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**THE OWNERS, STRATA PLAN BCS 3037  
STRATA COUNCIL MEETING MINUTES  
MONDAY, OCTOBER 29, 2012**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday, October 29th, 2012 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

**A. CALL TO ORDER**

The Meeting was called to order at 6:05 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. Joseph Coutu and Kim Robinson, the Resident Managers were also in attendance.

**C. APPROVAL OF THE AGENDA**

Upon a MOTION duly made by Nick Canosa and seconded by Damien Chen, 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, SEPTEMBER 27TH, 2012.**

Upon a MOTION duly made by Mike Michl and seconded by Nick Canosa, it was RESOLVED that the minutes of the previous Strata Council Meeting held on Thursday, September 27th, 2012 be APPROVED as distributed.

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

The Treasurer, Nick Canosa, had reviewed the Financial Statement for the month of September 2012 and found that they are in good order. Upon a MOTION duly made by Nick Canosa and seconded by Victor Samon it was RESOLVED that the Financial Statement for September 2012 be APPROVED as presented.

*Arrears*

The Management Company presented the Arrears report to the Strata Council and reported that there are thirteen (13) 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 October:

1. Put out notices for water shut down
2. Repair lights for water feature
3. Remove door from P5 wash bay
4. Power flush steam room
5. Repair light in steam room
6. Set-up for plumbers for repairs
7. Set-up and notices for drywall repairs
8. Set-up and notices for painting
9. Meet with Cleaners and go over cleaning instructions again
10. Repair door going to garbage room
11. Remove card reader from 6th floor garden
12. Clean up broken glass from 6<sup>th</sup> floor garden
13. Go with RCMP for glass shot out on 6<sup>th</sup> floor garden
14. Clean up water feature
17. Furniture for Amenity Room, Damien
18. Clean up boxes etc., from new furniture and packing
19. Large rat in our suite, called pest control.
20. City changed garbage bin, not much better.
21. Re-install reader for 6<sup>th</sup> floor garden
22. Two nights with people stuck in elevators
23. Get irrigation set up for winter

### **TRADES**

- Haakon to change valves
- Drywall repairs
- Painter for repairs
- C & C Mechanical for valve repair
- City Irrigation to blow out lines
- Glass Company for 6<sup>th</sup> floor garden
- Thyssen-Krupp for elevator repairs, change cables

The Caretaker reviewed a number of issues with the Strata Council.

- The Caretaker and the Management Company noted that elevator #4 had to be shutdown a week ago due to the fact that the governing cable in the elevator shaft had to be replaced and this was done at no cost to the Strata Corporation as part of the Service Contract with Thyssen-Krupp Elevator. The Management Company noted that the governing cable for elevator #3 will also be replaced in the upcoming months as part of the ongoing service of the elevator under the Service Contract.

- The Caretaker reported that Residents appear to be damaging the hose for the car wash bay on P6 and as a result the wash bay was temporarily closed until a new hose could be purchased. He also noted that an excessive amount of garbage seems to be left there along with cigarette butts.

**NOTE TO RESIDENTS: - You are not permitted to smoke in the parkade of the building. Please remove any litter from the common property and please do not dump garbage in the parkade, dispose of it in your suite or in the garbage room.**

*Carlos Lau arrives.*

- The Caretaker also noted that there is an increased amount of pest activity around the building and that Owners should not store any food on their balconies otherwise they may end up with a pest issue in their suite, which would be their responsibility to resolve. The Management Company noted that they have brought in pest control to place traps in the common areas to hopefully reduce the issue for the time being.
- The Caretaker suggested that the Strata Corporation should consider purchasing LED bulbs for common area lights as the price has come down considerably over the last year. The LED bulbs use much less electricity but cost a little more, but the ultimate outcome is a better energy efficiency and a reduction in bulb replacement.

