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**THE OWNERS, STRATA PLAN BCS 3037**  
**STRATA COUNCIL MEETING MINUTES**  
**THURSDAY, AUGUST 2nd, 2012**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Thursday, August 2nd, 2012 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

**A. CALL TO ORDER**

The Meeting was called to order at 6:03 pm, by Paul Wehr, the President of the Strata Council.

**B. CALLING OF THE ROLL**

The Council Members present were, Paul Wehr, Mike Michl, Carlos Lau, Nick Canosa, Victor Samon , Damien Chen, with regrets from Tim Li. The Management Company was represented by Geoffrey Rosen and Tiit Pikksalu. Joseph Coutu and Kim Robinson, the Resident Managers were also in attendance.

**C. APPROVAL OF THE AGENDA**

Upon a MOTION duly made by Carlos Lau and seconded by Nick Canosa, it was RESOLVED that the Agenda as presented, be APPROVED for use at this meeting.

**D. APPROVAL OF THE MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THURSDAY, JUNE 14th, 2012.**

Upon a MOTION duly made by Victor Samon and seconded by Nick Canosa, it was RESOLVED that the minutes of the previous Strata Council Meeting held on Thursday, June 14th, 2012 be APPROVED as distributed.

**E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS**

The Treasurer, Mike Michl, had reviewed the Financial Statements for the months of May and June 2012 and found that they are in order. Upon a MOTION duly made by Mike Michl and seconded by Damien Chen, it was RESOLVED that the Financial Statements for May and June be APPROVED as presented.

Mike Michl, the current treasurer, stepped down as he is in the process of selling his suites in the coming weeks and may no longer be an owner in the building. Upon a MOTION duly made by Damien Chen and seconded by Mike Michl, Nick Canosa was elected as the treasurer for the Strata Corporation effective at the end of this meeting.

## *Arrears*

The Management Company presented the Arrears report to the Strata Council and reported that there are ten (10) Owners in Arrears for their Strata Fees. Owners who have arrears will be charged a fine of \$100.00 per month for non-payment of their strata fees as per the Strata Corporation's by-laws.

## **F. REPORTS**

### **1. Caretaker**

The caretakers submitted the following report for the month of May:

1. Fill and set up water feature again
2. Put power washer together
3. Set up for power washing (Hose blew up)
4. Take hose back to Princess auto for exchange
5. Pick up chlorine and parts at pool supply
6. Take tank apart in pump room and cap lines (light and seals bad)
7. Go with contractors a number of times for pipe leaks
8. Go with contractor for piping in parkade for irrigation pipes stolen
9. Help plumbers to design piping for shower in steam room
10. Valve leaking in pump room
11. Gate on P3 enter to resident parking springs broken
12. Gate to P3 long term spring broken
13. Unload gates for town homes from welder
14. Lights for water feature
15. We still have over half of parking passes not picked up
16. Anchor inspection
17. Fire Inspection
18. Fire alarm
19. Go through building and office to train for relief caretaker and cleaners
20. Off for holidays

### **TRADES**

- Plumbers for leaky pipes on 34 th floor
- Electrician for lights for ponds
- Electrician for ballast and lights in parking
- Hakkon for quarterly service of mechanical system.
- Hakkon for floe valve on boilers
- Plumbers for piping for shower
- Plumbers for drain clearing
- City irrigation a number of times to replace stolen pipes
- Welder for town home gates
- Fire alarm test for Orr
- Service for disabled elevator to garbage room

The Strata Council discussed a number of issues regarding the caretaking of the building.

- The first issue was a discussion on how best to keep the front entrance fountain clean. Joseph Coutu, the Resident Manager, proposed an idea to build a pump vacuum system that would allow him to vacuum out the debris that is collecting in the fountains. The Strata Council approved his proposal and Joseph will proceed to build the vacuum system for the front fountains.
- Mike Michl raised the issue that the garage gates receive a very high wear and tear at the building and asked that the Management Company and the Resident Manager investigate whether the springs on the gate can be upgraded to heavier duty and report back.
- The Strata Council also discussed what would be done with the old gate stored near the parkade entrance on P3. It was noted that these are spare parts and there was a discussion as to whether or not brackets can be made to hang the gate on the wall. The Management Company and the Resident Manager will investigate.
- There was a discussion regarding residents placing their household garbage in the garbage cans in the parkade. The Strata Council asked the Management Company to have a sign made informing residents that absolutely **no household garbage** can be deposited in the garbage cans in the parkade and that there is a \$200 fine if this is done.
- There was a discussion about the door at the very bottom of the parkade that leads up to P4. The Strata Council agreed with the suggestion that the door should be removed, as it is not a fire door. The Resident Manager will make arrangements.
- The Resident Manager reported that the plumbing is now installed in the steam room for the shower, but a box needs to be built around the plumbing and other adjustments need to be made. The Strata Council asked that the Management Company obtain a quote to do the additional work and report back.

