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THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
MONDAY, JANUARY 14, 2013

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday, January 14th, 2013 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:15 pm, by, Damien Chen, the Vice President of the Strata Council.

B. CALLING OF THE ROLL

The Council Members present were, Nick Canosa, Victor Samon, Carlos Lau and Damien Chen, with regrets from Paul Wehr, Tim Li and Mike Michl. The Management Company was represented by Geoffrey Rosen.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Nick Canosa and seconded by Carlos Lau, 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 MONDAY, OCTOBER 29TH, 2012.

Upon a MOTION duly made by Nick Canosa and seconded by Victor Samon, it was RESOLVED that the minutes of the previous Strata Council Meeting held on Monday, October 29th, 2012 be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Nick Canosa, had reviewed the Financial Statement for the months of October, November and December 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 the months of October, November and December 2012 be APPROVED as presented.

Budget 2013

The Management Company distributed a proposed budget to the Strata Council which reflected both the comments of the Strata Council and the Management Company. Upon reviewing the proposed budget there will be no Strata Fee increase for the 2013 Fiscal Year. Upon a MOTION duly made by Nick Canosa and seconded by Carlos Lau, it was RESOLVED that the proposed budget, as APPROVED by the Strata Council be presented to the Owners at the upcoming Annual General Meeting in February 2013.

Be it RESOLVED that a special resolution be presented to the Owner at the Annual General Meeting to revise the rule that the Rental Fee for the Amenity Room of the building be revised to \$75.00 per booking. Upon a MOTION duly made by Victor Samon and seconded by Nick Canosa, this was APPROVED.

Arrears

The Management Company presented the Arrears report to the Strata Council and reported that there are twelve (12) 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 and those Owners who have ongoing arrears for more than four (4) months will have their access reduced to Visitor status until their Strata Fees have been paid.

F. REPORTS

1. Caretaker

The caretaker was absent due to illness. His report was presented in his place and there were no questions.

1. Work on water feature to remove lights
2. Finish draining water feature and clean for closing
3. Call from call center for gates on Hazel Street
4. Check and clean locker rooms
5. Caulk floor in boiler room
6. Clean up generator room
7. Cut and install metal corners by elevators
8. Pick up and install inspection covers on ceiling 34th floor
9. Show new cleaners what to do
10. Move bags of salt and remove wall in generator room for storage
11. Pick up supplies at Rona
12. Check for leak 18th floor
13. Tile and grout repairs in three (3) apartments
14. Change lights in parkade
15. Shovel snow and salt three (3) times in one day
16. Walk building with Geoffrey to check rooms
17. Clean up vomit in lobby from walls, floor and carpet
18. Alarm for low air on sprinkler lines
19. Pick up supplies at Staples
20. More work in generator room
21. Walk parkade with Nick and Paul Farkas for repair list

22. Put up notices for plumbing repairs
23. Give notices for entry for plumbing repairs
24. Call alarm company for generator test

TRADES

- Galaxy plumbing check for riser leaks
- High volt for gate repairs Hazel Street
- Repairs and service on exercise equipment
- Electrician for lights in water feature
- Electrician for building lights
- ThyssenKrupp for elevator service
- Garaventa for handicap elevator
- Painter for repair on 35th floor
- Carpet cleaner to clean spills and vomit
- Service technician for garbage removal
- CC Mechanical for valve replacement
- Frank for sprinkler system low air
- Fire Department to get person locked out on balcony
- Hakkon to repair valve in pump room
- Hakkon to check leaks in return air unit
- CC Mechanical for more valve replacement
- Finning for load test on generator
- Paul Farkas for concrete repairs
- Repair for front doors main entrance

2. Management Report

- The Management Company presented a quote for the cleaning of the parkade as the Commercial section will be cleaning their portion in February. The Strata Council discussed the quote and decided to wait until April 2013 for the next parkade cleaning.
- The Management Company noted that they are investigating the cost to have a hood installed over the HVAC air intake on the 32nd floor of the building. As the vents faces southeast it is resulting in rain water being sucked into HVAC and this will result in long term damage to the HVAC and this is a proactive solution to maintain the unit.
- The Management Company reported that the emergency generator in the parkade was load tested last week, during the test it was discovered that a number of the batteries had failed and had to be replaced. Finning the generator maintenance company is recommending that the Strata Corporation consider monthly testing of the emergency generator. The Strata Council asked the Management Company to investigate the proposal further. **NOTE TO OWNERS:** The Emergency Generator maintenance expenses are a shared expense with the Commercial side of the building.
- The Strata Corporation is now coming up on five (5) years and as a result the five (5) year Envelope Warranty inspection must be completed. The Strata Corporation has contacted Morrison Herschfield the Engineering Company that designed the buildings envelope and received a quote from them for the Warranty review. The cost for this is

