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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
TUESDAY, APRIL 7TH, 2015**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Tuesday April 7th, 2015 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:04 pm, by Nick Canosa the President of the Strata Council.

B. CALLING OF THE ROLL

The Strata Council Members present were Nick Canosa, Carlos Lau, Raymond Lee, Bruce Partridge, Jaime-Ann Lew and Arthur Huang, with regrets from Jeff Leong. Management was represented by Geoffrey Rosen and Amber Lepen. Joseph Coutu and Kim Robinson the Resident Managers were also in attendance.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Carlos Lau and seconded by Arthur Huang, 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 MEETING HELD ON MONDAY MARCH 9TH, 2015

Upon a MOTION duly made by Carlos Lau and seconded by Raymond Lee, it was RESOLVED that the minutes from the previous Strata Council meeting held on Monday March 9th, 2015 be APPROVED.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Bruce Partridge, asked that the review of the Financial Statements be tabled until the next Strata Council meeting so that he would have more time to review them.

Management reported that one of the GIC's that the Strata Corporation has in its' RBC Dominion Securities account expired and that the money should be re-invested. The Strata Council approved re-investing \$80,884.08 into a one year GIC to expire one year from purchase date.

Arrears

The Management Company noted that there were eleven (11) Owners in arrears for their Strata Fees. The 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 Bylaws.

F. REPORTS

1. Caretaker

Submitted by Joseph Coutu Apr. 7 / 15

Reports

- Clean out all locker rooms and mechanical / storage rooms of old furniture Etc. that people left behind so junk removal could pick up
- Work with Gerard to repair garbage room doors again
- Call from Burnaby fire dept. for people stuck on elevator.
- Check building after hours for noise complaints from a few apartments.
- Fire alarm someone pulled alarm by wash bay
- Several calls for elevators not working including last weekend till today for cab #4
- Called to check hot water feeding into cold lines in 2nd floor apartment PRV in water room in P3
- Check and replace all glass bars on pull stations in building
- Clean and sort out room where we have our maintenance equipment
- Clean and disinfect steam rooms
- Go with roofers to show what needs done
- Take flooring people to measure and look at replacing floors
- Deal with contractors for 2nd floor fire
- Get window cleaners set up for job
- Check for issues with entrance door
- Several times having to deal with dog problems with no leash in the building and messes in hallways
- Had a serious problem with driver from Sleep Country making a not booked delivery and blocking the doors elevators and fire exits
- We are getting a new group of homeless around the building breaking into doors blocking them open and leaving needles all over. Please watch your children and anyone following you in
- Getting a lot of gate and parking violations

CONTRACTORS

- Thyssen Krupp Elevator several times
- Pro Claim to finish work on 3rd floor
- Electrician for lights
- Gerard for gates and doors
- Burnaby Fire
- Metro roofing to do lower level roof
- PC floors for carpet
- A1Fire to recharge all fire extinguishers in common areas

- Window cleaners still working on Spring window clean
- Hakkon for pump in water room
- Hakkon for quarterly maintenance service
- Galaxy plumbing for PRV for town homes

Items discussed by the Caretaker were:

- The elevator has had some service issues over the past weekend. It is now back up and running.
- There continues to be issues with unreported moves into and out of the building. Owners who conduct moves within the building without notifying the Strata Corporation or paying the move in fee, will be fined for failure to give notice and be billed the move in fee.
- There continues to be people allowing their pets to be off leash, Owners will be fined for not having their pets on leash.
- There continues to be issues with Residents not waiting for the outer garage gates to close before proceeding which is creating a security problem.
- There is an issue where people are parking vehicles that are not theirs in the Resident parking area which is prohibited under the Bylaws.

NOTE TO RESIDENTS

**ONLY RESIDENTS ARE ALLOWED TO PARK THEIR VEHICLES IN THE
RESIDENT PORTION OF THE STRATA CORPORATION.**

- There was a request to install a fob reader in the long term parking area pedestrian door. The Strata Council tabled this item; however they will contact the security consultants to change the access control system so that only those people who have long term parking spots and bicycles can use their fobs to access the long term parking area.
- The Resident Manager recommended that the Strata Corporation installed bollards next to the two pedestrian gate exits in the visitor parking area which was approved by the Strata Corporation.
- There was a suggestion that the Strata Corporation added an information sheet to the form “K’s” on site reminding Owners that they must inform the Strata Corporation of moves and the garage gate Bylaws.

