March 1, 2019 as the Owner was not renting an extra parking stall.
 9. **Water Loss:** BSB Construction completed the drywall repairs in the corridor at 8580 Building.
 10. **Pipe Repairs:** Xpert Mechanical completed the repairs to the first-floor common area pipes and recirculation pipe at 8580 Building.
 11. **Electric Vehicle (EV) Charger:** Council reviewed a new incentive program launched on September 23, 2019 for EV charging stations. After discussion, Council directed the Strata Manager to request from the contractor the number of EV chargers which can be accommodated at Queen's Gate without upgrade of the infrastructure.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** It was moved and seconded to approve the ERC Meeting minutes of October 16, 2019. **CARRIED unanimously.**

The ERC Meeting minutes are available to view and download on **FSRConnect™**.

An ERC member requested approval from Council to cover costs for any Owners who are interested in taking the CPR course. After discussion, Council denied the request.

2. **Social Committee:** It was moved and seconded to approve the Social Committee Meeting minutes of October 1, 2019. **CARRIED unanimously.**

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

3. **Garden Committee:** Following the last Council Meeting, the Garden Committee is unclear as to what their role is if they are unable to be more involved in the landscaping. Council advised that the landscapers are doing a great job but would like the Garden Committee to report any issues they find and to be more proactive by providing their plans and suggestions prior to every season.

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

4. **Landscaping:**

- (a) **Leaves:** Council reported that the Building Manager blows the leaves every Tuesday or Wednesday as the leaves continue to fall after the landscapers have cleaned it up.
- (b) **Plantings:** Council reviewed quotations for the fall and winter containers and the Spring annuals. After discussion, it was moved and seconded to approve Jill Wright's quotations, in the amounts totaling \$1,621.20 (including taxes). **CARRIED unanimously.**

CHARGEBACK LETTERS

Two chargeback letters, sent to Owners since the last Council Meeting, were distributed to Council for their information.

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.

BYLAW INFRACTION LETTERS

Council reviewed two Bylaw infraction letters sent to an Owner at 8560 Building parking a vehicle in unauthorized parking stalls despite several warnings and for not notifying the Strata of the Occupant currently residing in the unit. After discussion, it was moved and seconded to levy a \$200.00 fine against the unit for parking the vehicle in unauthorized parking stalls. **CARRIED (6 in favour, 1 abstention).**

CORRESPONDENCE

1. Council reviewed correspondence from an Owner at 8560 Building reporting a failed seal on the balcony door glass. Council advised that Island Glass has been dispatched.

2. Council reviewed correspondence from an Owner at 8580 Building reporting that an Owner tripped while walking by the blower in the common hallway.
3. Council reviewed correspondence from an Owner at 8580 Building requesting why the elections notice was not posted on the bulletin boards. Council advised that the notices were posted on the bulletin boards.
4. Council reviewed correspondence from an Owner at 8580 Building requesting alternate payment options as the Owner no longer has cheques. The Building Manager will advise the Owner of the option to pay through Pre-Authorized Debit (PAD)
5. Council reviewed correspondence from an Owner at 8580 Building regarding ongoing noise from the unit above. A Council member has volunteered to speak to the Owner.
6. Council reviewed correspondence from an Owner at 8520 Building regarding the vibration of the 8520 parkade gate and the resulting floor damage. Council advised that the issue was repaired previously but has now returned. A Council member has volunteered to discuss the matter with the Owner directly for a resolution.
7. Council reviewed correspondence from an Owner at 8520 Building requesting to renovate the unit, including replacing the flooring and expanding the walk-in shower. After discussion, it was moved and seconded to approve the Owner's request, subject to the Owner providing the Strata with the necessary permits. **CARRIED unanimously.**
8. Council reviewed correspondence from an Owner at 8500 Building explaining the missed fire inspection as the Owner was out of town. After discussion, it was moved and seconded to waive the cost of the follow up visit. **CARRIED unanimously.** Council directed the Strata Manager to respond to the Owner accordingly.
9. Council reviewed correspondence from an Owner at 8560 Building requesting to switch parking stalls as there is currently a large vehicle parked very closely to the Owner's parking stall making it hard to maneuver. Council will look into the matter.
10. Council reviewed correspondence from an Owner at 8520 Building reporting a unit at 8580 Building that is listed for sale for a half share of the unit. The Strata Manager advised Council that the Strata has no control over how or who the unit is sold to.
11. Council reviewed correspondence from an Owner at 8560 Building regarding replacement of the balcony door and frame and to postpone the work until February 2020 as the Owner will be out of town. Council reviewed a quotation from BSB Construction to replace the balcony door and frame. After discussion, it was moved and seconded to approve the quotation, in the amount of \$1,850.00 (plus GST). **CARRIED unanimously.**
12. Council reviewed correspondence from an Owner at 8560 Building reporting a roof leak that occurs during the winter and an issue with the unit door. The Owner has been previously advised to report the leak immediately when it occurs and that the problem with the unit door will be reviewed by Council.
13. Council reviewed correspondence from an Owner at 8520 Building reporting noise coming from the unit above. A Council member has volunteered to talk to the Owner above regarding installing pads underneath the walker.