## **2. Management Report**

- The Management Company reported that the plumbing repairs in the building had been completed.
- There was a note from BC Hydro reminding Owners that they should continue to observe and ensure that they only use electricity as needed.
- The Management Company reported that Haakon, the Management Company's Mechanical Company, has recommended a number of minor repairs, as part of the ongoing maintenance to the mechanical system from thermometer replacement to a replacement air bleeder for the rooftop supply line and the repairs to a fan in the parkade. The repairs were approved by the Strata Council as per regular mechanical maintenance.
- The Management Company noted that the air intake for the HVAC system on the roof is north east facing and with the amount of heavy rain we have received, the unit has been sucking water into the building and has resulted in minor water build-up in the roof top Mechanical Room. The Management Company is going to investigate the purchase and installation of a cover to be installed above the vent to reduce water intake. This was brought to the attention of the Management Company by one of the Residents living at the top of the building.
- The backflow preventor in the parkade was tested in August and the report was submitted to the City of Burnaby.
- A Resident contacted the Management Company to note that they had done minor repairs to a sink in their suite.

**PLEASE NOTE:- All repairs to the plumbing system in your suite are your responsibility and not the responsibility of the Strata Corporation.**

- The Management Company noted that the new Cleaning Company has now been in the building for two months and that they are still reviewing whether this Company is the best suited for the Strata Corporation.
- The Management Company presented a proposal by Large Contracting, the Strata Corporations Landscaping Company, for changes to the front of the building. The Strata Council asked that this item be deferred to the Budget discussion in January.

### **3. Security**

- Several weeks ago somebody shot at several railing glass panels on the sixth floor of the building shattering them. The RCMP had been called in to investigate and replacement windows have been ordered. This has been considered an insurance incident and the replacement windows will also be covered under the Strata Corporations insurance policy, less the policy deductible.
- No other security incidents have been reported.

### **4. Project Reports**

- The Management Company will be arranging to have the steam room project completed in the upcoming weeks.
- The Strata Corporation has purchased additional furniture for the Amenity Room, that has now been installed.

### **5. Correspondence/Appeals**

- As per the instruction of the Strata Council the Bylaw violation fines were sent to Owners who had not completed the Security Audit as per Bylaw 47 (14) of the Strata Corporation Bylaws. A number of Owners responded to the letter from the Management Company and insisted that they should be exempted from the Bylaw fine. The Strata Council reviewed all of the appeals and determined that only those Owners who had in fact submitted their audit in time would be exempted from the Bylaw violation, all others Owners would be considered to be in violation and their appeals would be denied.

**NOTE TO OWNERS:- please ensure that you read the minutes on a monthly basis to ensure that you know and are aware of various issues going on at the building. Notices are also placed at the building to ensure that Residents are aware of the issues.**

- There was an appeal from an Owner regarding a garage gate violation, they do not own a vehicle so therefore they could not violate the gate. The Strata Council will re-examine their information.
- An Owner was sent a letter by the Management Company reminding them to submit their Insurance papers for their vehicle storage as per the Strata Corporation Bylaws and the Management Company received a copy of their insurance.

**Reminder to Owners, if you have a vehicle that you are not using stored in the Strata Corporation parkade, please ensure that you have Storage Insurance on it. Storage Insurance is available from ICBC. Uninsured vehicles are NOT permitted in the garage.**

#### **G. UNFINISHED BUSINESS**

##### **1. Building Audit**

- The Building Security Audit is now complete, if you did not complete it please go to the Centrepoint web page and complete your audit. Those Owners who did not complete it by the deadline have been fined \$200.00. Please note that the next audit will be starting in the Spring of 2013.

##### **2. HD Camera Upgrade**

- The Strata Corporation is still investigating options for the installation of HD cameras at the building for safety and security reasons.

#### **H. NEW BUSINESS**

##### **1. Cartridge Replacement**

The first pass of the cartridge replacement under the cartridge warranty for showers and tubs will be completed the week of October 29<sup>th</sup> 2012. Once this is completed the Warranty Company will determine which suites have been missed and another round of installation will be announced and notices will be posted around the building.

#### **I. NEXT MEETING**

The next Strata Council meeting is on:

**Monday, November 26<sup>h</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 7:51pm

**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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