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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
MONDAY, SEPTEMBER 8TH 2014**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday September 8th, 2014 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:08 pm, by Carlos Lau, the President of the Strata Council.

Presentations

There was a presentation from IHN to present a proposal for installing an information television in the lobby of the Strata Corporation to provide information to Residents and Owners as they walk through the lobby. The technology will allow the Strata Corporation to post bulletins electronically without having to post paper signs. The technology requires that the Strata Corporation buy a television and pay a monthly fee of \$100.00 for this service. The Strata Council will take the concept under advisement.

There was a presentation from an Owner with concerns about smoking at the building. They raised two concerns, the first being that since the Owner moved into the building earlier this year has found cigarette butts on their balcony and they consider this a safety hazard. The Strata Council agrees and there is a Bylaw prohibiting cigarette butts being thrown off balconies, however Residents appear to be ignoring the Bylaw. Any Resident found throwing a cigarette butt or anything else off a balcony will be fined \$200.00 per incident. The Strata Council will post a bulletin at the building reminding Residents not to throw anything off balconies including cigarette butts.

The second issue that the Resident raised was that a nuisance is caused to them by the neighbouring suites where there is smoking and the smoke is entering their suite and causing a health hazard. The Strata Council listened to the Owners concerns and said that they would respond accordingly after doing their research.

B. CALLING OF THE ROLL

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

The Strata Council accepted Victor Samon's resignation as he is no longer an Owner at Centrepoint.

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 THURSDAY JULY 3RD, 2014

Upon a MOTION duly made by Raymond Lee and seconded by Jeff Leong, it was RESOLVED that the minutes from the previous Strata Council meetings held on Thursday July 3rd, 2014 be APPROVED as distributed.

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 five (5) 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.

F. REPORTS

Caretaker

Reports

1. Police broke in a door on 9th floor
2. Garbage dumped on top of p4, garbage by elevator
3. Power wash and clean out water feature
4. Grind old paint, clean and re paint water feature
5. Let paint dry and refill, work with electrician to re-install lights
6. Change lights in stairs
7. Change all side lights in front of elevators
8. Clean out locker rooms
9. Power wash front of building on Hazel St. by fire exits
10. Change lights in parking lot
11. Go to pool company and order supplies
12. A number of illegal moves suites
13. Building power shut down for transformer maintenance
14. Several floors with dog feces and urine not cleaned up just after the building carpets were cleaned

15. Called for emergency water leaking into 309, 301 and 201
16. Called out again for water leak from 309, this time into same apartments plus exercise room and amenity room
17. We still have a lot of people not registering their pets and letting them go in the gardens at the front of the building. Our landscapers complained about getting hit with dog feces when cutting the grass
18. Fire on the 8th floor, all doors were entered forcefully by Burnaby Fire Department
19. Someone pulled the fire alarm on P5 stairs
20. We had the cameras repaired by the office and lobby
21. Check several suites for hot water problems
22. Repair door for amenity room
23. Change door closers on P level doors
24. Anchor inspection
25. Meet with Geoffrey and Large for trees to be removed and plants
26. Grate at alley by the townhouse stairs was removed and dropped down in hole
27. Went to order new steel grate and pick up
28. Work with the welder to re install grate and spot weld all in place
29. Work several days with contractors in for flood and fire
30. Another light change for parking lot
31. Garbage truck hit the garbage room door and broke the hinges
32. Work with High Volt to repair garbage room door
33. We still have people washing animal urine etc down onto other balconies.

TRADES

1. Thyssen-Krupp Elevator monthly service
2. Haakon for service
3. Garaventa for small elevator
4. High Volt in for parking gates
5. Contractor for exhaust pipe for generator
6. BC Hydro for building shut down
7. Galaxy Mechanical for plumbing service
8. Pro Claim Restoration
9. Onside Restoration
10. Yale Town Restoration
11. Hunter Roofing for roof top
12. Second fire inspection
13. Generator service
14. PGA for cameras
15. Haakon for backflow valve testing
16. Betterlock
17. Wildwood Metals for welding grate
18. Contractor to remove and repair microwave
19. Thyssen-Krupp for elevator door sticking
20. Gary from Door Company to quote for garbage room door

- It was discussed that there have been two water incidents at the Strata Corporation in July which resulted in one insurance claim and two fire incidents in August which also resulted in insurance claims. The Owners were responsible for the incidents and are thus responsible for the insurance deductibles.
- The Caretaker wanted to remind Residents to please be careful as there have been used needles found at the east side of the building on a walkway and to please report them if they are found.
- The Strata Council re-confirmed that the Caretaker has the authority to park anywhere in the building while they are doing work for the Strata Corporation whether that is week days or on the weekend.
- The Management Company received a letter that Statistics Canada will be back at the building doing interviews as they have the authority to do so under the Statistics Canada Act.
- There was also a discussion that the Strata Corporation will undertake a door painting project in the next fiscal year, as the suite doors do need to be painted due to wear and tear.