14. Council reviewed correspondence from the Owners at 8520 Building responding to a letter that was sent to the Owners relating to a leak that was sourced to the unit. The Owners expressed their concerns with the wording of the letter, finding that the letter was insulting and implied that they were negligent. Council reviewed the letter that was sent to the Owners and did not find that the letter had any implication of the Owners being negligent. The Owners also reported that FirstService Residential did not acknowledge receiving a cheque for the charge back applied to the unit. The Strata Manager clarified with Council that the letter is a standard letter sent to all affected unit Owners in the even of a water loss and that FirstService Residential does not send payment acknowledgements due to the number of payments received on a daily basis.
15. Council reviewed correspondence from an Owner at 8560 requesting permission from Council to extend the kitchen opening to a walkthrough which has already been carried out in the unit. As the Owner requires a permit for the alternation, an approval must be granted to the Owner in order for the Owner to apply for the necessary permits. Council discussed the matter and directed the Strata Manager to obtain the before and after design drawings from the Owner and to arrange a site inspection to review the alterations that were carried out.
16. Council reviewed correspondence form an Owner at 8560 Building which was sent prior to the last Council meeting regarding a Resident who locks the women's change room preventing others to enter. Council advised that the deadbolts for both the women's and men's change rooms will be replaced with a double-sided key lock to prevent Residents from locking the change rooms from the inside.

RENOVATIONS

The following units were approved renovations since the last Council meeting:

216-8500
316-8580

NEW BUSINESS

1. ***Incident Reports:*** The Strata Manager distributed the incident reports from October 1 to 2, 2019, for Council's information.
2. ***Winter Maintenance Schedule:*** A Council member distributed the proposed Winter maintenance schedule, for Council's information.
3. ***Lounge Oven:*** Complaints have been received that the oven in the lounge is not being cleaned after use. Council advised that this issue does not apply to the Residents who rent the lounge but applies only to those Residents who use the lounge when it is open.
4. ***Mechanical Repairs:*** Council reviewed a quotation to repair four make-up air units and one parkade exhaust fan. After discussion, it was moved and seconded to approve Airstream Heating & Air Conditioning's quotation, in the amount of \$2,750.00 (plus GST).
CARRIED unanimously.
5. ***Security Upgrades:*** Council reviewed quotations to replace the fire exit door at 8520 Building walkover which was previously damaged from an attempted break-in. After discussion, it was moved and seconded to approve Nikl's quotation to replace the door

with a new steel fire rated door and hinges and to install a full astragal plate on the door, in the amount of \$1,705.00 (plus GST). **CARRIED unanimously.**

Should the new steel door be white or cream in colour, painting of the door will not be required, as such, the cost will be reduced by \$340.00 (plus GST).

Considering that some exterior doors are located at obscured locations, full astragal plates will be installed on seven exterior doors to minimize the risk of break-ins.

6. **FortisBC:** The Strata Manager advised Council that FortisBC is running a pilot program where they would provide a new heating/cooling system to replace an existing system. FortisBC would pay the upfront capital cost to put in the system which avoids special levies or contingency reserve fund payments. FortisBC would then recover their investment over the next 20 to 30 years through the rates charged to the Owners/Strata Corporation. Queen's Gate has been selected for an assessment and Council is not required to proceed with any recommendations following the assessment. After discussion, Council agreed to proceed with the assessment.
7. **Garbage Removal:** A Council member reported that the garbage is currently being service twice a week but is only a third full. After discussion, Council directed the Strata Manager to switch the service to once a week and will monitor the garbage over the next few months.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 12:30 p.m.

