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**THE OWNERS, STRATA PLAN BCS 3037
STRATA COUNCIL MEETING MINUTES
MONDAY, AUGUST 17TH, 2015**

The following are the Minutes of the Council Meeting, Strata Plan BCS 3037, held on Monday August 17th, 2015 at Centrepoint in the Amenity Room, 4808 Hazel Street, Burnaby, BC.

A. CALL TO ORDER

The Meeting was called to order at 6:23 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, Arthur Huang, Jaime-Ann Lew and Jeff Leong. Management was represented by Geoffrey Rosen.

Owner Presentations

There were three Owner presentations regarding various questions regarding fine letters and issues at the building.

The first presentation was from an Owner who raised a concern regarding a late Strata Fee fine that they had received for non-payment of one of their Strata Fees for several months. It turned out that the Owner had changed their bank account and updated their PAD information; however they missed one payment and misunderstood and did not realize that they had to make up the missing Strata Fee payment. The Strata Council reduced the fines as a result.

The second presentation was from an Owner who had a house-sitter move into their suite, however they failed to inform the Strata Corporation of the move in and did not submit a Form 'K' and were fined for non-submission of a Form 'K'. The Strata Corporation will investigate a Bylaw revision to deal with this issue.

The third presentation was from an Owner regarding several issues; the first was that they did not receive a letter that had been previously mailed to them. The letter will be re-mailed. The next one was a break in into their storage locker and they were concerned about the security of the building and that the storage room was cleaned up too quickly as a result of mis-communication. The Strata Council explained and apologized, however as a result of this the Strata Corporation was concerned that somebody has access to the common area keys and as a result the Strata Corporation are re-keying all the common area doors under the Strata Corporations' master re-key policy as covered in their insurance policy. The third issue was a concern about smoking around the building and

that there are Owners smoking in their suites and on their balconies causing a nuisance to other Owners.

The Strata Council listened to the Owners and thanked them for their time.

C. APPROVAL OF THE AGENDA

Upon a MOTION duly made by Jeff Leong and seconded by Raymond Lee, 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 WEDNESDAY JUNE 10TH, 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 Wednesday June 10th, 2015 be APPROVED.

E. REVIEW AND ACCEPTANCE OF FINANCIAL STATEMENTS

The Treasurer, Bruce Partridge, had reviewed the Financial Statements for the month of May and June, 2015 and found that they were in good order.

Upon a MOTION duly made by Jeff Leong and seconded by Raymond Lee, it was RESOLVED that the Financial Statements for the months of May and June, 2015 be ACCEPTED as reviewed.

Arrears

Management noted that there are four (4) Owners in arrears for their Strata Fees. The Strata Corporation has sent letters to the Owners asking for timely payment of their Strata Fees as per the *Strata Property Act of BC*. Owners who do not pay their Strata Fees on time are fined \$100.00 per month, as per the Strata Corporation Bylaws.

F. REPORTS

1. Caretaker

Submitted by Joseph Coutu August 17 / 15

- Work on P3 lockers, replace cut bars for locks.
- Clean out left behind items from locker rooms.
- Check hours of video to find person who is breaking into lockers.
- Repair broken lights in stairwells.
- Install new light bulbs in parkade, P3 down.
- Check for leak on 2nd floor which is leaking through canopy at front of the building.
- Shut down and drain water feature due to notice from City of Burnaby.
- Remove all brass lights and bubblers from water feature.
- Drain all lines and winterize pump room as water feature will not be back on this season.
- Repair lock on door leading to parking from garbage area.
- Brush clean and disinfect steam rooms, also power flush.

- Go with locksmith for repairs from break ins.
- Called for emergency water leak 6th floor to 5th floor.
- Pick up supplies for building.

CONTRACTORS

- Locksmith for all building locks.
- Haakon for service.
- Garaventa for lift to garbage room
- Thyssen Krupp in several times for elevator problems
- Haakon for fan in garbage room.
- New company for service on exercise equipment
- Technician for cameras.
- Coit cleaned the pads for moving elevator.
- High Volt for gate service.
- Electrician to remove lights in water feature.