\$8,200.00 plus HST. This item has been included in the 2013 budget and must be done to comply with the Warranty for the Strata Corporation.

The Strata Council also discussed the Depreciation Study which is now legislatively required by the Province of BC as of December 2013. The Management Company presented several quotes and the Strata Corporation decided that they will proceed with having a Depreciation Report done by Morrison Herschfield at the same time as the warranty review as Morrison Herschfield will provide a \$3,000.00 discount on the report. The Depreciation Report cost will be presented to the Owners as a contingency expense at the Annual General Meeting.

Upon a MOTION duly made Victor Samon and seconded by Carlos Lau, it was RESOLVED that the Strata Corporation will proceed with a Depreciation Report to be APPROVED as a contingency expense through a Special Resolution at the Annual General Meeting in February 2013.

- The Management Company reported that the Carbon Dioxide gas detection system in the parkade has had its annual inspection.
- The Management Company presented a proposal for an LED upgrade to all of the common lights at the Strata Corporation. The Management Company reported they had been in touch with a Company that specializes in LED upgrades working with BC Hydro and that there is a possibility that a Strata Corporation spending \$61,000.00 a year on electricity could actually save half that cost, if the Strata Corporation were to invest in LED lighting. At the present time BC Hydro's costs are going up on an annual basis of 4% to 7% into the foreseeable future. The estimated cost for this upgrade is potentially \$360,000.00. The Management Company will report back to the Strata Council whether or not there is a significant rebate on this cost and if it is possible, the Strata Corporation will be presenting a Special Resolution to the Owners at the Annual General Meeting to borrow the money for this upgrade for long term savings of electrical costs to the Strata Corporation.
- The recreation equipment on the mezzanine floor was repaired in November and December.
- A Resident created significant stain damage to the carpet in front of their suite on the 11th floor. The Strata Corporation arranged to have it cleaned but the carpet still shows the stain. The Management Company will be in touch with the Developer to determine whether or not more carpet of the same design is available. The cost of the repair and any replacement will be charged against the Strata Lot as per the Strata Bylaws.
- The Management Company received a letter from Orr Development noting that they had been paying, in error, the Strata Corporations Safety Inspection costs for the elevators and that the cost has now been transferred to the Strata Corporation.
- Statistics Canada continues to require access to Centrepont for their statistical gathering purposes, please note if a Statistics Canada representatives comes to your suite please answer their questions as it is required under Government Law.

NOTE TO OWNERS: If you are a non-resident Owner and you change your mailing address please inform the Management Company to ensure you receive your Minutes and correspondence.

3. Security

- The Management Company reported that a Resident drove their car against Hazel Street gate entrance and scratched the paint off the wall and severely damaged their car. The cost of the repairs to the Strata Corporation wall will be billed back to that Owner.
- There have been no Security incidents reported since the last Strata Council meeting.

4. Project Reports

- Currently the only project in progress is the Steam Room. The Strata Corporation directed the Management Company to complete this project in the upcoming months as it is a new Fiscal Year.

5. Correspondence/Appeals

- The Management Company presented a number of appeals and questions regarding fines to the Strata Council.

The first one was an Owner gave a presentation to the Strata Council indicating that they were fined for their motorcycle making excessive noise in the parkade and the Owner indicated to the Strata Corporation that he has now liquidated the motorcycle and it is no longer at the building. The Strata Council determined that the fine will be reduced to \$50.00.

