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THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
MONDAY, MARCH 18, 2013

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday, March 18th, 2013 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:25 pm, by Paul Wehr, the President of the Strata Council.

B. CALLING OF THE ROLL

The Council Members present were, Damien Chen, Carlos Lau, Paul Wehr, Jeff Leong and Theresa Lee, with regrets from Tim Li and Victor Samon. 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 Damien Chen and seconded by Jeff Leong, it was RESOLVED that the Agenda as amended, be APPROVED for use at this meeting.

D. APPROVAL OF THE MINUTES OF THE PREVIOUS STRATA COUNCIL MEETING HELD ON MONDAY, JANUARY 14TH, 2013.

Upon a MOTION duly made by Jeff Leong and seconded by Damien Chen, it was RESOLVED that the minutes of the previous Strata Council Meeting held on Monday, January 14th, 2013 be APPROVED as distributed.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Theresa Lee, noted that she had just taken over as Treasurer and is still reviewing the Financial Statement for the month of January 2013 and had just received the Financial Statement for February 2013. The item was tabled until the next Strata Council meeting for review.

Arrears

The Management Company presented the Arrears report to the Strata Council and reported that there are nine (9) 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 Bylaws.

F. REPORTS

1. Caretaker

1. Remove carpets from lobby and elevators install new ones.
2. Put in a lot of extra office time to try to finish 2012 audits.
3. Go with Hunter roofing to figure out vent cover for air intake.
4. Check and clean locker rooms.
5. Check building with Geoffrey.
6. Clean up generator room.
7. Remove and repair metal corners on 2nd floor by elevators.
8. Pick up metal saw and supplies.
9. Repair and replace door closures.
10. Meet with rep from Taymor give him old leaky door closures and check building for others for warranty.
11. Repair door on 6th floor to gardens.
12. Adjust all doors on entrance and stairs.
13. Go to order scissor lift for lobby.
14. Change lights in parkade.
15. Repair cover on 6th floor garden from wind.
16. Work with Hakkon tech to try and repair PRV valve for 16th floor.
17. Change garbage bins so city could do repairs.
18. Found homeless guy and girl sleeping in fan room on P2 level had RCMP remove them.
19. Repair gate on town home.
20. Remove all furniture and items from lobby to have floors stripped and finished.
21. Put up signs to stop people from coming off elevators at lobby and help floor cleaners set up at night.
22. Use scissor lift to install new lights in lobby.
23. Gave notices for fire inspection.
24. Called alarm company for fire testing.
25. Put up notices for bike storage and collect payment for New Year.
26. Clean all window and sills in lobby while scissor lift was rented also vents-fans and fire place.
27. Power flush and scrub and clean steam rooms.
28. Put up notices for duct cleaning.
29. Remove and replace carpets on P levels for floor cleaning.
30. Met with Hakkon for condensation in pump room also to check valves for replacement.
31. Called back to work to check for leak in bathroom ceiling on 12th floor coming from 15th floor.

TRADES

- Galaxy plumbing check for riser leaks change PRV on 12th floor.
- High volt for gate repairs P3.
- More repairs and service on exercise equipment.
- Electrician for lights in floor of lobby.
- Electrician for ballast and repair bathroom fan in amenity room.
- ThyssenKrupp for elevator service.
- Garaventa for handicap elevator.
- Painter for repair and paint in suites for pipe repairs and hallways.

- Carpet and floor cleaner for lobby and P levels.
- Fire department and ambulance to take girl from lobby.
- Frank to repair leak on sprinkler.
- Hakkon to change PRV valve on small hot line and check all large gate valves and PRVS
- GWG for delivery of lift
- A1 fire for fire inspection

The Caretaker made the following observations to the Strata Council;

- There is an increase in the activity of non-resident Owners in the exercise room. These non-residents are not using dirty outdoor shoes, which is leading to a build-up of debris on the machines, causing extra wear and extra cleaning.

NOTE TO OWNERS

PLEASE BE CONCIENTIOUS WHEN USING THE GYM EQUIPMENT, DO NOT USE OUTDOOR SHOES AND PLEASE CLEAN UP AFTER YOURSELF.

2. Management Report

- The Management Company noted that they had, as agreed to by the Strata Council, responded to an Owners request regarding the interpretation of the Move-In Bylaw. As per the Strata Corporation Bylaws, any change in the tenancy of a suite at the Strata Corporation requires that the Resident contact the Resident Manager and pay a \$250.00 move in fee, it does not matter if the suite is furnished or un-furnished.
- The Management Company noted that in the last several months there has been higher wear and tear on the Gym Equipment on the mezzanine level. As a result there have been more costs incurred, the Company that originally sold the equipment to the Strata Corporation has suggested that the equipment be maintained on a quarterly basis at a cost of \$220.00 per maintenance visit. The Strata Council reviewed the suggestion and decided that they would continue with bi-annual maintenance of the equipment.
- There is a vent, on the top of the building on the south side, for the HVAC equipment and due to the recent heavy rains water is getting into the HVAC equipment, which could cause damage in the long-term. The Management Company recommended, after extensive research, that a hood be installed over the vent to protect the equipment. The Management Company received two (2) quotes, one for \$2,500.00 and the other for \$1,000.00, the Strata Council approved the \$1,000.00 expense.
- The Management Company reported that during the last bi-annual maintenance of the Emergency Generator, the batteries failed and had to be replaced at a cost of approximately \$800.00.
- The Management Company reported that they would be ordering the Envelope Study as per the Strata Corporation's five (5) year warranty, in the up-coming weeks, to be completed before the five (5) year anniversary of the building in August 2013.

