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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
MONDAY, DECEMBER 15TH, 2014**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday December 15th, 2014 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 Carlos Lau, the President of the Strata Council.

B. CALLING OF THE ROLL

The Strata Council Members present were Carlos Lau, Raymond Lee, Nick Canosa and Jeff Leong with regrets from and Xin Wang. Management was represented by Geoffrey Rosen. Joseph Coutu and Kim Robinson the Resident Managers were also in attendance.

Owner Presentations

There was a presentation from an Owner complaining about smoke leaking into the bathroom of their suite from the neighbouring unit. The Strata Council discussed the issue with them and what they need to undertake so that their suite is properly sealed from their neighbours, including such items making sure that all the fixtures and electrical outlets are sealed so that there is no smoke leaking through, making sure that the fan in the bathroom is running continuously, possibly upgrading the fan and sealing any other possible access points between the two suites. The Owner said that they would come back to a future Council meeting if this did not work.

An Owner attended to re-appeal a fine for construction material being moved through the lobby. The Owner disputed that they had received a warning; they were told that their vendor had been warned the day before and had continued to violate the Bylaw; therefore the Strata Corporation would not rescind the Bylaw violation.

The next Owner presentation was an Owner complaining about the suite above them making noise throughout the night, with their children running around and dropping objects on the floor. The Strata Corporation has already sent letters to the unit above them and they recommended that at this stage the next best option is for the Resident to go up to the next floor and talk to the Resident and try to come up with a solution before the Strata Corporation gets further involved as this is technically a suite to suite issue at this time.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Nick Canosa and seconded by Jeff Leong, 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 SEPTEMBER 8TH, 2014

Upon a MOTION duly made by Nick Canosa and seconded by Jeff Leong, it was RESOLVED that the minutes from the previous Strata Council meetings held on Tuesday October 28th, 2014 be APPROVED.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Xin Wang, was unable to attend the Strata Council meeting, the review of the Financial Statements will be held over to the next Council meeting.

Arrears

The Management Company noted that there were six (6) Owners in arrears for their Strata Fees. The Owners in arrears will receive letters and will be notified that their Strata Fees must be paid immediately or they will be have a \$100.00 per month fine for non-payment of their Strata Fees charged to their account, as per the Strata Corporation Bylaws. The one Owner who has a significant balance on their account has had a lien placed on their suite by the Strata Corporation.

F. REPORTS

Caretaker

- Finish closing water feature for the season
- Do inspection for move in suite 201
- 2014 audits entry
- Repair doors and check all floors
- Change lights in stairs
- Fire alarm for party in amenity room meet fire department (NO VENTILATION)
- Clean out locker room
- Fire alarm meet fire department alarm from stairs 6 - 7
- Remove lights for ponds
- Change lights for lobby fireplace
- Drain and clean water feature again
- Drained water feature
- Went to Rona to order salt for winter
- Shut down exercise room due to new floor problems and being unsafe
- Meet with city worker for recycling of food waste
- Work with Carlos and electrician for lights in P levels - have been replaced with LED
- Clean up snow and spread salt on walkways and ramp
- We had to have the floor in the exercise room removed and redone three times

- Repair lock on P3 locker room
- Had to have carpets cleaned on two floors because of dog feces
- Work with contractors for water shut down
- Put up Christmas decorations in lobby and amenity room
- Change all lights on P3 parking to LEDS

TRADES

- Electrician for pond lights
- Garaventa for handicap elevator
- Thyssen-Krupp for elevator service
- Pro-Claim Several times for Insurance work
- Contractor for exercise room floors
- Painter to paint 2 floors and repair lobby walls and paint
- Williams to change out battery charger for pallet truck
- Locksmith for P3 locker
- Contractor to repair and reinstall microwave in amenity room
- Hakkon for service and check hot water tanks

Other Issues

- There was an incident with human defecation on carpet floor. It has been cleaned up and the fee has been charged back to the Owner. Please do not allow animals or people to defecate on the carpets in the building, if you do notice any unusual incidents please report it to the Strata Corporation or Management immediately.
- A deadbolt on the P3 storage room was damaged from wear and tear, it is being repaired and in the interim there will be a latch on the door.
- Some of the storage rooms have handles missing that were not installed by the Developer. The Strata Council has approved installing handles on the storage room doors that do not already have them.
- Management and the Caretaker reported that the Strata Corporation has begun replacing the T8 fixtures in the parkade to take LED, which have a much longer life and will not need to be replaced as often.

2. Management Report

- The Amenity Room floor was damaged during a flood in July; it will be replaced with vinyl flooring under the insurance loss repairs.
- The Strata Corporation was offered a proposal from a gas re-seller to purchase gas at a lower rate. The Strata Council has agreed to trial the product for one (1) year and sees if there are any savings, as the Strata Corporation spends in excess of \$60,000.00 annually on gas.
- BC Safety has approved an additional \$110.00 administration fee to Thyssen-Krupp Elevator for the costs for the annual drop tests. The brake tests for the Strata Corporations elevators were done and they both passed.