Council Meeting: Wednesday, November 27, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/jh

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 <http://bc.fsrconnect.ca/NW3119>



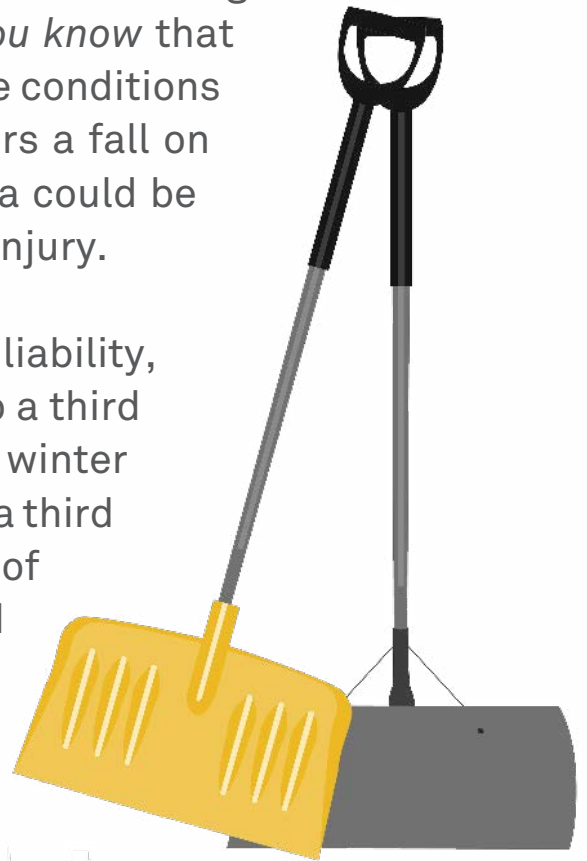
**FS Insurance
Brokers**

did you
KNOW?

Snow Removal & Deicing

Snow and ice on the grounds of your building is a major hazard for slip and fall accidents, as parking lots and building entrances can become extremely slick. *Did you know* that it is the Strata's responsibility to maintain safe conditions on their property? If a resident or guest suffers a fall on untreated, unmaintained walkways, the Strata could be liable for lost wages, medical bills and bodily injury.

To keep your building protected and limit your liability, contract snow removal and deicing services to a third party who can maintain the grounds during the winter months. If this service is not contracted out to a third party, keep a log of dates, times and names of personnel who performed snow removal and deicing on the building grounds. In case of an insurance claim, the log can be used as evidence that your building was adhering to an appropriate standard of care to residents and guests.



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

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, November 27, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:

Carol Yap-Chung	President
Percy Cheung	Vice-President
Danny Hui	Treasurer
Francis Wu	Member
Miriam Wexler	Member
Brian Katz	Member
Donna Lenz	Member

STRATA MANAGER:

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

REMINDERS



LOUNGE USE: RESIDENTS WHO USE THE LOUNGE WHEN IT IS NOT RENTED ARE REQUESTED TO ENSURE THAT THE LOUNGE IS LEFT CLEAN AND TIDY AFTER USE.

PARKING: PARKING IS PROHIBITED IN FRONT OF THE LOBBY ENTRANCES. OWNERS WHO REPORT A VEHICLE PARKING IN FRONT OF THE BUILDINGS ARE REQUESTED TO INCLUDE A LICENSE PLATE NUMBER AND A PHOTO OF THE VEHICLE, IF POSSIBLE.

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

APPROVAL OF STRATA COUNCIL MEETING MINUTES

An amendment was made to the minutes of the Strata Council Meeting held on October 30, 2019, that Carol Yap-Chung was present for the entire duration of the meeting. It was then moved and seconded to approve the minutes of the Strata Council Meeting held on October 30, 2019, as amended. **CARRIED unanimously.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable report, and after discussion, directed the Strata Manager to follow up on Xpert Mechanical's invoice that has not been charged back to a 1st floor unit at 8580 Building.

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 financial statements of October 2019 were deferred as the Council Treasurer required further details of the parking rental charges.

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 Council Treasurer provided the Strata Manager a copy of the fully executed 2018/2019 Draft Audit prepared by Dong Russell for finalization.

REPORT ON LITIGATION

Access Law Group has filed a Petition to the Court against a 2nd floor unit at 8580 Building for outstanding Strata Fees.