- The Management Company provided several quotes for the Depreciation Study and has found a Company, Solutions in Engineering, who are highly experienced in Depreciation Studies. The Strata Council has agreed to proceed with Solutions in Engineering to perform the Depreciation Study which the Council plans to order later in 2013.
- The Management Company received quotes to repaint damaged areas at the Hazel Street garage entrance at a cost of approximately \$400.00. The Painting repairs will be done when the weather improves and it is warm enough for the paint to properly cure. The cost of the painting will be billed back to the vehicle Owners who caused the damage.
- The Management Company informed the Strata Council that the mortgage on the two (2) Strata Lots owned by the Strata Corporation will be expiring in August this year. The Management Company has contacted Coast Capital Credit Union who holds the mortgage who is also offering a much lower rate of 3.75% on a five (5) year term, with a twenty (20) year amortization. This new rate will result in savings of approximately \$10,000.00 per annum. The Management Company noted that they are still making enquires with other financial institutions. This item was tabled to the next Strata Council meeting for further discussion.
- The Management Company reported that there was a Resident who caused excessive noise and damage in December, a letter was written to them in January. This is a reminder to Residents to please be aware that you are not to cause excessive noise late at night and you are not to cause damage to the Strata Corporation. Residents found to be damaging common property and causing a nuisance to other residents will be fined accordingly as per the Bylaws. In addition offenders will be charged the cost of any repairs.
- The Management Company, as directed by the Strata Council, posted notices on the doors of Residents who were outstanding in their Strata Fees and many of those Owners have made arrangements to pay their outstanding balances.
- The Annual Fire Inspection for the building was held between February 25th and 27th. Once the Management Company receives the report as to how many suites were missed, a second inspection date will be arranged.
- The Management Company received notice from FortisBC that the delivery charge for natural gas will be going up one percent (1%) for 2013. FortisBC also sent notice of the Residential Energy credit asking the Management Company to confirm on behalf of the Strata Corporation that the building was only used for Residential purposes.
- The Management Company received a notice from a Resident informing them that they will be away for an extended period of time and that they had informed the Resident Manager.

NOTE TO OWNERS: If you are going to be away for an extended period of time, please let the Resident Manager know so that arrangements can be made in the event of an emergency to gain access to your suite.

- The Management Company received notice from the City of Burnaby indicating that there will be an increase in the annual sewer and water charges of approximately six

percent (6%) and there will also be an increase in the cost of garbage removal of approximately five percent (5%)

- The Strata Corporation is having all the ducts in the building cleaned between March 19th to 22nd, please be sure to provide access to your suite.

3. Security

- There have been no Security incidents reported since the last Strata Council meeting.

NOTE TO OWNERS

PLEASE WAIT FOR THE GARAGE GATES TO CLOSE BEFORE PROCEEDING TO YOUR PARKING SPACE OR ON TO YOUR NEXT DESTINATION.

THE EASIEST WAY FOR A NON-RESIDENT TO ENTER THE BUILDING IS THROUGH THE GARAGE GATES WHEN NOBODY IS PAYING ATTENTION.

4. Project Reports

- The projects that the Strata Corporation is going to undertake in the next year are completion of the steam room and staining of the 6th floor wooden deck located in the garden area. The Strata Council is also going to investigate putting a vent from the amenity room into the lobby to allow for better airflow.

5. Correspondence/Appeals

REMINDER TO RESIDENTS

PLEASE DO NOT ALLOW WATER TO FLOW OFF YOUR BALCONY WHEN WASHING IT. THIS COULD RESULT IN WATER FALLING ONTO THE SUITES BELOW AND DAMAGING THEIR PROPERTY. IF YOU NEED TO CLEAN YOUR BALCONY, PLEASE USE A MINIMUM AMOUNT OF SOAP AND WATER AND SCRUB IT RATHER THAN JUST THROWING LARGE AMOUNTS OF WATER.

- A Resident filed a dispute that their tenants left garbage in an inappropriate place. The Management Company will be in contact with the Resident Manager to confirm if that was the case.
- A letter was received from a Resident maintaining that their vehicle was covered by Storage Insurance, they had just failed to display it on their dashboard and they were asking for an appeal of the fine. They included a copy of their Storage Insurance. As the Storage Insurance was dated before the fine was issued, the Strata Council converted the fine into a warning.