## **2. Management Report**

- The Management Company presented a report for the up-coming years' insurance and was happy to report that there will not be an increase in premium, in fact Management has negotiated a slight decrease in annual premium. Upon a MOTION made by Damien Chen and seconded by Carlos Lau it was moved that the proposed insurance for the up-coming year be APPROVED as presented. As the insurance expires on AUGUST 25<sup>th</sup> 2012, the Management Company will confirm with the broker
- A resident sent in an e-mail that they were changing addresses as they were moving away from the building and asked the Management Company to forward their mail to their new address. Residents who change their mailing address are required under the Strata Property Act of British Columbia to inform Strata Corporations so that they can receive necessary correspondence.

- The Management Company provided a quote to install an additional light above the Emergency Exit on Hazel Street, for \$823.00. The Strata Council asked the Management Company to put the quote on hold in case in the future it may be needed.
- The Management Company received notice from B.C. Hydro that all the meters in the building have now been upgraded to Smart Meters.
- Fortis Gas has sent notice to the Strata Corporation that they are amalgamating the gas utility rates across the Province, effective January 1<sup>st</sup> 2014 and that there will be a 4.3% increase that will be fully in place by 2018.
- As noted at a previous Strata Council meeting, a residents' car was damaged by a garage gate that slid down and scratched the top of their car. The Strata Council approved the repairs to the car.
- There was a report in the early part of July that there was water coming into a suite from the ceiling above and the wall. The Management Company investigated and found that part of the re-circ line on the 34<sup>th</sup> floor of the building needed to be repaired. The Management Company made arrangements to have the repairs done to the lines and the drywall repaired. Repairs are now complete.
- The Management Company reported that the Fire Inspection for 2012 is complete and that all the suites in the building have had their fire systems checked.
- The roof anchors were inspected on July 11<sup>th</sup> and there were some additional anchors which will be inspected on August 15<sup>th</sup> as they were not on the list originally provided. Notice has gone out to the owners where access is required.
- In early June vandals broke in to the commercial parkade and stole copper pipes for the buildings irrigation system. The Management Company investigated and determined that they could replace the copper pipes with plastic, which is less attractive to thieves. The repairs have been completed and the irrigation system is back on line, and there are now no copper pipes for the irrigation system exposed in the parkade.
- The Management Company put forward a proposal to have the main floor lobby and the elevator lobby buffed every four (4) months at a cost of \$240 per session. The Strata Council approved the proposal. This will save money in the long term as complete stripping and re-wax will be required less frequently.
- There was an incident where someone falsely presented themselves as an owner of a suite, to have a car towed from the resident parking. Mistakenly the car was towed and upon the owner reporting to the Management Company that their car was missing, their car was returned to the parkade. The Strata Council discussed the issue and determined that they are going back to the original protocol where residents will be issued a letter that outlines the parking stalls that they are in possession of. That letter along with picture

I.D. is required to be given to the towing company to have any car towed out of the residents section of the Centrepoint parkade.

- The Management Company received a proposal from Orr Development to have a sign installed on the pillar between the Hazel Street entrances. The Strata Council approved the request.
- Hakkon Mechanical, the Strata Corporations mechanical company, reported that the annual tests had been conducted on the buildings' back flow assemblies and the reports had been submitted to the City of Burnaby.
- The Management Company presented a quote for power washing and two coats of staining of the exterior deck on the 6<sup>th</sup> floor. Upon a MOTION made by Victor Samon and seconded by Damien Chen, the quote was APPROVED at a cost of \$3,500 plus HST. The Management Company will contact the vendor and have the work undertaken this summer.
- There was a report of pests in storage rooms. The Management Company arranged to have a pest control company come in and investigate. After several months of investigation there were in fact no pests found in the parkade storage rooms and as a result the service will be cancelled.
- On an annual basis the Management Company performs an inspection tour of the building with members of the Strata Council to ensure that the building is being properly maintained. Geoffrey Rosen from the Management Company and Victor Samon from the Strata Council will be walking through the building in the up-coming weeks to make a list and note any repairs or maintenance needed.