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:** Council reviewed additional quotations to test the smoke detectors in the missed units, replace thirty-four expired smoke detectors, and carry out the dry sprinkler three-year full trip test. After discussion, it was moved and seconded to approve Vancouver Radius & Security's quotations, totaling \$7,219.00 (plus GST). **CARRIED unanimously.**

The dry sprinkler three-year full trip test will be carried out in the Spring.
 - (b) **Fountain Shut Down:** The fountain has been shut down on November 6, 2019 for the Winter.
 - (c) **Roof Drains/Gutter Cleaning:** A Council member reported that the roof drains and gutters are cleared for the Winter.

2. ***Fibre Optic Network:***

- (a) ***Novus Entertainment:*** The Strata is currently on Novus Entertainment's waiting list.
- (b) ***TELUS:*** A TELUS representative has scheduled November 28 to 29, 2019 to visit each unit for their authorization to bring the fibre network into the unit. Owners' authorization to bring the fibre network into the unit does not require Owners to sign up with TELUS.

3. ***Path Lights:*** Tabled to January. A Council member has volunteered to source out additional flood lights as an alternative to path lights.

4. ***Window Seals:*** Council reviewed the revised quotation from Island Glass to replace four failed window seals in a 1st floor unit at 8500 Building as the previous quotation did not come with beige mutton bars. A secondary quotation was also reviewed by Council, and after discussion, it was moved and seconded to approve Island Glass' quotation, in the amount of \$1,350.00 (plus GST). **CARRIED (4 in favor, 3 opposed).**

5. ***Emergency Vehicle Parking:*** The Strata Manager is still waiting for a response from Ascent Management for a key to the gate located on the Catalina property that is used for emergency vehicle access. As there are two Catalina properties managed by two different management companies, a Council member will confirm the address with the Strata Manager.

6. ***Electric Vehicle (EV) Charger:*** Council directed the Strata Manager to follow up with Commercial Lighting Products as they have not yet scheduled an assessment of the buildings yet.

7. ***Patio Door Repairs:***

- (a) ***Patio Door Glass Seals:*** Council reviewed a quotation to replace the patio door's failed glass seals at a 1st floor unit at 8560 Building. After discussion, it was moved and seconded to approve Island Glass' quotation, in the amount of \$355.00 (plus GST). **CARRIED unanimously.**
- (b) ***Patio Door and Frame:*** BSB Construction completed the replacement of the balcony door and frame of a 3rd floor unit at 8560 Building.

8. ***Mechanical Repairs:*** Airstream Heating & Air Conditioning completed the repairs to the four make-up air units and one parkade exhaust fan.

9. ***Security Upgrades:*** Nikl's has ordered the new exterior metal door to replace the damaged fire exit door at 8520 Building. Full astragal plates have been installed on five of the seven approved exterior doors.

Should the new steel door be white or cream in colour, painting of the door will not be required, as such, the cost will be reduced by \$340.00 (plus GST).

Considering that some exterior doors are located at obscured locations, full astragal plates will be installed on seven exterior doors to minimize the risk of break-ins.

10. ***Garbage Removal:*** The garbage pick-up has been switched to weekly pickups at half the monthly rate, effective November 25, 2019.

COMMITTEE'S REPORTS

1. **Emergency Response Committee (ERC):** The ERC Meeting minutes are available to view and download on **FSRConnect™**.
2. **Social Committee:** It was moved and seconded to approve the Social Committee Meeting minutes of November 5, 2019. **CARRIED unanimously.**

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

Council would like to thank the Social Committee for decorating the lobbies and the lounge and commented on how great it looks.

3. **Garden Committee:** It was moved and seconded to approve the Garden Committee Meeting minutes of October 28, 2019. **CARRIED unanimously.**

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

Council commented on the Garden Committee Meeting Minutes, Old Business – Item E, that the \$500.00 approved for a replacement tree at the southeast corner will not be carried over, but the Strata will budget for the replacement tree in the next fiscal year's budget.

4. **Landscaping:**

- (a) **Plantings:** Jill Wright completed the planting for the winter pots.
- (b) **Specialized Treatments:** Council reviewed quotations from Bartlett Tree Experts for specialized tree treatment to be carried out in the Spring. Council agreed to table this item to January 2020 and will clarify with the Arborist.
- (c) **Contract Renewal:** Council reviewed M & V Complete Landscaping's contract renewal. After discussion, it was moved and seconded to approve the contract renewal at the same monthly rate of \$3,200.00 (plus GST). **CARRIED unanimously.**
- (d) **Tree Maintenance:** The landscaper inquired on whether Council would like to trim the trees located on the west perimeter. Council agreed that the trimming was not required at this time.