- A Resident who had over \$1,200.00 in fines asked that the Strata Corporation reduce his fines. The Strata Council agreed to give him a discount of \$200.00, reducing his fines from \$1,200.00 to \$1,000.00 provided all fines were paid by May 1st 2013.
- A Resident said that a vehicle which was parked in the visitor parking was not related to their suite and they would like to have the fine waived. The Strata Council will investigate further and respond to the Owner.
- A Resident who appealed a fine for excessive noise from a motorcycle, where the fine had been reduced from \$200.00 to \$50.00, asked that the fine balance be waived. The Strata Council instructed the Management Company to respond to the Resident that the fine had been reduced because the motorcycle had been removed from the building, not because of the recognition that the vehicle did not make noise, therefore the fine stands. If the Resident is unhappy with the reduction of the fine, then they can pay the full amount.

REMINDER TO OWNERS

IF YOU ARE A NON-RESIDENT OWNER OR YOU ARE MOVING OUT OF THE BUILDING AND RENTING YOUR SUITE, PLEASE BE SURE TO EMAIL OR MAIL YOUR FORWARDING ADDRESS TO THE MANAGEMENT COMPANY. NEW TENANTS MUST HAVE A FORM 'K' SUBMITTED WITHIN TWO (2) WEEKS OF MOVING INTO THE BUILDING, AS PER THE STRATA PROPERTY ACT OF BC.

- A resident protested their garage gate violation, asking for evidence, and the complainant wanted to know who had filed the complaint of running the garage gate. The Strata Council will be forwarding the confirming material to the Management Company to forward to the Resident, indicating that they did run the gate.

INFORMATION FOR RESIDENTS

IF A RESIDENT MAKES A COMPLAINT ABOUT ANOTHER RESIDENT REGARDING A BYLAW VIOLATION, THAT INFORMATION IS HELD IN THE PRIVACY OF THE MANAGEMENT COMPANY AND NOT DISCLOSED TO ANYONE AS THAT WOULD BE A VIOLATION OF THE PROVINCIAL PRIVACY LEGISLATION TO RELEASE THE NAME(S) OF A RESIDENT COMPLAINING ABOUT ANOTHER RESIDENT.

- A Property Management Company complained to the Strata Corporation that a suite they manage had been fined. Their former tenants claimed they had not been given a proper avenue to appeal their fines. The Management Company responded to the Property Management Company indicating that they had never received an appeal or a request for information for their tenants, therefore there was no opportunity to provide the information. The Tenancy Board ruled that the Strata Corporation had no right to impose

the fines on the tenants, fines are not imposed against tenants but against Strata Lot Owners who are responsible for their tenants actions.

G. UNFINISHED BUSINESS

1. Steam Room

- In progress

2. Storage Insurance

- The Management Company will follow-up with the Resident Manager regarding any vehicles in the parking lot that do not have storage insurance or road usage insurance displayed as per the Bylaws.

3. Furniture

- Damien Chen will arrange to have the final piece of furniture, a bookcase, purchased and installed in the ground floor Amenity Room.

4. Building Security Audit

- The next building security audit will begin on June 1st 2013. Audits must be submitted by July 1st, 2013. Notices will be posted throughout the building, they will also be mailed with Minutes and also on the website. Please look for the notices.
- All Owners must complete the audit as per the Strata Corporation Bylaw 47 (14) which states;

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

6. Cartridge Upgrade

- The next cartridge replacement day will be March 20th 2013. Those suites having missed the shower/bath cartridge replacement will receive a letter indicating that they must make arrangements to provide access. If they do not the Strata Corporation will determine how to proceed, as failing to have the cartridge replaced could potentially lead to water damage to the building.

H. NEW BUSINESS

1. Mechanical System Deficiency.

- On March 11th 2013, the Strata Corporation had no hot water, this was as a result of the Pressure Reducing Valve stations on the 11th and 16th floors failing due to long-term wear and tear. When the repairs were initiated on the 11th floor it became apparent that the

PRV's could not be isolated as apparently the wrong valves had been installed when the building was under construction. As a result, the Strata Corporation is now having to spend approximately \$5,000.00 to shut down the building and replace the valves and put the building back on line again. If this is not done then the high flow PRV's cannot be repaired and this would result in further hot water shutdowns. The Management Company, on behalf of the Strata Corporation will be pursuing additional quotes and will be contacting the Developer, indicating that this is in fact a deficiency and that the current valves should never have been installed in the building, as they make servicing the high flow PRV's impossible.

The Strata Corporation apologizes for any inconvenience to Residents on the 11th floor for there being no hot water in the building.

2. Parkade Driving

- In the past weeks the Strata Council and Residents have noticed that there are Residents speeding through the parkade on the wrong side of the roadway (on the left hand side rather than the right hand side). Please observe the posted speed limit of 10kmh and please drive on the RIGHT side of the roadway. Speeding could result in a critical or even fatal injury to another Resident of the building. Residents driving excessively fast or recklessly will be fined by the Strata Corporation.

I. NEXT MEETING

The next Strata Council meeting is on:

**Tuesday, April 23rd, 2013
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 8:15pm

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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