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**THE OWNERS, STRATA PLAN BCS 3037  
STRATA COUNCIL MEETING MINUTES  
MONDAY, NOVEMBER 25TH, 2013**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday, November 25th, 2013 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 Strata Council Members present were Paul Wehr, Carlos Lau, Teresa Lei, Tim Li, Jeff Leong and Victor Samon. The Management Company was represented by Geoffrey Rosen. Joseph Coutu and Kim Robinson the Resident Managers were also in attendance.

Upon a MOTION duly made by Jeff Leong and seconded by Tim Li was RESOLVED to appoint Carlos Lau as Vice-President of the Strata Corporation for the remainder of the current year.

**C. APPROVAL OF THE AGENDA**

Upon a MOTION duly made by Teresa Lei 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 STRATA COUNCIL MEETINGS HELD ON MONDAY OCTOBER 25, 2013**

Upon a MOTION duly made by Teresa Lei and seconded by Carlos Lau, it was RESOLVED that the minutes from the previous Strata Council meeting held on Monday October 25th, 2013 be APPROVED as distributed.

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

The Treasurer, Teresa Lei, has reviewed the Financial Statements for the months of June, July, August, September and October and has found them in order.

Upon a MOTION duly made by Teresa Lei and seconded by Victor Samon, it was RESOLVED that the Financial Statements for the months of June, July, August, September and October be APPROVED as presented.

## *Arrears*

The Management Company reported that there were thirteen (13) Owners in arrears in Strata Fees. Any Owner in arrears will be charged a fine of \$100.00 per month for non-payment of their strata fees as per the Strata Corporation Bylaws.

## **F. REPORTS**

### **1. Caretaker**

1. WORK ON DRAINING WATER FEATURE
2. REMOVE LIGHTS AND BRASS BUBBLERS FOR WATER FEATURE
3. DRAIN WATER LINES FROM PUMP ROOM FOR WINTER
4. HELP WITH P3 GATE AS RESIDENT DROVE THROUGH IT
5. DEAL WITH RCMP AND GEOFFREY AS KIM AND I WERE ASSAULTED BY NEW RESIDENT MOVING IN
6. WORK ON EQUIPMENT FOR GETTING READY FOR WINTER
7. PLANE DOOR 2605 AND GRIND OUT LATCH FOR DOOR TO OPERATE PROPERLY
8. CLEAN UP DOG PIECES OFF CARPET ON 7<sup>TH</sup> FLOOR
9. CLEAN DOG URINE OFF CARPET ON THE 7<sup>TH</sup> FLOOR
10. REMOVE NOTICE BOARD AND REINSTALL ON OPPOSITE WALL SO CANADA POST COULD INSTALL PARCEL BOX
11. GO WITH LOCKSMITH AND CARLOS TO OPEN SUITE 1005 SO I COULD UNCOVER SMOKE DETECTORS AS ALARM WOULD NOT STOP
12. GO MEET GEOFFREY TO PICK UP SUPPLIES FOR BUILDING
13. WOKE UP AT 5:30 AM SUNDAY MORNING AS WAYNE SHAMLEY BROUGHT THE RCMP TO KNOCK ON OUR DOOR
14. CLEAN AND DISINFECT STEAM ROOMS
15. REPAIR TEMP. ROLLERS FOR P3 LONGTERM GATE TILL REPAIR MAN GETS HERE

## **TRADES**

- CONTRACTOR TO TEMP REPAIR OUT GATE ON P3 AND MAIN DOOR WHERE RESIDENT DROVE THROUGH IT
- CARPET CLEANER DO CLEAN WHOLE BUILDING
- ELEVATOR CAB 4 BROKE DOWN 4:00 PM FRIDAY SHOWED UP 7:50 PM WITH NO KEYS I WAS CALLED BACK TO BUILDING THE TECH SAT IN HIS VAN ON HAZEL ST THEN LEFT DID NOT COME TO BUILDING THEN ANOTHER TECH SHOWED UP SATURDAY TO DO REPAIR
- ELECTRICIAN TO REMOVE WIRES FOR POND LIGHTS
- CANADA POST TO INSTALL PARCEL BOX
- SOLUTIONS ENGINEERING FOR DEPRECIATION STUDY
- LANDSCAPER TO REMOVE GRASS FROM GARDENS FOR WINTER

- Joseph Coutu reported that the camera system is having issues and PGA Systems has been called in to service it.
- There was a discussion about the tall grass at the front of the building and how the Strata Corporation should maintain it. It was agreed that the tall grass should be maintained at approximately one foot in height and not allowed to over grow as there is a concern that vermin may hide within it.
- There continues to be incidents of Residents allowing their animals to defecate and urinate on the carpets in the building. This is strictly against the Bylaws and against Health and Sanitation laws in Canada. Owners will be fined for each incident and the cost of cleaning the carpets, and if the carpets have to be replaced that will also be charged to the Owner.
- There continues to be an issue with Residents not waiting for the garage gate to close fully before proceeding to either their parking spot or to their destination.
- Residents are dumping garbage in the parkade. Do not dump debris in the parkade, dispose of it in the garbage bins.
- There was a discussion that Best Buy was conducting noisy renovations at the beginning of November starting early in the mornings. The Resident Manager and the Management Company reported that they had been in touch with the landlord for the development, the City of Burnaby, asking that the issue be resolved. The Resident Manager reported that after two days and the Management Company getting the City of Burnaby Noise Inspectors involved, the issue was resolved and the noise was stopped.
- There was an issue of Best Buy placing a construction garbage bin on the west side of the building in the fire access lane. The Management Company was in touch with Orr and assured that once they had done the renovations all the debris was picked up, ensuring that all the nails and other sharp objects, which might cause harm to vehicles driving through the fire lane, were cleaned up.
- Canada Post has installed the parcel mailbox in the mailroom.
- There still continues to be an issue with the garbage bins at the building and they will need to be replaced at some point in the near future. The Management Company reported that they have continued to be in touch with the City of Burnaby Sanitation trying to get replacement bins for Centrepont.