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 thanking Council for changing the change room deadbolts to double-sided key locks to prevent others from locking it from the inside.
2. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building requesting that the hedges located underneath the building addresses be trimmed down by one foot as the light does not shine on the numbers due to the height of the hedges. Council is currently sourcing out solutions to be discussed in January 2020.
3. Council reviewed correspondence from a 1st floor unit Owner at 8500 Building reporting accumulation of dust and bugs in the light fixtures located in the stairwells. Council directed the Strata Manager to obtain a quotation to clean all of the light fixtures in the stairwells.
4. Council reviewed correspondence from a 2nd floor unit Owner at 8500 Building reporting that there may be woodpeckers in the exterior vents, the common hallways are too hot, and whether water temperature is being adjusted because the owner found that getting hot water is slower or quicker in the morning compared to the evening and in the kitchen compared to the bathroom. Council advised that the exterior vents have recently been replaced. A remote sensor for the hallway heating is currently being investigated. Since other owners have had similar questions, an explanation is provided on page 7. See "Why does hot water arrive slower or quicker at different times?".
5. Council reviewed correspondence from a 2nd floor unit Owner at 8560 Building requesting that Council waive the \$200.00 Bylaw fine for parking the vehicle in unauthorized parking stalls. After discussion, it was moved and seconded to deny the Owner's request as verbal warnings were given prior to the Bylaw infraction letter being sent out. **CARRIED unanimously.**
6. Council reviewed correspondence from a 2nd floor unit Owner at 8580 Building reporting ongoing noise coming from the unit above through the wall of the fireplace during daytime hours. A Council member has volunteered to speak to the Owner.
7. Council reviewed correspondence from a 1st floor unit Owner at 8580 Building reporting ongoing noise from active plumbing fixtures in the unit above. A Council member has explained to the Owner to contact the Council member when the noise is active.
8. Council reviewed correspondence from a 3rd floor unit Owner at 8560 Building reporting that the small roof outside of the unit has an accumulation of leaves around the roof drain. The Building Manager will clear the roof drain.

RENOVATIONS

The following units were approved renovations since the last Council meeting:

129-8520, 216-8500, and 316-8580

NEW BUSINESS

1. **Spa Pump:** It was moved and seconded to ratify the email approval for Imperial Paddock Pools to repair the spa pump, in the amount of \$1,486.00 (plus GST). **CARRIED unanimously.**

2. **Pest Control:** Orkin Canada completed the installation of the steel mesh exterior vents at 8500 Building, per their approved quotation, in the amount of \$1,000.00 (plus GST).
3. **Elevator Notice Boards:** A Council member has volunteered to obtain sample notice boards to be installed in the elevators.
4. **Parkade Drain Grate:** Council reviewed a quotation to replace the broken drain grate located at the entrance of the parkade gate at 8500 Building. After discussion, Council agreed to source out an alternate solution as the contractor's quotation is too high.
5. **New Renovation Process:** The new renovation request process was discussed and finalized by Council. Please see details below.
6. **Unapproved Renovations:** A Council member and the Building Manager reviewed a 3rd floor unit at 8560 Building and confirmed that the kitchen sink was not moved but the kitchen opening was extended to a walkthrough. After discussion, Council directed the Strata Manager to send an apology letter to the Owner regarding the kitchen sink and to prepare an approval letter to the Owner for the new kitchen walkthrough as the Owner is required to obtain a permit from the City of Richmond.
7. **Insurance Renewal:** The Strata Manager advised Council to expect a large insurance premium increase and possible increased deductibles due to the current insurance market.
8. **Knitting Club:** It was moved and seconded to permit the Knitting Club to post the Charity Knitting Sale posters and flyers in the parkade lobbies and to email blast to the Residents.
CARRIED unanimously.

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.

Why does hot water arrive slower or quicker at different times?