2. Management Report

- The Management Company reported that the tenant in the Strata Corporations' rental suite has departed at the end of their lease, which was for one year. The Strata Corporation will be terminating the contract with Rancho Management and National Pacific, with the Caretaker will take over management of the rental suite.
- The street lights along the pathway between Centrepoint and the building to the east do not work, the Management Company has contacted the City of Burnaby and Orr Development to see who is responsible for maintaining the lights.
- There continues to be a serious issue in the building with Residents allowing their dogs to defecate and urinate off their balconies. Please note that this is unacceptable behaviour and any Resident allowing this will be fined \$200.00 and the cost to clean up per incident.
- There is also an issue with Residents washing down their balconies with water and allowing water to pour off the edge of the balcony, which again is a Strata Corporation Bylaw violation. Any Resident found to be doing this will be fined \$200.00 per incident.
- As previously noted there was an insurance incident in July resulting in a water damage to several suites and the recreational area floor. The repairs are largely completed, however the floor in the recreational area has to be replaced due to damage. The floor will be replaced in mid-September as part of the insurance loss.

- There was a fire incident on August 20th, 2014 where a Resident allowed a cigarette butt to smolder and ignite a garbage can causing a fire which resulted in damage to the 8th floor doors of the building. The Strata Lot responsible must pay the insurance deductible. The repairs are in progress and should be completed by the end of September.
- A Resident is parking a motorcycle and a car in a single parking spot side by side which is a nuisance to the neighbouring parking spot as it makes it very difficult for them to access their vehicle. The Bylaws do not allow more than one vehicle to be parked in a parking spot at the same time.
- The Landscaping Company asked permission to put more gravel onto the pathways on the 6th floor, which was approved by the Strata Council.
- A new Owner moved into the building and violated a number of the Strata Corporation Bylaws when moving in and doing renovations. They moved hardwood flooring through the lobby, they held the front door open which is a security violation, they gave no notice for using the elevator and used the elevator without pads. The Strata Corporation will not give leniency in this matter and wish the Owners to be fined as new Owners should receive permission from the Strata Corporation before undertaking renovations.
- There was a water leak incident between two Strata Lots where an Owner caused damage to the suite below, therefore they are responsible for the repairs.
- A number of Residents in the building have reported that the seals appear to have failed on their windows, resulting in a number of windows needing to be repaired.
- The Fire Inspections for 2014 were completed on July 18th, for the remaining suites that did not make themselves available for the previous inspections.
- The duct cleaning was conducted on August 11th, 12th and 13th, the ducts were cleaned from the exterior only.
- Following the power shutdown in June a number of suites experienced issues with debris in their fixtures which had to be resolved by either the Caretaker or Plumbers.
- A new cellular telephone was purchased for the Caretaker at a cost of \$40.00 as the batteries had failed and the cost for new batteries exceeded the cost of a new cellular phone.

3. Security

- The Strata Council is investigating, as part of the 2015 budget, upgrading the camera system at the building from analog to digital with HD support. The Strata Council will continue to review the costs for the 2015 budget.
- There was a request from a Resident to install a bike rack in their parking stall. This is a Fire Code issue and is not permitted under the Fire Code, therefore the Strata Corporation cannot give permission.

4. Project Reports

- The Strata Council is currently undertaking a parkade membrane repair that should be completed the week of September 8th.
- The top roof of the building patios may require to have some of the pads under the pavers replaced as they were originally put in with wood and not rubber pads as required.

5. Correspondence/Appeals

- There was a letter from a Resident saying that their dog was not responsible for all the defecation on the common hallway floor and that they had received warning letters. The Owner has promised that they will ensure that their dog does not defecate any more on the common hallway carpet.
- There was a letter from a Resident regarding cracks in the drywall in their suite, this is a Strata Lot Owners responsibility and not the Strata Corporation. The cracks are the result of the building settling.
- There was a response from a Resident regarding a letter they had received about smoking responding that they do not smoke. In the letter they also complained to the Strata Council about Residents allowing their animals to defecate on their patios and also about cigarette butts being tossed off the building.
- There was a letter from a Resident wondering why there was an open vent in the exercise area. This was as a result of the water incident in July where the exercise area had to be left open to ensure proper drying.
- There was also a complaint from a Resident that another Resident on their floor is leaving their entrance door open, therefore venting their suite into the hallway, which is a nuisance to the neighbours. From a safety perspective please do not leave your suite door open for an extended period under any circumstances. The hallways are pressurized to keep smoke out of the hallways in the event of a fire and if the doors are left open and there was a fire it would compromise Residents safety.

G. UNFINISHED BUSINESS

1. Security Audit

The Security Audit is complete for the year. The Strata Corporation is compiling the list of Residents who have not completed the Annual Audit and they will be receiving a letter and a fine sent from the Management Company in the coming weeks.

2. 6th Floor Deck Staining

The 6th floor wooden patio has been re-stained and the ponds have been re-painted.

I. NEXT MEETING

The next meeting is on:

**WEDNESDAY, OCTOBER 20TH, 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 8:00 pm.

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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