2. Management Report

- Management reported that the contract with Orkin for pest control to the building has been signed and stations will be set up in the next couple of weeks.

- The organic waste collection has been delayed due to the City of Burnaby's slow rolling out of the organic waste collection program. Once the program is ready for rollout the Strata Corporation will review the issue again.
- A Resident reported that the seals on their window had failed, the repair has been ordered.
- Management reported that they had talked to Hakkon the HVAC Company and the HVAC system does not service the stairwells as part of the fire system.
- Management reported that the PRV for the townhouse section of the building needs to be repaired and they are collecting quotes for that work to be done.
- A Resident's agent reported that he had replaced the smoke detectors in their suite. Please note that as part of the annual fire inspection the Strata Corporation informs the Owners if they have broken smoke detectors which are their responsibility to maintain and repair. Please ensure that they are replaced as they are a life saving device in the event of a fire in your Strata Lot.

3. Security

- Someone pulled a fire alarm on the P5 level parking on a Friday evening, resulting in the building having to partially evacuate until the Fire Department could resolve the problem.
- There appear to be homeless people taping open emergency exit doors. Please note that if you see any doors taped open please remove the tape or report it to the Resident Manager.
- There continues to be issues with people using the Resident gates as pedestrian access, which is prohibited under the Bylaws, please do not do so or you will be fined.

4. Project Reports

- Management reported that the 2nd floor carpets will be replaced in late April 2015.
- The Strata Council approved the quote to install a ladder leading to the top roof of the building at a cost of approximately \$4,000.00 plus tax, as part of the annual capital projects. The elevator fans are on the roof and need to be serviced.

5. Correspondence

- A Resident appealed a requirement that they pay the move in fee. The Strata Council reviewed the request and noted that as the Resident believed that as a furnished rental they were exempt and they would not have to pay the move in fee, the Strata Council reduced the fine slightly but noted that in the future the Owner needs to be aware that whether it is a furnished or un-furnished rental the move in fee must be paid to the Strata Corporation.
- A Resident asked that they receive a warning for the garage gate violation that they had received a fine for. The Strata Corporation denied the appeal.

- A Resident denied that they had failed to breakdown cardboard for the recycling area; the Strata Council denied the appeal.
- An Owner appealed a fine regarding a car that was fined and removed from the visitor parking area claiming that it was their friend's vehicle; it was believed that the vehicle belonged to the Owner. Parking by Residents in the visitor parking area is prohibited under the Strata Corporation Bylaws. The Strata Council is requesting proof of insurance or ownership for the vehicle.
- There was a dispute over a furniture move into the building which resulted in a \$300.00 fine for the Resident not booking the move properly.
- There appears to be Residents who are not waiting for the garage gates to close and speeding in the parkade. Fines will be issued for both when witnessed.
- There were several letters from Residents regarding whether the Strata Corporation should implement a rental restriction. The Strata Council had a short discussion and determined that this is something that should be brought to the Owners at the Annual General meeting in 2016 and the Strata Corporation will have further discussions on the item.
- A Resident took an elevator that was being used for a move and they were issued a warning letter. Please do not use elevators that are being used for a move by another Resident.
- There was a complaint against a Strata Lot for making excessive noise after 11:00 pm at night; they will be issued a warning letter.

G. UNFINISHED BUSINESS

1. Entrance Ponds Painting

- The Strata Council approved the quote to paint the ponds so that they can be activated for the Spring.

H. NEW BUSINESS

1. Dryer Vent Cleaning

- The Strata Council approved having the dryer vents cleaned in and out during the Summer of 2015, the dates will be posted.

2. Parkade Cleaning

- The Strata Council approved having the parkades cleaned along with the elevator lobbies and clean the carpets in the common area hallways over the next two months.

3. Landscaping

- The Strata Council is happy with the new Landscapers as they have done a good job cleaning up the 6th floor garden area and grounds at the front of the building.

I. NEXT MEETING

The next Strata Council meeting will be held on;

**Monday May 4th, 2015
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 8.42 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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