The Caretaker reported that there continues to be Residents tossing cigarette butts off balconies. Residents are leaving garbage all over the building causing the area to look unsightly. If any Resident is caught leaving garbage or leaving the common areas in a disordered state, the Owners of the suite will be fined accordingly and charged the cleaning cost.

The Resident Manager also noted that there continues to be an issue with dogs in the building and Owners not cleaning up after their dogs.

2. Management Report

- The anchor inspection is scheduled for August 25th, 2015.
- The move out policy will now require that the lockers be checked before someone moves out of the building to ensure that any debris is removed and not left for the Strata Corporation to deal with.
- The fountain and the irrigation system have been turned off due to the Metro Vancouver drought restrictions.
- The 2nd duct cleaning inspection is scheduled for August 18th and 19th.
- A new Owner moved in submitting all the proper required information, including emergency contact information etc., Please note that when you have a tenant move into the building or when you move in you need to update the Strata Corporation and Management so that they know how to reach you and who is in the Strata Lot.
- A number of pieces of equipment in the gym are beginning to require significant repair, including the treadmills which have to have new belts put on them and new cables on the universal gym.
- There have been a number of pieces of correspondence from Residents regarding the elevator doors sticking and delaying service access. Management has been in contact

with Thyssen Krupp to arrange to have a more senior technician come out and investigate all the doors to find out why they are sticking.

3. Security

- For the first time in many years there have been break ins in the P3 storage areas. The Strata Council is concerned that it appears that a common area or construction key has been found and as a result it is deemed that the Strata Corporation is not as secure as it should be. Therefore the Strata Corporation has activated the master re-key portion of the Strata Corporations' insurance policy to re-key all the common area locks to the building in hopes of re-securing the building. Each Owner will then receive 3 keys, 1 for their storage room, 1 for the stairwell on to their floor and 1 for the common areas in the parkade level.
- The Strata Council also discussed that they are going to remove access to the bike room and long term visitor parking from the Residents who do not use that section of the building, to further secure the building.

4. Projects

- There are no projects at present.

5. Correspondence

- There was an incident on the 5th floor where a dog was barking and disturbing all the neighbours. Management contacted the Tenant and the Property Manager for the suite and arranged to have the issue with the barking dog resolved, which appears to be the case at this point.
- There was a dispute over a dryer duct cleaning as an Owner felt that their dryer duct didn't need to be cleaned. The Strata Corporation responded that it does not matter if the dryer in the suite is used or not, from a liability standpoint they all need to be cleaned.
- Letters went out to all the Owners who had not granted access for the dryer duct cleaning.
- There was an incident in early July between two Strata Lots regarding their pets. The Owner of one of the Strata Lots is appealing the fines applied to them for the incident. The Strata Council felt that they would not accept the appeal and the fines would stand as issued.
- There was an appeal from several Owners concerning the \$50.00 fine for not providing access for the dryer duct cleaning. The Strata Councils' position is that because notices were posted around the building, the mail room and noted in the Minutes, the Owners should be reading the Minutes. The appeals were denied
- A Resident disputed a fine for pet and cardboard storage violations. The pet issues have been resolved; however the cardboard storage appeal is denied because the Strata Council, based on visual evidence, believes that there is cardboard on their balcony.

- An Owner disputed the fine for the 2nd Fire Inspection; the Strata Council is rejecting the appeal, based on the fact that notices were posted at the building.

G. UNFINISHED BUSINESS

1. Security Audit

- The security audit will be in effect from September 1st 2015, notices will be posted at the building and in the minutes.

H. NEXT MEETING

The next Strata Council meeting will be held on;

**Monday September 14th, 2015
at 6:00 pm
in the Amenity Room.**

I. ADJOURNMENT

There being no further business to transact, upon a MOTION duly made, it was RESOLVED that the meeting would be adjourned at 8:27 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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