## 2. Management Report

**REMINDER TO NON-RESIDENT OWNERS**

**IF YOU CHANGE YOUR MAILING ADDRESS, EMAIL ADDRESS OR  
TELEPHONE NUMBER PLEASE CONTACT THE MANAGEMENT  
COMPANY WITH THE NEW INFORMATION.**

- The parkade was washed on November 5<sup>th</sup> to 8<sup>th</sup>.
- The Management Company reported that they continue to receive emails from Residents about issues with the garage gates.
- The repairs have been done to the fitness equipment on the mezzanine level of the Strata Corporation. There was a comment the some upholstery work needs to be done to the universal gym equipment. The Strata Council approved the repairs.
- The Management Company received a letter from Chubb Edwards regarding the D-VAC access for the fire monitoring equipment. There is a 10% increase coming for the D-VAC and there is a recommendation that the Strata Corporation upgrade away from D-VAC to secure IP. The Management Company will investigate the costs and report back to the Strata Council at the next meeting.
- The Management Company received a quote for upgrading the gate for the Residential parkade at a cost of \$2,800.00 plus tax. The Strata Council asked the Management Company to contact other gate companies for quotes.
- The Management Company received a letter from Thyssen-Krupp Elevator reporting that elevators 3 and 4 have had their brakes tested and the elevators passed.
- The Management Company reported that the replacement gate, which was destroyed by a Resident, was ordered in early November and is expected to be installed in the next couple of weeks. The Management Company is in touch with ICBC regarding the payment for the repairs.
- A Resident went on vacation and taped off their smoke detectors which went off and the resulting noise was a disturbance to all of the Residents in the building. The Management Company and the Resident Manager attempted to contact the Owner at the numbers on file, there was no response from the Resident. As a result the Strata Corporation approved entering the suite with a locksmith to reset the alarms. When they entered the suite they found that the smoke detectors were wrapped with plastic and condensation had caused the alarms to go off. The plastic was removed from the smoke detectors and they were set back to normal. The cost of the locksmith and a fine will be applied to the Strata Lot.

### **3. Security**

- The Management Company reported that there had been no significant security incidents since the last Strata Council meeting. However the issue that continues to be ongoing is that Residents are not waiting for the garage gate closing before proceeding to their destination or to their parking stall. Please note that the Strata Corporation will be vigilant about the garage gate usage and anyone found not waiting for the gate to close will be fined \$200.00 per incident.
- As the Security System lease is expiring in 2014 the Strata Council asked the Management Company to investigate the cost of upgrading and replacing the system to an HD system for better resolution.

#### **4. Project Reports**

- There are currently no projects.

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

- Several Owners came to the Strata Council to present appeals. The first was a Property Manager who represents a number of suites in the Strata Corporation, they also rent to Insurance Companies who need to accommodate individuals in emergency circumstances who need a place to live at short notice. She requested an exemption from the seven (7) day notice normally required in the event of an Insurance incident.

The Strata Council agreed that they would accept an exemption for seven (7) days notice in the event that she has tenants who must move in from an emergency Insurance incident, however evidence must be given to the Strata Corporation. No more than two pieces of baggage per person may be moved in under this exemption. She must also inform the Resident Manager as soon as possible. The elevator cannot be held during their move in. If it is found that they are moving furniture or significant belongings into the building and an exemption was given, they will be fined the \$200.00. Please note they are still responsible for the move-in fee of \$250.00.

- There was an appeal for a suite regarding fines applied to a tenant who moved into the building without proper notice and got into a physical disagreement with the Resident Manager. The Management Company, at the direction of the Strata Corporation, fined the Strata Lot a significant amount as a result of the incident. The Strata Council reviewed the appeal and removed a number of the fines, however they are still liable for some of the fines, the associated costs. A letter outlining the details will be sent to the Owner and the Property Manager giving full explanation of the Strata Corporations decision..
- A Resident appealed a fine for the inappropriate disposal of garbage in the handicapped elevator in the garbage area. The Strata Council reviewed the appeal again and continued to deny the appeal stating that notwithstanding a Residents level of knowledge of living in a condo, they should know better than to drop garbage into an elevator and leave it.
- A Resident parked their car in the visitor parking area for an extended period of time, which is against the Strata Corporation Rules, the Resident appealed the fine and the Strata Council has denied the appeal indicating that the visitor area and loading areas are for short term use only and that Residents do know better, so the fine will stand.

### **G. UNFINISHED BUSINESS**

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

- The Strata Council reported that the Audit is now complete and notices will be going out to Residents who have not submitted their information. Please note that there is a fine attached of \$200.00 for non-compliance with the Bylaw.

## **2. Landscaping**

- There are no significant issues with landscaping at this time.

## **3. Patio Gardens**

- As discussed in the Minutes from the previous meeting the Owners will be given until the end of the year to remove any vegetable gardens from their patios, any Resident not complying will have them removed and the cost of removal billed back to the Strata Lot.

## **H. NEW BUSINESS**

### **1. Christmas Decorations**

- The Strata Council discussed purchasing a nine-foot Christmas tree and decorations for the lobby for a total of \$750.00.

Upon a MOTION made by Victor Samon and seconded by Carlos Lau, the Centrepoint Strata Corporation APPROVED the expenditure of \$750.00 for Christmas decorations for the Strata Corporation lobby. All were in favour.

## **I. NEXT MEETING**

The next Strata Council meeting is on:

**Monday January 20<sup>th</sup>, 2014  
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 8:06pm

**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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