- The Management Company continues to receive letters and emails from Residents who did not complete the Security Audit Owners are required to submit under the Strata Corporation Bylaws on an annual basis. Notices were posted at the building and in the Minutes, if you have not completed the Security Audit please go to the Centrepoint web page www.centrepoinstrata.com and complete it immediately there is a fine for non-completion of the security audit.
- An Owner asked that their fines regarding not waiting for the gate to close, be waived. The Strata Corporation decline the appeal indicating that any Owner who does not wait for the gate to fully close when they are entering or exiting the building will be fined \$200.00 per incident.
- An Owner wrote an email to the Strata Council saying that their dog was not in the building as per a letter they received, indicating that their dog was in the building unleashed. The Strata Corporation checked their files and in fact determined that the dog was in the building without a leash therefore the fine will not be appealed.

Note to Owners if you want to *change your flooring or do renovations* in your suite please contact the Management Company for an Idemnity Agreement, as that must be completed before you can receive permission for the renovation.

- An Owner sent an email appealing several fines they received for damage to Strata Corporation property. The Management Company sent pictures and details regarding the damage and the Owner then agreed that they were responsible.

Note to Owners you cannot store bicycles in parking stalls they must be stored in the bike locker.

- An Owner appealed an illegal move-in indicating that even though they had moved in outside their booking hours they did not intend to cause a Bylaw violation. Any significant move of furniture or storage boxes must be booked through the Resident Manager.
- An Owner appealed a garbage fine, denying that they had left cardboard in the garbage room without putting it in the correct bin. They argued successfully that in fact the cardboard bin was not in the garbage room at the time, therefore they could not put it in the bin. The Strata Council agreed and repealed the fine.
- An Owner appealed a pet violation. The Strata Council reviewed the reason for the fine and indicated that the dog had been a nuisance to the Strata Corporation and therefore the Owner was being fined. The fine was not repealed.
- An Owner sent in an appeal stating that the wrong vehicle was noted for a garage gate violation. The Strata Corporation checked it's records and did agree that in fact it was not their vehicle that ran the gate, therefore the appeal was accepted and the fine removed.
- An Owner appealed against a noise violation. The Strata Corporation confirmed that somebody was in fact in the suite at the time. Therefore the appeal is denied.
- The Strata Corporation received a letter from a Resident on the 6th floor indicating that they heard a buzzing noise from an exhaust fan. The Management Company will follow up to see if this continues to be an issue.

G. UNFINISHED BUSINESS

1. Steam Room

- The Strata Corporation asked the Management Company to proceed with the work.

2. Storage Locker

- The Resident Manager continues to monitor the parkade for vehicles that are uninsured.

Note to Owners: If your car is not insured for road use, you must post a copy of your storage insurance on the windshield of your vehicle so that the Strata Corporation knows it is insured, as required under the Bylaws.

3. Furniture

- A bookcase will be ordered for the ground floor Amenity room in the upcoming weeks.

4. Building Audit

- Please note that the 2013 Audit will begin in Spring, please watch for notices and ensure you complete the annual security Audit.

5. HD Camera Upgrade

- This item is still being investigated by the Strata Corporation.

6. Cartridge Upgrade

- There are still approximately twenty (20) units that have not had the faulty cartridges in their shower/bath changed. As this is a major liability to the Strata Corporation if the cartridges were to fail and flood the building, the Strata Council has given permission to the Management Company to have registered mail sent to each of the suites. If they then do not provide access on a specified day, a locksmith will be hired to open the suite for the plumbers who will then change the cartridges and the cost of the locksmith will be billed back to the suite.

H. NEW BUSINESS

1. AGM 2013

The Annual General Meeting for 2013 will be held on February 21st 2013 at the Holiday Inn at Metrotown Station Square.

- There is one proposed Bylaw revision, and that is the fine for giving less than seven days notice to the Strata Corporation for moving in will be changed from \$100.00 to \$200.00.

37. (1) The strata corporation may regulate the times and manner in which any moves into or out of strata lots may be made and require that such moves be coordinated with the manager of the building at least 7 days in advance of such moves, or such lesser period as the council may, in its sole discretion, permit, provided that if an owner carries out, or permits any tenant or occupant, or any guest, employee, agent or invitee of the owner or his or her tenant or an occupant of the strata Lot, to carry out, any move into or out of his or her strata lot otherwise than in accordance with such prior arrangements made with the manager of the building, the owner will be subject to a fine of \$200, such fine to be paid on or before the due date of the next monthly assessment payable by such owner.

I. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 8:30pm

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

Please retain these Minutes

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

Minutes Prepared by:

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