- All of the repairs to the common hallways and doors from the insurance incidents are now complete, except for the Amenity Room floor.
- There are some concrete cracks in the parkade walls. The Strata Corporation has approved 25 linear feet of polyurethane injection at a cost of approximately \$1,200.00.
- Statistics Canada has notified the Strata Corporation that they will be in the building again in November and December. They are allowed to have access as per the Statistics Canada Act.
- The Strata Corporation received the insurance deductible payment from the suite that caused the water loss in July.
- The Strata Corporation has signed up for compost collection, which will begin in 2015. Please look for notices around the building and you will be receiving an information pamphlet.
- The Strata Corporation is investigating whether or not the front door of the building needs to be changed as there are some concerns that the housing may be failing due to wear and tear.

3. Security

- The Strata Corporation is reminding Residents that they **MUST** lock the deadbolts on the storage room doors when entering or leaving. Owners are reporting to Management that the deadbolts are not being locked. The caretaker does check them, but it is the responsibility of all Owners to participate in the buildings' security together.
- There have been no significant security incidents since the last Strata Council meeting.

4. Project Reports

- There are no projects underway at this time.

5. Correspondence

- There continues to be reports from Residents regarding noise between suites throughout the building.
- **Reminder to Owners** that they must keep their suite doors closed at all times as the hallway pressurization is part of the fire safety system and doors cannot be left open in the event that there is a fire as it would get into the common hallway and the fire would spread significantly quicker.
- Due to the issue of noise relating to flooring, the Strata Council will be proposing a Bylaw addition at the Annual General Meeting, noting that every new floor installation will have to have the underlay inspected by the Resident Manager before it can be installed, or the Owner will be fined for non-compliance with the Bylaw.

- The Strata Corporation has Bylaws prohibiting excessive noise between the hours of 11:00 pm and 8:00 am daily. Residents who make noise after this time will be fined by the Strata Corporation \$200.00 per incident.

47.9 Quiet Hours: Quiet hours for the building are between 11:00 PM and 8:00 AM. During the quiet hours in the building residents are expected to take special care not to disturb their neighbors with excessive noise.

- If Residents see random garbage around the grounds at odd hours of the day, please participate in keeping your building clean. The Caretakers cannot be everywhere at once.
- A Resident filed an appeal regarding the fact that their tenant had not reviewed the Bylaws. The appeal was denied as it is the Owners responsibility to provide the Bylaws and Rules and make sure that the tenant understands them as part of signing the Form “K” required under Provincial Law.
- A Management Company who manages a suite in the building challenged the Strata Corporation on the move in fee notice. The Strata Council reviewed the appeal and determined that it is up to a Management Company to understand the Strata Corporations’ procedures and rules if they are managing a suite in the building, therefore the tenant should have known that they needed to give at least seven (7) days’ notice and that it is the Management Company that is at fault not the Strata Corporation or the tenant.
- A new Resident to the building complained that they had been fined several times for gate violations and asked that one of them be turned into a warning. The Strata Council agreed that one of the fines would be commuted to a warning as there were significant fines on account regarding garage gate violations. The rest of the fines would stand.
- The Strata Council received an email from an Owner concerned that other Residents in the building are not being conscientious with their pets and are allowing them to urinate on the common property. The Strata Council reviewed it and determined that they will be proposing a Bylaw at the Annual General Meeting prohibiting pets in the building, but all existing pets will be grandfathered as long as they are registered within sixty (60) days of the Bylaw going into effect.
- A Resident complained that they had put their garbage in the wrong place by mistake and they asked that their fine be removed and commuted to a warning. The Strata Council reviewed the matter and reduced the fine but did not waive it.
- There was an incident of reported graffiti on a suite door which was resolved by the Strata Council. However, the Strata Council does ask that Owners to please report any damage or graffiti in the building to the Resident Manager or to Management to ensure that it is resolved.
- A Resident complained that they had been fined and had their vehicle towed repetitively for parking in the visitor parking, which is prohibited under the Strata Corporation Bylaws. The Owner accepted the fact that they had been fined for this Bylaw violation, however it is the Bylaws and the Strata Council agreed to commute one of the fines to a warning but the others would stand.

G. UNFINISHED BUSINESS

1. Security Audit

The Strata Council reviewed the current state of the 2014 Security Audit database and determined that all the Owners who submitted their audits up to two weeks after receiving the warning letter from Management would have their fines removed. However that is now a warning to each unit, if it occurs in future years Owners will be fined. Any Owner who has received a fine letter who had failed to submit the Security Audit within the fourteen (14) days will be fined \$200.00. The Strata Council will not accept appeals against this as this is an annual project by the Strata Corporation and is in the Bylaws, thus all Owners should be aware of it.

H. NEW BUSINESS

There was no new business to discuss.

I. NEXT MEETING

The next meeting is on:

**TUESDAY, JANUARY 6TH, 2015
@ 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 8:46 pm.

**The Strata Property Act of B.C. requires a vendor to provide purchasers with copies of Minutes.
Please retain these Minutes provided to you for future reference, as replacement copies are subject to a fee.**

Minutes Prepared by:

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