### 3. Security

- There have been no reports of any security incidents since to last Strata Council meeting.
- The Strata Council noted that only half of the visitor parking passes had been picked up by owners and residents of the building.

**Note to residents if you do not pick up your pink passes any cars that you have parked in the visitor area will be towed by the towing company. Red parking passes are no longer valid for the visitor section of the parkade.  
PLEASE NOTE THE PARKING PASSES ARE NOW PINK.**

### 4. Project Reports

- Reported under caretaker – steam room still under construction

## 5. Correspondence/Appeals

- There were three (3) appeals presented to the Strata Corporation, one appeal was from a resident who the Strata Corporation had sent a Bylaw violation regarding spitting and tossing bottle caps off their balcony. After a review by the Strata Council it was determined that it could not be proved that it was from their suite, so as a result the fine was reversed.
- There was an appeal for a garage gate violation. The resident wrote an e-mail to the Management Company noting that they had not accessed the gate on that day. There will be a further investigation and report back to the Management Company by e-mail.
- There was an appeal regarding an empty box left in a parking stall in the resident only portion of the parkade for over a month, upon which time the Strata Corporation said that it was a Bylaw violation so a fine was issued. The resident submitted an appeal, saying that anyone could have placed the box in their parking spot over that period of time. The Strata Council reviewed the appeal and determined that the issue is not whether or not somebody had placed it in the parking stall, the issue was that the resident hadn't done anything about it as it was their responsibility to keep their parking stall clear. As a result the appeal was denied.

## G. UNFINISHED BUSINESS

### 1. Storage Insurance

- This item has been tabled until the next Strata Council meeting. Please note that all vehicles in the parkade **must** be insured with automobile insurance, or if they are not currently insured for driving they must be covered by storage insurance posted on the vehicle as per the Bylaw.

**Bylaw 36 (5) An owner, tenant or occupant of a strata lot will not store any vehicle or recreational vehicle on the common property or permit any guest to do so. Notwithstanding the foregoing, an owner, tenant or occupant of a strata lot may store a boat trailer or other recreational vehicle within the parking stall assigned to such strata lot pursuant to the Parking Facility Lease. Provided that such boat trailer or other recreational vehicle fits within such parking stall without creating a danger or hazard to other users of the underground parking facility, and provide that the owner, tenant or occupant has obtained adequate insurance in respect thereof**

## 2. Amenity Room Furniture

- This item is tabled to the next meeting.

## 3. Building Audit 2012

- **THE DEADLINE FOR THE AUDIT PASSED ON AUGUST 12th 2012.**

**PLEASE BE AWARE THAT AS OF AUGUST 15, 2012 ANY STRATA LOT THAT HAS NOT COMPLETED THEIR AUDIT BY THIS DATE WILL HAVE THEIR FOBS DEACTIVATED AND THERE WILL BE A \$200.00 FINE PLUS A \$25.00 FEE PER FOB TO HAVE IT RE-ACTIVATED**

**PLEASE NOTE: THIS IS A MANDATORY  
REQUIREMENT BY THE STRATA  
CORPORATION  
BY-LAW 47(14) READS AS FOLLOWS**

Owners must submit an annual Security Audit form to the Strata Corporation. The Strata Corporation will give notice of the Audit. The Audit must be fully completed by the Owner of the Strata Lot. Fobs not reported on the Audit will be deleted from the Security System and the reactivation of the Fobs will be \$25.00 per FOB.

THIS IS AN ON-LINE AUDIT - OR A PAPER FORM CAN BE OBTAINED FROM THE RESIDENT MANAGER DURING BUSINESS HOURS IF YOU DO NOT HAVE INTERNET ACCESS.

**Please go to**

**[WWW.CENTREPOINTSTRATA.COM/AUDIT2012.PHP](http://WWW.CENTREPOINTSTRATA.COM/AUDIT2012.PHP)**

## H. NEW BUSINESS

### 1. Camera Upgrade

- The Strata Council discussed the proposal to install additional cameras on the Hazel Street entrance, the Management Company provided a quote to add another camera. The Strata Council asked that this item be tabled to the next Strata Council meeting as Council wants to further investigate where the camera should be installed and whether they are needed.

**I. NEXT MEETING**

The next Strata Council meeting is on:

Thursday, September 27<sup>th</sup>, 2012  
at 6:00 pm  
in the Amenity Room.

**J. ADJOURNMENT**

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 8:15 pm.

**The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes.**

**Please retain these Min**

**Minutes provided to you for future reference, as replacement copies are subject to a fee.**

Minutes Prepared by:

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