- The boilers are set to keep hot water at a constant temperature.
- Hot water leaves the boiler at or about that temperature. It travels through copper piping from the boilers to all units, branching off to individual units.
- Once at the unit, the pipes branch off to the kitchen, laundry and bathrooms.
- Hot water first flows cold because copper pipes cool down quickly making the water cold until the hot water heats the pipes, starting at the boiler, until hot water has heated all piping along the journey. The more cold piping, the longer it will take to get hot water at the faucet.
- If an owner's neighbour (above, below or next door) has just used hot water, the piping for most of the journey from the boiler to the unit will be hot and the owner will get hot water quicker.
- If one has just used hot water in one location (e.g. bathroom), all the piping to the unit will be hot so other locations will get hot water quicker.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 10:45 a.m.

Council Meeting: Wednesday, January 29, 2019 at 9:00 a.m. within the Lounge.

FirstService Residential BC Ltd.



May Le
Strata Manager
Per the Owners
Strata Plan NW 3119

ML/ac

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>.



**FS Insurance
Brokers**



Water Damage

Did you know that most units have up to ten or more water connections, including the washing machine, dishwasher, refrigerator/ice maker, bathtub, shower, sprinkler heads, hot water tank, faucets and more? Each of these connections has the potential to leak. **If your unit is found to be the source of a leak that causes water damage, you may be held responsible.** Fast action is imperative once a leak occurs in order to prevent damage!

Prevention Strategies

- Know the location of your in-suite water shut-offs and turn off the water supply if you discover a leak
- Use a water monitoring system or contract with a monitoring service
- Winterize hose bibs as needed
- Replace rubber appliance supply hoses with steel braided hoses
- Avoid hanging items from sprinkler heads
- Seal tile grout



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.

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 Monday December 30, 2019
Within the Lounge of Queen's Gate
8520/8560 General Currie Road*

COUNCIL IN ATTENDANCE:

Carol Yap-Chung	President
Percy Cheung	Vice-President
Danny Hui	Treasurer
Francis Wu	Member
Miriam Wexler	Member
Brian Katz	Member
Donna Lenz	Member

The meeting was called to order by the President at 8:00 p.m.

BACKGROUND

On December 23, 2019, the Building Manager indicated that he was in urgent need of accommodation for a short period of time and he was having difficulty finding affordable accommodation on short notice during the holiday season until February 18, 2020. Due to urgency of the matter and difficulty in arranging a meeting with all council members present during the Christmas and New Year holidays, Council voted informally by email on a proposal to allow the Building Manager to stay in one of the guest suites temporarily with no charge. The result of the email voting was three in favour, three against and one with no response.

Subsequently, after some exchange of emails, a Council Meeting was called by council member, Brian Katz, to deal with the situation in accordance with Queen's Gate Bylaws Clause 19.

DISCUSSIONS

It was clarified during the meeting that the Building Manager requested permission to stay in one of the guest suites during the period from December 23rd, 2019 to February 18th, 2020 inclusive.

Council members discussed the following factors relevant to the request and the use of the guest suite by a staff rather than by a guest of the unit owners:

- The Council is expected to exercise care, diligence and skill to protect the interests of the Strata Corporation.

- The Council, as an employer, is expected to consider reasonable requests from its employees while keeping in mind the implications of related bylaws.
- Our guest suites have a very low occupancy rate over this period with only 4 suite-nights booked during January 2020.

A motion was proposed to deal with the Building Manager's accommodation problems by requiring him to provide a written undertaking and acknowledgement as follows:

1. He may occupy the Buckingham Room on the understanding that he is to immediately seek alternate, stable accommodation to commence as soon as possible.
2. Until such accommodation is secured, he will occupy the room on a day-to-day basis but under no circumstances beyond the morning of February 19, 2020.
3. He shall vacate the guest suite upon securing alternative accommodation or on the morning of February 19, 2020, whichever occurs first, regardless of whether alternative accommodation is secured or not.
4. He will pay the Strata Corporation a fee per day, effective December 23, 2019, due and payable daily in advance.
5. The occupancy will terminate immediately if payment is more than 8 days in arrears.
6. No tenancy or continued right to occupy the guest suite will be created.

The motion was approved by all members present.

Each member was then asked to propose a fee to be charged to the Building Manager. Three members proposed \$20 per day, while three other members proposed \$10 per day and one member proposed no charge. Since there was no clear decision on the proposed fee, the President casted the deciding vote to charge the Building Manager \$10 per day during the period he stays in the guest suite.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:50 p.m.

Next Council Meeting: Wednesday, January 29th at 9:00 a.m. within the Lounge.

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 <http://bc.fsrconnect.ca/NW3119>